

**Regular Meeting  
Stafford Board of Education  
Stafford Elementary School  
August 19, 2019, 6:30 p.m.**

**Board Members Present:** Ms. Jennifer Davis  
Mr. Mike Delano  
Mr. George Melnick  
Ms. Sonya Shegogue, Chairperson  
Mrs. Kathy Walsh

**Absent:** Ms. Kathy Bachiochi  
Mrs. Andrea Locke, Secretary

**Also Present:** Mr. Steven Moccio, Superintendent of Schools  
Mr. Steven Autieri, Director of Curriculum and Instruction  
Miss Allie Curtin, Alternate Student Representative  
Mr. Dean Fortin, IT / Network Coordinator  
Ms. Diane Peters, Business Manager  
Ms. Jolene Piscetello, Director of Pupil Services  
Miss Grace Zopelis, Student Representative

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

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

**Item II. Pledge of Allegiance**

Miss Zopelis led the Board in the Pledge of Allegiance.

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

Regular Meeting, 07/22/19

Revision to Regular Meeting, 06/03/19

Mrs. Walsh made a motion, seconded by Mrs. Davis, that the Board approve the Secretary's Report for the regular meeting held on 07/22/19, and the revision to the regular meeting held on 06/03/19, as presented. Mrs. Davis, Mr. Delano, Mr. Melnick, and Mrs. Walsh voted for the motion, which carried.

**Item IV. Consent Agenda**

- A. 18-19 Bills, 7/25/19- \$177,440.34
- B. 19-20 Bills, 7/25/19- \$664,854.20
- C. 19-20 Bills, 7/25/19- \$888,883.12
- D. 18-19 Grants, 7/25/19- \$14,072.93
- E. 19-20 Grants, 7/25/19- \$384.90
- F. **Cafeteria Profit and Loss, July 1, 2018 – June 30, 2019**  
Ms. Peters, Business Manager, reported that the food service program ended the fiscal year with a profit of \$52,124.07.

G. **Release of Funds for Class of 2015 Account**

A memo from Marco Pelliccia, Principal of Stafford High School, was submitted requesting funds raised by the Class of 2015 be released to the President and Treasurer of the class. The total remaining funds equal \$2,613.25. The two officers have opened a bank account requiring dual signatures and will be utilizing the money for their next class reunion.

H. **Acceptance of Resignations- Certified Staff Members-**

NAME	POSITION	SCHOOL	EFFECTIVE DATE	REASON
Edouard, Elisabeth	Special Education Teacher	Stafford High School	August 19, 2019	To accept a position in another district.
Mullen, Michelle	Special Education Teacher	Stafford Elementary School	July 25, 2019	Personal

Mrs. Davis asked a question regarding an equipment expenditure in the amount of \$524.00 at Stafford Elementary School. Mr. Moccio stated that it was a 19-20 expense that was paid from 18-19, as determined during the 19-20 budget process.

Mr. Delano asked a question regarding the status of the geothermal project. Mr. Moccio stated that it is still not working to capacity and that he believes the town is still working on that matter with the vendor. Mr. Moccio stated that he would provide the Board with a status report at an upcoming meeting.

Mr. Delano reported that he has been told that the third lunch wave at Stafford Middle School sometimes runs out of food. Mr. Moccio stated that he will speak with Ms. LaPane, Supervisor of Food Services, and ask her to report back to the Board.

Mrs. Davis made a motion, seconded by Mrs. Walsh, that the Board approve the items listed in the consent agenda, as presented. Mrs. Davis, Mr. Delano, Mr. Melnick, and Mrs. Walsh voted for the motion, which carried.

**Item V. Correspondence**

A. **Board Meeting Reminder**- Ms. Shegogue read the Board meeting reminder that was posted on the agenda.

**Item VI. Board Reports**

There were no Board Reports.

**Item VII. Superintendent's Reports**

**A. Self-Funded Insurance Update through June 2019**

Mrs. Peters, Business Manager, reported that the current balance in the self-funded health account is \$2,169,009.77, and the balance in the dental account is \$51,204.37, which is sufficient to cover at least seven months of claims. She reported that the fund is considered to be in a good position.

Mr. Melnick asked a question regarding the HSA plan that is available for staff.

**B. Financial Report- July 1 through July 31, 2019**

Mrs. Peters, Business Manager, reported that she would be providing a final report regarding the 2018 – 2019 expenditures at a future meeting.

Mrs. Peters reviewed the status of each object code and reported that the 2019 – 2020 budget, in the amount of \$28,052,217.40, has an unspent, unencumbered remaining balance of \$7,085,637.34, or 25.3%.

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. Review and Possible Approval of Professional Learning and Evaluation Plan**

Mr. Moccio informed the Board that the Board of Education must be notified of, and approve, revisions to the district's Educator Evaluation Plan, which includes both teacher and administrator plans. Mr. Moccio said that the State has officially approved the plan, which Mr. Steve Autieri, Director of Curriculum and Instruction, would be presenting that evening for Board consideration. The complete plan was included in the portal for Board review, along with a copy of the PowerPoint presentation.

Mr. Autieri stated that he facilitated meetings of the district's Professional Development and Educator Evaluation Committee (PDEEC), comprised of administrators, teachers and specialists, on three occasions in March, April, and May to review and revise the plan. He noted that the district's plan had not been revised since the conclusion of 2016-2017 school year.

Mr. Autieri reviewed the PowerPoint presentation with the Board, which highlighted the changes in the Educator Evaluation Plan. He noted that there would not be changes in the framework, timelines or student learning objectives (SLOs). He detailed for the Board the changes / additions that were proposed for Category 1: Student Outcomes and Achievement, Category 3: Teacher Performance and Practice, and Category 3: Review of Practice. Proposed changes to the Teacher Effectiveness and ESS Rubric and the Structured Support Plan were also discussed.

Mrs. Davis asked questions specific to how the changes would affect the status of tenured teachers whose performance was not meeting expectations. Mr. Moccio responded that if a tenured teacher obtains a rating of “Below Standard” for two years in a row, the district could dismiss that teacher.

The Board members were very supportive of the changes to the plan and thanked Mr. Autieri and the PDEEC members for their time. The Board requested that a thank you letter be sent to the members of the PDEEC Committee.

Mrs. Davis made a motion, seconded by Mrs. Walsh, that the Board of Education approve the revised Stafford Educator Evaluation Plan, as recently approved by the Connecticut State Department of Education and presented at this meeting. Mrs. Davis, Mr. Delano, Mr. Melnick, and Mrs. Walsh voted for the motion, which carried.

**B. Review and Possible Approval of Cafeteria Breakfast / Lunch Price Increase Request for the 2019 – 2020 School Year**

Mr. Moccio stated that as indicated in the memorandum provided via the portal by Mrs. Peters, Business Manager, the Food Services Department is requesting an increase of 10 cents for both lunch and breakfast prices for the 2019-2020 school year. He stated that the Board members were also provided with the School Year 2018-19 Weighted Average Price Calculator detailing the difference between the district’s calculated Weighted Average Price of \$2.79 and the target price of \$3.00 for the 2019-20 school year.

The Healthy, Hunger-Free Kids Act of 2010 specifies that all school food service programs 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. Mr. Moccio said that at its meeting on July 16, 2018, the Board of Education approved a 10-cent increase for breakfast and lunch. At the time, the required price increase was 16 cents. The required increase for 2019-20 is 21 cents, however, price increases are capped at 10 cents annually, in accordance with the USDA Paid Lunch Equity (PLE) Tool. An adjustment has been requested by Mrs. LaPane, Supervisor of Food Services, to breakfast prices as well. In speaking with the Food Services Department, while costs of breakfast continue to rise, Stafford breakfast prices remain lower than surrounding communities. The last three adjustments made to breakfast prices were voted upon entering the 2018-19 school year (\$1.55), 2013-14 school year (\$1.45), and 2011-12 school year (\$1.35).

Mr. Moccio stated that the Board has three options to rectify the lunch price differential, as breakfast pricing is not mandated. The options are (1) increase lunch prices by the maximum of 10 cents; (2) contribute to “Non-Federal Funds” in lieu of increasing prices; or (3) utilize a “Split Price” and “Non-Federal” contribution. While there will be some concern regarding the financial burden placed on families, the Board has not budgeted funds for any “Non-Federal Fund” contribution. Additionally, per past practice, the Board continues to cover any expense associated with the non-reimbursed portion of reduced-price meals.

The Board members had questions regarding the Medicaid Direct Certification Process, the number of free and reduced-priced meals sold each year, and the cost to the food service program associated with covering the non-reimbursed balance of the reduced-priced meals.

The student representatives were asked for their opinions regarding the lunch prices. Neither representative purchases the school lunch, but stated that they have heard that students would like more vegan and vegetarian options.

Following considerable discussion, Mr. Delano made a motion, seconded by Mr. Melnick, that the Board increase breakfast prices by ten (10) cents. Mr. Delano, Mr. Melnick and Mrs. Walsh voted for the motion. Mrs. Davis and Ms. Shegogue voted against the motion. The motion carried by majority vote.

Mr. Melnick made a motion, seconded by Mr. Delano, that the Board increase lunch prices by ten (10) cents in accordance with the USDA PLE Tool calculation. Mr. Delano, Mr. Melnick and Mrs. Walsh voted for the motion. Mrs. Davis voted against the motion. The motion carried by majority vote.

**C. Review and Possible Approval of CSDE State Beverage Exemption for July 1, 2019 – June 30, 2020**

Mr. Moccio stated that the Connecticut State Department of Education, in alignment with C.G.S. Section 10-221q, requires school districts to follow state beverage requirements. This section of state statutes addresses requirements for the sale of beverages to students in public schools and allows exemptions if beverage sales meet specific conditions. While beverage exemptions are not part of the annual Healthy Food Certification, the CSDE requires the Board vote to allow beverage exemptions. Should the district not approve the beverage exemption, noncompliant beverages may not be sold to students on school premises at any time.

Beverages that do not meet the state beverage requirements can only be sold to students on school premises if the Board votes to allow beverage exemptions and the following criteria are met: 1) the sale is in connection with an event after the end of the school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store.

Mrs. Davis made a motion, seconded by Mr. Delano, that the Board of Education allow the sale to students of beverages not listed in Section 10-221q of the C.G.S. provided the following conditions are met: 1.) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The “school day” is the period from midnight before to 30-minutes after the end of the school day. “Location” means where the event is being held, and must be the same place as the beverage sales. Mrs. Davis, Mr. Delano, Mr. Melnick, and Mrs. Walsh voted for the motion, which carried.

**D. Review and Possible Approval of Full-time Daily Substitute Positions**

Mr. Moccio stated that in an attempt to address the lack of substitute teachers available within the district, while also increasing the consistency of which substitute teachers are in the schools, his office has investigated various possibilities. He said that neighboring districts have found success in hiring full-time daily substitute teachers in a non-affiliated position and while certification would be preferred, as these are daily substitute positions, it would not be required. He said that candidates for these positions would be required to meet the same requirements as our daily substitute teachers. He said that the positions are not considered part of the teachers’ bargaining unit, however they would be guaranteed a daily substitute position each student day. Mr. Moccio said that this proposal would create three (3)

positions, with one being dedicated to the high school, another to the middle school, and the final to the elementary school. Each position would be paid the daily substitute rate of \$95.00 per day, which totals \$17,195 per year when annualized over the 181 total student days. He noted that a review of last year's substitute coverage determined that there were limited days when each of the schools did not require a substitute, meaning these positions would not increase expense for the district.

Mr. Moccio said that because each of the positions works 30-hours or more, the district is required to provide insurance. After further investigation with legal counsel, it has been determined the district may offer "Single" HSA insurance coverage for each of the positions. The Board cost of "Single" HSA coverage is \$7,915.46. Should a person wish to enroll in the "Single +1" or "Family" plan, the additional cost would be the sole responsibility of the employee. Savings have been realized through the selection of benefit plans by employees hired this summer and would offset any additional expense incurred by offering insurance to the full-time daily substitutes.

Mrs. Davis asked about the availability of sick and personal time for these positions and if it would be paid time.

Mrs. Davis made a motion, seconded by Mr. Melnick, that the Board of Education approve the creation of three (3) full-time daily substitute positions for the 2019-2020 school year. Mrs. Davis, Mr. Delano, Mr. Melnick, and Mrs. Walsh voted for the motion, which carried.

**Item XI. Personnel Matters**

There were no Personnel Matters.

**Item XII. Student Matters**

There were no Student Matters.

**Item XIII. Adjournment**

Mrs. Davis made a motion, seconded by Mr. Delano, to adjourn. Mrs. Davis, Mr. Delano, Mr. Melnick, and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 8:23 p.m.

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

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**Sonya Shegogue, Chairperson**

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**Andrea Locke, Secretary**