

Board of Education Board of Education Regular Meeting  
Monday, January 9, 2012, 7:00 PM  
Pinney Administration Building

- I. Call to Order- Establishment of Quorum
- II. Secretary's Report- Approval of Minutes
  - A. December 1, 2011- Special Meeting 2
  - B. December 5, 2011- Regular Meeting 9
- III. Treasurer's Report
  - A. Grants, 12/13/11- \$6,130.21
  - B. Bills, 12/13/11- \$832,518.74
  - C. Grants, 12/20/11- \$1,319.05
  - D. Bills, 12/20/11- \$5,726.40
  - E. Grants, 1/5/12- \$1,545.70
  - F. Bills, 1/5/12- \$450,050.34
- IV. Correspondence
- V. Board Reports
- VI. Superintendent Reports
  - A. Head Start Report through December 2011
  - B. Update on Changes to Schedule for Mid-Year Exams at Stafford High School
- VII. Public Forum
- VIII. Old Business
- IX. New Business
  - A. Appointment of Board Members to CSEA Negotiation Committee
  - B. Review of New and Approval of Revised Board of Education Policies
  - C. Obsolete Equipment
  - D. Review and Possible Approval of Reorganization of Building Services Department
  - E. Appointment of Board Members to the CSEA Grievance Committee
  - F. Cafeteria Profit and Loss Statement through November 2011
- X. Personnel Matters
- XI. Student Matters

**Special Meeting  
Stafford Board of Education  
Pinney Administration Building  
Thursday, December 1, 2011, 6 p.m.**

Present: Mrs. Sandy Fowler, Secretary  
Mrs. Lisa Finch  
Mrs. Tracy Rummel  
Ms. Sonya Shegogue  
Mr. Steve Szymanski  
Mrs. Kathy Walsh

Absent: Ms. Beth Ann Morhardt

Also Present: Dr. Patricia A. Collin, Superintendent of Schools  
Attorney Peter A. Janus, Counsel for the Board of Education  
Mr. Marco Pelliccia, Principal, Stafford High School  
Mr. Robert Campbell, Assistant Principal, Stafford High School  
Sgt. Thomas Duncan, Connecticut State Police  
Mother and Father of Student D  
Student D

**1. Call to Order**

The meeting was called to order at 6:11 p.m. A quorum was established.

**2. Executive Session**

**a. Board Inquiry into the Continued Enrollment and Attendance of Student D, E and F**

**b. Board Consideration of the Recommendation of the Superintendent of Schools regarding the Expulsion of Student D, E and F from Stafford High School Pursuant to CGS 10-233d**

**3. Action by the Board in Response to the Superintendent's Recommendation or Motion regarding the Expulsion of Student D, E and F**

Mrs. Rummel made a motion, seconded by Mrs. Finch, that the Board enter executive session to discuss material that would result in the disclosure of public records or the information contained therein as described in Connecticut General Statutes Sections 1-200(6)(E), subsection (b) of Section 1-210, specifically, personnel, student or medical and similar files the disclosure of which would constitute an invasion of privacy, and / or names and addresses of students enrolled in public school. Only those invited by the Board may be present in the executive session. Mrs. Finch, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried. The Board entered executive session at 6:12 p.m.

The Board invited the following individuals into the executive session:

Dr. Patricia A. Collin, Superintendent of Schools  
Attorney Peter A. Janus, Counsel for the Board of Education  
Mr. Marco Pelliccia, Principal, Stafford High School  
Mr. Robert Campbell, Assistant Principal, Stafford High School  
Sgt. Thomas Duncan, Connecticut State Police  
Mother and Father of Student D  
Student D  
Mrs. Christine Marinelli, Recording Secretary

The Board took a recess at 6:53 p.m.  
All invited individuals returned to the boardroom at 7:00 p.m.

Mrs. Finch made a motion, seconded by Mrs. Rummel, to return to regular session. Mrs. Finch, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried. The Board returned to regular session at 7:01p.m.

Mrs. Rummel made a motion, seconded by Mrs. Finch, that based on the evidence and testimony received after a due process hearing, it is the finding of the Stafford Board of Education that on or about November 14, 2011, Student D committed an expellable offense, namely that Student D facilitated the sale of marijuana which took place on or about November 15, 2011, on school premises during the school day; and on or about November 15, 2011, Student D purchased marijuana on school premises during the school day; and on or about November 15, 2011, Student D was in possession of marijuana on school premises during the school day; and on or about November 15, 2011, Student D distributed marijuana on school premises during the school day; and Student D violated the Board of Education's Policy 5114 (a)-(m), Board Policy 5131.6 and the disciplinary guidelines as outlined in the Stafford High School 2011-2012 Student-Parent Handbook; and it being the further finding of the Stafford Board of Education that such action constitutes conduct which is detrimental and an endangerment to the health, safety and welfare of other students, that such conduct is seriously disruptive of the educational process and that such conduct also violates a publicized policy of the Stafford Board of Education. Mrs. Finch, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

Mrs. Rummel made a motion, seconded by Mrs. Finch, to enter executive session. Mrs. Finch, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried. The Board entered executive session at 7:03 p.m.

The Board took a recess at 7:13 p.m.  
All invited individuals returned to the boardroom at 7:26 p.m.

Mrs. Finch made a motion, seconded by Mrs. Walsh, to return to regular session. Mrs. Finch, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried. The Board returned to regular session at 7:27p.m.

Mrs. Rummel made a motion, seconded by Mrs. Finch, that based on the previous decision of the Stafford Board of Education that Student D committed an expellable offense, and based upon the evidence and testimony received as to the length of any expulsion to be imposed for the offense by Student D, it is the finding of the Stafford Board of Education that Student D shall be expelled from the Stafford Public Schools from any and all school privileges and premises, and all school-sponsored activities for disciplinary reasons, effective immediately, for a period of one calendar year.

However, Student D may apply for early readmission to school at the beginning of the 2012 – 2013 school year, by submitting an application to the Superintendent of Schools for consideration by the Board of Education no later than at its scheduled meeting in August 2012. The Board will condition Student D's readmission on satisfactory performance in tutoring with no unexcused absences; maintaining a satisfactory academic record; attending counseling sessions as scheduled by the School Social Worker or School Psychologist; completion of seventy-five (75) hours of community service; required reading of an auto-biography of a person who was affected by drug and alcohol abuse; and completion of a two hundred-word essay on what was learned from the reading and Student D's experience. If Student D is granted early readmission and subsequently commits a violation of the Board of Education's policies and regulations warranting suspension or expulsion, then the original period of this expulsion shall be reinstated without further hearings.

Moved further that the Administration provide Student D with an alternative educational opportunity during the expulsion period.

Mrs. Finch, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

The Board took a brief recess at 7:33 p.m.

Mrs. Rummel made a motion, seconded by Mrs. Walsh, to enter executive session. Mrs. Finch, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried. The Board entered executive session at 7:41 p.m.

The Board invited the following individuals into the executive session:

Dr. Patricia A. Collin, Superintendent of Schools  
Attorney Peter A. Janus, Counsel for the Board of Education  
Mr. Marco Pelliccia, Principal, Stafford High School  
Mr. Robert Campbell, Assistant Principal, Stafford High School  
Sgt. Thomas Duncan, Connecticut State Police  
Mother, Father and Stepfather of Student E  
Student E  
Mrs. Christine Marinelli, Recording Secretary

The Board took a recess at 7:58 p.m.

All invited individuals returned to the boardroom at 8:03 p.m.

Mrs. Finch made a motion, seconded by Mrs. Walsh, to return to regular session. Mrs. Finch, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried. The Board returned to regular session at 8:03 p.m.

Mrs. Rummel made a motion, seconded by Mrs. Finch, that based on the evidence and testimony received after a due process hearing, it is the finding of the Stafford Board of Education that on or about November 14, 2011, Student E committed an expellable offense, namely that Student E arranged with another student to purchase marijuana on school premises during the school day; and on or about November 15, 2011, Student E was in the presence of and conspired with another student to have that student purchase the marijuana on school grounds during the school day; and Student E was in possession of marijuana on school premises during the school day; and Student E violated the Board of Education's Policy 5114 (a)-(m), Board Policy 5131.6 and the disciplinary guidelines as outlined in the Stafford High School 2011-2012 Student-Parent Handbook; and it being the further finding of the Stafford Board of Education that such action constitutes conduct which is detrimental and an endangerment to the health, safety and welfare of other students, that such conduct is seriously disruptive of the educational process and that such conduct also violates a publicized policy of the Stafford Board of Education. Mrs. Finch, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

Mrs. Rummel made a motion, seconded by Mrs. Finch, to enter executive session. Mrs. Finch, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried. The Board entered executive session at 8:05 p.m.

The Board took a recess at 8:15 p.m.

All invited individuals returned to the boardroom at 8:33 p.m.

Mrs. Finch made a motion, seconded by Mrs. Walsh, to return to regular session. Mrs. Finch, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried. The Board returned to regular session at 8:33 p.m.

Mrs. Rummel made a motion, seconded by Mrs. Finch, that based on the previous decision of the Stafford Board of Education that Student E committed an expellable offense, and based upon the evidence and testimony received as to the length of any expulsion to be imposed for the offense by Student E, it is the finding of the Stafford Board of Education that Student E shall be expelled from the Stafford Public Schools from any and all school privileges and premises, and all school-sponsored activities for disciplinary reasons, effective immediately, for a period of one calendar year.

However, Student E may apply for early readmission to school at the beginning of the 2012 – 2013 school year, by submitting an application to the Superintendent of Schools for consideration by the Board of Education no later than at its scheduled meeting in August 2012. The Board will condition Student E's readmission on satisfactory performance in tutoring with no unexcused absences; maintaining a satisfactory academic record; attending counseling sessions as scheduled by the School Social Worker or School Psychologist; completion of seventy-five (75) hours of community service; required reading of an auto-biography of a person who was affected by drug and alcohol abuse; and completion of a two hundred-word essay on what was learned

from the reading and Student E's experience. If Student E is granted early readmission and subsequently commits a violation of the Board of Education's policies and regulations warranting suspension or expulsion, then the original period of this expulsion shall be reinstated without further hearings. At the time the application for early readmission is being considered, the Board, upon request by Student E, will consider expunging the notice of expulsion from the cumulative educational record if Student E has completed the above specified program.

Moved further that the Administration provide Student E with an alternative educational opportunity during the expulsion period.

Mrs. Finch, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

The Board took a brief recess at 8:35 p.m.

Mrs. Rummel made a motion, seconded by Ms. Shegogue, to enter executive session. Mrs. Finch, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried. The Board entered executive session at 8:47 p.m.

The Board invited the following individuals into the executive session:

Dr. Patricia A. Collin, Superintendent of Schools  
Attorney Peter A. Janus, Counsel for the Board of Education  
Mr. Marco Pelliccia, Principal, Stafford High School  
Sgt. Thomas Duncan, Connecticut State Police  
Mother and Step-father of Student F  
Student F  
Mrs. Christine Marinelli, Recording Secretary

The Board took a recess at 9:05 p.m.

All invited individuals returned to the boardroom at 9:10 p.m.

Mrs. Finch made a motion, seconded by Mrs. Rummel, to return to regular session. Mrs. Finch, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried. The Board returned to regular session at 9:11 p.m.

Mrs. Rummel made a motion, seconded by Mrs. Finch, that based on the evidence and testimony received after a due process hearing, it is the finding of the Stafford Board of Education that on or about November 14, 2011, Student F committed an expellable offense, namely that Student F arranged to sell marijuana on school premises during the school day; and on or about November 15, 2011, Student F distributed and offered marijuana for sale and accepted \$50.00 in exchange for the marijuana on school grounds during the school day; and Student F was in possession of marijuana on school premises during the school day; and Student F violated the Board of Education's Policy 5114 (a)-(m), Board Policy 5131.6 and the disciplinary guidelines as outlined in the Stafford High School 2011-2012 Student-Parent Handbook; and it being the further finding of the Stafford Board of Education that such action constitutes conduct which is detrimental and an endangerment to the health, safety and welfare of other students,

that such conduct is seriously disruptive of the educational process and that such conduct also violates a publicized policy of the Stafford Board of Education. Mrs. Finch, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

Mrs. Finch made a motion, seconded by Mrs. Rummel, to enter executive session. Mrs. Finch, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried. The Board entered executive session at 9:12 p.m.

The Board took a recess at 9:25 p.m.

All invited individuals returned to the boardroom at 9:39 p.m.

Mrs. Finch made a motion, seconded by Mrs. Rummel, to return to regular session. Mrs. Finch, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried. The Board returned to regular session at 9:39 p.m.

Mrs. Rummel made a motion, seconded by Mrs. Finch, that based on the previous decision of the Stafford Board of Education that Student F committed an expellable offense, and based upon the evidence and testimony received as to the length of any expulsion to be imposed for the offense by Student F, it is the finding of the Stafford Board of Education that Student F shall be expelled from the Stafford Public Schools from any and all school privileges and premises, and all school-sponsored activities for disciplinary reasons, effective immediately, for a period of one calendar year.

However, Student F may apply for early readmission to school in June 2012, in order to participate in commencement exercises with Student F's class, by submitting an application to the Superintendent of Schools for consideration by the Board of Education no later than at its first scheduled meeting in June 2012. The Board will condition Student F's readmission on satisfactory performance in tutoring with no unexcused absences; maintaining a satisfactory academic record; attending counseling sessions as scheduled by the School Social Worker or School Psychologist; completion of one hundred fifty (150) hours of community service; required reading of an autobiography of a person who was affected by drug and alcohol abuse; and completion of a two hundred-word essay on what was learned from the reading and Student F's experience; and preparation of and presentation to a minimum of five health classes at school regarding Student F's experience as it relates to this expellable offense. If Student F is granted early readmission and subsequently commits a violation of the Board of Education's policies and regulations warranting suspension or expulsion, then the original period of this expulsion shall be reinstated without further hearings.

Moved further that the Administration provide Student F with an alternative educational opportunity during the expulsion period.

Mrs. Finch, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

**4. Adjournment**

Mrs. Finch made a motion, seconded by Mrs. Rummel, to adjourn the meeting. Mrs. Finch, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 9:42 p.m.

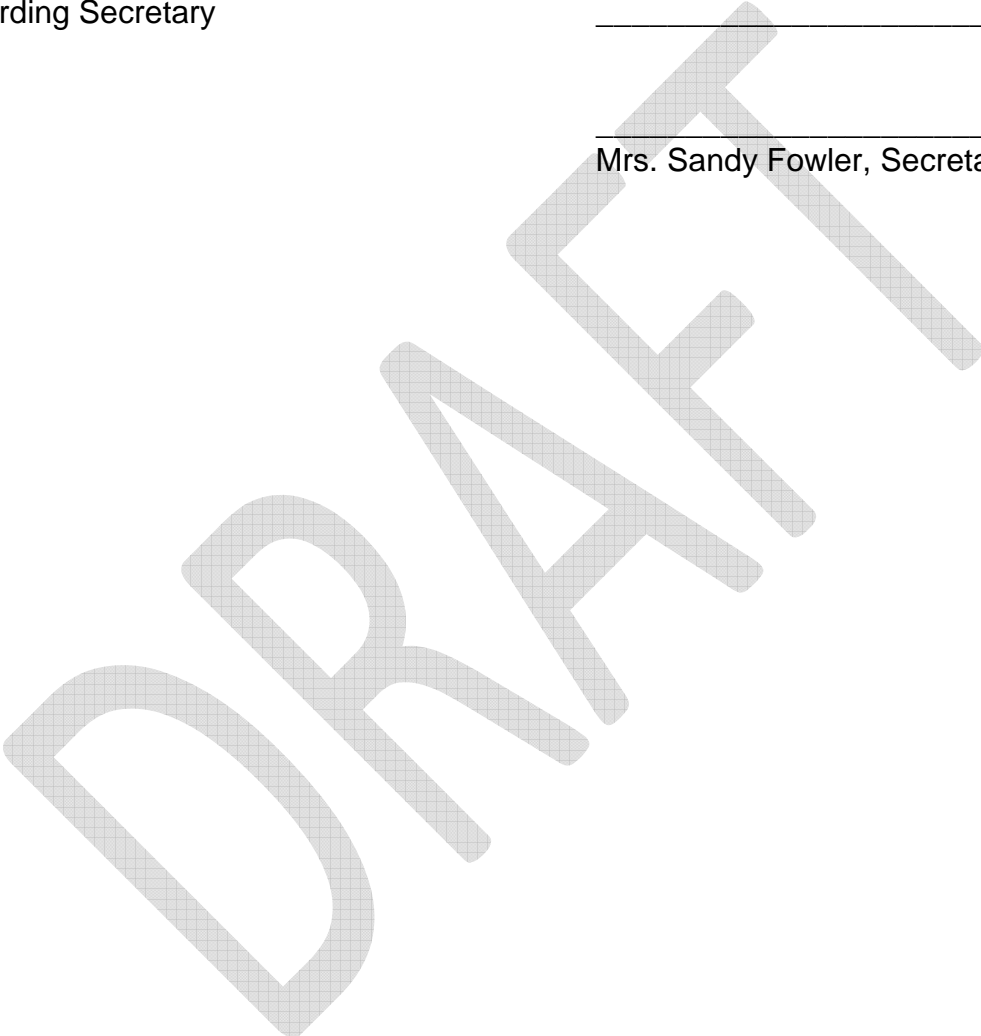
Respectfully submitted,

Christine C. Marinelli  
Recording Secretary

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Mrs. Sandy Fowler, Secretary



**Regular Meeting  
Stafford Board of Education  
Pinney Administration Building  
December 5, 2011**

**Board Members Present:** Mrs. Sandy Fowler, Chairperson  
Mrs. Lisa Finch  
Ms. Beth Ann Morhardt  
Mrs. Tracy Rummel, Secretary  
Ms. Sonya Shegogue  
Mr. Stephen Szymanski

**Absent:** Mrs. Kathy Walsh

**Also Present:** Dr. Patricia A. Collin, Superintendent of Schools  
Mr. Evan Cummins, Student Representative  
Mrs. Meg Devlin, Business Manager  
Mr. Damian Frassinelli, Director of Athletics and Recreation  
Ms. Shelley Michaud, Principal, West Stafford School  
Mr. Nic Morse, Teacher, Stafford Middle School  
Mrs. Carol Parker, Paraprofessional, Stafford Middle School, arrived at approx. 8:10 p.m.  
Dr. Maureen Ryan, Principal, Staffordville School  
Mr. Kenneth Valentine, Principal, Stafford Middle School

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

The meeting was called to order at 7:00 p.m. A quorum was established.

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

Regular Meeting, October 24, 2011

A consensus of the Board approved the Secretary's Report for the regular meeting held on October 24, 2011, as presented.

**Item III. Treasurer's Report**

Grants, 10/21/11- \$2,081.59  
Bills, 10/26/11- \$87,365.85  
Bills, 10/26/11- \$464,572.05  
Grants, 10/26/11- \$4,755.09  
Bills, 10/27/11- \$420.00  
Grants, 11/21/11- \$5,634.11  
Bills, 11/22/11- \$333,229.48

A consensus of the Board approved the Board bills and grants, as presented.

## **Item IV. Correspondence**

Mrs. Fowler read an invitation to the Board for a retirement reception for Carol Davis, Town Clerk, and Cheryl Vail, Tax Collector, which will be held at the Town Hall. Mr. Dunn informed the Board members that it was a surprise.

## **Item V. Board Reports**

### **A. Report from Student Representative**

Mr. Cummins summarized the report that he prepared for the Board, which was included in the electronic Board packet. The following topics were included in the report:

- Sports Update
- Music and Drama Update
- General Information

Dr. Collin shared photos of school events that appeared in the local newspapers.

Dr. Collin and the Board members thanked Mr. Cummins for preparing such a thorough report that also included general information regarding what was happening at Stafford High School.

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

### **A. Fall Sports Presentation**

Mr. Damian Frassinelli, Director of Athletics and Recreation, introduced the fall sports team coaches, team captains and players that were present at the Board meeting.

Each team gave a brief overview of their season. The following is a list of coaches, team captains and players that were present:

Coach Schadt- Boy's Soccer, and Andrew Lauzier; Coach Dunn- Cross Country, and Tom Maynard and Charles Cormier; Coach Budaj- Girl's Soccer; Coach Boldi- Field Hockey, and Marita Brothers and Tori Utter; and Coach Bernier- Football, and Beau Weed and Tim Artruc.

### **B. Head Start Report through November 30, 2011**

Dr. Collin presented the Head Start grant report through November 30, 2011, as prepared by Ms. Meg Devlin, Business Manager. She reported that the Basic Head Start grant totals \$51,128 and was awarded for the time period July 1, 2011 through 2012. She said that the report indicates that \$13,087 has been expended to date, with a balance of \$38,041 to be expended or encumbered by January 31, 2012.

Dr. Collin noted that the Early Head Start grant, totaling \$68,500, which runs from September 30, 2011, through July 31, 2012, has a balance of \$67,971.63.

Dr. Collin stated that the Head Start expense reports are presented to the Board of Education periodically to meet the requirements of the Head Start Agreement.

### **C. Cafeteria Profit and Loss through October 2011**

Dr. Collin presented the Cafeteria Profit and Loss report July through October 2011, as prepared by Mrs. Susan Linder, Director of Building Services, and Mrs. Meg Devlin, Business Manager. She said that it showed a slight loss of \$122.00 for the month of October. Dr. Collin noted, however, that the year-to-date profit for 2011-2012 is \$7,821, as compared to a profit of \$2,742 last year at this time.

Dr. Collin reported that Mrs. Devlin indicated that the current profit status may be attributed to a combination of the decrease in paid lunches and an increase in free and reduced meal counts. She also noted that the District has received the onetime \$3,000 severe need payment for each of our five schools, as was mentioned in the last report to the Board. Dr. Collin also noted that the District may receive funds to offset losses incurred due to Storm Alfred.

Dr. Collin stated that she is optimistic that under the management of Ms. Beth LaPane, Food Service Manager, we will continue to monitor our program and make recommendations for improvements, as warranted.

### **D. CABE / CAPSS Convention**

Dr. Collin reported that Mrs. Tracy Rummel, Board of Education member, and she attended the CABE / CAPSS Convention on November 18-19, 2011. In addition, two student representatives, high school juniors Isabella Randazzo and Jonathan Panella, joined the District's team at the Mystic Marriott Hotel, Groton, on Saturday.

Dr. Collin said that in addition to a musical performance, including those by students at Fairfield Ludlowe High School, Richard Lemons, Vice President for K-12 Policy & Practice for the Education Trust, Washington, D.C., presented the keynote address in the morning, and both Governor Dannel Malloy and Commissioner of Education Stefan Pryor spoke during the luncheon on Friday. Dr. James Ludes, Executive Director, Claiborne Pell Institute for International Relations & Public Policy, Salve Regina University, was our Saturday morning speaker. Also, Dr. Diane Ullman, Superintendent of Schools Simsbury, was formally recognized as 2012 CT CAPSS Superintendent of the Year.

Not all inclusive, the following is a list of workshop titles attended by Mrs. Rummel and Dr. Collin:

- "Successfully Navigating Connecticut's Freedom of Information Act"
- "Roles and Responsibilities of Board Members"
- "Trends"
- "Strategically Budgeting in Difficult Times to Educate Children for Their Place in a Global Society"
- "How Do We Organize to Deliver 21<sup>st</sup> Century Learning in a Financially Hemorrhaging Environment?"
- "CAPSS Transformation Project"
- "An Introduction to International Board Examination Systems and the Pilot of the Cambridge International Board Examination System"
- "Controlling the Process: Managing the Board-Level Hearing"

- “Instilling a Culture of Professionalism for Your Board-The Creation and Use of a Board Member Handbook to Establish Norms & Expectations”

In addition, Miss Randazzo and Mr. Panella attended the following workshops:

- “Student Representatives on Boards of Education: Policy Into Practice”
- “Sports, Clubs, Trips and Big Bucks: How to Avoid the Perils of Mismanagement of School Activity Funds”

The culminating event on Friday evening was at reception at which Stafford Board of Education, for the second consecutive year, was awarded the Level I CAFE Board of Education Leadership Award. Other districts receiving this award included the following: Bethel, East Lyme, Hartford, Newington, Plymouth, Putnam, Salem, Shelton, Stonington, Waterford, and Wethersfield. Districts awarded the Level II CAFE Board of Education Leadership Award included the following: Berlin, Granby, Groton, Hebron, Madison, Montville, Old Saybrook, Plainville, Simsbury, and Stratford.

### **Item VII. Public Forum**

There were no questions or comments from the audience.

### **Item VIII. Old Business**

There was no Old Business.

### **Item IX. New Business**

#### **A. Election of Board of Education Officers**

Mrs. Finch nominated Mrs. Fowler for Board Chairperson, which was seconded by Mrs. Rummel. There were no other nominations. The Board unanimously approved the appointment of Mrs. Fowler as Chairperson.

Ms. Morhardt nominated Mrs. Rummel for Board Secretary, which was seconded by Mrs. Fowler. There were no other nominations. The Board unanimously approved the appointment of Mrs. Rummel as Secretary.

#### **B. Review and Approval of 2012 Calendar of Regular Board of Education Meetings**

Dr. Collin noted that the November Board meeting on the 2012 schedule has been moved to the first Monday in November to avoid any conflict with next year’s election.

Mrs. Finch made a motion, seconded by Mrs. Rummel, that the Board of Education approve the schedule of regular Board meetings for 2012, as proposed. Mrs. Finch, Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mr. Szymanski voted for the motion, which carried.

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

Dr. Collin reported that the legislative changes to the following policies were discussed and reviewed by the Administrative Policy Committee (APC) and subsequently by the Board Policy Sub-committee (BPS), which is comprised of Mrs. Sandra Fowler (Chairperson), Mrs. Lisa Finch, and Ms. Beth Ann Morhardt:

- 4118.11/4218.11 Personnel—Certified/Non-Certified: Nondiscrimination (Replace current policy, adopted 11/14/05, revised 11/16/09, with CABE’s “new version”)
- 5145.11 Students: Police in Schools (Originally adopted 9/8/03)
- 5145.12 Students: Search & Seizure (Replaces existing policy adopted 9/8/03, revised 5/16/05)
- 5145.2 Students: Freedom Speech/Expression (adopted 9/8/03)
- 5145.14 Students: On-Campus Recruitment (adopted 9/8/03)
- 5145.4 Students: Nondiscrimination (Adopted 9/8/03, revised 11/16/09)

Dr. Collin stated that using the suggested policies presented by CABE, the following policy was initially discussed, reviewed and recommended by the Director of Pupil Services, school nurses and Dr. Waldman, the district’s medical advisor. It was then forwarded to the APC for discussion, review and recommendation and subsequently to the BPS. Feedback from the Board was considered by the Administrators, and then it was, again, forwarded to the Board Policy Sub-committee members for review:

- 5141.3 Students: Health Assessments & Immunizations (Suggested CABE policy)

Since most of the policy revisions were legislative in nature, the Board waived the second reading of these policies and moved them forward for approval at this meeting.

Mrs. Finch made a motion, seconded by Ms. Morhardt to approve the above-listed policies, as presented. Mrs. Finch, Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mr. Szymanski voted for the motion, which carried.

### **D. Review and Possible Approval of Revisions to 2011 – 2012 School Calendar**

Dr. Collin reminded the Board that Common Curriculum Days (CCDs) were originally scheduled for August 29<sup>th</sup> and 30<sup>th</sup>. As a result of Hurricane Irene, they were rescheduled for the 30<sup>th</sup> and 31<sup>st</sup>, with the intention to open school for students on September 1<sup>st</sup>. Unfortunately, due to the devastation, power outages and conditions of the roads coupled with unsuccessful attempts to create centralized bus stops, three student days for students were ultimately canceled (August 31<sup>st</sup>, September 1<sup>st</sup> and September 2<sup>nd</sup>).

At the end of October, Storm Albert struck, again, negatively impacting the school calendar. With Tuesday, November 1<sup>st</sup> originally scheduled as a Common Curriculum Day, we lost five instructional days for students (October 31<sup>st</sup>, November 2-4, and November 7), resulting in a total of 8/180 school days which need to be recovered [Hurricane Irene (3) plus Storm Albert (5)].

Due to the cooperation of the Stafford Education Association (S.E.A.), who willingly engaged in Common Curriculum Day activities on November 2<sup>nd</sup> and 3<sup>rd</sup> (days originally scheduled for February 21<sup>st</sup> and March 30<sup>th</sup>), the Board must now revise the current school year calendar to make up six instructional days. It is important to note that one of the CCDs used on November 7<sup>th</sup> was originally scheduled for June 12<sup>th</sup> and does not impact the students' schedule.

Dr. Collin informed the Board that they must adhere to the position of the Connecticut State Department of Education (CSDE) that schools meet the minimum 180 school day requirement as indicated in Circular Letters dated January 31, 2011, and November 15, 2011 (copies of which were included in the electronic Board packet). The first letter informs districts they may not use any holidays in December or January, nor may they utilize Saturdays or explore extended school day options. The second letter suggests districts consider using permissible holidays (those occurring in February through May) and previously scheduled vacations.

Dr. Collin stated that according to the calendar approved by the Board of Education on May 9, 2011, the students' last instructional day was scheduled for Friday, June 8. Barring any cancellations due to inclement weather, the last day for students would be Monday, June 18<sup>th</sup>, should the Board decide to add the six instructional days that must be made up by students to the end of the current school year. This calendar maintains one full-day of professional development for certified staff on Tuesday, June 19<sup>th</sup>.

Dr. Collin said that based on the CSDE's restrictions, additional options for make-up days include the following:

Up to four days of December Vacation: December 27<sup>th</sup>, 28<sup>th</sup>, 29<sup>th</sup> and 30<sup>th</sup>  
 Presidents' Day: February 20<sup>th</sup>  
 Good Friday: April 6<sup>th</sup>  
 April Vacation: April 16<sup>th</sup>-20<sup>th</sup>  
 Memorial Day: May 28<sup>th</sup>

She also reminded the Board that should they decide to conduct school on any of the permissible holidays / vacations as indicated above, the bargaining units must be willing to make concessions (as applicable) to minimize the impact of funds which are not currently included in the budget. For example, should the Board decide to conduct school on Presidents' Day, the district would be required to pay non-certified staff for the holiday, in addition to time and one-half for the hours worked that day, in accordance with the CSEA contract.

Dr. Collin informed the Board that the Administrative Council has researched the possibility and impact of a 2-hour delayed opening (vs. the current 90-minute delayed opening), with the hope that this additional time may allow for the opening of school on days which would otherwise not be possible. She said that she has met with M & J Bus, Inc., and Department of Public Works, both of whom believe this change would ameliorate some of the issues with which they contend on such mornings. Concurrently, administration conducted research to ensure we would remain in compliance with grant requirements. And lastly, this additional ½ hour would also provide our custodial and maintenance personnel additional time to prepare the buildings for the opening of school.

With the implementation of a 2-hour delayed opening, ½ day morning sessions of preschool and kindergarten would be cancelled; in the event of an early dismissal, ½ day afternoon

programs would also be cancelled. In preparation for this change, school administrators will create schedules to reflect the following start times:

- High School 9:35 a.m.
- Middle School 9:20 a.m.
- Elementary School 10:15 a.m.
- PreK-1 Schools 10:15 a.m.

Dr. Collin said that she will disseminate a letter to parents/guardians via the email notification and website systems. This letter will advise parents / guardians of the revisions to the current school year calendar, as determined by the Board. In addition, the letter will serve to inform them of the 2-hour delayed opening, which would replace the 90-minute delay schedule. Simultaneously, building principals will communicate their revised school schedules to parents/guardians.

Dr. Collin stated that her recommendation reflects requested revision to the 2011 – 2012 school year calendar, which utilizes existing Common Curriculum Days as instructional days for students that will not have budgetary / contractual implications. She noted that should the Board decide to make further adjustment to the school calendar, the recommendation would need to be modified.

Mrs. Fowler allowed comments from the audience.

After discussion, the Board decided that they would like to leave Dr. Collin's recommendation as it stands, and add the six (6) makeup days to the end of the school year, which will still allow nine (9) days before the end of June that could be used as makeup days for those days that may be missed this winter due to inclement weather. The Board also requested that the 11-12 school calendar be reviewed again at the January 23<sup>rd</sup> Board meeting, so that they can consider the number of snow days that have been missed through that date. The Board also made it clear that while they are not taking any days from April vacation at this time, that is still an option for future consideration. Further, as suggested by a member of the audience, the Board is suggesting that staff members making plans for April vacation consider cancellation insurance in case it becomes necessary for the district to hold school during that time.

Mrs. Rummel asked Dr. Collin if she is asking for the Board's approval to change to a 2-hour delay schedule. Dr. Collin said that she would be making that change and that Board approval is not required.

Ms. Morhardt made a motion, seconded by Mrs. Rummel, that the Board approve a revision to the current 2011-2012 school calendar to reflect the following: reinstatement of Tuesday, February 21, 2012, and Friday, March 30, 2012, formerly Common Curriculum Days, as instructional days for students; and movement of the Common Curriculum Day originally scheduled for June 12<sup>th</sup> to November 7, 2011. Mrs. Finch, Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mr. Szymanski voted for the motion, which carried.

**E. Endorsement of District Chemical Hygiene and Laboratory Safety Plan and Designation of a District Chemical Hygiene Officer**

Dr. Collin said that the Occupational Safety and Health Administration (OSHA) instituted a laboratory standard in 1990 to “. . . [ensure] that employees who work in a laboratory setting... be protected from any chemical exposure that exceeds permissible exposure limits and that employees will be educated as to the hazardous nature of the chemicals they use in the laboratory.” It is the obligation of Stafford Public Schools to protect its staff and students while maintaining compliance to health and safety laws, regulations, and codes.

Dr. Collin provided the Board with a copy of the Chemical Hygiene & Laboratory Safety Plan, which was developed by Ms. Linda DeSantis, Science Department Chairperson, Stafford High School. She said that while its intent is to specifically apply to Biology, Chemistry, Life Science, General Science, Environmental Science and Physics, it is the intent of administration that all certified staff members become familiar with the Plan to ensure awareness of and adherence to the elements contained in the Plan, as it applies, district wide. Dr. Collin also noted that Ms. DeSantis has presented this information to the primary and elementary schools, in addition to the middle and high schools.

Ms. Linda DeSantis, Chemical Hygiene Officer, was available to respond to questions from Board members about the development and implementation of the Plan.

Mr. Szymanski had several questions regarding the Plan.

Mrs. Rummel made a motion, seconded by Ms. Morhardt, that the Board endorse the District Chemical Hygiene & Laboratory Safety Plan, as presented, and authorize Dr. Patricia A. Collin, Ed.D., Superintendent of Schools, to designate Ms. Linda DeSantis as Chemical Hygiene Officer for the 2011 – 2012 school year. Mrs. Finch, Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mr. Szymanski voted for the motion, which carried.

**Item X. Personnel Matters**

**A. Request for Unpaid Leave of Absence- Certified Staff Member**

Ms. Morhardt made a motion, seconded by Mrs. Rummel, that the Board of Education approve the request for an extension of Ms. Patefield-Eltz’s unpaid personal leave of absence for reasons of childrearing through April 1, 2012. Mrs. Finch, Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mr. Szymanski voted for the motion, which carried.

**B. Resignation- Non-Affiliated Staff Member**

Mrs. Finch made a motion, seconded by Ms. Morhardt, that the Board of Education accept the resignation of the following staff member:

NAME	POSITION	SCHOOL	EFFECTIVE DATE	REASON
Susan Linder	Director of Building Services	District-Wide	1/13/12	Retirement.

Mrs. Finch, Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mr. Szymanski voted for the motion, which carried.

**Item XI. Student Matters**

There were no Student Matters.

**Item XII. Adjournment**

Mrs. Finch made a motion, seconded by Mrs. Rummel, to adjourn. Mrs. Finch, Ms. Morhardt and Mrs. Rummel voted for the motion, which carried. The meeting adjourned at 8:39 p.m.

Respectfully submitted,

**Christine C. Marinelli, Recording Secretary**

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**Mark Fontanella, Chairperson**

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**Sandra Fowler, Secretary**