

Board of Education Board of Education Regular Meeting  
Monday, March 11, 2013, 7:00 PM  
Stafford Middle School

- I. Call to Order- Establishment of Quorum
- II. Pledge of Allegiance
- III. Secretary's Report- Approval of Minutes
  - A. Regular Meeting Minutes- 2/25/13
- IV. Treasurer's Report
  - A. Bills, 2/20/13- \$407,569.56
  - B. Grants, 2/21/13- \$6,301.46
  - C. Bills, 3/6/13- \$134,300.10
  - D. Grants, 3/6/13- \$13,573.26
- V. Correspondence
- VI. Board Reports
  - A. Student Representative's Report
  - B. Budget Committee
  - C. Curriculum Committee
  - D. Policy Committee
  - E. Negotiation Committee
- VII. Superintendent Reports
  - A. Update on Status of Self-Funded Health Insurance
  - B. Update- Stafford High School Student Trip to England 2014
- VIII. Public Forum
- IX. Old Business
- X. New Business
  - A. Review and Possible Approval of a Proposal to Provide School-Based Behavioral Health and Mobile Dental Services
  - B. Review and Possible Approval of PV Solar Projects at Stafford High School, Stafford Middle School, and West Stafford School
- XI. Personnel Matters
  - A. Resignations- Certified Staff Members
- XII. Student Matters

**Regular Meeting  
Stafford Board of Education  
Stafford Elementary School  
February 25, 2013**

**Board Members Present:** Mrs. Sandy Fowler, Chairperson  
Mrs. Tracy Rummel, Secretary  
Ms. Beth Ann Morhardt  
Ms. Sonya Shegogue  
Mrs. Kathy Walsh

**Board Members Absent:** Mrs. Lisa Finch  
Mr. Stephen Szymanski

**Also Present:** Dr. Patricia A. Collin, Superintendent of Schools  
Mr. Michael Bednarz, Director of Curriculum and Instruction  
Mr. Jerry Domanico, Business Manager  
Mrs. Peggy Falcetta, Principal, Staffordville School  
Mr. Dean Fortin, Network Coordinator  
Mr. Benjamin Gluck, Student Representative  
Ms. Shelley Michaud, Principal, West Stafford School  
Mr. Marco Pelliccia, Principal, Stafford High School  
Mr. Mark Seddon, Supervisor of Building Services  
Mr. Hank Skala, Principal, Stafford Elementary School  
Mrs. Amy Stevenson, Director of Pupil Services  
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.

**Item II. Pledge of Allegiance**

The Student Representative led the Board in the Pledge of Allegiance.

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

Special Meeting, 2/4/13

A consensus of the Board approved the Secretary's Report for the special meeting held on February 4, 2013.

**Item IV. Treasurer's Report**

Grants, 1/31/13- \$5,022.17  
Bills, 2/05/13- \$1,164,617.35

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

**Item V. Correspondence**

There was no Correspondence.

**Item VI. Board Reports**

**A. Report from Student Representative**

Mr. Gluck reported on the following topics:

- Student / Faculty Volleyball Game
- Ski Trip
- Washington DC Field Trip
- Bulldog of the Month
- The Community Sign
- SHS School Newspaper- New Initiative
- Sports Update / State Tournaments
- Music Update
- SHS Variety Show has been postponed to March 11, 2013

**B. Budget Committee**

The Budget Committee members are Mr. Szymanski, Mrs. Fowler, and Ms. Morhardt. There was no update from this committee. Mrs. Fowler stated that the committee will be scheduling a meeting in the near future.

**C. Curriculum Committee**

The Curriculum Committee members are Mrs. Rummel, Mrs. Walsh and Ms. Shegogue. There was no update from this committee.

**D. Policy Committee**

The Policy Committee members are Mrs. Fowler, Chairperson, Mrs. Finch, Ms. Morhardt and Mrs. Rummel (alternate). There was no update from this committee. Dr. Collin stated that the Administrators' Policy Committee is scheduled to meet this week and that she would be scheduling a Board level meeting following that meeting.

**E. Negotiation Committee**

The CSEA Negotiation Committee members are Mrs. Rummel, Ms. Morhardt and Mrs. Walsh. Currently, none of the contracts are being negotiated.

**Item VII. Superintendent's Reports**

**A. Discussion of the Proposed 2013 – 2014 Itemized Estimate of the Cost of Maintenance (Budget) for the Stafford Public School District**

Dr. Collin stated that during the special Board meeting that was held at Staffordville School on Monday, February 4, 2013, the Board members indicated that full-day kindergarten and the assistant principal position at Stafford Elementary School were top priorities. The Board members also indicated that they would like to see an increase for 2013 – 2014 at less than 6%.

She said that the Budget Committee met on Thursday, February 7, 2013, to review the proposed budget and the reductions that the administration proposed to reduce the budget to less than 6%. Dr. Collin reviewed the chart of proposed budget cuts in detail. The chart is listed below.

| <b>Proposed Budget Cuts- 2013 - 2014 School Year, 2/7/13</b> |                             |               |   |
|--|-----------------------------|---------------|---|
| <b>Budget Item</b>   | <b>Code</b>                 | <b>Amount</b> | <b>Comments</b>   |
| Salaries / Insurance- Certified Staff<br>Equipment           | 111,<br>112,<br>210,<br>730 | \$ 45,868.00  | Revised full-day kindergarten proposal. Further reduce the PK program to 7 sections restricting reg. education participation to 4 year olds.  |
| Reduction of New Technology<br>Education Teacher at SHS      | 111,<br>210                 | \$ 57,747.00  | Current HS tech. ed. courses will be provided (100 students not serviced). However, addition of this position will be vital in 2014-2015 with newly-mandated graduation requirements. |
| Salaries- Non-Affiliated Staff                               | 114                         | \$ 21,462.00  | Salary Freeze for 2013-2014 for all non-affiliated staff members.   |
| Salaries- Administrators                                     | 109                         | \$ 17,750.00  | Reduce full-time SES Assistant Principal from 12 to 10 months.  |
| Related Benefit Reductions                                   | 200                         | \$ 14,602.00  | Social Security, Medicare, FICA   |
|  |                             |               | \$ 157,429.00   |
| <b>IT Budget</b>   |                             |               |   |
| V-Brick  | 430                         | \$ 8,000.00   | Postpone upgrade until next year; impact; unavailable for use for another year; reduce to \$0. This software hasn't been updated since installation in 2007.                          |
| Machine Repair   | 430                         | \$ 2,000.00   | reduce to \$23,000  |
| Replace/upgrade servers                                      | 610                         | \$ 2,000.00   | reduce to \$13,000  |
| Work Stations  |                             |               | reduce to \$43,000. This will cover replacing only the very oldest computers (2007).  |
|  | 730                         | \$ 30,000.00  |   |
| Wireless access points                                       | 730                         | \$ 5,000.00   | reduce to \$15,000: postpone upgrades to WS and SV  |
| Video conferencing technical support                         | 730                         | \$ 2,000.00   | reduce to \$3000  |
| IT software  | 735                         | \$ 3,000.00   | reduce to \$35,655  |
| Educational Software   | 810                         | \$ 2,000.00   | reduce to \$68,075  |
|  |                             |               | \$54,000  |
| <b>Office of Curriculum and Instruction</b>                  |                             |               |   |

|                              |     |                      |  |
|------------------------------|-----|----------------------|--|
| District SRBI Certified      | 110 | \$ 1,200.00          | reduce to \$4000   |
| LCD Maintenance              | 115 | \$ 300.00            | reduce to \$2700   |
| District Lang Arts Supplies  | 611 | \$ 2,000.00          | reduce to \$10,000   |
| District SRBI Certified      | 611 | \$ 2,000.00          | reduce to \$10,000   |
| Diversity materials          | 611 | \$ 500.00            | reduce to \$1000   |
| District librarian supplies  | 611 | \$ 250.00            | reduce to \$1000   |
| Music Curriculum Upgrade     | 611 | \$ 3,000.00          | delay until 2014-2015; reduce to \$0   |
| Textbooks                    | 641 | \$ 10,000.00         | delay Geometry textbooks until 2014-15;<br>reduce to \$35,000  |
| Technology Education upgrade | 730 | \$ 3,000.00          | reduce to \$15,000   |
| Music Curriculum Upgrade     | 730 | \$ 9,000.00          | delay until 2014-2015; reduce to \$0   |
| Summer School                |     | \$ 60,000.00         | special education (ESY) and credit recovery<br>(1 teacher and possibly raise fee); reduce to<br>\$35,140 |
|                              |     |                      | <b>\$91,250</b>  |
|                              |     | <b>\$ 302,679.00</b> |  |

Dr. Collin also reviewed the 2013 – 2014 Itemized Estimate Summary, which is detailed below.

| <b>STAFFORD BOARD OF EDUCATION</b>           |                   |                   |                   |              |                  |
|--|-------------------|-------------------|-------------------|--------------|------------------|
| <b>2013-2014 ITEMIZED ESTIMATE</b>           |                   |                   |                   |              |                  |
| <b>SUMMARY</b>                               |                   |                   |                   |              |                  |
| ITEM   | 2011-2012         | 2012-2013         | 2013-2014         | VARIANCE     | VARIANCE         |
|  | EXPENDED          | APPROVED          | PROPOSED          | %            | \$               |
| <b>100 - PERSONNEL SERVICES - SALARIES</b>   | 14,442,882        | 15,415,447        | 15,721,103        | 1.98%        | 305,656          |
| <b>200 - PERSONNEL SERVICES - BENEFITS</b>   | 4,215,599         | 4,547,942         | 5,246,658         | 15.36%       | 698,716          |
| <b>300 - PURCHASED PROFESSIONAL SERVICES</b> | 266,322           | 338,380           | 320,115           | -5.40%       | -18,265          |
| <b>400 - PURCHASED PROPERTY SERVICES</b>     | 703,041           | 698,291           | 770,741           | 10.38%       | 72,450           |
| <b>500- OTHER PURCHASED SERVICES</b>         | 3,315,139         | 3,291,291         | 3,672,498         | 11.58%       | 381,207          |
| <b>600 - SUPPLIES</b>                        | 1,670,212         | 1,511,458         | 1,475,522         | -2.38%       | -35,936          |
| <b>700 - PROPERTY</b>                        | 119,036           | 176,731           | 293,466           | 66.05%       | 116,735          |
| <b>800 - OTHER OBJECTS</b>                   | 98,681            | 124,514           | 112,298           | -9.81%       | -12,216          |
| <b>TOTAL</b>                                 | <b>24,830,913</b> | <b>26,104,054</b> | <b>27,612,401</b> | <b>5.78%</b> | <b>1,508,347</b> |
| <b>PERCENTAGE OF INCREASE</b>                |                   |                   |                   | <b>5.78%</b> |                  |

Ms. Morhardt, a member of the Budget Committee, stated that she and Mr. Szymanski determined during the budget committee meeting on 2/7/13, that while the reductions are painful, they felt that they were spread out equally across the district. She said that the committee felt that there was a necessary balance found between new initiatives and reductions to cover those initiatives.

Ms. Shegogue asked a question regarding the elimination of the music curriculum upgrade. Mr. Bednarz stated that this reduction would delay the upgrade for one year, which he feels is feasible. He noted that it wouldn't make sense to reduce the lines (vs. elimination of all funds) because the items requested must all be purchased at one time.

Mrs. Rummel stated that she had some concerns regarding the full-day kindergarten proposal and how reductions in Head Start Funding next year may affect the proposal. Dr. Collin stated that those reductions are reflected in the current budget under "Non-Affiliated Salaries", which is why, although there is a wage freeze for non-affiliated staff members and a reduction of a school nurse, there is still a slight increase in that line item due to reduced funding from outside sources.

**B. Status of Self-Funded Health Insurance and Dental Programs**

The Board was provided with a memorandum and documentation prepared by Mr. Jerry Domanico, Business Manager, regarding the status of the district's self-funded health and dental insurance programs through the end of December. Dr. Collin noted that according to these documents, the dental fund reflects a positive balance of \$78,649.47, and growth by \$14,271.76 since the end of the last fiscal year.

Dr. Collin reported that the health insurance fund, which the Board had been paying a month in advance to ease the cash flow of the account, reflects a balance of -\$305,953.69. No payment, however, was made in December, and we are now on our normal schedule of payments. The claims, unfortunately, continue to exceed the district's deposits.

Dr. Collin said that the Town and Business Office continue to monitor the status of the programs and have met with Ovation representatives to review the district's status and discuss possible cost effective strategies. Ovation is currently in the process of bidding out administrative and stop loss costs. District personnel and Ovation are scheduled to meet again on February 26, 2013, to discuss the current status and anticipate receiving preliminary results at that time.

Mrs. Fowler asked that Dr. Collin update the Board after the meeting with Ovation.

**C. Head Start Report through December 2012**

Dr. Collin presented the Basic Head Start grant report through January 31, 2013, as prepared by Mr. Jerry Domanico, Business Manager. The Basic Head Start Fund 160 is for the time period of July 1, 2012, through January 31, 2013, expenditures from which began with the opening of school for the 2012-2013 school year. The total amount of this fund is \$51,128, all of which has been expended.

Unlike the Basic Head Start grant, the Early Head Start Fund 182, totaling \$68,993, is for the time period February 1, 2012, through January 31, 2013. The district received a contract extension from November through January, reflecting an additional \$11,417. Records reflect total expenditures of \$68,993 and an encumbered balance of \$5,126.24, which is expected to be liquidated by the end of February.

Both grants had been reviewed and adjustments/transfers made, which are permissible as the district is required to provide in-kind services, to ensure that the district did not end the year overspent.

In compliance with the Head Start agreement, the program expense reports are being presented to the Board of Education at this time. In addition, the reports are periodically presented to the Head Start Parent Policy Committee, which also reviews the minutes of BOE minutes in order to stay abreast of the Board's actions. For

the Board's review, Early and Basic Head Start Non Federal Share Reports, which include expenses assumed by the school district, are also attached.

There were no questions.

**D. Financial Report through January 2013**

Dr. Collin presented the financial report of funds budgeted and encumbered/expended from July 1, 2012, through January 31, 2013, as prepared by Mr. Jerry Domanico, Business Manager. The total 2012-2013 Itemized Estimate of the Cost of Maintenance for Stafford Public Schools is \$26,104,054.

Dr. Collin referred Board members to the report and table that was included in the electronic Board packet, which indicates the period to date encumbrances/expenditures total \$25,580,359, leaving a balance of \$523,695 or a total of 2.01% of the total budget to be encumbered/expended by June 30, 2013. She said that as indicated in the memorandum, the balance reflects projected excess cost reimbursement, estimated at 70%, which was netted out of the budget and projected salary payments through the end of the school year.

Mr. Domanico provided the Board with a report of State, federal and local grant expenditures. The district is expected to initially cover expenses, which are then reimbursed on a periodic basis. Both the School Readiness and Family Resource Center grants were reduced by approximately 5% by the Governor as a result of the State budget's shortfall. The After School Programs grant was also reduced, but by approximately 10%. The aforementioned reductions are reflected in the report that was provided for Board members.

There were no questions.

**E. Cafeteria Profit and Loss through January 2013**

Dr. Collin presented the Cafeteria Profit and Loss reports from July through January 2013, as prepared by Mr. Jerry Domanico, Business Manager. As indicated, the lunch program had a profit of \$13,006.94 and an overall year to date profit of \$6,503.97. For the same period last year, the program showed a profit of \$9,928.24 for the month and \$15,560.84 for the year. In addition to a reduction of one serving day each month, as compared to last year, and 116 lunches per day, school cancellations and early closings due to inclement weather also affected the overall sales for the month.

As indicated in the last report, Mrs. LaPane and Mr. Domanico met with the Stafford High School Student Council and are in the process of meeting with student governments in other schools with the hope that such dialogue will result in ideas for program improvements. In addition, we have received sample surveys from several districts and are currently finalizing a draft to be made available via SurveyMonkey in March.

Mrs. Fowler thanked Mr. Domanico for preparing the reports.

**Item VIII. Public Forum**

Mr. Clark from the Stafford Energy Advisory Committee notified the Board that the Committee has applied for grants on behalf of the district and was awarded three of the grants. Dr. Collin stated that she had hoped that the two solar projects would be on the agenda tonight, but there were questions and details that still needed to be addressed. She said that she anticipates that the items will appear on the agenda of the next regularly scheduled meeting.

A member of the audience asked a question regarding the fact that the State may be phasing in the new teacher evaluation plan and whether that may have an impact on the budget, since only one-third of the staff would need to be evaluated using the new system, rather than all of the staff being evaluated.

A member of the audience asked what kind of impact the sequester will have on the budget.

Two members of the audience stated that the new payroll tax has hit their families hard. A member of the audience also noted that community members are talking about the fact that teachers that don't pay the increased payroll taxes and are still receiving an increase when people with "regular" jobs are paying extra taxes.

One member of the audience stated that any increase is unacceptable in this economy and it won't be supported.

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

There was no Old Business.

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

#### **A. Review and Possible Approval of Draft 2013 – 2014 School Calendar**

Dr. Collin reviewed the proposed school calendar for 2013-2014. She noted that this proposed calendar has had input from administrators and teachers. St. Edward School staff has also been consulted as have union representatives from the CSEA. The calendar reflects 180 instructional days for students.

Dr. Collin stated that the draft calendar proposes a start date for students of Wednesday, August 28, 2013, and an end date of June 9, 2014, barring any school cancellations. With the exception of the last three years during which we experienced an unusual increase in snow days followed by Hurricane Irene in August 2011, Storm Alfred in October 2011, and Storm Sandy in 2012, the district has been averaging about four snow days per year. If 2013-2014 is a typical year, the last day or next to last day of school would be on Friday, June 13, 2014. Because inclement weather will likely affect our ability to provide instruction during the winter months, the only day school that is not scheduled to be in session in February is President's Day.

The draft calendar reflects eight early release days: four days for the purpose of Parent-Teacher conferences at the elementary schools (two in the fall and two in the spring) and two days at the middle/high schools (one day in the fall and one day in the spring), November 21<sup>st</sup> (the day before the Thanksgiving holiday) and on the last day of school for students. After consultation with M & J Bus, Inc. regarding possible dismissal times, it was determined that the middle and high school would retain the current release times of 12:15 p.m. and 12:30 p.m., respectively. In order to provide adequate time for the bus routes and equity between our a.m. and p.m. sessions at West Stafford and Staffordville Schools (1.75 hours/each), the "School Hours" table reflects dismissal times of 10:00 a.m. for the morning session and 12:45 p.m. for the afternoon session.

The proposed school calendar also provides for one day of New Teacher Orientation (vs. two days) and seven contracted Professional Development (PD) Days, four of which are scheduled prior to the start of the year in order to allow for convocation & mandated trainings and additional days to meet the requirements of the new educator evaluation plan.

Ms. Morhardt made a motion, seconded by Ms. Shegogue, that the Board of Education approve the school calendar for 2013 -2014, as presented. Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

**B. Review and Possible Approval of Retirement Incentive Program**

Dr. Collin stated that in 2009, the Board of Education approved a retirement incentive plan for certified staff members. Seven certified staff members took advantage of this retirement incentive and helped us to realize substantial savings in salaries for 2009 - 2010. She noted that since the budget for the coming school year appears to be one in which every avenue for potential savings should be followed, Mr. Jerry Domanico, Business Manager, and Dr. Collin are recommending that a similar retirement incentive plan be extended to certified staff members this year. A copy of the retirement incentive plan was provided for the Board members.

Mrs. Rummel made a motion, seconded by Ms. Morhardt, that the Board of Education approve of the retirement incentive program for certified staff for two years, as proposed. Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

**C. Status of 2012 – 2013 School Calendar and Review and Possible Approval of Process for Addressing Future School Cancellations**

Dr. Collin stated that with the current number of school cancellations (7) and the possibility of additional closures due to inclement weather, the administration and Board should strongly consider how the remaining potential school days will be used. State law prescribes at least 180 school days for students and that the school year must end by June 30. Originally, the last day of school for students was scheduled on Wednesday, June 12. With seven school days being added to June 12, the last day of school for students will be Friday, June 21, leaving five more days in order to close on June 28 (June 30 is a Sunday). Because it was decided to convert Tuesday, February 19, from a vacation day to a professional development day, the last day for certified and non-certified staff is also currently Friday, June 21<sup>st</sup>.

According to the CSDE Circular Letter C-9 (dated January 31, 2011), State law prohibits using Saturday or Sunday to make up snow days, as well as extending the hours of the school day to make up this lost time. Thus, there are very few options. Dr. Collin proposed that in the event there is one additional school cancellation between now and March 22<sup>nd</sup> (to provide notice to families and staff), Monday, April 1, 2013, will be converted to a school day for certified/non-certified staff and students, thereby retaining Friday, June 21<sup>st</sup> as the last day for students. Should this situation occur, the last day for certified/non-certified staff would fall on Monday, June 24<sup>th</sup>, since the professional development day originally scheduled for April 1<sup>st</sup> would be moved to June 24<sup>th</sup>.

For each additional school cancellation, up to four, Dr. Collin proposed that days in June be utilized. This recommendation would allow for a total of five school cancellations, with the students' last day on Thursday, June 27<sup>th</sup> and staff attending until Friday June 28<sup>th</sup>. For each additional day (e.g. six or more), Dr. Collin proposed that a day from April vacation be taken (starting with Friday, April 19, then Thursday, April 18, and so on) until all five days of April vacation are used up.

Ms. Morhardt made a motion, seconded by Mrs. Rummel, that the Board of Education, in the event of a school cancellation on or before March 22<sup>nd</sup>, approve converting the April 1<sup>st</sup> professional development day to a student day and move the professional development day to the end of the school year.

Moved further, in the event of more than one school cancellation, approve adding up to four make-up days to the last week in June, resulting in a last day of school for students on Thursday, June 27<sup>th</sup>, and the last day for

staff on Friday, June 28<sup>th</sup>. In the event of six or more school cancellations, a day from April vacation will be taken (starting with Friday, April 19, then Thursday, April 18, and so on) until all five days of April vacation are used up. Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

**D. Approval of 2013 – 2014 Itemized Estimate of the Cost of Maintenance (Budget) for the Stafford Public School District**

At the Board of Education meeting on January 7, 2013, Dr. Collin presented a proposed itemized estimate of the cost of maintenance Stafford Public Schools totaling \$27,915,080 for the 2013-2014 school year. This represented an increase of \$1,811,026 or 6.94% over the approved budget for 2012-2013 and included a 23.5% rate increase in medical insurance.

Prior to this presentation in early January, and in order to mitigate the costs of full-day kindergarten and address other district needs, the proposal included the following: the elimination of 1.0 FTE non-affiliated staff (school nurse), reduction of 1.0 FTE certified staff (kindergarten teacher) from the originally proposed 4.0 FTE teachers, transfer of two existing full-time paraprofessionals to K and hiring of six part-time paraprofessionals for PK, elimination of two sections of PK by limiting universal PK slots. In addition, the reinstatement of the 1.0 FTE Family Consumer Science position was not included.

With the cancellation of the January 28<sup>th</sup> meeting due to inclement weather, a Special Meeting of the Board was held on Monday, February 4<sup>th</sup>, during which the Board identified full-day kindergarten and reinstatement of the elementary school assistant principal position as priorities. When asked, members also added that the addition of a 1.0 Full Time Equivalent (FTE) Technology Education teacher was also important. The consensus of the Board indicated that members would be comfortable with a rate increase under 6%.

As discussed earlier on the agenda, on February 7<sup>th</sup> Administration presented to the Board Budget Committee, comprised of Mr. Steve Szymanski, Chairperson, Ms. Beth Ann Morhardt, and Mrs. Sandy Fowler (Absent), a list of recommended reductions, which it believed would minimize impact on our instructional programs. Inclusive of \$302,679 in reductions, the current proposed itemized estimate totals \$27,612,401 (variance \$1,508,347), which equates to an increase of 5.78% for the 2013-2014 school year.

Dr. Collin reminded the Board that the proposed Board of Education itemized estimate for 2013-2014 must be forwarded to the Board of Finance by Wednesday, February 27, 2013.

Ms. Morhardt made a motion, seconded by Mrs. Walsh, that the Board of Education approve the 2013-2014 itemized estimate of the cost of maintenance for the Stafford Public School district, as presented. Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

**Item XI. Personnel Matters**

**A. Approval of Leave of Absence- Certified Staff Member**

Mrs. Rummel made a motion, seconded by Mrs. Walsh, that the Board approve the request for an unpaid leave of absence for the purpose of childrearing for the teaching staff member listed below.

| NAME            | INITIAL EMPLOYMENT DATE | SCHOOL               | DATE FMLA LEAVE ENDS | EFFECTIVE DATE OF UNPAID LEAVE | ENDING DATE OF UNPAID LEAVE   |
|-----------------|-------------------------|----------------------|----------------------|--------------------------------|-------------------------------|
| Macrina, Ashley | 8/25/2010               | Stafford High School | 4/11/13              | 4/12/13                        | End of School Year, June 2013 |

Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

**B. Appointment of Supervisor of Building Services**

Dr. Collin reported that on December 21, 2012, the Supervisor of Building Services position was posted. Facilitated by Mr. Jerry Domanico, Business Manager, the Interview Committee was comprised of the following: Shelley Michaud, Principal, West Stafford School; Gregory Buonome, Assistant Principal, Stafford Middle School; Doug Maynard, Maintenance; Patrice Talamini, Building Services Secretary; Robert Groleau, Head Custodian, Stafford Middle School; and Bruce Davis, Town/District Electrician. Dr. Collin expressed her appreciation to the entire committee.

She stated that the District received 23 applications, 17 of which were from Stafford residents. Eighteen (18) candidates were interviewed in the first round, which spanned five days in January. The committee narrowed the pool to six (6) candidates, all of whom participated in a second round of interviews on February 4, 2013. From this second round, three (3) candidates were forwarded to the Superintendent for interview.

As a result of this extensive process, Dr. Collin announced that Mr. Mark Seddon, has been appointed to the position of Supervisor of Building Services. She said that she looks forward to the leadership and the focus he will provide for his department.

**Item XII. Student Matters**

There were no Student Matters.

**Item XIII. Adjournment**

Ms. Morhardt made a motion, seconded by Mrs. Walsh, to adjourn. Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 8:15 p.m.

**Respectfully submitted,**

**Christine C. Marinelli, Recording Secretary**

\_\_\_\_\_  
**Sandra Fowler, Chairperson**

\_\_\_\_\_  
**Tracy Rummel, Secretary**