

**Regular Meeting
Stafford Board of Education
Stafford Elementary School
August 21, 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

Absent: Mr. Peter Kovaleski
Mrs. Kathy Walsh
Miss Autumn Gagnon, Senior Class Student Representative
Mr. Nicholas Wyse, Junior Class Student Representative

Also Present: Dr. Patricia A. Collin, Superintendent of Schools
Mr. Michael Bednarz, Director of Curriculum and Instruction (Retiring)
Ms. Jennifer Murrihy, Director of Curriculum and Instruction

Item I. Call to Order- Establishment of Quorum

The meeting was called to order at 6:34 p.m.

Item II. Pledge of Allegiance

Ms. Shegogue led the Board in the Pledge of Allegiance.

Item III. Secretary's Report- Approval of Minutes

Special Meeting, 6/26/17
Regular Meeting, 7/10/17
Special Meeting, 7/24/17

A consensus of the Board approved the Secretary's Report for the special meeting held on 6/26/17, the regular meeting held on 7/10/17, and the special meeting held on 7/24/17, as presented.

Item IV. Treasurer's Report

Bills, 7/13/17- \$229,397.19
Bills, 7/13/17- \$96,121.73
Grants, 7/13/17- \$5,802.66
Grants, 7/13/17- \$1,337.41
Bills, 7/26/17- \$1,238,645.27
Grants, 7/26/17- \$7,106.65
Bills, 7/26/17- \$390,427.65
Bills, 7/28/17- \$57,250.00
Bills, 8/9/17- \$386,032.91
Bills, 8/9/17- \$880,710.51

Grants, 8/9/17- \$6,763.60
Bills, 8/16/17- \$144,544.45
Bills, 8/17/17- \$652.67

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. Shegogue and Dr. Collin stated that they received information regarding Governor Malloy's executive order and that they had a brief meeting at town hall earlier in the day with the First Selectman, the Board of Finance Chairperson, and the town CFO regarding this matter.

Item VI. Board Reports

A. Report from Student Representatives

The student representatives were not present at the meeting.

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). Ms. Shegogue said that the committee met prior to the Board meeting to discuss the proposal for science textbooks, which will appear later on the agenda.

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 said that the study is wrapping up and that there was good participation. She said that the data is being compiled and will be provided with general recommendations for skills and tools to strengthen the district.

Item VII. Superintendent's Reports

A. Cafeteria Profit and Loss Statement through June 30, 2017

Dr. Collin presented the Cafeteria Profit and Loss report for July 1, 2016, through June 30, 2017, as prepared by Mrs. Diane Peters, Business Manager. While the Food Services program had a loss of \$2,141 for the month of June, it ended the 2016-2017 year with a balance of \$28,831. Mrs. LaPane, Supervisor of Food Services, and her department were congratulated on their efforts.

Dr. Collin said that in addition to information regarding State and federal aid, Mrs. Peters's memo also provides the number of serving days and meals, production cost and expense data and notes the lack of repairs/capital expenditures in June.

Dr. Collin stated that Mrs. LaPane will be working with Mrs. Peters and Mr. Cowperthwaite, the Supervisor of Building Services, regarding any necessary equipment replacement.

Mr. Roberts asked if the June loss was just a fluke. Dr. Collin said that the program still has some outstanding reimbursements, which are anticipated within the next month or so.

B. Preliminary Financial Report through June 30, 2017

Dr. Collin presented the preliminary financial report of funds budgeted and encumbered/expended from July 1, 2016, through June 30, 2017, as prepared by Mrs. Diane Peters, Business Manager. She said that of the \$27,373,424 total, \$27,300,887.28 has been expended and \$8,370.25 encumbered, leaving a preliminary balance of \$64,166.55 or 0.23% in unexpended funds.

Dr. Collin said that the financial report also includes information regarding open purchase orders, which are a result of items on back order. She reminded the Board members that they may anticipate the presentation of final transfers within the next couple of months, after the majority of the remaining encumbrances have been paid, in accordance with district practice.

There were no questions or comments.

C. Early Head Start Report

Dr. Collin presented the Early Head Start report for the grant period February 1, 2017, through June 30, 2017. She said that the grant award totals \$38,131. Of the total, \$37,490.99 or 98% had been expended. Mrs. Peters indicated that the remainder of the balance would be rolled over into the next budget cycle. Additionally, Mrs. Peters indicated that the program has reported \$21,367 in non-federal share, which is a requirement of the grant.

In compliance with the Head Start agreement, the monthly program expense reports are presented to the Board of Education on a regular basis. After consulting with EASTCONN personnel last spring, we have determined that the district would meet this obligation by reporting to the Stafford Board of Education on a quarterly basis. In addition, the reports are periodically presented to the Head Start Parent Policy Committee, which also reviews the minutes of BOE meetings in order to stay abreast of the Board's actions.

There were no questions or comments.

D. Financial Report July 1, 2017, through July 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. The report indicates that period to date expenditures total 5.6% with 54% encumbered, leaving a \$11,163,691.10 balance or 40.4% of the total budget to be expended or encumbered by June 30, 2018.

There were no questions or comments.

E. Summary of Education-Related Legislation Enacted in the 2017 Regular Session of the Connecticut General Assembly

Dr. Collin stated that following the legislative session each year, there is an update on new laws that will affect schools. A copy of the summary of education-related legislation enacted in the 2017 regular and special sessions of the Connecticut General Assembly (Series: 2017-2018; Circular Letter: C-1) was provided via the portal. She said that the summary presents newly enacted laws that concern education and that some of the new legislation will likely require new/revised Board of Education policies. Dr. Collin noted that the Connecticut State Department of Education will issue a subsequent circular letter after the close of the 2017 Special Session.

Dr. Collin highlighted the following Acts:

An Act Concerning the Development of a Plan form Universal Preschool
An Act Implementing the Recommendations of the Department of Education
An Act Concerning Revision to the High School Graduation Requirements
An Act Concerning Services for Gifted and Talented Students
An Act Concerning Education Mandate Relief

There were no questions or comments.

Item VIII. Public Comment

There were no questions or comments.

Item IX. Old Business

There was no Old Business.

Item X. New Business

A. Disposal of Obsolete Instructional Materials

Dr. Collin stated that as reflected in the memorandum prepared by Mrs. Jennifer Hoffman, Stafford Middle School Principal, there are a number of instructional materials, which have been deemed obsolete as a result of an expansion of the Readers' and Writers' Workshop models from the elementary to the

middle school level. She said that not only are the updated replacement materials aligned with Common Core Standards and intended to prepare students for high school, but they will also promote attainment of college and career ready skills.

Dr. Collin stated that in accordance with Board of Education policy 3260-*Sales and Disposal of Books, Equipment, and Supplies*, such obsolete items must be returned to the Town of Stafford.

Mrs. Rummel asked where the books will go if the town isn't interested in them. Mr. Campbell, Middle School Assistant Principal, said that they will contact the vendor to see if they are willing to buy back the books.

Mr. Melnick asked if the books could be sent to needy children. Mr. Bednarz stated that several years ago he tried that route but was unable to find updated contact information and / or the organizations were no longer looking for books.

Mrs. Locke made a motion, seconded by Mrs. Rummel, that the Board of Education approve the return of the obsolete instructional materials enumerated in the attached memorandum to the Town of Stafford in accordance with the provisions of Board policy 3260-*Sales and Disposal of Books, Equipment, and Supplies*. If the Town does not want the obsolete items, the district will assume responsibility for proper disposal. Mrs. Locke, Mr. Melnick, Mr. Roberts and Mrs. Rummel voted for the motion, which carried.

B. Review and Possible Approval of Agreement for Athletic Trainer Services

Dr. Collin stated that CIAC strongly recommends having a certified Athletic Trainer for all athletic contests, as does the Connecticut Concussion Task Force. She said that for a number of years the district entered into a service agreement with the Stafford Ambulance Association (SAA) for medical coverage at athletic events. She noted that SAA staff is qualified only to address post injury scenarios, not preventive measures such as taping or bracing.

Dr. Collin said that in order to better meet the needs of our students during the 2013-2014 school year, Mr. Damian Frassinelli, Director of Athletics & Recreation, had elicited proposals for Athletic Trainer Services. Ultimately, the Board of Education approved the contract with Johnson Memorial Medical Center (JMMC), which was not only the lowest bidder, but also the vendor whose level of services surpassed that of the other bidders.

The JMMC's Athletic Training Program and Services document was provided via the portal for the Board's review. Dr. Collin reported that as Director of Athletics and Recreation, Mr. Frassinelli will maintain a consistent level of communication with the on-site Athletic Trainer and serve as liaison between the hospital and the district regarding injuries, follow up and routine athlete care. The relationship between JMMC and Stafford Public Schools has been a win-win situation.

The contract for the 2017-2018 school year, which was also provided via the portal for the Board's review, is for a total of \$24,000. This amount reflects a 0% increase over the amount charged in 15-16 and 16-17, and it is comparable to what other districts are charged for these services. She said that the district currently has \$24,000 budgeted for these services.

Mr. Roberts expressed concerns with regard to signing this contract in these economic times. Dr. Collin said that with a 30-day notice, the district could terminate the contract, if necessary.

Mrs. Rummel made a motion, seconded by Mr. Melnick, that the Board of Education approve the service agreement with Johnson Memorial Medical Center, Inc. for Athletic Trainer coverage at all varsity games and scrimmages, per CIAC recommendation, for the 2017-2018 school year. Mrs. Locke, Mr. Melnick and Mrs. Rummel voted for the motion. Mr. Roberts voted against the motion. The motion carried by majority vote.

Mrs. Rummel made a motion, seconded by Mr. Melnick, that the Board of Education authorize Dr. Patricia A. Collin, Superintendent of Schools, to sign the service agreement with Johnson Memorial Medical Center, Inc., on behalf of the entire Board of Education, for the 2017-2018 school year. Mrs. Locke, Mr. Melnick and Mrs. Rummel voted for the motion. Mr. Roberts voted against the motion. The motion carried by majority vote.

C. Adjustment of School Lunch Prices for the 2017 – 2018 School Year

Dr. Collin reported that the Healthy, Hunger-Free Kids Act of 2010 (PA 111-296) specifies that all school food services throughout the country that participate in the National School Lunch program provide the same level of support for lunches to students who are not eligible for free or reduced-price lunches. At its meeting on June 13, 2016, the Board of Education approved a ten (10) cent increase for lunch prices at all schools for the 2016-2017 school year. An increase in the breakfast prices was not recommended at that time.

She said that according to the USDA Food and Nutrition Service’s Paid Lunch Equity (PLE) Tool, Mrs. Diane Peters, Business Manager, determined that the district’s Weighted Average Price Requirement for 2016-17 was only \$2.57, and the calculated Weighted Average Price Requirement for 2017-2018 will be \$2.78, which is an 18-cent increase. However, price increases are capped at 10 cents annually.

Based on this information, the Board has three options: (1) increase lunch prices 10 cents; (2) contribute to “Non-Federal Funds” in lieu of increasing prices; or (3) utilize a “Split Price” and “Non-Federal” contribution.

Meal Pricing Structure with Uniformed 10 Cent Increase		
Location	Current Price	Recommended Price
Stafford High School	\$2.80	\$2.90
Stafford Middle School	\$2.65	\$2.75
Stafford Elementary School	\$2.45	\$2.55
Breakfast (All Schools)	\$1.45	\$1.45

Dr. Collin said that should the Board consider contributing Non-Federal funds in lieu of increasing prices, the required contribution would be \$13,693.89; however, the cap of 10 cents per paid meal would reduce the Board’s required contribution to \$6,520.90. It is important to note that these contributions will need to be made on an annual basis in order to meet the requirements of the Healthy, Hunger-Free Kids Act of 2010 in subsequent years. While there will, undoubtedly, be some concern regarding the financial burden placed on families, the Board has not budgeted funds for such a contribution. Additionally, the Board is still covering the cost of reduced-price meals. Therefore, at this time, Mrs. Peters is recommending a lunch price increase of 10 cents for each school for the 2017-2018 school year.

Mrs. Rummel asked if the Board could be provided with the cost of covering the reduced-price meals. Mrs. Peters said that she would gather that information and provide it to Dr. Collin for distribution to the Board.

Mr. Roberts made a motion, seconded by Mrs. Locke, that the Board of Education approve a ten (10) cent increase for lunch prices at all schools for the 2017-2018 school year. Mrs. Locke, Mr. Melnick, Mr. Roberts and Mrs. Rummel voted for the motion, which carried.

D. Approval of CSDE-Approved Revised Educator Evaluation Plan

Dr. Collin said that at its regularly-scheduled meeting on July 10, 2017, Mr. Michael Bednarz, Director of Curriculum & Instruction, presented proposed revisions to the *Stafford Public Schools' Professional Learning and Evaluation Plan*. The amended Plan was forwarded to the Connecticut State Department of Education (CSDE) for approval, of which the district received official notice of approval in a letter dated July 31, 2017. The letter was provided via the portal for the Board's review.

Mrs. Rummel made a motion, seconded by Mr. Melnick, that Board of Education approve the amended *Stafford Public Schools' Professional Learning and Evaluation Plan*, as recently approved by the Connecticut State Department of Education and as presented. Mrs. Locke, Mr. Melnick, Mr. Roberts and Mrs. Rummel voted for the motion, which carried.

E. Review and Possible Approval of Science Textbooks, Grades 6 through 10

Dr. Collin stated that Mr. Michael Bednarz, Director of Curriculum & Instruction, provided a memorandum via the portal detailing his recommendation for adoption by the Board of Education a number of McGraw-Hill science textbooks for students in grades six through 10: *Integrated iScience Course 1 (Frog)*; *Integrated iScience Course 2 (Leopard)*; *Integrated iScience Course 3 (Owl)*; *Physical Science with Earth Science*; and *Glencoe Biology*.

Mr. Bednarz, Ms. Shegogue and Mrs. Locke gave an overview of what was discussed during the Curriculum Committee meeting, which was held prior to the Board meeting.

Mrs. Locke made a motion, seconded by Mrs. Rummel, that the Board adopt, *Integrated iScience Course 1 (Frog)*; *Integrated iScience Course 2 (Leopard)*; *Integrated iScience Course 3 (Owl)*; *Physical Science with Earth Science*; and *Glencoe Biology*, as presented, and transfer \$13,500 from the textbook line (641) to the equipment line (730) to cover the cost of purchasing the additional ChromeBooks needed for the implementation of this program in five (5) grades. Mrs. Locke, Mr. Melnick, Mr. Roberts and Mrs. Rummel voted for the motion, which carried.

F. Approval to Submit Perkins Supplemental Enhancement Grant

Dr. Collin reported that similar to previous Perkins Innovative Grants, the district submitted a Supplemental Enhancement Grant application on August 7, 2017, to promote the district's Career and Technology Education (CTE) programs. A competitive grant, awards range from \$50,000 to \$100,000 and must be expended or encumbered by September 30, 2017. She said that Mr. Bednarz, Director of Curriculum and Instruction, and Mr. David Gorski, CTE Curriculum Leader, worked collaboratively when they first became aware of the opportunity on July 19, 2017. Board members were provided with additional information about the proposal via the portal, which reflects a total of request of \$96,000+.

Dr. Collin said that in accordance with the terms of the grant submission process, the district must provide evidence that the Board of Education has approved the submission of the grant and will make a commitment to develop initiatives utilizing the equipment purchased by the funds. She said that in cases where the next regularly scheduled Board of Education meeting is held after the submission due date of the grant (August 7, 2017), districts are required to provide such evidence after its next scheduled meeting.

Mr. Bednarz stated that the district had less than three weeks' notice to complete the grant proposal. He thanked Mr. Gorski and Dr. Collin for working on the grant while he was on vacation. Mr. Bednarz also noted that the grant is highly competitive and that it is from federal funds, so should not be affected by the state's budget issues.

Mrs. Rummel made a motion, seconded by Mr. Roberts, that the Board of Education approve the *Supplemental Enhancement Grant 2018 Grant Application Packet*, as presented. Mrs. Locke, Mr. Melnick, Mr. Roberts and Mrs. Rummel voted for the motion, which carried.

G. Approval of Authorized Signers for KeyBank Accounts

Dr. Collin stated that with the appointment of the district's new business manager, KeyBank forwarded to the district a Business/Public Entity Depository Certificate, which needs to be updated. Dr. Collin said that since Mrs. Tracy Rummel will not be running for re-election in November, it is recommended that, in addition to approving Mrs. Diane Peters, Business Manager, as an authorized signer, the Board also authorize Ms. Sonya Shegogue, Chairperson, until a new secretary is appointed. She said that the confidential form requires that the Board of Education authorize officers and agents of the school district to deposit funds in and process payroll through 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.

Mrs. Rummel made a motion, seconded by Mrs. Locke, that the Board of Education authorize Sonya Shegogue, Board Chairperson, and Diane Peters, Business Manager, as designated additional signers for the KeyBank accounts. Mrs. Locke, Mr. Melnick, Mr. Roberts and Mrs. Rummel voted for the motion, which carried.

Mrs. Rummel made a motion, seconded by Mrs. Locke, that the Board of Education authorize Mrs. Tracy Rummel, Secretary, to certify that this action has been taken at its meeting on August 21, 2017. Mrs. Locke, Mr. Melnick, Mr. Roberts and Mrs. Rummel voted for the motion, which carried.

Item XI. Personnel Matters

A. Approval of Unpaid Leave of Absence Requests- Certified Staff Members

Dr. Collin stated that requests for unpaid leave of absences have been submitted by certified staff members as listed below:

NAME	INITIAL EMPLOYMENT DATE	SCHOOL	EFFECTIVE DATE OF UNPAID LEAVE BEYOND FMLA	ENDING DATE OF UNPAID LEAVE
Bergeron, Nora	1/18/07	Stafford Elementary School	November 20, 2017	December 1, 2017
Cooley, Jessica	8/22/06	Stafford Elementary School	August 25, 2017	End of School Year, June 2018
Galligan, Amanda	8/22/06	Stafford Elementary School	September 25, 2017	January 1, 2018
Mlyniec, Amanda	8/21/13	West Stafford School	October 16, 2017	January 1, 2018

She said that the requests are in accordance with the professional agreement between the Stafford Board of Education and the Stafford Education Association and recommend that the leaves be granted.

Mrs. Locke made a motion, seconded by Mrs. Rummel, that the Board of Education approve the unpaid leave of absences, as indicated above. Mrs. Locke, Mr. Melnick, Mr. Roberts and Mrs. Rummel voted for the motion, which carried.

B. Acceptance of Resignation

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
Hoffman, Jennifer	Principal	Stafford Middle School	August 25, 2017	To accept a position in another CT district.

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

Mrs. Rummel made a motion, seconded by Mrs. Locke, 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 and Mrs. Rummel voted for the motion, which carried.

The Board took a brief recess at 7:48 p.m., but remained in the Stafford Elementary School cafetorium. Mrs. Locke made a motion, seconded by Mr. Melnick, to enter executive session. Mrs. Locke, Mr. Melnick, Mr. Roberts and Mrs. Rummel voted for the motion, which carried. The Board entered executive session at 7:50 p.m. The Board invited Dr. Collin and the candidate into executive session.

C. Interview and Discuss the Qualifications of a Candidate for the Position of Principal of Stafford Middle School (Executive Session Anticipated)

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

Mrs. Rummel made a motion, seconded by Mrs. Locke, to return to regular session. Mrs. Locke, Mr. Melnick, Mr. Roberts and Mrs. Rummel voted for the motion, which carried. The Board returned to regular session at 8:20 p.m.

D. Possible Appointment of a Principal for Stafford Middle School

Mrs. Rummel made a motion, seconded by Mrs. Locke, that the Board appoint Mr. Paul E. Muska as principal of Stafford Middle School, effective date to be determined. Mrs. Locke, Mr. Melnick, Mr. Roberts and Mrs. Rummel 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 and Mrs. Rummel voted for the motion, which carried. The meeting adjourned at 8:21 p.m.

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

Sonya Shegogue, Chairperson

Tracy L. Rummel, Secretary