

**Regular Meeting  
Stafford Board of Education  
Pinney Administration Building  
March 26, 2007**

**Board Members Present:** Mr. Mark Fontanella, Chairperson  
Mrs. Lisa Finch  
Mrs. Sandy Fowler, Secretary, arrived at 7:10 p.m.  
Mr. Scott Nozik, arrived at 7:12 p.m.  
Mrs. Tracy Rummel  
Ms. Ilene Whitmarsh

**Board Members Absent:** Mrs. Jennifer Davis

**Also Present:** Dr. Thérèse G. Fishman, Superintendent of Schools  
Mr. John Anderson, Kaestle Boos Associates, Inc.  
Mr. David Bartlett, Principal, Witt Intermediate School  
Mr. Michael Bednarz, Director of Curriculum and Instruction  
Ms. Elizabeth Berman, Kaestle Boos Associates, Inc.  
Mr. Damian Frassinelli, Director of Athletics and Recreation  
Mrs. Janice Gowdy, Teacher, Borough Elementary School  
Ms. Jill Gregori, Business Manager  
Miss Jamie Fish, Student Representative  
Mrs. Paula Kuenzler, Principal, Staffordville Elementary School  
Dr. Barbara Macauley, Director of Pupil Services  
Mr. Hank Skala, Principal, West Stafford Elementary School  
Mr. Stephen Szymanski, Building Committee Member

The meeting was called to order at 7:03 P.M. A quorum was established.

**ITEM I. Secretary's Report – Approval of Minutes**

Regular Meeting, March 12, 2007

A consensus of the Board approved the Secretary's Report of the March 12, 2007, Board of Education regular meeting, as corrected.

**ITEM II. Treasurer's Report**

**A. Report on Bills**

**Board Bills**

March 13, 2007	\$52,241.56
March 21, 2007	\$72,880.09
March 22, 2007	\$21,209.09 (Encumbered)

**Grants**

Federal Grants	March 7, 2007	\$24,051.45
State Grants	March 7, 2007	\$38,960.04
Federal Grants	March 8, 2007	\$13,456.35
State Grants	March 8, 2007	\$20,984.60

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

**ITEM III. Correspondence**

Miss Fish reported that spring sports began at the high school. She also reported that grades close on March 30 and that report cards would be issued on April 5. Miss Fish also gave the Board an update on a high school staff member that was recently hospitalized.

**ITEM IV. Board Reports**

There were no Board Reports.

**ITEM V. Superintendent's Reports**

**A. Winter Sports Presentations**

Mr. Damian Frassinelli, Director of Athletics and Recreation, introduced the winter sports team coaches, team captains and players that were present at the Board meeting. He stated that the district had a great winter sports season. Each team gave a brief overview of their season. The following is a list of coaches, team captains and players that were present:

Lizzy Martinez and Melissa Donovan for Girls' Basketball; John Hill, Hayden Palozej, and Coach Paradiso for Boys' Basketball; William DePeau and John Miller for Wrestling; Stephanie Shearer, Nate Rossi, Scott Gleason, Andrew Jeans and Coach Dunn for Indoor Track; and Katie Burnham and Coach Green for Cheerleading.

Mr. Frassinelli also reported that the boys' basketball team raised over \$1,200 for the Coaches vs. Cancer program.

Mr. Fontanella thanked the coaches and players for taking the time to attend the meeting and asked the Superintendent to arrange to have other extracurricular teams / clubs present at future Board meetings.

The Board took a brief recess at 7:23 p.m. The meeting was called to order at 7:29 p.m.

**B. Building Committee Presentation on Stafford High School Building Project Design Elements, Mr. Steve Szymanski, Building Committee Member**

Mr. Szymanski, Building Committee member, updated the Board with regard to the status of the high school and elementary school building projects.

Mr. Szymanski stated that the elementary school is approximately 95% complete, and that they are just working on the punch list at this time. There are two issues that the building committee is addressing: the gym wall pads need to be replaced and the trim around some lockers needs to be changed. He stated that the committee has been very happy with the contractor. The committee expects to hand the building over to the Board of Education in April 2007. Mr. Szymanski stated that approximately \$174,000 remains in the contingency fund at this time. He requested that the Board consider dates in the spring to do "Open House" tours of the new school.

Mr. Szymanski stated that the high school renovation project is approximately 50% complete and that they are still on schedule for December 2007 completion. He stated that the science wing opened today and that the new cafeteria will be ready in April 2007.

Mr. Szymanski presented the concept that was developed for the high school by Kaestle Boos Associates, Inc., with regard to color and shapes. The "Global Village" concept, "the world viewed as a community in which distance and isolation have been reduced by electronic media (as Internet, television)", was used to create a color palette for the high school, which is much more vibrant than the traditional blue and white. There were no questions from the Board.

**C. Building Committee Presentation on the Furniture, Fixtures and Equipment Proposal for Stafford Elementary School Building Project # 134-0050 N**

Ms. Elizabeth Berman, from Kaestle Boos Associates, Inc., presented the furniture and fixtures that were being requested for the new Stafford Elementary School, as detailed in a report prepared for the building committee, dated March 20, 2007. Ms. Berman stated that 803 pieces of furniture were being reused and that the estimated budget for the furniture and fixtures was \$342,000.

Mr. Nozik had a question regarding risers for the new school.

Ms. Berman stated that Mr. Bednarz, Director of Curriculum and Instruction, and Mr. Kyer, District Technology Coordinator, were asked to prepare a priority list for science and technology equipment.

Dr. Fishman stated that Board members would be asked to take action on this item under "New Business".

**D. Building Committee Presentation on the Technology Proposal for Stafford Elementary School Building Project # 134-0050 N**

Mr. John Anderson, from Kaestle Boos Associates, Inc., presented the technology budget proposal to the Board. He stated that the total estimated budget for technology was approximately \$240,000. Mr. Anderson stated that they were able to save money in the elementary school technology budget because the core of the network would be at the high school.

Dr. Fishman stated that Board members would be asked to take action on this item under “New Business”.

**E. Financial Report through February 2007**

Dr. Fishman presented the financial report through February 2007. She stated that it shows that we have expended 72.46% of our total school budget, which is in line with expenditures for the same time period for the past two fiscal years.

**F. Cafeteria Profit and Loss through January 2007**

Dr. Fishman reviewed the cafeteria profit and loss through January 2007, as prepared by Ms. Jill Gregori, Business Manager, and Mrs. Susan Linder, Director of Building Services. Through January 2007, the cafeteria is reporting a loss of \$2,248. Dr. Fishman reported that this loss is attributed to lower a la carte sales (due to reduced serving sizes and the kinds of snacks that can be offered) and the fact that the district has not raised lunch prices in four years. Mr. Nozik inquired about the strategies that are being used this year to reduce the loss. Dr. Fishman stated that staffing changes have been made through attrition and the food service department is working on ways to make entrees more appealing. She stated that a price increase for next year is likely.

**ITEM VI. Public Forum**

There was a question regarding the risers for the new school.

**ITEM VII. Old Business**

**A. Review and Possible Approval of Grade 4 and 5 Report Card**

At the last meeting, a Board member had inquired about the possibility of allowing the students that will be in grade five next year to continue to receive report cards in the old format for the 07 – 08 school year to help with the transition. Mr. Bednarz reported that he met with Mr. Skala and Mr. Bartlett regarding this issue. He said that they feel strongly that all students at Stafford Elementary School should have the same report card, because the students who are present fourth graders have used the PreK – 3 report card format in the past and because the reporting periods will be different if two different report cards are used in the same school.

Mr. Nozik made a motion, seconded by Ms. Whitmarsh, that the Board approve the new grades 4 and 5 report card for use beginning with the 2007 – 2008 school year. Mrs. Finch, Mrs. Fowler, Mr. Nozik, Mrs. Rummel, and Ms. Whitmarsh voted for the motion, which carried.

**ITEM VIII. New Business**

**A. Review and Possible Approval of Textbook Proposal- Reading PreK – 5**

Dr. Fishman stated that she was presenting a proposal from Mr. Michael Bednarz and Mrs. Paula Kuenzler, coordinators of the reading pilot program for preK – 5, that recommends the adoption of the language arts textbook series *Reading*, Houghton Mifflin (HM), 2008. She

stated that while reading programs are expensive to adopt, the coordinators did an excellent job of providing a cost effective proposal.

Mr. Bednarz and Mrs. Kuenzler gave the Board information about the program. They stated that the process for selecting this series began last May and they complimented the teachers for their commitment. Mrs. Kuenzler stated that the committee developed nine areas that they wanted to look at when selecting a series. Every teacher rated the Houghton Mifflin series highest. Mr. Bednarz stated that the company has provided a payment plan which allows the district to pay over two years, yet receive all the materials this summer. Additionally, the company has provided the district with pilot materials, workbooks, extra teacher editions, and ancillary materials with no cost to the district.

Mrs. Janice Gowdy, Reading Teacher at Borough Elementary School, addressed the Board. She has been using the 2005 edition of this series at Borough School and reported that she is extremely impressed with it. She stated that test results indicate that this program, along with the other reading initiatives that are in place, seem to be working very well.

Mr. Bednarz asked that if Board members had questions that they call him or e-mail him so he can be prepared to answer them at the next Board meeting. This item will be placed on the agenda of the next regularly scheduled Board meeting for approval.

**B. Review and Possible Approval of the Integrated Communications System Bid for West Stafford School**

Dr. Fishman stated that there is a need for a new public address system at West Stafford School. In investigating this need and how best to address it, consideration was given to the possibility of replacing the current public address system with an integrated communications system much like the one that is installed at the new Stafford Elementary School. She stated that the cost of installing such a system could be covered with the use of child care fees, since the school readiness grant and family resource center will be located at West Stafford School.

Dr. Fishman also stated that a building committee will be assigned for this project by the Board of Selectmen.

Ms. Whitmarsh made a motion, seconded by Mrs. Finch, that the Board accept the bid from Business Electronics, Inc., for an integrated communications system at West Stafford School in the amount of \$34,400. Mrs. Finch, Mrs. Fowler, Mr. Nozik, Mrs. Rummel, and Ms. Whitmarsh voted for the motion, which carried.

**C. Obsolete / Unusable Equipment**

Mrs. Rummel made a motion, seconded by Ms. Whitmarsh, that the Board declare the kitchen equipment and Genicom 48401 line printer detailed in number and type on the list entitled, "Obsolete/Unusable Equipment," and dated March 21, 2007, to be obsolete and unusable for school purposes and further authorize the administration to return this property to the town and to dispose of any and all property not needed by the town in an appropriate manner. Mrs. Finch, Mrs. Fowler, Mr. Nozik, Mrs. Rummel, and Ms. Whitmarsh voted for the motion, which carried.

**D. Possible Approval of the Budget for the Furniture, Fixtures and Equipment Proposal for Stafford Elementary School Building Project # 134-0050 N**

Mr. Nozik made a motion, seconded by Mrs. Rummel, that the Board approve the proposed budget of \$400,000 for furniture, fixtures and equipment for the Stafford Elementary School Building Project # 134-0050 N. Mrs. Finch, Mrs. Fowler, Mr. Nozik, Mrs. Rummel, and Ms. Whitmarsh voted for the motion, which carried.

Mr. Nozik made a motion, seconded by Mrs. Rummel, that the Board authorize Mr. Mark Fontanella, Chair of the Board of Education, to sign the ED 042 document on behalf of the Board of Education. Mrs. Finch, Mrs. Fowler, Mr. Nozik, Mrs. Rummel, and Ms. Whitmarsh voted for the motion, which carried.

**E. Possible Approval of the Budget for the Technology Proposal for Stafford Elementary School Building Project # 134-0050 N**

Mr. Nozik made a motion, seconded by Mrs. Rummel, that the Board approve the proposed budget of \$240,000 for technology for the Stafford Elementary School Building Project # 134-0050 N. Mrs. Finch, Mrs. Fowler, Mr. Nozik, Mrs. Rummel, and Ms. Whitmarsh voted for the motion, which carried.

Mr. Nozik made a motion, seconded by Mrs. Rummel, that the Board approve Mr. Mark Fontanella, Chair of the Board of Education, to sign the ED 042 document on behalf of the Board of Education. Mrs. Finch, Mrs. Fowler, Mr. Nozik, Mrs. Rummel, and Ms. Whitmarsh voted for the motion, which carried.

Mr. Nozik made a motion, seconded by Ms. Whitmarsh, to place **Item IX.A. Recommendation of Superintendent of Schools concerning Teacher Non-Renewals Pursuant to CGS Section 10-151 (Executive Session Anticipated)**, **Item IX.B. Superintendent of Schools' Evaluation (Executive Session Anticipated)**, and **Item X.A. Transportation Hearing (Executive Session Anticipated)**, into executive session and to move **Item X.A. Transportation Hearing (Executive Session Anticipated)** to the next item to be addressed at the meeting. Mrs. Finch, Mrs. Fowler, Mr. Nozik, Mrs. Rummel, and Ms. Whitmarsh voted for the motion, which carried.

The Board took a brief recess at 9:23 p.m. The meeting was called to order at 9:40 p.m.

**ITEM X. Student Matters**

**A. Transportation Hearing (Executive Session Anticipated)**

Mr. Fontanella made a motion, seconded by Mrs. Finch, that the Board of Education go into executive session for the following reasons:

As addressed in Connecticut General Statutes 1-200 (6) (E), we will be discussing material which would result in the disclosure of private records or the information contained therein as described in subsection (b) of subsection 1-210. Specifically, (1) the names and addresses of

students enrolled in public school; (2) educational records which are not subject to disclosure under the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g. Mrs. Finch, Mrs. Fowler, Mr. Nozik, Mrs. Rummel, and Ms. Whitmarsh voted for the motion, which carried.

The following people were invited into executive session: Attorney Peter Janus, counsel for the Board, Dr. Thérèse G. Fishman, Superintendent of Schools, Mrs. Christine Marinelli, Recording Secretary, Ms. Jill Gregori, Business Manager and Transportation Coordinator, and the guardian of the student that is the subject of the hearing.

The Board took a recess at 10:47 p.m. to deliberate. All invited parties left the conference room. The hearing resumed at 11:04 p.m.

Mrs. Rummel made a motion, seconded by Mrs. Finch, to return to regular session. Mrs. Finch, Mrs. Fowler, Mr. Nozik, Mrs. Rummel, and Ms. Whitmarsh voted for the motion, which carried. The Board returned to regular session at 11:09 p.m.

This item was continued until the next regularly scheduled Board of Education meeting by mutual consent pending further information.

#### **ITEM IX. Personnel Matters**

##### **A. Recommendation of Superintendent of Schools concerning Teacher Non-Renewals Pursuant to CGS Section 10-151 (Executive Session Anticipated)**

Mrs. Fowler made a motion, seconded by Ms. Whitmarsh, that pursuant to Connecticut General Statutes Section 10-151, the Stafford Board of Education non-renew the teacher contracts of Jessica Cooley, Amanda Descheneaux, Deborah Geer, Heather Langevin, and Cara Ravetto, at the end of the 2006 – 2007 school year. Mrs. Finch, Mrs. Fowler, Mr. Nozik, Mrs. Rummel, and Ms. Whitmarsh voted for the motion, which carried.

Mr. Nozik made a motion, seconded by Ms. Whitmarsh, that Stafford Board of Education direct the Superintendent of Schools to communicate this action of the Board in writing to each of the above named teachers and that the Superintendent of Schools be authorized to respond on behalf of the Board of Education to any requests for a hearing, if required by law, or for other data which may be forthcoming from the teacher and/or his/her representative pursuant to applicable provisions of Connecticut General Statutes Section 10-151; and that the Superintendent of Schools be directed that any response to a request for a hearing, and, if a hearing is required by law, indicate that such hearing is to be before the Board of Education. Mrs. Finch, Mrs. Fowler, Mr. Nozik, Mrs. Rummel, and Ms. Whitmarsh voted for the motion, which carried.

##### **B. Superintendent of Schools' Evaluation (Executive Session Anticipated)**

No action was taken on this item. This item will be placed on the agenda of the regularly scheduled meeting on April 23, 2007.

**ITEM XI. Adjournment**

Mrs. Rummel made a motion, seconded by Ms. Whitmarsh, to adjourn the meeting. The meeting adjourned at 11:10 p.m.

**Respectfully submitted,**

**Christine C. Marinelli, Recording Secretary**

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**Mark Fontanella, Chairperson**

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**Sandra Fowler, Secretary**