

**Regular Meeting
Stafford Board of Education
Stafford Elementary School
Monday, April 8, 2019, 6:30 p.m.**

Board Members Present: Ms. Kathy Bachiochi
Mr. Mike Delano
Mrs. Andrea Locke, Secretary
Mr. George Melnick
Ms. Sonya Shegogue, Chairperson
Mrs. Kathy Walsh

Absent: Mrs. Jennifer Davis
Mr. Nick Wyse, Student Representative

Also Present: Mr. Steven Moccio, Superintendent of Schools
Mr. Steven Autieri, Director of Curriculum and Instruction
Mr. Jonathan Campbell, Assistant Principal, Stafford Middle School
Mr. Devin Cowperthwaite, Supervisor of Building Services
Ms. Peggy Falcetta, Principal, Staffordville School
Mr. Timothy Kinel, Assistant Principal, Stafford High School
Ms. Beth LaPane, Supervisor of Food Services
Ms. Susan Mike, Principal, Stafford Middle School
Mr. Steve Montgomery, Principal, Stafford Elementary School
Ms. Diane Peters, Business Manager
Miss Grace Zopelis, Alternate Student Representative

Item I. Call to Order- Establishment of Quorum

The meeting was called to order at 6:35 p.m.

Item II. Pledge of Allegiance

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

Item III. Secretary's Report- Approval of Minutes

- A. Regular Meeting, March 11, 2019
- B. Regular Meeting, March 25, 2019

Mr. Delano made a motion, seconded by Mrs. Locke, that the Board approve the minutes for the regular meetings held on Monday, March 11, 2019, and Monday, March 25, 2019, as presented. Ms. Bachiochi, Mr. Delano, Mrs. Locke, Mr. Melnick and Mrs. Walsh voted for the motion, which carried.

Item IV. Consent Agenda

- A. 18-19 Bills, 04-02-19, \$83,676.39
- B. 18-19 Grants, 04-03-19, \$4,806.00
- C. 18-19 Grants, 04-02-19, \$18,705.21

- D. Cafeteria Profit and Loss Report Through February 28, 2019

The cafeteria program reported a profit of \$3,021.07 during the eighteen serving days in February. The program is reporting a year-to-date profit of \$38,672.60 and has served 113,076 meals.

E. Acceptance of Donation of Furniture

In alignment with Board of Education Policy #3280 – Business and Non-Instructional Operations: Gifts, Grants, and Bequests, Mr. Moccio accepted items for use in several of the schools and district offices from Travelers, via CBRE Workplace Solutions, as they were renovating their facility. The items were free of charge and delivery.

F. Obsolete Equipment- Staffordville School

Peggy Falcetta, Principal of Staffordville School, submitted a memo requesting that an office desk and 4-drawer filing cabinet be declared obsolete. The items have been replaced with items donated by Travelers, via CBRE Workplace Solutions.

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

Item V. Correspondence

A. and B.- Ms. Shegogue read the two meeting reminders that were posted on the agenda.

Mr. Moccio informed the Board that Mr. Damian Frassinelli, Director of Athletics and Recreation, won the candidacy for Section 1 (6 New England states, NY and NJ) for a seat on the Board of Directors of the National Interscholastic Athletic Administrators Association (NIAAA). The election for the seat will be held in December at the national conference.

Item VI. Board Reports

A. Student Representatives' Report

Miss Zopelis reported on the following:

- Distributed and reviewed an update regarding upcoming events at WS, SV, SMS and SHS
- Board Members were provided with the music and drama report via the portal

Mr. Wyse was absent.

B. Negotiation Committee Report (Chairperson- Andrea Locke, Jen Davis and Sonya Shegogue)

Mrs. Locke stated that the first negotiation session was held with the non-certified union, CSEA, on Tuesday, April 2, 2019. She reported that additional meetings have been scheduled throughout April and May.

C. Board – Employee Communications Committee (Chairperson- Sonya Shegogue, George Melnick and Kathy Walsh)

Ms. Shegogue stated that a meeting of this committee has been scheduled for Monday, May 6, 2019, at 5:30 p.m., in the library of Stafford Elementary School. Mr. Melnick indicated that he would not be available to attend that meeting. Mrs. Locke volunteered to be the alternate.

Item VII. Superintendent's Reports

A. 2018 – 2019 Financial Report, July 1, 2018 – March 31, 2019

Mrs. Peters, Business Manager, provided an update of monthly spending and account balances, and highlighted other areas of significance. Mrs. Peters reminded the Board that on March 7, guidance was distributed to all staff stating that only essential items would be approved and accounts are being closely monitored.

Mr. Moccio said that a projected budget balance column was added to the report to aid with end-of-year planning. At this time, it is projected that the district will end the year about even.

Ms. Shegogue asked about the large negative balances in the tuition and transportation lines. In addition to the fact that Excess Cost monies are backed out of those accounts, students have moved into the district during the school year that require services, which could not have been included in the 2018 – 2019 budget.

Item IX. Old Business

There was no Old Business.

Item VIII. Public Comment

Mrs. Walsh stated that Ms. Bachiochi and Mrs. Dillion were recognized as Lifetime Honorees last weekend by the Stafford Arts Society for their contributions.

Item X. New Business

A. Approval of Graduation Date- Class of 2019

Mr. Moccio said that state statute does not allow schools to set their graduation date until April 1st, and that the last day of school is currently Thursday, June 13, 2019. In accordance with past practice in Stafford, the date of graduation should be set for that date.

Mrs. Locke made a motion, seconded by Mr. Melnick, that the Board approve Thursday, June 13, 2019, as the last day of school. Ms. Bachiochi, Mr. Delano, Mrs. Locke, Mr. Melnick and Mrs. Walsh voted for the motion, which carried.

B. Review and Approval of Reductions to the Board Approved 2019 – 2020 Budget

Mr. Moccio reported that at the Board of Finance meeting held on Monday, April 1, 2019, the 2019 – 2020 budget and projected mill rate were discussed. He said that the mill rate, as presented that evening, was projected to be an increase of 1.59 mills.

Mr. Moccio said that since Board of Education approval on February 25, 2019, additional savings have been realized related to salaries and benefits equivalent to \$28,943.80, due to an additional retirement and position changes within the district. Also, the athletic training contract (proposed later on the agenda) will provide a savings of \$6,000 per year for each of the next three years. Other small adjustments were made to the supply and postage accounts. The total savings to the budget of all of the aforementioned items equals \$39,824.80.

Mr. Moccio further proposed that the Board utilize the recently approved 2018-2019 CT Minimum Budget Requirement appropriation of \$239,655 to further reduce the overall 2019-2020 budget, which will lessen the overall town mill rate increase. He explained that the 18-19 MBR appropriation could be utilized to pre-purchase items included in the 2019-2020 budget, thereby reducing the total being requested from the town. Mr. Moccio provided the Board with a detailed list of accounts and adjustments via the portal and also reviewed the list at the meeting. He said that the proposed adjustments would result in a 2019 - 2020 increase of \$152,466.90, or 0.55%, above 2018-2019 final appropriation. He said that utilization of the MBR funds would maintain all personnel, services, and equipment previously presented to the Board of Education, Board of Finance, and during the First Public Hearing, while reducing the overall tax burden on the citizens of Stafford. The total savings from the Board of Education would result in a reduction of the projected mill rate of 0.36 of a mill.

Mr. Delano made a motion, seconded by Mr. Melnick, that the Board approve the reductions to the budget, as presented. Ms. Bachiochi, Mr. Delano, Mrs. Locke, Mr. Melnick and Mrs. Walsh voted for the motion, which carried.

C. Review and Possible Approval of Athletic Trainer Agreement, 2019 – 2022

Mr. Moccio stated that in February, Diane Peters, Business Manager, and Damian Frassinelli, Director of Athletics and Recreation, elicited proposals for athletic training services. Integrated Rehabilitation Services, located in Stafford, CT, was chosen as the preferred option. The contract received from them met all of the district's requirements, provided the district with increased participation in determination of the athletic trainer assigned, and was \$6,000 less per year than the district's current contract with Johnson Memorial Medical Center. He said that the contract is for three-years.

Mr. Melnick made a motion, seconded by Mrs. Locke, that the Board approve the athletic trainer agreement for 2019 - 2022, as presented. Ms. Bachiochi, Mr. Delano, Mrs. Locke, Mr. Melnick and Mrs. Walsh voted for the motion, which carried.

D. Review and Possible Approval of Stafford High School France and Spain Trip Proposal, 2020

Mr. Moccio stated that Mr. Marco Pelliccia, Principal, Stafford High School, presented a request on behalf of Mrs. Michelle Backhus and Ms. Caren Falzarano for a trip to France and Spain in June 2020. Mr. Moccio stated that international trips are valuable opportunities for "hands on" experiential learning while allowing students to immerse themselves in another culture. A detailed 10-day itinerary along with accompanied information and required forms were provided via the portal for Board member review. Mr. Moccio said that while current Board policy only requires recommendation and approval from the Superintendent for trips out of the country, he wanted to make the Board aware and ask for approval due to heightened security considerations and implemented measures internationally.

Ms. Bachiochi made a motion, seconded by Mrs. Locke, that the Board approve the student trip to France and Spain, as presented. Ms. Bachiochi, Mr. Delano, Mrs. Locke, Mr. Melnick and Mrs. Walsh voted for the motion, which carried.

Item XI. Personnel Matters

A. Teachers Eligible for Tenure / Teachers' Performance (Executive Session Anticipated)

Mr. Moccio stated that as a courtesy, Board members were provided with a list of certified staff members that will be eligible for tenure between June 2019 and April 2020. He said that each staff member's supervisor has provided a letter of recommendation for tenure purposes. Mr. Moccio also reminded the Board that school boards in Connecticut do not grant tenure. Rather, a teacher achieves tenure after completing the requisite months of continuous service with the district and after the Superintendent offers the teacher a contract to return the following year.

Board members had no questions.

Mrs. Locke made a motion, seconded by Mrs. Walsh, to place item XI.B.- **Superintendent of Schools' Evaluation (Executive Session Anticipated)** into executive session. Ms. Bachiochi, Mr. Delano, Mrs. Locke, Mr. Melnick and Mrs. Walsh voted for the motion, which carried.

The Board took a brief recess at 7:25 p.m. while the audience left the meeting room.

Mrs. Locke made a motion to enter executive session, seconded by Mrs. Walsh. Ms. Bachiochi, Mr. Delano, Mrs. Locke, Mr. Melnick and Mrs. Walsh voted for the motion, which carried. The Board entered executive session at 7:30 p.m.

Ms. Bachiochi made a motion, seconded by Mrs. Walsh, to return to regular session. Ms. Bachiochi, Mr. Delano, Mrs. Locke, Mr. Melnick and Mrs. Walsh voted for the motion, which carried. The Board returned to regular session at 8:04 p.m.

B. Superintendent of Schools' Evaluation (Executive Session Anticipated)

No action was taken on this item.

Item XII. Student Matters

There were no Student Matters.

Item XIII. Adjournment

Ms. Bachiochi made a motion, seconded by Mrs. Locke, to adjourn. Ms. Bachiochi, Mr. Delano, Mrs. Locke, Mr. Melnick and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 8:05 p.m.

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

Sonya Shegogue, Chairperson

Andrea Locke, Secretary