

Board of Education Regular Meeting
Monday, September 13, 2010 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. Special Meeting Minutes- 8/23/10
 - II.B. Regular Meeting Minutes- 8/23/10
- III. Treasurer's Report
 - III.A. Board Bills- 8/25/10, \$317,584.52
 - III.B. Board Bills (Encumbered)- 8/25/10, \$52,638.05
 - III.C. Board Bills- 9/1/10, \$111,305.81
 - III.D. Grants- 9/1/10, \$4,528.41
 - III.E. Board Bills- 9/9/10, \$15,038.94
 - III.F. Board Bills- 9/9/10, \$957,251.10
- IV. Correspondence
- V. Board Reports
- VI. Superintendent Reports
 - VI.A. Presentation by the First Selectman regarding the Bonding Initiative
 - VI.B. CABE Board Recognition Award Application
 - VI.C. Legislative Update
- VII. Public Forum
- VIII. Old Business
 - VIII.A. Review and Possible Approval of New and Revised Board Policies
- IX. New Business
 - IX.A. Review and Possible Approval of a Proposal regarding the IEA Program / Use of the Portable Classroom
 - IX.B. Review and Possible Approval of Stafford Middle School Proposal for a Student Trip to Pennsylvania in May 2011
 - IX.C. Review and Possible Approval of Service Agreement between Stafford Public Schools and the Stafford Ambulance Association for Medical Coverage at Athletic Events
 - IX.D. Review and Possible Approval of Service Agreement between the Stafford Public Schools and Athletic Trainer Solutions LLC for Athletic Trainer Coverage
 - IX.E. Review and Possible Approval of Revised Board Policy 5144.1- Use of Physical Force, Physical Restraint(s) / Seclusion
 - IX.F. Review and Possible Approval of Two (2) Middle School Fundraisers
 - IX.G. Approval for Using the Education Jobs Fund Program Monies in the 2011 - 2012 Budget
 - IX.H. Obsolete Equipment
- X. Personnel Matters
 - X.A. Discussion and Possible Approval of Director of Athletics and Recreation's Employment Agreement (Executive Session Anticipated)
 - X.B. Superintendent's Evaluation Procedure (Executive Session Anticipated)

XI. Student Matters

**Special Meeting
Stafford Board of Education
Pinney Administration Building
Monday, August 23, 2010, 6:15 p.m.**

Present: Mr. Mark Fontanella, Chairperson
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
Father and Mother of Student H (09-10)
Student H (09-10)

1. Call to Order

The meeting was called to order at 6:35 p.m. A quorum was established.

2. Consideration of Superintendent of Schools' Recommendation for Early Readmission of Student H from Expulsion (Executive Session Anticipated)

3. Action by the Board in Response to the Superintendent's Recommendation regarding the Early Readmission of Student H to Stafford High School

Mrs. Finch made a motion, seconded by Mrs. Rummel, to enter into executive session to consider the Superintendent of Schools' recommendation for early readmission of Student H (09-10) from expulsion. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Ms. Morhardt, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried. The Board entered executive session at 6:36 p.m.

The Board invited Dr. Thérèse G. Fishman, Superintendent of Schools, Mrs. Christine Marinelli, Recording Secretary, the mother and father of Student H and Student H into executive session.

At approximately 6:41p.m., all invited guests left the meeting room so that the Board could deliberate.

At approximately 6:46 p.m., all invited guests returned to the meeting room.

Mrs. Rummel made a motion, seconded by Ms. Morhardt, to return to regular session. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Ms. Morhardt, Mrs. Rummel

and Mr. Szymanski voted for the motion, which carried. The Board returned to regular session at 6:47 p.m.

Mrs. Rummel made a motion, seconded by Ms. Morhardt, to re-admit Student H early on August 31, 2010, to Stafford High School, with the condition that Student H will be on probationary status. "Probationary status" shall mean that Student H will be permitted to participate in all school activities, but if Student H engages in any misconduct that would otherwise result in suspension or expulsion, the remaining period of expulsion shall be imposed without further hearing, in addition to any separate discipline for such separate offense. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Ms. Morhardt, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried.

4. Adjournment

Mrs. Bradway made a motion, seconded by Mrs. Fowler, to adjourn the meeting. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Ms. Morhardt, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried. The meeting adjourned at 6:50 p.m.

Respectfully submitted,
Christine C. Marinelli

Mark Fontanella, Chairperson

Sandy Fowler, Secretary

**Regular Meeting
Stafford Board of Education
Pinney Administration Building
Monday, August 23, 2010**

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

Absent: Mrs. Meg Devlin, Financial Analyst

Also Present: Dr. Thérèse G. Fishman, Superintendent of Schools
Mr. David Bartlett, Former Principal of Staffordville School
Mr. Michael Bednarz, Director of Curriculum and Instruction
Dr. Marcia Elliott, Principal, West Stafford School
Mr. Francis Kennedy, Principal, Stafford High School
Mr. Michael Krol, First Selectman
Dr. Maureen Ryan, Principal, Staffordville School
Mr. Hank Skala, Principal, Stafford Elementary School
Mrs. Amy Stevenson, Director of Pupil Services
Mr. Kenneth Valentine, Principal, Stafford Middle School
Mr. Michael Waugh, Town Grants Manager

Item I. Call to Order- Establishment of Quorum

The meeting was called to order at 7:02 p.m. A quorum was established.

Item II. Secretary's Report- Approval of Minutes

Regular Meeting, July 12, 2010

A consensus of the Board approved the Secretary's Report for the regular meeting held on July 12, 2010, as presented.

Item III. Treasurer's Report

Board Bills / Grants:

7/15/10- \$ 34,292.02 (grants)
7/19/10- \$ 86,134.94
7/20/10- \$242,285.56
7/28/10- \$275,373.08
8/09/10- \$ 17,397.47
8/11/10- \$515,898.80
8/18/10- \$364,498.53

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

Item IV. Correspondence

Mr. Fontanella reminded the Board about the invitation from the Union Board of Education to attend their Open House on 8/25/10. Dr. Fishman stated that she had just received a call from the Superintendent of Schools in Union. He informed her that the date of the Open House would be changed to September 22, 2010, at 7 p.m. Mrs. Rummel, Mr. Kennedy, and Dr. Fishman stated that they would be attending.

Mrs. Rummel suggested that the district invite the Union Superintendent and Board members to Stafford's student ceremonies when a Union student will be honored. Mr. Kennedy stated that he would extend that invitation beginning this school year.

Item V. Board Reports

Mr. Szymanski updated the Board regarding the business discussed at the last building committee meeting. He stated that the elementary school field would be repaired by replacing the sand underlayment, enhancing the drainage, and enhancing the top soil. This course of action has been approved by the building committee. He said that they are hopeful that this can be completed this fall so that the field will be usable sometime next year.

Mr. Szymanski also noted that the building committee is close to being able to accept the high school project in its entirety so that the Board of Education can accept the building.

Mrs. Rummel stated that the M&J luncheon went very well. She remarked that the M&J employees were very nice and were happy to answer questions.

Mrs. Bradway made a motion, seconded by Mrs. Rummel, to move Item VI.F.- **Update on the Proposed Location of the Intensive Education Academy** to the next item on the agenda. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Ms. Morhardt, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried.

Item VI. Superintendent's Reports

F. Update on the Proposed Location of the Intensive Education Academy

Dr. Fishman explained that the Board had been presented with background materials explaining that the Intensive Education Academy (IEA) was approved by the Board of Education on December 8, 2008, for those students who are in danger of dropping out of school because they have earned too few credits. She said that the IEA has been a success in that students enrolled are gaining credits needed for graduation. Currently, this program is housed at the Old Town Hall.

Dr. Fishman stated that over the past month, Mrs. Meg Devlin, Financial Analyst, Mrs. Susan Linder, Director of Building Services, Mr. Dan Ford, Assistant Director of Building Services, and she have been involved in conversations with Mr. Michael Krol, First Selectman, regarding the possible use of the portable classroom located at the Borough School as a better place to house the IEA program. She stated that the reasons for this possible relocation are as follows:

- The Borough portable was built and put in place in the 2003-2004 school year, with a grant calculation of \$104,225 (72.5% of the eligible cost of the project). The quote on the attached form is from Connecticut General Statutes and states that this portable must be used for ten years as a public school as a condition of our receiving these grant moneys. In 2007, we gave back the Borough School to the Town, with the completion of the Stafford Elementary School and the reorganization of West Stafford and Staffordville Schools.
- At this point in time, the Town is planning to destroy the Borough School.
- If the Board of Education took possession of the portable unit as a school, we would need to relocate it.
- The Town is willing to break down and relocate the portable, as well as replace broken windows and provide new carpeting, roof flashing, etc.
- The Town will connect the portable to sewer lines and provide water to the building.
- The Town will install and connect electric lines to the portable.
- I have visited the portable with Sue Linder and Dan Ford and feel it would be a good location for the IEA program. It is bright and relatively new. Bathrooms are located within the classroom area, and a small office has an interior window that allows the classroom to be viewed.
- Indoor air quality tests, as well as destructive tests to ensure there is no mold growing within the walls, have been performed. The latter test results have come back negative. We are awaiting the results of the indoor air quality tests.
- When a trench is dug to provide electricity, a line could be laid to provide Internet services, currently lacking at the Old Town Hall.
- The classroom could be left set up, rather than the set up and take down we are continuously doing at the Old Town Hall so that other groups can use it.
- If this portable were to be relocated to the campus on Levinthal Run, bus access would be a cost savings, as well as allowing for students in the IEA to take individual courses at Stafford High School, i.e., woods and metals, without necessitating another bus ride to the Old Town Hall which we provide now. Hopefully, we could also use more teachers from the high school as tutors during the school day, through rearranging schedules. This would also be a cost savings.

Dr. Fishman informed the Board that Mr. Krol and Mr. Waugh were present at the Board meeting to answer any questions that the Board might have.

Board members were interested in obtaining the following information:

- ✓ How many students the portable holds.
- ✓ The annual cost to maintain, heat and cool the portable.
- ✓ A comprehensive assessment of the cost to make the portable usable vs. the money that would come in for the Witt Project if the program were housed there.
- ✓ The amount that would have to be refunded to the State if the portable were no longer used.

First Selectman Krol stated that the town would be willing to absorb the cost of making the portable like new before it is put in place, including new windows, a driveway, hookups to utilities, etc. He also noted that the completion of the Witt School Project is at least three years down the road.

This item was tabled until the September 13, 2010, regular meeting.

A. Summer School Report 2010

Dr. Fishman stated that forty-nine students successfully completed the Summer School program for credit recovery, as compared to thirty-one last year. All students in this program attained passing grades. She said that the Board should be very proud because the summer school program exists because of their support. In addition to the credit recovery program, one hundred sixty-three (163) students of two hundred forty-five (245) grades K through 8 students invited to attend summer school did attend summer school at Stafford Elementary School. These students were not charged a fee, and transportation was provided. Forty-one special education students, in accordance with their individual educational plans (IEP), attended specialty autism programs, extended school year (ESY) programs, or out-of-district programs. Dr. Fishman introduced Mr. Michael Bednarz, Director of Curriculum and Instruction.

Mr. Bednarz thanked the Board for their support and stated that Mrs. Falcetta, who acted as the summer school coordinator for the second year, did an unbelievable job.

Mr. Bednarz detailed the student selection process for summer school. He said that the program was a tremendous success again this year.

Mrs. Rummel asked if teachers learned anything about the students that attended high school summer school and why they didn't pass the course the first time. She wondered if there was a common area where students did not do well. Mr. Kennedy responded that the summer school program provides a fresh start in a short program with a review of familiar subject matter. Additionally, students are only allowed to attend summer school if they have a 50 or better average, which means that although they didn't pass, they still have an understanding of the subject matter, so with a second review it may be easier to master.

B. Connecticut Mastery Test Results

Dr. Fishman introduced Mr. Michael Bednarz, Director of Curriculum and Instruction, who reported on the CMT results.

Mr. Bednarz stated that the goals for this year's CMTs were as follows:

- ✓ Reduce / Maintain the percent of students at Level 1 (Below Basic)
- ✓ Increase the percent of students at goal
- ✓ Attain the AYP goal for the Economically Disadvantaged sub-group in reading at Stafford Elementary School

Mr. Bednarz stated that the 2010 results continued the excellent progress made in 2009. He noted that in Grades 3 – 8 only nine students are in the lowest band in math.

Mr. Bednarz reviewed several of the twenty-seven CMT results charts that he provided for the Board. He encouraged Board members to contact him with any questions.

C. 2010 Final Adequate Yearly Progress (AYP) Reports

Dr. Fishman provided the Board with the final Adequate Yearly Progress (AYP) reports for the 2009-2010 school year for Stafford, as prepared by the State Department of Education, and reviewed by Mr. Michael Bednarz, Director of Curriculum and Instruction. She noted that as a district and as individual schools where CMT and CAPT are given (Grades 3-8 and Grade 10), Stafford achieved AYP status.

AYP data is also disaggregated for sub-groups of students numbering forty or more. Based on this disaggregation for the Economically Disadvantaged sub-group at both Stafford Elementary School and Stafford Middle School, AYP was also achieved. Since this AYP goal had not been achieved for this sub-group in reading at Stafford Elementary School last year, however, Stafford Elementary School remains on the "In Need of Improvement" list. If the goal is achieved again next year, Stafford Elementary School will be taken off the "In Need of Improvement" list. There are not enough students at either Stafford Elementary School or Stafford Middle School in the Students with Disabilities sub-group to disaggregate this data (under forty). Yet, when both schools' Students with Disabilities sub-groups are taken together, this data can be disaggregated. The Students with Disabilities sub-group made AYP in math, but missed AYP in reading by 1.1%. Since we came so close to achieving AYP in reading for the Students with Disabilities and had improved so much, Stafford made "Safe Harbor" in reading. Finally, since CAPT is only given at the tenth grade level, there is no disaggregation of data for any sub-group.

Mr. Bednarz stated that AYP is the target that each state sets. He stated that the reasons for success this year are differentiated instruction, the use of data and getting better at the RTI process.

He asked Board members to contact him if they have any questions regarding the information or charts that he provided.

D. Administrators' Reports on 2009 – 2010 Goals

Dr. Fishman reported that every year in late spring, administrators at each school meet with their faculty and staff and, using data to denote areas for growth in student achievement, develop a School Improvement Plan. These plans were then discussed during Administrative Council at key points during the school year.

The Board was provided with each school's improvement plan for 2009 – 2010 and achievement data. Mr. Bartlett, former principal of Staffordville School, Dr. Elliott, principal of West Stafford School, Mr. Skala, principal of Stafford Elementary School, Mr. Valentine, principal of Stafford Middle School and Mr. Kennedy, principal of Stafford High School, each made a brief presentation to the Board regarding progress toward their school's goals last year.

E. Financial Report through June 30, 2010

Dr. Fishman presented the financial report through June 30, 2010, as prepared by Mrs. Meg Devlin, Financial Analyst. She said that it shows that with the Special Education Excess Cost-Student Based Supplement of \$191,719, the disencumbering of some funds not needed

because of adjustments to final payments, and vendor credits the district was able to finish this year in “the black.” However, she noted that although the district was the recipient of these excess cost monies, the town’s funding was shorted by that amount.

Dr. Fishman said that she and Mrs. Devlin are working on a way to modify the 200 code so that adjustments are made monthly, rather than at the end of the year.

Dr. Fishman noted that she is again looking into electricity usage at the high school.

Item VII. Public Forum

A member of the audience had a question regarding exactly where the portable would be placed, if it is moved to the campus on Levinthal Run. The same member of the audience asked how paraprofessionals and students would be able to safely walk between the portable and the high school, especially in inclement weather.

Item VIII. Old Business

There was no Old Business.

Item IX. New Business

A. Final Transfers for 2009 - 2010

Mrs. Fowler made a motion, seconded by Mrs. Rummel, that the Board of Education approve final transfers for 2009 – 2010, as follows:

\$30,586 from the 100 code to the 300 code
 \$24,817 from the 100 code to the 400 code
 \$ 1,794 from the 100 code to the 600 code
 \$85,577 from the 200 code to the 600 code
 \$25,928 from the 500 code to the 600 code
 \$ 2,689 from the 500 code to the 700 code
 \$ 1,927 from the 500 code to the 800 code.

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

B. Appointment of Asbestos Designee for 2010 – 2011

Mrs. Finch made a motion, seconded by Mrs. Bradway, that the Board of Education appoint Dr. Mark Granville as Asbestos Designee for the Stafford School District for the 2010 – 2011 school year, for a fee of \$500. 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 reviewed the revisions and updates to policies 3524.2 (a)-(c)-*Green Cleaning Program*; 4112.2 (a)-(b)-*Certification*; 4112.5,4212.5-*Security Check/Fingerprinting*; new

number (a)-(b)-*Use of New Web 2.0 Tools*; 4131 (a)-(b)-*Professional Development*; 5112 (a)-(b)-*Ages of Attendance*; 5141.21 (a)-(b)-*Administration of Medicines by School Personnel* and accompanying regulation 5141.21 (a)-(i); 5141.27 (a)-(b)-*Use of Automatic External Defibrillators (AEDs)* and accompanying regulation 5141.27 (a)-(d) and Appendices (I)-(VI); and 7230.2 (a)-(d)-*Indoor Air Quality*. She stated that Board members should contact her if they have any questions regarding the proposed policies.

This item was tabled until the September 13, 2010, regular meeting.

Item X. Personnel Matters

A. Appointments- Certified Staff

Mrs. Finch made a motion, seconded by Ms. Morhardt, that the following candidates for teaching positions be appointed, as follows:

NAME	CERTIFICATION AREA	SCHOOL/ ASSIGNMENT	REPLACING/ NEW	SALARY	EFFECTIVE DATE
Glover, Mary Ellen	School Counselor (068)	Stafford High School / Guidance Counselor (.45 FTE)	New	\$34,264 (6 th Year, Step 13, .45 FTE)	8/27/10
Paolini, Lori	Integrated Early Childhood / Spec. Ed. N-K, Elementary 1-3 (113)	Staffordville School / PreK Teacher (.50 FTE)	New	\$19,333 (BA, Step 1, .50 FTE)	8/25/10
Perry, Donna	Speech and Language Pathologist (061)	West Stafford School / Speech and Language Pathologist	LaFlamme, Laurel	\$70,650 (MA, Step 13)	8/25/10

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

Mrs. Finch made a motion, seconded by Ms. Morhardt, to place items **X.B.- Non-Affiliated Salary Increases** (Executive Session Anticipated) , **XI.A.- Consideration of Parent Request for Early Readmission of Student F to Stafford High School** (Executive Session Anticipated), and **XI.B.-Discussion of Vandalism at Stafford High School** (Executive Session Anticipated), into executive session. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Ms. Morhardt, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried. The Board moved item **XI.A.- Consideration of Parent Request for Early Readmission of Student F to Stafford High School** (Executive Session Anticipated) up to the next item on the agenda.

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

Item XI. Student Matters

A. Consideration of Parent Request for Early Readmission of Student F to Stafford High School (Executive Session Anticipated)

Mrs. Finch made a motion, seconded by Mrs. Bradway, that the Board enter executive session for the purpose of considering a parent request for early readmission of Student F to Stafford High School. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Ms. Morhardt, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried. The Board entered executive session at 9:40 p.m.

The Board invited Dr. Thérèse G. Fishman, Superintendent of Schools, Mr. Francis Kennedy, Principal, Stafford High School, Mrs. Christine Marinelli, Recording Secretary, the mother and father of Student F, Student F and Pastor Kris Young into executive session.

Ms. Morhardt and Mrs. Bradway recused themselves from the hearing.

At approximately 9:55 p.m., all invited guests left the meeting room so that the Board could deliberate.

At approximately 10:15 p.m., all invited guests returned to the meeting room.

No action was taken on this item.

The Board took a brief recess at 10:28 p.m.

B. Discussion of Vandalism at Stafford High School (Executive Session Anticipated)

Mrs. Bradway made a motion, seconded by Mrs. Rummel, that the Board enter executive session. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Ms. Morhardt, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried. The Board entered executive session at 10:30 p.m.

No action was taken on this item.

Item X. Personnel Matters

B. Non-Affiliated Salary Increases (Executive Session Anticipated)

Ms. Morhardt made a motion, seconded by Mrs. Rummel, to return to regular session. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Ms. Morhardt, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried. The Board returned to regular session at 10:42 p.m.

Mrs. Bradway made a motion, seconded by Ms. Morhardt, to accept the Superintendent of Schools' recommended salaries for non-affiliated staff for 2010 – 2011. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Ms. Morhardt, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried.

Item XII. Adjournment

Mrs. Bradway made a motion, seconded by Ms. Morhardt, 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 10:45 p.m.

Respectfully submitted,

Christine C. Marinelli, Recording Secretary

Mark Fontanella, Chairperson

Sandra Fowler, Secretary