

Board of Education Regular Meeting
Monday, May 9, 2011 7:00 PM Eastern

Pinney Administration Building
16 Levinthal Run
Stafford Springs, CT 06076

I.	Call to Order- Establishment of Quorum
II.	Secretary's Report- Approval of Minutes
II.A.	Regular Meeting Minutes- 4/11/11
II.B.	Special Meeting Minutes- 4/14/11
III.	Treasurer's Report
III.A.	Bills, 4/13/11- \$98,460.58
III.B.	Grants, 4/13/11- \$5,455.09
III.C.	Bills, 4/27/11- \$311,474.60
III.D.	Grants, 4/27/11- \$5,968.53
III.E.	Bills, 5/4/11- \$79,226.94
III.F.	Grants, 5/4/11- \$8,469.30
IV.	Correspondence
IV.A.	Parent Letters
V.	Board Reports
V.A.	Report from Student Representative
VI.	Superintendent Reports
VI.A.	Financial Report through April 30, 2011 (10 mins.)
VI.B.	Head Start Report through April 2011 (5 mins.)
VI.C.	Cafeteria Profit and Loss Statement through March 2011 (10 mins.)
VI.D.	Gift of Projection Systems from 3M (5 mins.)
VI.E.	Update on Self-Funding of Medical Insurance (10 mins.)
VII.	Public Forum
VIII.	Old Business
VIII.A.	Review and Possible Approval of New and Revised Board Policies (10 mins.)
IX.	New Business
IX.A.	Review and Approval of Revisions to 2011 - 2012 School Calendar Due to Elimination of Two School Days (Decrease from 182 to 180 days) (10 mins.)
IX.B.	Review and Approval of School Readiness Grant (5 mins.)
X.	Personnel Matters
X.A.	Resignations- Certified Staff Members (5 mins.)
XI.	Student Matters

**Regular Meeting
Stafford Board of Education
Stafford Elementary School Cafetorium
April 11, 2011**

Board Members Present: Mr. Mark Fontanella, Chairperson, arrived at 7:07 p.m.
Mrs. Sandy Fowler, Secretary
Mrs. Lisa Bradway
Mrs. Lisa Finch
Ms. Beth Ann Morhardt
Mrs. Tracy Rummel
Mr. Stephen Szymanski

Also Present: Dr. Thérèse G. Fishman, Superintendent of Schools
Mrs. Meg Devlin, Business Manager
Dr. Marcia Elliott, Principal, West Stafford School
Ms. Caren Falzarano, Teacher, Stafford High School
Mr. Francis Kennedy, Principal, Stafford High School
Dr. Maureen Ryan, Principal, Staffordville School
Mr. Hank Skala, Principal, Stafford Elementary School
Mr. Kenneth Valentine, Principal, Stafford Middle School

Item I. Call to Order- Establishment of Quorum

The meeting was called to order at 7:04 p.m. A quorum was established. Mrs. Fowler chaired the meeting in Mr. Fontanella's absence.

Item II. Secretary's Report- Approval of Minutes

Regular Meeting, March 28, 2011

A consensus of the Board approved the Secretary's Report for the regular meeting held on March 28, 2011, as presented.

Item III. Treasurer's Report

Bills- 4/6/11, \$77,929.38
Grants- 4/6/11, \$15,847.25

A consensus of the Board approved the Board Bills and Grants, as presented.

Item IV. Correspondence

There was no Correspondence.

Item V. Board Reports

A. Report from Student Representative

Miss Ojeda sent the Student Activity Report to the Board ahead of time, and it was included in their electronic Board packets. She highlighted several areas of the report at the meeting.

Item VI. Superintendent's Reports

A. Volunteer Appreciation Awards

Dr. Fishman stated that volunteers are an important part of the connection between school and community and that our district is lucky to have many volunteers who give of their time and expertise at all grade levels.

Dr. Fishman said that each year, the volunteer from each school who has given the most hours of service to our students during the school year is honored by the Board of Education.

Ms. Michelle Wilson, volunteer at West Stafford School, was introduced by Dr. Elliott. Ms. Betty Nelson, volunteer at Staffordville School, was unable to attend the meeting. Dr. Ryan said a few words about Ms. Nelson's volunteer service at Staffordville School. Ms. Phyllis Lindsay, volunteer at Stafford Elementary School, was introduced by Mr. Skala. Ms. Eryn Liston, volunteer at Stafford Middle School, was unable to attend the meeting. Mr. Valentine said a few words about Ms. Liston's volunteer service at Stafford Middle School. Ms. Robin Frankowski, volunteer at Stafford High School, was introduced by Mr. Kennedy.

Each volunteer present at the meeting was presented with a framed certificate of appreciation and a small gift from the Board of Education and the Superintendent.

B. Recognition of Student Artists

Dr. Fishman explained that throughout the past school year, student artwork has been exhibited in the boardroom at the Pinney Administration Building. She stated that this project was coordinated by the district's art teachers, Ms. Tannis Longmore, Mrs. Dee Paradis, Mrs. Elizabeth Vannelli and Mrs. Amanda Fischetti.

Mr. Fontanella presented each student artist in attendance at the meeting with a certificate of recognition.

The Board took a recess at 7:53 p.m. for refreshments. The meeting was called to order at 8:20 p.m.

C. Head Start Report through March 2011

Dr. Fishman presented the Head Start report through March 31, 2011, as prepared by Mrs. Meg Devlin, Business Manager. She reported that \$11,985 of the Basic Head Start grant total of \$51,129, has been expended or encumbered. She noted that the Basic Head Start grant period is from February 1, 2011, through June 30, 2011.

Dr. Fishman reported that the Early Head Start grant, which runs through September 29, 2011, shows that \$36,538 has been expended or encumbered through March 31, 2011, with a remaining balance of \$31,962.

D. Presentation of the 2009 – 2010 District and School Strategic School Profiles

Dr. Fishman reported that according to State statute, the Strategic School Profiles for the district and each school must be presented at the Board of Education meeting following their receipt by the district, which is normally in November each year. She stated that this year, there were several concerns about data retrieval on the part of the Connecticut State Department of Education (CSDE), which delayed the release of the information until just recently. Dr. Fishman noted that the State has informed the districts that there is still a concern at CSDE that the portion of the report that deals with dropout data may be inaccurate.

Dr. Fishman highlighted several areas of each school's report, as well as the district report. There were no questions from the Board members.

Item VII. Public Forum

There were no questions or comments from the public.

Item VIII. Old Business

There was no Old Business.

Item IX. New Business

A. Review and Possible Approval of Proposal for Student Trip to Italy

Ms. Falzarano, English teacher at Stafford High School, and Mr. Kennedy, Principal of Stafford High School, were present at the meeting to answer questions from the Board. Ms. Falzarano gave a brief overview of the trip and which cities will be visited. She is hoping that thirty students will participate.

Mrs. Finch made a motion, seconded by Mrs. Bradway, that the Board of Education approve a trip for students at Stafford High School to Italy, from June 25, 2012, through

July 5, 2012, as presented. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Ms. Morhardt, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried.

B. Approval of Head Start Enhancement Grant

Dr. Elliott, Principal of West Stafford School, stated that the Head Start Enhancement Grant was formerly called the Head Start Link Grant. She stated that the district will receive \$15,018 per year in funding for the next two years through this grant to be utilized to engage families in activities that will enhance literacy and mathematical skill development, and to enhance classroom materials in literacy, mathematics and science.

Ms. Morhardt made a motion, seconded by Mrs. Rummel, that the Board of Education approve the Head Start Enhancement grant proposal for a total of \$15,018 per year, spanning 2011 – 2013, as presented. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Ms. Morhardt, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried.

C. Review and Possible Approval of New and Revised Board Policies

Dr. Fishman informed the Board that she was presenting New and Revised Board Policies 1110.1-*Communications with the Public*; 3541.22 (a)-(c)-*Bus Operator's Responsibility*; 4115-*Evaluation*; 4152.6 (a)-(l)-*Family and Medical Leave Act* and accompanying forms 1 and 2; 5000-*Concepts and Roles in Student Policies*; 5117-*Attendance Areas*; 5117.1-*Out-of-District Attendance Areas*; 5118.1 (a)-(c)-*Homeless Students* and accompanying Regulation (a)-(c); 5121-*Examination/Grading/Rating*; 5123 (a)-(c)-*Promotion/Acceleration/Retention* and accompanying Regulation (a)-(f); 5131.3-*Student Driving and Parking*; 5131.5-*Vandalism or Damage of School Property*; 5131.82 (a)-(b)-*Restrictions on Publications and Written or Electronic Material*; 5131.91 (a)-(e)-*Hazing*; 5131.913 (a)-(b)-*Cyberbullying*; 5132-*Dress and Grooming*; 5135-*Eligibility to Participate in Extracurricular Activities*; 6152-*Grouping Policy*; 6172.8 (a)-(d)-*School-Wide Pre-Referral Approaches and Interventions*; 9326 (a)-(c)-*Minutes*; and unnumbered policy *Self-funded Health Benefit Plans*, for the Board's first review. She stated that all of the policies have been reviewed / revised by the administrator and Board policy sub-committees.

Dr. Fishman requested that Board members forward any questions to her regarding the policies listed above prior to the next regularly scheduled Board meeting on Monday, May 9, 2011.

D. Elimination of Board of Education Policy 5124- Reports to Parents

Ms. Morhardt made a motion, seconded by Mrs. Finch, that the Board of Education approve the removal of Board of Education policy 5124- *Reports to Parents* from the Stafford Board of Education Policy Manual, as it was found to be redundant. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Ms. Morhardt, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried.

Item X. Personnel Matters

There were no Personnel Matters.

Item XI. Student Matters

There were no Student Matters.

Item XII. Adjournment

Mrs. Rummel made a motion, seconded by Mrs. Bradway, to adjourn. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Ms. Morhardt, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried. The meeting adjourned at 9:07 p.m.

Respectfully submitted,

Christine C. Marinelli, Recording Secretary

Mark Fontanella, Chairperson

Sandra Fowler, Secretary

**Special Meeting
Stafford Board of Education
Stafford Elementary School Cafetorium
Wednesday, April 14, 2011**

Board Members Present: Mr. Mark Fontanella, Chairperson
Mrs. Sandy Fowler, Secretary
Mrs. Lisa Bradway
Mrs. Lisa Finch
Mrs. Tracy Rummel
Mr. Stephen Szymanski

Absent: Ms. Beth Ann Morhardt (participated in the first portion of the meeting via conference call)

Also Present: Dr. Thérèse G. Fishman, Superintendent of Schools
Mrs. Meg Devlin, Business Manager
Dr. Marcia Elliott, Principal, West Stafford School
Mr. Damian Frassinelli, Director of Athletics and Recreation
Mr. Francis Kennedy, Principal, Stafford High School
Mr. Edward Muska, Esq., Chairman, Board of Finance
Dr. Maureen Ryan, Principal, Staffordville School
Mr. Kenneth Valentine, Principal, Stafford Middle School

1. Call to Order- Establishment of Quorum

The meeting was called to order at 7:05 p.m. A quorum was established.

2. Public Forum

Mr. Fontanella explained the budget process to the public and gave the timelines for budget approval. He informed the public that the Board of Finance would hold the second public hearing on the budget on Monday, April 25, 2011, and that it was imperative that those that support the school district and the programs that the district has in place attend that meeting.

Mr. Fontanella explained that the Board of Education would have to determine where cuts totaling \$531,902 would be made in the 2011 – 2012 budget and approve the revised budget before the meeting ended that evening. Mr. Fontanella introduced Mr. Edward Muska, Esq., Chairman of the Board of Finance.

Mr. Muska addressed the public and explained the Board of Finance's decision-making process. He also informed the public that even with these substantial cuts to the town and school budgets, the town's mil rate would increase by 1.52. Mr. Muska explained that for each one mil increase at referendum a household with a home assessed at \$170,000 would see their taxes increase by \$170 per year (\$170,000 x .1%). Therefore, with a 1.52 mil increase (as is being proposed this year) that same

household with a home assessed at \$170,000 would see their taxes increase by \$258.40 per year ($\$170,000 \times .152\%$).

Mr. Fontanella gave an overview of the forum guidelines that would be followed during the meeting. Many members of the public addressed the Board. Public comment ended at 8:55 p.m.

Mr. Fontanella called for a brief recess at 8:56 p.m. The meeting reconvened at 9:16 p.m.

3. Discussion and Approval of Cuts to the 2011 – 2012 School Budget, as Mandated by the Board of Finance

The Board deliberated at length regarding the list of proposed cuts that the administration provided. After considerable discussion, Mr. Szymanski made a motion, seconded by Mrs. Bradway, that the Board of Education make the following cuts to the 2011 – 2012 Board of Education Budget:

Description	Area	Amount
Replace retiring Elementary teacher SES	Certified Staff	-\$20,000
Replace retiring Guidance Counselor SMS	Certified Staff	-\$17,000
Cut retiring Family and Consumer Science position/program SHS	Certified Staff	-\$83,200
Replace retiring PE teacher SHS	Certified Staff	-\$20,541
Replace retiring PE teacher SMS	Certified Staff	-\$10,346
Reduce retiring Math teacher SHS to a .5 position	Certified Staff	-\$20,000
Cut to Building Services budget	Building Services	-\$25,000
Reduce summer hours Technology Integration Specialist	Curr/Tech	-\$2,000
Reduce curriculum development hours	Curr/Tech	-\$1,800
LCD maintenance	Curr/Tech	-\$500
Data Warehouse account line	Curr/Tech	-\$1,000
AV supplies	Curr/Tech	-\$500
In-service supplies	Curr/Tech	-\$500
Switches	Curr/Tech	-\$1,800
Server	Curr/Tech	-\$1,000
Licenses for email Office Logic	Curr/Tech	-\$9,375
Tech support for email licenses	Curr/Tech	-\$1,400
SHS speakers	Purchased Services	-\$2,300
Initiative Club Field Trip	Transportation	-\$1,500
Reduction in Special Education Outside Contracted Services	Purchased Services	-\$20,000
Reduction in computer workstation replacement	Curr/Tech	-\$10,000
Reduction or elimination of district celebrations	Supplies	-\$2,000

Summer school reduction option	Transportation	-\$1,550
Increase SHS summer school fees \$50 (\$200)	Certified Staff	-\$2,000
Summer school	Certified Staff	-\$10,000
Reduce Athletic budget SHS increase fees	Transportation	-\$4,000
Reduce Athletic budget SMS increase fees	Transportation	-\$2,000
Eliminate Reading Recovery Program	Certified Staff	-\$67,739
Cut professional development for Reading Recovery program	Purchased Services	-\$2,400
Reduction of student school days to 180	Transportation	-\$13,806
20% reduction in SHS supplies	Supplies	-\$11,121
Laptop cart	Curr/Tech	-\$20,000
Reduction in staffing at Pinney Building	Non Certified Staff	-\$10,898
Charge tuition for PreK students \$1,800 (\$10 per day)	Certified Staff	-\$60,000
Eliminate Assistant Principal SES	Certified Staff	-\$93,643
Reduction of Pre-K/Special Ed position at SVS to .6	Certified Staff	-\$14,152
Adjustments to current budget		\$33,169

Mr. Fontanella allowed the public to comment prior to the Board's vote.

After public comment closed, Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried.

4. Adjournment

Mrs. Fowler made a motion, seconded by Mrs. Rummel, to adjourn. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried. The meeting adjourned at 10:42 p.m.

Respectfully submitted,

Christine C. Marinelli, Recording Secretary

Mark Fontanella, Chairperson

Sandra Fowler, Secretary