

**Regular Meeting
Stafford Board of Education
Stafford Elementary School
September 11, 2017, 6:30 p.m.**

Board Members Present: Mrs. Andrea Locke
Mr. George Melnick
Mr. Jeff Roberts
Mrs. Tracy Rummel, Secretary
Ms. Sonya Shegogue, Chairperson
Mrs. Kathy Walsh

Absent: Mr. Peter Kovaleski
Ms. Diane Peters, Business Manager (in attendance at Board of Finance meeting)

Also Present: Dr. Patricia A. Collin, Superintendent of Schools
Mr. Jonathan Campbell, Assistant Principal, Stafford Middle School
Ms. Peggy Falcetta, Principal, Staffordville School
Ms. Anna Gagnon, Principal, West Stafford School
Miss Autumn Gagnon, Senior Class Student Representative
Ms. Susan Mike, Assistant Principal, Stafford High School
Ms. Jennifer Murrphy, Director of Curriculum and Instruction
Mr. Paul Muska, Principal, Stafford Middle School
Mr. Marco Pelliccia, Principal, Stafford High School
Ms. Jolene Piscetello, Director of Pupil Services
Mr. Nicholas Wyse, Junior Class Student Representative

Item I. Call to Order- Establishment of Quorum

The meeting was called to order at 6:37 p.m.

Item II. Pledge of Allegiance

The student representatives led the Board in the Pledge of Allegiance.

Item III. Secretary's Report- Approval of Minutes

Regular Meeting, 8/23/17
Special Meeting, 8/28/17

A consensus of the Board approved the Secretary's Report for the regular meeting held on 8/23/17, and the special meeting held on 8/28/17, as presented.

Item IV. Treasurer's Report

Bills, 8/23/17- \$91,277.95
Grants, 8/23/17- \$789.57

A consensus of the Board approved the Bills and Grants, as presented.

Item V. Correspondence

A. Board Meeting Reminder

Ms. Shegogue read the Board meeting reminder that was posted on the agenda.

Ms. Rummel read the thank you card from Mr. Bednarz that he sent to the Board for its retirement gift.

Item VI. Board Reports

A. Report from Student Representatives

Miss Gagnon reported on the following topics:

- Sports Update
- School Photos
- Open House at SHS on 9/13/17
- Professional Development on 9/21/17

Mr. Wyse reported on the following topics:

- Distributed a Copy of the Update from the Music Department
- West Stafford School Professional Development
- WSS PTA Meeting
- WSS Book Fair
- WSS Open House
- Staffordville School Meet and Greet
- SV Professional Development
- SV Open House
- SV Fundraiser at Ice Cream Depot, 9/27/17

B. Budget Committee

The Budget Committee members are Ms. Shegogue, Mr. Melnick and Mr. Kovaleski (Mrs. Locke, alternate). There was no update from this committee.

C. Curriculum Committee

The Curriculum Committee members are Ms. Shegogue, Mrs. Locke and Mrs. Walsh (Mrs. Rummel, alternate). There was no update from this committee.

D. Policy Committee

The Policy Committee members are Mrs. Rummel, Mr. Kovaleski and Mrs. Walsh. There was no update from this committee.

E. Negotiation Committee

The Negotiation Committee members are Mrs. Locke, Ms. Shegogue and Mr. Roberts. There was no update from this committee.

F. District Climate Study Committee

Ms. Shegogue reported that EASTCONN should have the first draft of the climate study results to her by 9/22/17. She said that they are currently looking at the open-ended questions, and she hopes to have the final analysis by October.

G. Update on the Interim Superintendent Selection Process

Ms. Shegogue stated that the Connecticut Association of Public School Superintendents (CAPSS) was contacted for a list of available interim superintendents, which they provided. She stated that all of the candidates on the list were contacted to determine interest in a 4-6 month assignment, and that interviews would be scheduled with all interested candidates. She said that a small committee would be convened to interview the candidates for interim superintendent. Mr. Melnick, Mr. Roberts and Mrs. Walsh (alternate) volunteered to be on the interview committee.

Item VII. Superintendent’s Reports

A. Meet and Greet New Certified Staff Members

Dr. Collin stated that previously, the Board of Education officially appointed all certified teaching staff and administrators. Candidates often attended the Board meeting at which the decision was to be made.

She said that with the January 7, 2013, revision of **Policy #4111 Personnel-Certified: Recruitment and Selection**, the Board authorized the Superintendent [or designee] *to employ all personnel below the rank of Assistant Principal*. This change in policy expedited the hiring process as it allowed me to offer contracts to new staff and, concurrently, allowed these staff members to provide adequate notification to their current employers, as warranted.

Therefore, the new staff were invited to attend the Board meeting. The building administrators introduced the new staff members that were in attendance at the meeting.

Name	Position	Location
Lauren Caporiccio	Grade 2 Teacher	SES
Shannon Danahey	Special Education Teacher, Integrated PK	WSS
Rachel DeSocio	Science Teacher, Grade 6	SMS
Amanda Draizen	Kindergarten Teacher	WSS
Melissa Fenner	Instructional Support Math Teacher	SMS
Celeste Forst	Art Teacher	SMS
Christine Gay	Math Teacher, Grade 8	SMS
Hayley Grove	LTS, Grade 5 Teacher	SES
Hillary Lackman	Guidance Counselor	SHS
Ian Learned	Special Education Teacher	SHS
Katherine Lynch	LTS, Grade 2 Teacher	SES
Kelsey McBride	LTS, Kindergarten Teacher	WSS
Mary Kate McDonald	Guidance Worker	SHS
Kate McLellan	LTS, Grade 2 Teacher	SES
Shannon McNamara	Social Worker	SHS
Sarah Murray	Special Education Teacher	SHS
Robert Pirrie	Physics Teacher	SHS
Kera Pixton	Instructional Support Reading Teacher	SES
Sierra Suprin	Speech/Language Pathologist	SES

The Board took a brief recess at 7:00 p.m. to enjoy refreshments that Dr. Collin provided. The meeting was called to order at 7:14 p.m. Ms. Shegogue stated that during the break, there was a question regarding the makeup of the interim superintendent interview committee. She stated that the committee would be comprised of two Board members plus herself, Mrs. Marinelli, two administrators and two teachers.

B. Update on the 2017 – 2018 Budget

Dr. Collin stated that First Selectman Frassinelli sent out a letter on September 6, 2017, regarding the status of the town's budget, which was provided for the Board via the portal. She said that the Governor's revised budget is an improvement over the current executive order, but would still reduce Stafford's funding by over \$1,000,000. Dr. Collin noted that Mrs. Peters, Business Manager, was currently at the Board of Finance meeting, and that Mrs. Marinelli emailed a couple of articles regarding the budget to Board members over the past week.

There were no questions or comments.

C. Update on the Self-Funded Health and Dental Insurance Funds

Dr. Collin presented a report and documentation prepared by Mrs. Diane Peters, Business Manager, regarding the status of our self-funded health and dental insurance programs for the 2016-2017 fiscal year.

She said that the health insurance fund reflected a total unadjusted balance of \$2,753,601.88 as of June 30, 2017. At this time last year, the health insurance fund reflected a balance of \$2,306,889.

She said that the dental insurance fund reflected a balance of \$97,643.28. At this time last year, the dental insurance fund reflected a balance of \$117,628.

There were no questions or comments.

D. Financial Report July 1, 2017, through August 31, 2017

Dr. Collin presented the financial report of funds budgeted and encumbered or expended from July 1, 2017, through August 31, 2017, as prepared by Mrs. Diane Peters, Business Manager.

She said that the total approved budget for the 2017-2018 school year is \$27,659,000.39, which is a 1.58% increase as compared to the 2016-2017 approved budget. She said that the report indicates that period to date expenditures totaling \$2,865,388.40 with \$24,793,611.99 encumbered, leaving a balance of \$4,855,074.80 or 17.6% of the total budget to be expended or encumbered by June 30, 2018.

Item VIII. Public Comment

A member of the audience asked if the interim superintendent of schools would be eligible for the permanent position. Ms. Shegogue stated that the person would have to follow the application process, but, yes, they would be eligible.

Item IX. Old Business

There was no Old Business.

Item X. New Business

A. Approval of SMS Health Teacher Position Increase to 1.0 F.T.E.

Dr. Collin thanked Mr. Campbell, Assistant Principal at Stafford Middle School, and Mr. Fenton, Interim Principal at Stafford Middle School, for their work on students’ schedule before and right up to the beginning of school year. She said that there were issues with the schedule, despite hiring a consultant from EASTCONN.

Dr. Collin stated that as indicated in her August 29, 2017, email to the Board, in spite of the recent dedication of a significant number of hours in an attempt to address the issue, the current 0.67 FTE Health teacher position at Stafford Middle School needs to be reinstated to full time. Because the position was reduced during the 2017-2018 budget process, she said that Board approval is required to reinstate the position, for which Mrs. Jean Titus has been providing the additional service hours to accommodate the scheduling needs at the middle school since the beginning of the current school year.

Mr. Roberts made a motion, seconded by Mrs. Walsh, that the Board increase the health teacher position at Stafford Middle School from .67 FTE to 1.0 F.T.E. for the 2017-2018 school year. Mrs. Locke, Mr. Melnick, Mr. Roberts, Mrs. Rummel and Mrs. Walsh, voted for the motion, which carried.

B. Approval of Authorized Signers for Stafford Savings Bank Accounts

Dr. Collin provided the Corporate Resolution for Account form designating Stafford Savings Bank as a depository for the Stafford Board of Education via the portal. She said that the form requires that the Board of Education (“Board of Directors”) authorize officers and agents of the school district to deposit funds in the Bank. Such authorization from the Board of Education allows school officials to conduct other types of transactions as stipulated in the resolution, such as signing checks.

Mr. Roberts made a motion, seconded by Mrs. Locke, that the Board of Education authorize the following employees as designated signers for each of the accounts enumerated below:

Account Name	Authorized Signers
Stafford Public Schools Stafford Middle School Activity Account	Patricia A. Collin, Superintendent; Diane Peters, Business Manager; Paul Muska, Principal; and Jonathan Campbell, Assistant Principal
Stafford Public Schools Stafford High School and Stafford Public Schools Laura DeCarli Achievement Award	Patricia A. Collin, Superintendent; Diane Peters, Business Manager; Marco Pelliccia, Principal; and Susan Mike, Assistant Principal
Stafford Public Schools Board of Education Food Services	Patricia A. Collin, Superintendent; and Diane Peters, Business Manager Elizabeth LaPane, Supervisor of Food Services
Stafford Public Schools West Stafford School Activity Fund	Patricia A. Collin, Superintendent; Diane Peters, Business Manager; and Anna Gagnon, Principal

Stafford Public Schools Stafford Elementary School Activity Fund	Patricia A. Collin, Superintendent; Diane Peters, Business Manager; Steve Montgomery, Principal; and <i>Newly-appointed 9/11/17, Assistant Principal</i>
Stafford Public Schools Staffordville School	Patricia A. Collin, Superintendent; Diane Peters, Business Manager; and Peggy Falcetta, Principal

Mrs. Locke, Mr. Melnick, Mr. Roberts, Mrs. Rummel and Mrs. Walsh, voted for the motion, which carried.

Mrs. Walsh made a motion, seconded by Mr. Melnick, that the Board of Education authorize Mrs. Tracy Rummel, Secretary, to certify that this action has been taken at its meeting on September 11, 2017. Mrs. Locke, Mr. Melnick, Mr. Roberts, Mrs. Rummel and Mrs. Walsh, voted for the motion, which carried.

C. Authorization of the Board Chairperson to Appoint an Interim Superintendent Following Committee Interviews

Mr. Roberts made a motion, seconded by Mrs. Rummel, that the Board authorize Ms. Sonya Shegogue, Board Chairperson, to appoint an interim superintendent of schools following the committee interviews. Mrs. Locke, Mr. Melnick, Mr. Roberts, Mrs. Rummel and Mrs. Walsh, voted for the motion, which carried.

Item XI. Personnel Matters

A. Acceptance of Resignations- Certified and Administrative

Mrs. Locke made a motion, seconded by Mr. Melnick, that the Board of Education accept the resignations of the following staff members, as indicated:

NAME	POSITION	SCHOOL	EFFECTIVE DATE	REASON
Collin, Patricia	Superintendent of Schools	District	10/13/17	Retirement
Gray, Evan	Music Teacher	Stafford Elementary School, Stafford Middle School, Stafford High School	8/21/17	To accept a position in another district closer to home.

Mrs. Locke, Mr. Melnick, Mr. Roberts, Mrs. Rummel and Mrs. Walsh, voted for the motion, which carried.

Mrs. Rummel made a motion, seconded by Mrs. Walsh, that the Board place item XI.C.- **Interview and Discuss the Qualifications of Candidate for the Position of Principal of Stafford Middle School (Executive Session Anticipated)**, into executive session. Mrs. Locke, Mr. Melnick, Mr. Roberts, Mrs. Rummel and Mrs. Walsh, voted for the motion, which carried.

The Board took a brief recess at 7:30 p.m., but remained in the Stafford Elementary School cafeteria. Mrs. Locke made a motion, seconded by Mr. Melnick, to enter executive session. Mrs. Locke, Mr. Melnick, Mr. Roberts, Mrs. Rummel and Mrs. Walsh, voted for the motion, which carried. The Board entered executive session at 7:31 p.m. The Board invited Dr. Collin and the candidate into executive session.

B. Interview and Discuss the Qualifications of a Candidate for the Position of Assistant Principal of Stafford Elementary School (Executive Session Anticipated)

The Board interviewed a candidate for the position of assistant principal of Stafford Elementary School.

Mrs. Rummel made a motion, seconded by Mrs. Locke, to return to regular session. Mrs. Locke, Mr. Melnick, Mr. Roberts, Mrs. Rummel and Mrs. Walsh, voted for the motion, which carried. The Board returned to regular session at 7:42 p.m.

C. Possible Appointment of an Assistant Principal for Stafford Elementary School

Mrs. Locke made a motion, seconded by Mrs. Rummel, that the Board appoint Ms. Caroline Hargraves as assistant principal of Stafford Elementary School, effective date to be determined. Mrs. Locke, Mr. Melnick, Mr. Roberts, Mrs. Rummel and Mrs. Walsh, voted for the motion, which carried.

Item XII. Student Matters

There were no Student Matters.

Item XIII. Adjournment

Mrs. Rummel made a motion, seconded by Mrs. Locke, to adjourn. Mrs. Locke, Mr. Melnick, Mr. Roberts, Mrs. Rummel and Mrs. Walsh, voted for the motion, which carried. The meeting adjourned at 7:44 p.m.

**Respectfully submitted,
Christine C. Marinelli, Recording Secretary**

Sonya Shegogue, Chairperson

Tracy L. Rummel, Secretary