

**Regular Meeting  
Stafford Board of Education  
Stafford Elementary School  
July 10, 2017, 6:30 p.m.**

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

**Absent:** Mrs. Andrea Locke

**Also Present:** Dr. Patricia A. Collin, Superintendent of Schools  
Mr. Michael Bednarz, Director of Curriculum and Instruction  
Miss Autumn Gagnon, Senior Class Student Representative  
Ms. Sharon Mlyniec, SEA President  
Mr. Nicholas Wyse, Junior Class Student Representative

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

The meeting was called to order at 6:33 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, 6/12/17

A consensus of the Board approved the Secretary's Report for the regular meeting held on 6/12/17, as presented.

**Item IV. Treasurer's Report**

Bills, 6/15/17- \$192,252.47  
Bills, 6/22/17- \$147,669.98  
Grants, 6/22/17- \$17,641.47  
Bills, 6/29/17- \$114,209.36  
Grants, 6/29/17- \$5,764.37

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.

**Item VI. Board Reports**

**A. Report from Student Representatives**

Miss Gagnon and Mr. Wyse reported on the following topics:

- 8<sup>th</sup> Grade Dance and Promotion
- 3-day Readers Workshop Training
- Ms. Hoffman is updating documents for next school year
- Boy Scout Project in the traffic circle at SES
- The high school is working on filling open positions

Ms. Shegogue noted that Ms. Buckley, Head Custodian at Staffordville, is working on painting projects at the school so that they don't have to be outsourced, which is more costly.

**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, but Ms. Shegogue suggested that a meeting be scheduled soon so that they can get a head start on the budget process.

**C. Curriculum Committee**

The Curriculum Committee members are Ms. Shegogue, Mrs. Locke and Mrs. Walsh (Mrs. Rummel, alternate). Ms. Shegogue said that the committee will meet prior to the Board meeting scheduled for Monday, August 21, 2017.

**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 the committee met on June 23, 2017, and reviewed one policy, but the committee has decided to hold off on revising this policy because this is a very busy time of the year.

**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 a letter to staff is complete and will be going out in the mail in the next few days.

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

### **A. Cafeteria Profit and Loss Statement through May 31, 2017**

Dr. Collin presented the Cafeteria Profit and Loss report for July 1, 2016, through May 31, 2017, as prepared by Mrs. Deborah Szymanski, Interim Business Manager. She said that the Food Services program had a profit of \$10,163.73 for the month of May.

Dr. Collin noted that Mrs. Szymanski'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 May. She acknowledges the success of the Boar's Head Deli Meat initiative, sale of fruit juice bars at Stafford Elementary School and the department's continued efforts to offer healthy choices to students and staff.

Mrs. Rummel asked if the program plans to use some of the money for new initiatives and equipment replacement. Dr. Collin said that she's already begun discussions with Mrs. LaPane, Supervisor of Food Services, and she plans to reinvest some of the money into the program.

### **B. Annual Status Report for the Long Range Technology Plan**

Dr. Collin reported that each year, as part of an annual review process previously mandated by the Connecticut State Department of Education (CSDE), the district works with an outside consultant from EASTCONN, Ms. Jane Cook, to assess our progress toward the goals set forth in our Long Range Technology Plan (2015-2018). Ms. Cook has worked with the District to promote technology for over two decades.

Via the portal, the Board was provided with the status report on the implementation of the plan as prepared by Mr. Michael Bednarz, Director of Curriculum & Instruction. She said that Mr. Bednarz credits a large part of the technology accomplishments of 2016-2017 to Mr. Dean Fortin, District IT/Network Coordinator, Ms. Lynn Erickson, Technology Integration Specialist, and our three computer technicians, Mr. Dominic DePellegrini, Mr. Joseph Torres, and Mr. Thomas Maynard.

Mr. Bednarz stated that the plan contains over 200 action steps that were accomplished in the 16-17 school year. Mr. Bednarz introduced those department members that were present at the meeting- Mr. Dean Fortin, District IT/Network Coordinator, Ms. Lynn Erickson, Technology Integration Specialist, and Mr. Dominic DePellegrini, Computer Technician, and thanked them for their commitment to the district.

Mr. Bednarz stated that Stafford is one of the few districts that still invests time to keep this plan up-to-date and takes it seriously. He highlighted a few of the action steps for 17-18, which included iPad training, expanding BYOD, distance learning and STEAM.

Mr. Melnick asked about the STEM grant and if there would be a new position added. Mr. Bednarz stated that some teachers were provided with professional development and taught how to teach other teachers. He said that this would be managed by the new Director of Curriculum and Instruction and Mr. Gorski at the high school. He noted that the materials would be integrated into the science classes and that they are not meant to be an add on, but an enhancement.

Mrs. Erickson gave a PowerPoint presentation and provided examples of student work.

Mr. Roberts asked if other districts have similar programs. Mrs. Erickson said that they do, some of which are much larger than ours.

Mrs. Rummel noted that it isn't just about the hardware and software, but about how the technology is used, for example preparing students for public speaking and presentations.

### **C. Proposed Revisions to the Educator Evaluation Plan**

Dr. Collin stated that the Professional Development & Educator Evaluation Committee (PDEC) convened three times in May and June for the purpose of reviewing and revising *Stafford Public Schools' Professional Learning and Evaluation Plan*. In accordance with State statute, such a review must occur annually. She said that committee members included the following: Sharon Mlyniec, SEA President; Ed Kobelski; Dawn Gagne; Colleen Martin; Beth Beaudoin; Alexis Leonard; Tannis Longmore; Lynne Dowden; Jolene Piscetello; Jennifer Hoffman; Marco Pelliccia; and Michael Bednarz.

She said that upon notification to Boards of Education regarding revisions proposed by the Committee, school districts are required to submit their plans to the Connecticut State Department of Education (CSDE) for its review and approval. Once approved by the State, the Plan must be presented to local Boards of Education for approval prior to the start of the upcoming school year.

Provided via the portal was a document created by Mr. Bednarz, which enumerated the changes to our district's plan.

Mr. Bednarz thanked the committee for their work and provided an overview of the process and revisions. Some of the revisions noted were, as follows: adjusted rating calculations and ranges; change in the observation cycle, timelines and number of formal and informal observations; rubric language for whole school learning and peer feedback; changes to the dispute resolution process; process for evaluation of educators working less than one year; revise timeline for ROP and clarified language for final ratings and weighting for teacher practice.

Mr. Melnick and Ms. Shegogue asked clarifying questions regarding formal / informal evaluations and the weighting for each.

Mrs. Rummel asked if there would be enough time for the administrators to do all of the evaluations. Ms. Mlyniec stated that the deadlines were extended, which they hope helps with this issue.

### **D. 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. Deborah Szymanski, Interim Business Manager. As indicated in the attached memorandum, of the \$27,373,424.08 total, \$26,419,980.66 has been expended/encumbered, leaving a preliminary balance of \$26,844.41 or 0.1% in unexpended funds.

Dr. Collin provided via the portal Mrs. Szymanski's memorandum, which provides an explanation of the under and over expended accounts. To address these under and over expenditures, Board members 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 our practice.

Dr. Collin stated that she also provided an explanation of excess cost as it relates to special education.

There were no questions or comments.

### **Item VIII. Public Comment**

A member of the audience asked about the possibility of obtaining the district's food waste to use for a composting operation in town. Dr. Collin asked that the community member contact her office.

A member of the audience said that she noticed that the agenda for the Board meeting reads that there will be a single candidate presented to the Board for consideration for the Director of Pupil Services position. She encouraged the Board to review its policy and reconsider since the Board of Education should have a choice of candidates. She said that interviewing a single candidate goes against the nature of the policy.

The same member of the audience stated that because the word "below" was left out of the evaluation strand until the change discussed this evening, every teacher that received that rating should be bumped up a level. She said that if the State approves the change to read "below" average, it changes the meaning of the strand and those teachers were not fairly rated in the past. Mr. Bednarz explained that this strand is only used for a small portion of the evaluation.

The same member of the audience asked if the district is required to pay for the five day training that administrators attend for the evaluation plan. Dr. Collin said that the training is provided by EASTCONN and that the district is not required to pay.

A member of the audience stated that she previously taught in the district and prior to this year, she received an exemplary rating. She expressed concerns relative to her experience with the evaluation process. She said that she felt that the change to the appeal process was a good idea, and she applauds the other changes as well. She said that she was told that when she was a teacher in the district, her State union representative told her not to speak at Board meetings. She said that she wasn't speaking out tonight because of "sour grapes".

A member of the audience gave kudos to Mrs. Erickson for all she does for the district. She said that she is so grateful that her children can benefit from Mrs. Erickson's programs. She said that Mrs. Erickson is a huge addition to the district, especially since we don't have a gifted and talented program.

A member of the audience asked if Mrs. Erickson's programs feed into another course or programs at the other schools.

### **Item IX. Old Business**

There was no Old Business.

### **Item X. New Business**

#### **A. Disposal of Obsolete Supplies, Equipment, and School Library Titles and Materials**

Dr. Collin provided via the portal a memoranda prepared by Linda Callahan and Thomas Vaghini, Library Media Specialists, which reflected numerous book titles and materials from the West Stafford School, Stafford Middle School, and Stafford High School library media centers, which have been deemed obsolete. In addition, Mrs. Peggy Falcetta, Staffordville School Principal, provided a list of outdated or

irreparable supplies, such as a medical scale and a broken whiteboard chart stand, respectively. Finally, the Instructional Technology Department provided an inventory of technology equipment, which has been deemed obsolete. She said that the IT inventory includes 37 HP 7800/7900 computers that the district would like to make available to members of the community should the town not elect to take possession of them for its own use.

According to Board of Education policy 3260-*Sales and Disposal of Books, Equipment, and Supplies*, such obsolete items must be returned to the Town of Stafford.

Mr. Kovaleski made a motion, seconded by Mr. Melnick, that the Board of Education approve the return of the obsolete supplies, equipment, and school library titles and materials, as indicated in the attached memoranda, 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 the obsolete items, the district will assume responsibility for proper disposal and/or enter the computers into a lottery. Mr. Kovaleski, Mr. Melnick, Mr. Roberts, Mrs. Rummel and Mrs. Walsh voted for the motion, which carried.

**Item XI. Personnel Matters**

**A. Acceptance of Resignations**

Mr. Roberts 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
Bond, Grant	Social Studies Teacher	Stafford Middle School	June 30, 2017	Personal
Jackson, Gregory	Mathematics Teacher	Stafford High School	June 30, 2017	To accept a position in another CT district.
Morgan-Hostetler, Melissa	Assistant Principal	Stafford Middle School	July 14, 2017	To accept a position in another CT district.

Mr. Kovaleski, 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 items XI.B.- **Interview and Discuss the Qualifications of Candidate for the Position of the Director of Pupil Services (Executive Session Anticipated)** and XI.C.- **Superintendent of Schools' Evaluation (Executive Session Anticipated)**, into executive session. Mr. Kovaleski, Mr. Melnick, Mr. Roberts, Mrs. Rummel and Mrs. Walsh voted for the motion, which carried.

The Board took a brief recess at 8:22 p.m.

Mr. Roberts made a motion, seconded by Mrs. Rummel to enter executive session. Mr. Kovaleski, Mr. Melnick, Mr. Roberts, Mrs. Rummel and Mrs. Walsh voted for the motion, which carried.

The Board entered executive session at 8:32 p.m.

Mrs. Walsh made a motion, seconded by Mr. Kovaleski to return to regular session. Mr. Kovaleski, Mr. Melnick, Mr. Roberts, Mrs. Rummel and Mrs. Walsh voted for the motion, which carried. The Board returned to regular session at 10:08 p.m.

**B. Interview and Discuss the Qualifications of Candidate for the Position of the Director of Pupil Services (Executive Session Anticipated)**

Mrs. Rummel made a motion, seconded by Mrs. Walsh, that the Board appoint Ms. Jolene Piscetello to the position of Director of Pupil Services, effective Monday, July 17, 2017. Mrs. Rummel, Ms. Shegogue and Mrs. Walsh voted for the motion. Mr. Roberts voted against the motion. Mr. Kovaleski and Mr. Melnick abstained. The motion carried.

Mrs. Rummel made a motion, seconded by Mr. Melnick, to enter executive session. Mr. Kovaleski, Mr. Melnick, Mr. Roberts, Mrs. Rummel and Mrs. Walsh voted for the motion, which carried. The Board entered executive session at 10:15 p.m.

Mr. Roberts made a motion, seconded by Mr. Kovaleski to return to regular session. Mr. Kovaleski, Mr. Melnick, Mr. Roberts, Mrs. Rummel and Mrs. Walsh voted for the motion, which carried. The Board returned to regular session at 10:50 p.m.

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

Mrs. Rummel made a motion, seconded by Mr. Roberts, to accept the Board's written evaluation of the Superintendent. Mr. Kovaleski, Mr. Roberts, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh voted for the motion. Mr. Melnick abstained. The motion carried.

Mr. Roberts made a motion, seconded by Mrs. Walsh, that the Board increase the Superintendent's salary by 1.75%. Mr. Kovaleski, Mr. Melnick, Mr. Roberts and Mrs. Walsh voted for the motion. Mrs. Rummel and Ms. Shegogue voted against the motion. The motion carried.

**Item XII. Student Matters**

There were no Student Matters.

**Item XIII. Adjournment**

Mr. Roberts made a motion, seconded by Mr. Kovaleski, to adjourn. Mrs. Walsh made a motion, seconded by Mr. Kovaleski to return to regular session. Mr. Kovaleski, Mr. Melnick, Mr. Roberts, Mrs. Rummel and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 10:54 p.m.

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

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**Sonya Shegogue, Chairperson**

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**Tracy L. Rummel, Secretary**