

**Regular Meeting
Stafford Board of Education
Stafford Elementary School
November 18, 2019, 6:30 p.m.**

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

Absent: Miss Allie Curtin, Alternate 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
Mrs. Peggy Falcetta, Principal, Staffordville School
Mr. Dean Fortin, IT / Network Coordinator
Mrs. Caroline Hargraves, Assistant Principal, Stafford Elementary School
Mr. Timothy Kinel, Assistant Principal, Stafford High School
Ms. Beth LaPane, Food Services Director
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 6:32 p.m.

Item II. Pledge of Allegiance

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

New Business—Items X.A & X.B

Ms. Shegogue made a motion to move items X.A and X.B to the start of the meeting to elect Board of Education Officers and establish Board of Education Committees. Motion seconded by Ms. Locke. Ms. Bachiochi, Mrs. Davis, Mr. Delano, Mrs. Lybarger, Mrs. Locke and Mr. Melnick voted for the motion, which carried.

- **Chairman**—Ms. Davis made a motion to nominate Ms. Shegogue, seconded by Mrs. Bachiochi. Ms. Bachiochi, Mrs. Davis, Mr. Delano, Mrs. Lybarger, Mrs. Locke, and Mr. Melnick voted for the motion, which carried.
- **Secretary**—Ms. Shegogue nominated Mrs. Locke, seconded by Mrs. Davis. Ms. Bachiochi, Mrs. Davis, Mr. Delano, Mrs. Lybarger, Mrs. Locke, and Mr. Melnick voted for the motion, which carried.

BOE Committees:

1. **Budget**—Ms. Shegogue (Chair), Mr. Delano, & Mrs. Locke (Alternate: Mrs. Davis).
2. **Curriculum**—Mr. Melnick (Chair), Ms. Bachiochi, & Mrs. Lybarger (Alternate: Ms. Shegogue).
3. **Negotiation**—Mrs. Locke (Chair), Mrs. Davis & Ms. Shegogue.
4. **Policy**—Mrs. Davis (Chair), Ms. Bachiochi, & Mrs. Lybarger.
5. **Employee Communications**—Ms. Shegogue (Chair), Mr. Delano, & Mr. Melnick.

Mr. Moccio asked for the Budget Committee’s availability on the following dates- December 9 at 5:30 p.m.; December 16, 2019; and January 13, 2020, at 5:30 p.m. The committee members indicated that they were available on those dates.

Item IV. Secretary’s Report- Approval of Minutes

Regular Meeting, 10/21/19

Mrs. Davis made a motion, seconded by Mrs. Locke, that the Board approve the Secretary’s Report for the regular meeting held on 10/21/19, as presented. Ms. Bachiochi, Mrs. Davis, Mr. Delano, Mrs. Lybarger, Mrs. Locke, and Mr. Melnick voted for the motion, which carried.

Item IV. Consent Agenda

- A. **Obsolete Equipment- Stafford High School, Stafford Elementary School and West Stafford School**
Mrs. Falcetta is requesting two Smartboards and one projector screen to be deemed obsolete. The hardware will no longer update with the current operating system.
- B. **Cafeteria Profit and Loss Report for July 1-2019 – September 30, 2019**
Ms. Peters, Business Manager, reported that the food service program is reporting a loss of \$223.10.
- C. **19-20 Bills, 10/30/19- \$250,303.76**
- D. **19-20 Grants, 10/30/19- \$64,021.52**

Mr. Melnick made a motion, seconded by Mrs. Locke, that the Board approve the items listed in the consent agenda, as presented. Ms. Bachiochi, Mrs. Davis, Mr. Delano, Mrs. Lybarger, Mrs. Locke, and Mr. Melnick 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. She also noted that there would be a budget committee meeting prior to the regular meeting.
- B. **Connecticut Interscholastic Athletic Conference – Spirit of Life Award** – Students from SES, SMS, and SHS will be nominated in consideration for the Spirit of Life Award, which seeks to recognize the perseverance and courage associated with the Special Olympics.

Item VI. Board Reports

A. Student Representatives' Reports

Miss Zopelis reported on the following topics:

- Drama/Music Department Update
- SES Update, including PBIS/PTO Family Paint Night, Market Place Vendor Fair, Author Ruth Sanderson Assemblies
- SMS Update, including Cameron Sullivan, recipient of CAPSS Award, parent conferences
- SV Update, including Read for the Record, Term I report cards, parent conferences, and village meeting assembly
- SHS Update, including pictures of students from Envirathon in October

Item VII. Superintendent's Reports

Ms. Shegogue has requested to shift item VII.D to the first agenda topic to recognize Mrs. Kathy Walsh for her years of service to the Board of Education. Ms. Davis made a motion, seconded by Mrs. Locke. Ms. Bachiochi, Mrs. Davis, Mr. Delano, Mrs. Lybarger, Mrs. Locke, and Mr. Melnick voted for the motion, which carried.

A. Recognition of Kathy Walsh for Years of Service on the Board of Education

Ms. Shegogue thanked Mrs. Walsh for her years of dedication to the field of education and presented Mrs. Walsh with a gift and flowers to recognize her service.

B. Enrollment Report for October 1, 2019

Mr. Moccio reviewed the six reports prepared by Mrs. Marinelli, Administrative Assistant to the Superintendent, regarding October 1st district enrollment. Mr. Moccio shared trends including the fact that overall district enrollment is down by 52 students, as compared to October 2018. These trends include seven more students attending technical schools, a decrease of four students attending magnet schools and a decrease in the population of students moving from grade eight to nine in the system. Approximately 24% of students in the district require special education or 504 services. Members of the Board requested information on the maximum enrollment at SES. Mrs. Marinelli will prepare information for their review.

C. Financial Report, July 1, 2019 – November 8, 2019

Ms. Diane Peters, Business Manager, presented the financial report from July 1 – November 8, 2019. She stated that of the \$28,052,217.40 budget, all but \$1,531,432.69 has been expended or encumbered. She also reviewed 200 (benefits) and 500 (transportation) object codes and explained the budget balance in the various accounts. Mr. Moccio explained that there is the possibility of a large expense due to the possible replacement of the hot water tank at Stafford Elementary School. Bids are currently being submitted for the project.

D. Update on Self-Funded Health and Dental Insurance Through September 30, 2019

Mr. Moccio reported that the medical and dental insurance funds are in good standing through September 2019.

VIII. Public Comment

Ms. Shegogue discussed the benefits of the CAPSS/CABE Conference, which she attended last week, along with Mr. Moccio, and the student representative. She encouraged fellow board members to consider attending in the future.

Item IX. Old Business

There was no Old Business.

Item X. New Business

Items A and B moved to start of meeting agenda per request of Ms. Shegogue.

C. Review and Possible Approval of 2020 Calendar of Regular Board of Education Meetings

Mr. Moccio explained that the majority of the months call for only a single meeting with the exception of budget season and preparation for the new school year in the spring.

Mrs. Davis made a motion to accept the 2020 calendar, seconded by Mr. Melnick. Ms. Bachiochi, Mrs. Davis, Mr. Delano, Mrs. Lybarger, Mrs. Locke, and Mr. Melnick voted for the motion, which carried.

D. Consolidation of Student Activity Accounts

Mrs. Diane Peters requested that the Board of Education approve the merger of student accounts into a single account at Stafford Savings Bank. Mr. Moccio explained that this would centralize the accounts for access and oversight. Mrs. Davis made a motion to merge the accounts, seconded by Mrs. Locke. Ms. Bachiochi, Mrs. Davis, Mr. Delano, Mrs. Lybarger, Mrs. Locke, and Mr. Melnick voted for the motion, which carried.

E. Review and Possible Approval of Staffing Proposal – District Registrar/Receptionist

Mr. Moccio presented information and rationale to the Board to continue in the effort of streamlining services by centralizing the registration process to a single location. These efforts would continue to develop culture and climate as indicated by the Strategic Educational Framework (2019-2022), while promoting efficiency of service and convenience for parents trying to register new students. Mr. Moccio explained that the funds from the Level I IT position that is currently unfilled would be shifted to fund the position. Mrs. Davis questioned Mr. Fortin as to the need for the additional position. Mr. Fortin explained that there is a great need as the volume of work within the department is at a high level. Mrs. Davis suggested looking into ways to fund both positions.

Mr. Melnick made a motion for the approval of the staffing proposal, seconded by Mrs. Davis. Ms. Bachiochi, Mrs. Davis, Mr. Delano, Mrs. Lybarger, Mrs. Locke, and Mr. Melnick voted for the motion, which carried.

Item XI. Personnel Matters

A. Review and Possible Ratification of the Professional Agreement Between the Stafford Board of Education and the Stafford Administrators' Association, July 1, 2020 – June 30, 2023

Mrs. Locke made a motion to enter into executive session, seconded by Mrs. Lybarger. Ms. Bachiochi, Mrs. Davis, Mr. Delano, Mrs. Lybarger, Mrs. Locke, and Mr. Melnick voted for the motion, which carried. The Board entered executive session at 8:06 p.m.

Mrs. Lybarger made a motion, seconded by Mrs. Locke to return to regular session. Ms. Bachiochi, Mrs. Davis, Mr. Delano, Mrs. Lybarger, Mrs. Locke, and Mr. Melnick voted for the motion, which carried. The Board returned to regular session at 8:16 p.m.

Mrs. Davis made a motion, seconded by Mrs. Locke, that the Board of Education agree to ratify the bargaining unit agreement between the Stafford Board of Education and the Stafford Administrators' Association. Ms. Bachiochi, Mrs. Davis, Mr. Delano, Mrs. Lybarger, Mrs. Locke, and Mr. Melnick voted for the motion, which carried.

Mrs. Davis made a motion, seconded by Mr. Delano, that the Board authorize Ms. Sonya Shegogue, Chairperson, to sign the bargaining unit agreement between the Stafford Board of Education and the Stafford Administrators' Association. Ms. Bachiochi, Mrs. Davis, Mr. Delano, Mrs. Lybarger, Mrs. Locke, and Mr. Melnick voted for the motion, which carried.

Item XII. Student Matters

There were no Student Matters.

Item XIII. Adjournment

Ms. Bachiochi, Mrs. Davis, Mr. Delano, Mrs. Lybarger, Mrs. Locke, and Mr. Melnick voted for the motion, which carried. The meeting adjourned at 8:18 pm.

Respectfully submitted,

Steven Autieri / Christine C. Marinelli, Recording Secretary

Sonya Shegogue, Chairperson

Andrea Locke, Secretary