

**Regular Meeting
Stafford Board of Education
Pinney Administration Building
September 24, 2007**

Board Members Present: Mr. Mark Fontanella, Chairperson
Mrs. Jennifer Davis
Mrs. Lisa Finch
Mrs. Sandy Fowler
Mrs. Tracy Rummel
Ms. Ilene Whitmarsh

Absent: Mr. Scott Nozik

Also Present: Dr. Thérèse G. Fishman, Superintendent of Schools
Mr. Michael Bednarz, Director of Curriculum and Instruction
Mr. Robert Campbell, Assistant Principal, Stafford High School
Mr. Jonathan Costa, Sr., Consultant
Mr. Damian Frassinelli, Director of Athletics and Recreation
Ms. Jill Gregori, Business Manager
Mr. Francis Kennedy, Principal, Stafford High School
Miss Cassandra Weed, Student Representative

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

ITEM I. Secretary's Report – Approval of Minutes

Regular Meeting, September 10, 2007

A consensus of the Board approved the Secretary's Report for the September 10, 2007, Board of Education regular meeting, as presented.

ITEM II. Treasurer's Report

A. Report on Bills

Board Bills

August 29, 2007	\$ 59,880.45
August 29, 2007	\$ 31,315.24 (Encumbered)
September 6, 2007	\$126,602.79
September 12, 2007	\$ 89,946.08
September 19, 2007	\$250,102.11

Grants

Federal Grants	September 13, 2007	\$ 257.05
State Grants	September 13, 2007	\$ 49,410.36

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

ITEM III. Correspondence

There was no correspondence.

ITEM IV. Board Reports

Miss Weed reported on events that would be taking place at the high school over the next couple of weeks, as follows:

- ✓ All of the classes are going to participate in the Harvest Festival on Saturday, September 29 and Homecoming Week is October 22 – 26, 2007.
- ✓ This week the high school is having a sneaker donation fundraiser for juvenile diabetes, and the drama boosters will be selling wreaths during the holiday season.
- ✓ The seniors are working on selling ads for the yearbook and \$8000 worth of ads must be sold to support the yearbook. The Board stated that they would be placing a half page ad again this year. However, they will be waiting until after the elections in November, so that new Board members are represented in the ad.
- ✓ The high school newspaper will be starting up again.
- ✓ The sports teams have been having a successful season so far this fall.

Mrs. Davis stated that Enfield has an Athletic Hall of Fame and thought that it might be a good idea for Stafford. Mr. Frassinelli thought that this could also be good for Stafford, but stated that some research would need to be done first with regard to what criteria would be used, how this would be managed and who would sponsor it. Mrs. Davis asked that he do the research and report back to the Board.

ITEM V. Superintendent's Reports

A. 2007 CAPT Results and Plans, Mr. Michael Bednarz, Director of Curriculum and Instruction

Dr. Fishman stated that last year's tenth graders did very well in all areas tested on the CAPT, exceeding DRG and State averages for students meeting goal. The high school students were tested in reading, mathematics, science, and writing. The scores remained about the same as last year's scores, except for Science. Dr. Fishman introduced Mr. Michael Bednarz, Director of Curriculum and Instruction.

Mr. Bednarz stated that this is year one of the new generation of CAPT. He stated that the science sub-test was new in 2007 and districts did not receive the handbook until January, which was only sixty days before the test. Stafford's students' scores declined somewhat in science, as did the State and DRG scores.

Mr. Bednarz stated that the high school administration worked very hard to encourage students to take the CAPT and even made home visits as necessary. For this reason, Stafford has a very high participation rate.

Mr. Bednarz stated that next year there will be an increase in the NCLB benchmarks. In math the benchmark will be increased from 69 to 80, and in reading the benchmark will be

increased from 72 to 81. He stated that we are already above next year's benchmarks using this year's scores. He pointed out that Stafford has had a long history of a high level of student performance and a high number of students achieving goal on all four sub-tests.

Mr. Bednarz stated that geometry and measurements sections on the CAPT need attention. He informed the Board that the Math Department at the high school will be making a presentation to the Board regarding their plans to address these issues, as well as issues related to the math portion of the SAT. He also stated that the teachers will be held accountable for analyzing data and coming up with plans to address any issues.

Mrs. Rummel inquired about class size and whether this had an impact on the scores. She stated that there were thirty additional students that year.

Mr. Campbell stated that the high school administration is already meeting with teachers regarding this information, and they have already met with the Math Department. He thanked the Board and central office staff for their support regarding CAPT testing. He believes that it is this positive attitude that accounts for top scores. Mr. Bednarz also thanked the students for their hard work.

Mrs. Fowler asked if there was any research to support the fact that lower class sizes at this level increase scores. Dr. Fishman stated that science class sizes in the low twenties would be ideal.

Mrs. Fowler asked if Saturday School could address specific strands that are giving the students trouble on the science and math tests. Mr. Campbell stated that it is difficult to get student participation on Saturday.

A member of the audience had a question regarding the correlation of two of the charts that Mr. Bednarz presented.

B. Strategic Planning Presentation, Mr. Jonathan P. Costa, Sr., Consultant

Dr. Fishman stated that as part of the proposed 2007 – 2008 school budget, she included funding for strategic planning, in which Board of Education members, administrators, teachers, parents, community leaders, and secondary students would work together to develop a focus and goals for the Stafford Public Schools for the next five years. She stated that she, Mr. Fontanella and Mr. Bednarz recommend Mr. Jonathan Costa to lead the district in this process. Dr. Fishman introduced Mr. Costa.

Mr. Costa gave a PowerPoint presentation regarding what the district can expect during this process. He stated that the Stafford Strategic Plan should:

- ✓ Articulate a small number (2 – 4) of manageable, yet systematic goals that will serve as key areas of developmental focus over the next several years
- ✓ Present a clear pathway on how to achieve progress on these goals over time
- ✓ Provide a clear vision

Mr. Costa stressed the importance of community involvement and support. He also stated that it is imperative that the district / building / individual focus is aligned.

Mr. Costa stated that Stafford would be starting this process in the spring. He noted that spring will be a great time to start, as the district will have a new infrastructure and two of the schools in the district will be completing an accreditation process. Mr. Costa also stated that all of the information relating to Stafford Public School's Strategic Plan would be located on his web site at www.jpcostrasr.net under the "Consulting" link.

Dr. Fishman distributed a copy of *The World is Flat* to each of the Board members. She suggested that the Board members read the first section of the book entitled "How the World Became Flat". She also suggested that the Board start thinking about creating a sub-committee to participate in this process.

C. Head Start Report

Dr. Fishman reviewed the Head Start report through September 2007, as prepared by Ms. Jill Gregori, Business Manager. Dr. Fishman stated that the report includes a detailed list of expenses through September 20, 2007, as well as a report regarding the on-going expenses associated with the renovation of West Stafford School to meet Head Start and NAEYC mandates. She stated that \$24,849 remains to be spent on this work.

ITEM VI. Public Forum

There were no questions or comments.

ITEM VII. Old Business

A. Review and Possible Approval of Environmental Science Textbook

Mrs. Davis made a motion, seconded by Mrs. Rummel, that the Board of Education approve *Environmental Science*, Holt Publishing Company, 2008, as the core textbook for the environmental science course at the high school. Mrs. Davis, Mrs. Finch, Mrs. Fowler, Mrs. Rummel, and Ms. Whitmarsh voted for the motion, which carried.

ITEM VIII. New Business

A. Schedule Board of Education Policy Sub-Committee Meeting

The Board of Education Policy Sub-Committee scheduled their next meeting for Monday, October 1, 2007, at 7:10 p.m.

B. Approval of Reorganization of Technology Department

Dr. Fishman stated that with the recent resignation of Mr. Matthew Kyer as District Technology Coordinator, the district now has the opportunity to redesign the Technology Department in accordance with the design proposed in our present Technology Plan and in the Technology Human Resources Audit from EASTCONN.

Dr. Fishman stated that presently we have a District Technology Coordinator, two technology specialists (technicians), and a consultant (in the person of Jim Kavanagh, a

retired teacher) who assists the Technology Coordinator with our hardware (e.g., servers, etc.) needs. She stated that in consultation with Mr. Bednarz, Mr. Kavanagh, and Mr. Kyer a proposed redesign of the technology department was created, which was outlined in a memo from Mr. Bednarz.

Dr. Fishman reviewed the proposal with the Board. She stated that there would be a permanent four-person team in our technology department. First, there would be a twelve-month Network Coordinator who would maintain the District's technology infrastructure, hardware, and software systems, as well as coordinating the data management and reporting systems, which we need to constantly upload required data to the State Department of Education. The Network Coordinator would not need a teaching certificate, but would need a strong background in IT. The two technology specialists would answer to this Network Coordinator.

She stated that the second position we would need is a ten-month Integration Specialist that would work with teachers, providing technical training and training on how to integrate technology into daily lessons. This person would largely be found working in classrooms. However, the Technology Integration Specialist would also work closely with the Network Coordinator in preparing required data reports for the State. Because of the needed work with teachers, the Integration Specialist would be a certified teacher.

Dr. Fishman informed the Board that draft job descriptions for each of these positions were included along with the draft proposal.

Dr. Fishman stated that the district could begin to move toward this new organization of the technology department in three steps. First of all, with the Board's approval of the reorganization, the district would begin to advertise for an Integration Specialist, the ten month position. Secondly, in conversations with Mr. Kavanagh, he is willing to stay on through the 2008- 2009 school year, as a consultant, working as the Network Coordinator. Thus, the cost of hiring a twelve month IT Network Coordinator, Step 3, will be postponed and included in the 2009- 2010 district budget. The two technology specialists (technicians) currently working for the district will report to Mr. Kavanagh until the Network Coordinator is hired.

There were no questions from the Board.

Mrs. Davis made a motion, seconded by Ms. Whitmarsh, that the Board of Education approve the reorganization of the district technology department as presented. Mrs. Davis, Mrs. Finch, Mrs. Fowler, Mrs. Rummel, and Ms. Whitmarsh voted for the motion, which carried.

Mrs. Rummel made a motion, seconded by Ms. Whitmarsh, to move Item **IX.A.- Salary Negotiations with the Director of Athletics and Recreation (Executive Session Anticipated)** into executive session. Mrs. Davis, Mrs. Finch, Mrs. Fowler, Mrs. Rummel, and Ms. Whitmarsh voted for the motion, which carried.

The Board took a brief recess at 8:22 p.m.

Mrs. Rummel made a motion, seconded by Ms. Whitmarsh, to enter executive session. Mrs. Davis, Mrs. Finch, Mrs. Fowler, Mrs. Rummel, and Ms. Whitmarsh voted for the motion, which carried. The Board entered executive session at 8:36 p.m. The Board invited Mr. Frassinelli and Dr. Fishman to attend executive session.

Mrs. Davis made a motion, seconded by Mrs. Rummel, to return to regular session. Mrs. Davis, Mrs. Finch, Mrs. Fowler, Mrs. Rummel, and Ms. Whitmarsh voted for the motion, which carried. The Board returned to regular session at 9:14 p.m.

ITEM IX. Personnel Matters

A. Salary Negotiations with the Director of Athletics and Recreation (Executive Session Anticipated)

Mrs. Davis made a motion, seconded by Mrs. Rummel, that the Board of Education amend the existing contract for the Director of Athletics and Recreation to include a three (3) percent salary increase, effective July 1, 2007, and a year extension added to the term of the contract, which will now expire on June 30, 2010. All other information contained in the contract will remain unchanged. Mrs. Davis, Mrs. Finch, Mrs. Fowler, Mrs. Rummel, and Ms. Whitmarsh voted for the motion, which carried.

ITEM X. Student Matters

There were no student matters.

ITEM XI. Adjournment

Mrs. Davis made a motion, seconded by Mrs. Finch, to adjourn the meeting. Mrs. Davis, Mrs. Finch, Mrs. Fowler, Mrs. Rummel, and Ms. Whitmarsh voted for the motion, which carried. The meeting adjourned at 9:16 p.m.

Respectfully submitted,

Christine C. Marinelli, Recording Secretary

Mark Fontanella, Chairperson

Sandra Fowler, Secretary