

**Regular Meeting  
Stafford Board of Education  
Stafford Elementary School  
June 12, 2017, 6:30 p.m.**

**Board Members Present:** Mr. Scott Gallison  
Mr. Peter Kovaleski  
Mrs. Andrea Locke  
Mr. Jeff Roberts  
Mrs. Tracy Rummel, Secretary  
Ms. Sonya Shegogue, Chairperson  
Mrs. Kathy Walsh

**Also Present:** Dr. Patricia A. Collin, Superintendent of Schools  
Mr. Michael Bednarz, Director of Curriculum and Instruction  
Ms. Christine Griswold, Assistant Principal, Stafford High School  
Ms. Beth LaPane, Supervisor of Food Services  
Mr. Marco Pelliccia, Principal, Stafford High School  
Mrs. Debbie Szymanski, Business Manager

**Item I. Call to Order- Establishment of Quorum**

The meeting was called to order at 6:30 p.m.

Mr. Gallison called a point of order and asked that an executive session for personnel matters be added to the agenda. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts, Mrs. Rummel and Mrs. Walsh voted for the motion, which carried.

**Item II. Pledge of Allegiance**

The newly-elected student representative led the Board in the Pledge of Allegiance.

**Item III. Secretary's Report- Approval of Minutes**

Regular Meeting, 5/22/17  
Special Meeting, 5/31/17  
Special Meeting, 6/5/17

A consensus of the Board approved the Secretary's Report for the regular meeting held on 5/22/17, and the special meetings on 5/31/17, and 6/5/17, as presented.

**Item IV. Treasurer's Report**

Bills, 5/24/17- \$111,119.51  
Grants, 5/24/17- \$8,138.42  
Bills, 6/7/17- \$167,190.47  
Grants, 6/7/17- \$18,837.24

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.

**B. Thank You Cards**

Ms. Shegogue noted that there were thank you cards to the Board posted in the portal.

**Item VI. Board Reports**

**A. Report from Student Representatives**

Neither student representative was present at the meeting. Mr. Pelliccia introduced next year's student representative from the Junior Class, Nicholas Wyse.

**B. Budget Committee**

The Budget Committee members are Ms. Shegogue, Mr. Gallison 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). Ms. Locke said that the committee met prior to the Board meeting and discussed the construction textbook and the elementary report card, which would be presented later on the agenda, as well as topics which would be discussed at a future Board meeting.

**D. Policy Committee**

The Policy Committee members are Mrs. Rummel, Mr. Kovaleski and Mrs. Walsh. The committee members met on Friday, May 19, 2017, at 8 a.m. Mrs. Walsh stated that while the committee originally recommended that there be no changes to policy 2131- Superintendent, she is now recommending that the policy committee revisit that policy. The committee members agreed to review at a future policy committee meeting.

**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 said that the committee met on Friday, May 19, 2017, and met with a consultant from EASTCONN. She said that he asked for the number of staff members in the district and the types of questions to be asked. Mr. Gallison said that it was a very productive meeting and that once the study is finalized, a letter will be sent to staff members. Ms. Shegogue said that the climate study contract would be presented later on the agenda for Board consideration.

## **Item VII. Superintendent's Reports**

### **A. America's Best High Schools Silver Medal Recognition**

Dr. Collin said that according to *U.S. News and World Report*, Stafford High School was awarded a silver medal for America's Best High Schools on April 25, 2017. Ranked 31 out of 288 high schools in Connecticut and one of 24 silver medal schools, Stafford High School is also ranked in the top 13% of over 22,000 in the nation!

Dr. Collin reported that the press release about this prestigious award is available by accessing the following link: <https://www.usnews.com/education/best-high-schools/national-rankings>. She said that the press release is also posted on the front page of our district website under "Recent News".

Mr. Gallison noted that he received a copy of a letter signed by many of the staff members at Stafford High School about the award.

Mr. Pellicca and Miss Griswold were in attendance at the meeting to respond to Board members' questions. They also distributed certificates to the Board members and administrators thanking them for their role in making Stafford High School a silver medal winner.

### **B. Summer Reading Programs 2017**

Dr. Collin provided via the portal a report on the summer reading programs for 2017, as prepared by Mr. Michael Bednarz, Director of Curriculum & Instruction. She said that per Mr. Bednarz's report, all students, including those transitioning to another school, have received information about the programs specific to their grade levels.

As was the case last summer, students are being asked to read more non-fiction books this summer. This strategy is directly aligned with the Common Core State Standards for English Language Arts and Smarter Balanced Assessments.

Students in kindergarten through grade five will participate in the Governor's Summer Reading Challenge: "Connecticut Reads 2017". Middle school students will be required to read a 2018 Teen Nutmeg nominated title or other award winning book and complete an assignment focused on plot. Information about the Reading Challenge and Nutmeg titles are attached for the Board's review.

In addition, approximately 20 students in kindergarten and grade one will be participating in the Summer Digital Reading Academy, using web-based programs to improve reading skills.

Finally, Stafford High School students will select at least one novel from the following: any Nutmeg, Teen Nutmeg, or Printz Award/Printz Honor book. Upon their return to school in the fall, students will be expected to present on character development.

Mr. Bednarz was present at the meeting to respond to questions of Board members.

### **C. Wellness Committee Update**

Dr. Collin stated that as part of the No Child Left Behind (NCLB) Legislation, each public school district in the United States had to develop and implement a student wellness policy (6142.101). Furthermore, the

policy had to include a provision for a periodic status report by the local Wellness Committee to the Board of Education.

She reported that the Wellness Committee of Stafford Public Schools met on Tuesday, May 16, 2017. Membership included the following: Mr. Michael Bednarz, Director of Curriculum & Instruction; Mrs. Peggy Falcetta, Principal, Staffordville School; Mrs. Belinda Fortin Tarro, Health Teacher, Stafford High School; Mr. Damian Frassinelli, Director of Athletics & Recreation; Mrs. Beth LaPane, Supervisor of Food Services; Ms. Laura Lybarger, Head Start Family Advocate, West Stafford School; Mrs. Sharon Mlyniec, Physical Education/Health Teacher, Stafford Elementary School; Mr. Steve Montgomery, Assistant Principal, Stafford Elementary School; Mr. Robert Schadt, Physical Education/Health Teacher, Staffordville School/West Stafford School; and Mrs. Michele Staczek, Head Nurse.

The Committee first considered suggested revisions to our current policy and regulation, as recommended by Shipman & Goodwin, our Policy Service Provider. The Administrative Policy Committee initially reviewed the policy and regulation on May 1, 2017. The policy and regulation were subsequently reviewed by the Board Policy Committee on May 19, 2017, and will be presented later on the agenda for Board of Education approval.

The Committee also discussed the degree to which the wellness policy and its accompanying regulation are being implemented in our district, i.e. to report on the successes as well as concerns in implementing this policy at the school level. A review and analysis of committee members' collective responses to specific Board Policy/Regulation Statements were provided via the portal for the Board members.

There were no questions or comments.

#### **D. Next Generation Accountability System Results**

Dr. Collin said that the Connecticut State Department of Education (CSDE) published District Performance Index (DPI) and School Performance Index (SPI) reports were first released in December 2013, which provided information relative to areas of strength and in need of improvement, by subject area and subgroup, in order to reveal achievement gaps. These reports identified targets for the CMT and CAPT performances and graduation rates and a "classification" for each school and district in Connecticut based on the new accountability system: Excelling, Progressing, Transitioning, Focus, or Turnaround. Stafford's data indicated there were no achievement gaps, and Stafford Middle School was recognized as a School of Distinction for its highest overall performance on the CMT.

Last year, the CSDE released the Next Generation Accountability System for schools and districts, which reports on indicators (16 indicators at the high school and district levels) based on 2014-2015 school year data. Mr. Michael Bednarz, Director of Curriculum & Instruction, presented this data to the Board on April 11, 2016.

Mr. Bednarz provided a brief explanation of the indicators as they relate to Stafford's 2015-2016 data. He said that the indicators address English Language Arts (ELA), math, and science performance, chronic absenteeism, preparation of College & Career Readiness (CCR), graduation rate data, post-secondary entrance, physical fitness, and access to the arts. Scores are also reported for "all students" and for "high needs students". He said that it is expected that districts use the data to identify strengths and areas for school and district improvement.

Board members were provided via the portal with school and district reports, and a PowerPoint presentation, Q & A document, and the CSDE guide, which provides detailed information, resources, rationale for each indicator, etc. Mr. Bednarz also review the PowerPoint presentation at the meeting.

Mrs. Rummel asked how the district will use this data to make improvements in upcoming years. Mr. Bednarz stated that the data has been shard with administrators. He said that the administrators will review this data, in conjunction with other data points for a more complete picture. Ms. Griswold stated that based on a review of the high school data, a change was made in the PE and health curriculum, which improved one of the physical education indicators for their students.

**E. Update on New Courses at Stafford High School**

Dr. Collin stated that in April of 2016, the Board of Education approved seven new course proposals: Advanced Placement (AP) European History; AP Government; AP Studio Art; Advanced Algebra with Financial Applications; Team Activities, Games & Fitness; Unified Physical Education; and Unified Music. According to a memorandum prepared by Mr. Michael Bednarz, Director of Curriculum & Instruction, 88 students participated in and benefited from the courses. Board members were provided via the portal with teachers' summaries as well as the student testimonials.

Mr. Bednarz explained the process for new course proposals. He said that normally student interest is brought forward to a teacher, who in turn makes a presentation to the school administrator(s). Mr. Gallison noted that some of the enrollment numbers are low. Mr. Bednarz stated that the enrollment numbers are higher for next year and sometimes it takes a year or two for a course to "catch on". Ms. Longmore also explained a bit about the course she teaches and said that while the enrollment numbers may be low, for the students interested in that field the opportunity is invaluable.

**F. Financial Report July 1, 2016 through May 31, 2017**

Dr. Collin presented the financial report of funds budgeted and encumbered/expended from July 1, 2016, through May 31, 2017, as prepared by Mrs. Deborah Szymanski, Interim Business Manager.

She said that the total approved budget for the 2016-2017 school year is \$27,373,424, which is -0.36%, a decrease of \$99,076, as compared to the 2015-2016 approved budget. The report indicates that period to date expenditures/encumbrances total \$26,367,656.79 or 96.3% of the budget, leaving a balance of \$1,006,731.37 or 3.7% of the total budget to be expended or encumbered by June 30, 2017. The balance does not yet reflect funds that will be forwarded to the town (e.g. debt service, which will be applied toward the solar project lease).

There were no questions or comments.

**Item VIII. Public Comment**

A member of the audience asked about the large number (approximately 30) vacancies in the district and how the staff is going to manage the hiring process for all of these employees.

A member of the audience stated that her comments were not accurately reflected in previous minutes. She also chastised the Superintendent for not getting the information out herself sooner regarding the high school's Silver Award.

**Item IX. Old Business**

There was no Old Business.

**Item X. New Business**

**A. Review and Possible Approval of Construction Textbook for Stafford High School**

Dr. Collin stated that Mr. Michael Bednarz, Director of Curriculum & Instruction, provided a proposal for the textbook entitled, *Residential Construction Academy: Carpentry, 4<sup>th</sup> Edition* (Cengage Learning, 2016), which is recommended for adoption by the Board of Education.

Mr. Bednarz was present at the meeting to respond to questions from Board members about the textbook selections. As was mentioned earlier in the meeting, the Board Curriculum Committee met to review the textbook earlier in the evening. There were no questions.

Mrs. Locke made a motion, seconded by Mr. Roberts, that the Board adopt, *Residential Construction Academy: Carpentry, 4<sup>th</sup> Edition* (Cengage Learning, 2016), as presented. Mr. Gallison, Mrs. Locke, Mr. Kovaleski, Mr. Roberts, Mrs. Rummel and Mrs. Walsh voted for the motion, which carried.

**B. Review and Possible Approval of Revisions to Current Board Policy 5118.12 Homeless Students and Policy 6142.101 Student Nutrition & Physical Activity (Student Wellness Policy)**

Dr. Collin reported that on May 1, 2017, the policies enumerated below were initially discussed and reviewed by the Administrative Policy Committee (APC), which is comprised of the following staff: Mr. Michael Bednarz, Director of Curriculum & Instruction; Mr. Marco Pelliccia, Principal, Stafford High School; Mrs. Jennifer Hoffman, Principal, Stafford Middle School; Mrs. Peggy Falcetta, Principal, Staffordville School; Mrs. Amy Stevenson, Director of Pupil Services and Dr. Collin. Subsequently, on May 19, 2017, the same policies were also reviewed by the Board Policy Committee (BPC), comprised of Mrs. Kathy Walsh (Chairperson), Mr. Peter Kovaleski, and Mrs. Tracy Rummel.

The following policies were reviewed and discussed:

- **Policy 2131** Superintendent of Schools
- **Policy 5118.12** Homeless Students
- **Policy 6142.101** Student Nutrition & Physical Activity (Student Wellness Policy)

As a result of the discussions, the Board was asked to approve of revisions to Policy 5118.12 and Policy 6142.10. Although initially there were no revisions recommended for Policy 2131 Superintendent of Schools, as discussed earlier in the meeting, the committee has asked to revisit this policy.

With the approval of Bylaw 9311 Formulation, Adoption & Amendment of Policies, this presentation serves as the second reading since consideration by the Board Policy Committee serves as the first.

Mrs. Walsh made a motion, seconded by Mr. Kovaleski, that the Board of Education approve the revisions to **Policy 5118.12** Homeless Students and **Policy 6142.101** Student Nutrition & Physical Activity (Student

Wellness Policy), as presented. Mr. Gallison, Mrs. Locke, Mr. Kovaleski, Mr. Roberts, Mrs. Rummel and Mrs. Walsh voted for the motion, which carried.

**C. Disposal of Obsolete Desk, Safe and Piano**

Mr. Roberts made a motion, seconded by Mrs. Locke, that the Board of Education approve the return of the obsolete desk, safe and piano to the Town of Stafford, according to the provisions of Board Policy 3260- Sales and Disposal of Books, Equipment, and Supplies. If the Town does not want it, the district will assume responsibility for proper disposal. Mr. Gallison, Mrs. Locke, Mr. Kovaleski, Mr. Roberts, Mrs. Rummel and Mrs. Walsh voted for the motion, which carried.

**D. Review and Possible Acceptance of School Climate Study**

Ms. Shegogue distributed a copy of the proposed contract between EASTCONN and the Board of Education for the climate study. The Board agreed that they would allow any interested staff member to complete a survey.

After discussion, Mr. Roberts made a motion, seconded by Mr. Kovaleski, that the Board of Education approve of the contract, as presented. Mr. Gallison, Mrs. Locke, Mr. Kovaleski, Mr. Roberts, Mrs. Rummel and Mrs. Walsh voted for the motion, which carried.

**E. Review and Approval of Elementary Report Card**

Dr. Collin stated that during the last three years, under the leadership of Mr. Michael Bednarz, Director of Curriculum & Instruction, staff has been working on the revision of the elementary report card for students in kindergarten through grade five. She said that the goals of this initiative were to align the report card to new national standards; incorporate 21<sup>st</sup> Century learner qualities and skills; upgrade standards to reflect new programs and content priorities; and revise the achievement codes to reflect new rating systems.

The Board was provided via the portal with a memorandum and corresponding materials for additional information about this significant endeavor. Dr. Collin said that in addition to Mr. Bednarz and the building administrators, she'd like to extend her appreciation to the certified staff members, who committed much time and effort to this process.

Mr. Bednarz made a presentation to the curriculum committee prior to the Board meeting. There were no additional questions.

Mrs. Locke made a motion, seconded by Mrs. Rummel, that the Board of Education approve the revised elementary report card for students in grades kindergarten through five, as presented. Mr. Gallison, Mrs. Locke, Mr. Kovaleski, Mr. Roberts, Mrs. Rummel and Mrs. Walsh voted for the motion, which carried.

Mrs. Locke made a motion, seconded by Mrs. Rummel, to place Item. X.B.- **Review and Possible Approval of Non-Affiliated Salary Increases (Executive Session Anticipated)** and X.C.- **Superintendent of Schools' Evaluation** into executive session. Mr. Gallison, Mrs. Locke, Mr. Kovaleski, Mr. Roberts, Mrs. Rummel and Mrs. Walsh voted for the motion, which carried.

**Item XI. Personnel Matters**

**A. Acceptance of Resignations**

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

NAME	POSITION	SCHOOL	EFFECTIVE DATE	REASON
Bednarz, Michael	Director of Curriculum and Instruction	District	August 25, 2017	Retirement
Griswold, Christine	Assistant Principal	Stafford High School	July 7, 2017	To accept a position in another CT district.

Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mrs. Rummel and Mrs. Walsh voted for the motion. Mr. Roberts opposed. The motion carried by majority vote.

The Board took a brief recess at 8:21 p.m.

Mrs. Locke made a motion, seconded by Mr. Gallison to enter executive session. Mr. Gallison, Mrs. Locke, Mr. Kovaleski, Mr. Roberts, Mrs. Rummel and Mrs. Walsh voted for the motion, which carried. The Board entered executive session at 8:30 p.m. Dr. Collin and Attorney O'Donnell were invited to attend.

Mr. Roberts made a motion, seconded by Mr. Gallison to return to regular session. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts and Mrs. Walsh voted for the motion, which carried. The Board returned to regular session at 10:05 p.m.

**B. Review and Possible Approval of Non-Affiliated Salary Increases (Executive Session Anticipated)**

Mrs. Rummel made a motion, seconded by Mrs. Locke, that the Board approve the Non-Affiliated Staff Recommended Salaries for 2017-2018, as presented. Mr. Gallison, Mrs. Locke, Mr. Kovaleski, Mr. Roberts, Mrs. Rummel and Mrs. Walsh voted for the motion, which carried.

**C. Superintendent of Schools' Evaluation (Executive Session Anticipated)**

No action was taken on this item.

**D. Personnel Matter Regarding Email Received Concerning Climate (Executive Session Anticipated)**

No action was taken on this item.

**Item XII. Student Matters**

There were no Student Matters.

**Item XIII. Adjournment**

Mrs. Locke made a motion, seconded by Mr. Gallison, to adjourn. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts, Mrs. Rummel and Mrs. Walsh, voted for the motion which carried. The meeting adjourned at 10:23 p.m.

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

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**Sonya Shegogue, Chairperson**

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**Tracy L. Rummel, Secretary**