



## **Stratford Board of Education**

---

### **STRATFORD BOARD OF EDUCATION – OFFICIAL MEETING MINUTES**

---

**Meeting Date:** June 26, 2017

**Meeting Location:** Victoria Soto School  
699 Birdseye Street, Stratford, CT 06615

**Approved:** **DRAFT**

**Recorded By:** Teresa Lycoudes/  
Secretary to the Board of Education

---

---

## 1 ATTENDANCE

Name	Title	Location	Present
James Feehan	Board Chair		Y
Leonard Petruccelli	Board Vice Chair		Y
Theresa Sheehy	Board Secretary		N
Chris Barnaby	Board Member		N
Maria Buturla	Board Member		N
Susan Lance	Board Member		Y
Eric Lazaro	Board Member		Y
Dr. Janet Robinson	Superintendent	Central Office	Y
Clarence Zachery	Chief Operating Officer	Central Office	Y
Linda Gejda	Asst. Superintendent	Central Office	Y
Teresa Lycoudes	Recorder / Board Secretary	Central Office	Y
Jack Dellapiano	SAA Representative	SHS Principal	Y
Mike Fiorello, Kristin Record, Robin Julian	SEA Representatives	BHS & VSS - Instructors	Y
Lou Spetrino	Videographer		Y

## 2 MEETING LOCATION

Building: Administration Center / Board Room – 1000 East Broadway

## 3 MEETING START

Meeting Scheduled to Start: 7:15 PM

Actual Start Time: 7:15 PM

## 4 AGENDA

- **Opening Remarks by Chair**

1. Board Vice-Chair (Leonard Petruccelli) opened the June 26, 2017 Board of Education meeting (held in the Board Room /

Administration Center – 1000 East Broadway, Stratford CT)at 7:15 PM. At that time, a quorum was not present. Mr. Petruccelli stated that Board Chair, Jim Feehan, would be coming later on. He invited everyone to stand and join **Board Member, Susan Lance**, for the Invocation and Pledge of Allegiance.

- **Presentations** – Recognition for the following occurred.
  1. **Mentor Program** – Dr. Robinson welcomed **Diane Christiano** to talk about the Mentoring Program and recognize members of the school system and community who served as Mentors during the 2016-17 school year. Mrs. Christiano informed the Board members and public that Stratford has had a Mentoring Program over the past 25 years. She said approximately 58 students benefitted from having a Mentor this year (2016-17). Mrs. Christiano said that she was glad to have the opportunity to publicly recognize the Mentors and thank them for the time and dedication they gave to students in becoming their guide and friend for this school year. She also expressed her appreciation to Cheryl Hewitt, the District Mentoring Coordinator, for everything she does to make this program possible.

Mrs. Christiano asked Mr. Petruccelli and Dr. Robinson to join her in presenting each Mentor a certificate recognizing their participation in the program.

- **Public Participation** – There was one public speaker:
  1. **Mark Dumas** – *172 Beers Place, Stratford CT 06614* – **2017-18 Budget / Hiring Freeze**
- **Student Representatives Report** – There was no report.

*Mr. Feehan arrived at approximately 7:30 PM.  
A Quorum was confirmed, at that point in time.*

- **Superintendent’s “Status of the Schools” Report** – Dr. Robinson reported about the following items:
  - **District Website** – Dr. Robinson informed the gathering that a lot of positive feedback has been received for the website by both community and staff. She said the new website is much more user friendly for both the viewers and staff members. She invited everyone to view the website and to view all of the wonderful pictures of the Annual Senior Walk and Graduation ceremonies.
  - **District** – Dr. Robinson reported that administration is working on continuing building capacity within our District.

- **Scholarship Night (BHS & SHS)** – Dr. Robinson said that Stratford is really a wonderful community. She said because of the generosity of people in this town, over \$600,000 was given out in scholarships. She said this means that some students are now going to college who would otherwise not have had the opportunity without the generosity of this community. She said the Spinelli Foundation enabled three (3) students to attend college this coming year.
- **Email** – Dr. Robinson reported the District has begun the switch over to Google Mail (Gmail). She said there will be some savings associated with this switch.

Mr. Feehan asked what the estimated savings are with the switch to Gmail. Mr. Zachery said the savings could be approximately \$20,000 - \$35,000. He said there will also be additional savings associated with the efficiencies this move brings about, as well. Mr. Zachery said other districts have already gone this route and have been doing this for a while now.

Mr. Feehan went back to the prior report about the District website and asked if there had been any negative feedback received. Dr. Robinson said we have not experienced any negative feedback, at this point in time. She said the site is very user friendly and allows much more flexibility. She added that if anyone should encounter a problem, they could give Mrs. Lycoudes a call and it will be looked into.

- **Consent Agenda**
  - Mr. Feehan entertained a motion for the items contained in the **Consent Agenda** (meeting minutes, personnel assignments and budget transfers).
    - **Item 1: Meeting minutes from May 22, 2017 regular meeting and June 12, 2017 special meeting.**
    - **Item 2: Personnel Status Document (May 2017) (included in Board Agenda).**
    - **Item 3: Budget Transfers (included in Board Agenda).**

A MOTION WAS MADE BY MR. PETRUCCELLI; SECONDED BY MRS. LANCE, TO APPROVE AND ACCEPT THE **CONSENT AGENDA (Items 1 & 3). THE MOTION CARRIED UNANIMOUSLY.**  
(4:0)

Discussion took place about **Item 2: Personnel Status Document** – Mr. Petrucelli said that he understands these are all positions that are necessary.

He also stated he had a conversation with the Superintendent and understands the professional development was already approved and paid for in December of 2016. He requested (going forward) the personnel document to include an estimate of hours along with the pay rate per hour for incoming employees.

Mr. Feehan asked if any of the positions (on the personnel assignment document) are new positions. Mr. Zachery stated the positions are all replacement positions at the contractual rate.

A MOTION WAS MADE BY MR. PETRUCCELLI; SECONDED BY MRS. LANCE TO APPROVE THE PERSONNEL DOCUMENT (ITEM 2). The motion carried 4:0

- **Items for Discussion / Action**
  - **Proposed: STRATEGIC PLAN (2017 – 2022)**

Mr. Petruccelli motioned to table the request to approve the Strategic Plan based on the fact that three Board members were absent. Dr. Robinson said there were several people attending who were very involved in the development of the plan, and they may not be able to come back to another meeting. Mr. Zachery stated the meeting is being filmed so the Board members absent could see the presentation on the website once the video is posted.

Mr. Feehan stated a quorum was present; therefore, he believed it was proper to move forward. Mr. Petruccelli withdrew his motion.

Dr. Robinson gave a brief summary and overview of the Strategic Planning process. She informed the gathering the planning meetings began in the fall of 2016. Over 100 members from the Stratford Public Schools, Town of Stratford and surrounding community participated in the process. From that initial weekend, strategies were developed, and from the four strategies, Action Teams were convened. In addition, a new mission statement was drafted. The new mission statement reads:

“The mission of the Stratford school community is to ensure that all students acquire the knowledge, character and 21<sup>st</sup> century skills to succeed through high quality learning experiences and community partnerships within a culture of diversity and respect.”

**In January of 2017, the following strategies were developed:**

1. We will strengthen family and community partnerships to ensure that every student has access to real world learning and career opportunities.
2. We will implement mastery based learning including high quality instructional strategies, and engaging content that reflects the diversity of all students.
3. We will integrate 21<sup>st</sup> century skills into all classrooms, supported by a comprehensive assessment system.
4. We will implement a rigorous social curriculum to promote character development, social emotional wellness, and positive behaviors.

**From those four strategies, the following four (4) Action Teams were convened:**

1. Strengthening Family and Community Partnerships.
  - a. Co-Chaired by Katie Graf and Tammy Trojanowski
2. Mastery Based Learning
  - a. Co-Chaired by Samantha Pugh and Andrea Fonseca
3. 21<sup>st</sup> Century Skills
  - a. Co-Chaired by Jason Creem and Diana Dicenzo
4. Social Emotional Learning
  - a. Co-Chaired by Marina Ciccarini and Lauren Cavalli

**The next steps for the plan include:**

1. Communication to the Community.
2. Identify leadership to develop timeline for strategies.
3. Develop strategy maps.
4. Schools align with district Strategic Plan.
5. Annual report to the Board of Education on progress of plan.

Mrs. Lance reported that she attended the Strategic Planning session held on May 20<sup>th</sup>. She said a lot of good work took place for the good of the District.

A MOTION WAS MADE BY MR. PETRUCCELLI; SECONDED BY MRS. LANCE TO ADOPT THE STRATEGIC PLAN FOR 2017-2011. The motion carried 4:0.

Mr. Feehan stated that regardless of some of the distractions that have been taking place, this Board continues to move forward. He said the Strategic Plan is proof of that. He said he was not familiar with the process for the first Strategic Plan, but he does know a lot of stakeholders were involved in this process. Mr. Feehan said that he is

proud of this Board for putting in the time and effort to be involved in the development of the new Strategic Plan. In addition, Mr. Feehan asked that the new Mission Statement and copies of the Strategic Plan and Presentation are posted to the District Website.

• **Tabled Items -**

- **Scholarship Opportunities for District Student Teachers / Minority Teacher recruitment**
- **Strategic Plan**
- **Middle School Attendance Policy**
- **Magnet School**
- **Residency Verification (Grade 5)**
- **Audit Status**
- **Enrollment Numbers**

A MOTION WAS MADE BY MR. PETRUCCELLI; SECONDED BY MR. LAZARO TO REMOVE ITEM #4 – MAGNET SCHOOL (BPT) FROM THE TABLE. THE MOTION CARRIED UNANIMOUSLY 4:0.

Mr. Feehan offered an update on the Magnet School topic. He said the motion for dismissal was granted only because administrative process or executive appeal had not properly taken place. He said this is currently in the process of taking place. He said a stay was requested regarding the charging by the City of Bridgeport until some answers can be obtained. He said a series of questions have been forthcoming this time around by the State Commissioner of Education. He said Bridgeport will now have to supply information and due process. In addition, Stratford gets the opportunity for rebuttal and for more discussion. Mr. Feehan said this case is still alive and well.

A MOTION WAS MADE BY MR. PETRUCCELLI; SECONDED BY MR. LAZARO TO PLACE ITEM #4 – MAGNET SCHOOLS BACK ON THE TABLE. THE MOTION CARRIED UNANIMOUSLY 4:0.

A MOTION WAS MADE BY MRS. LANCE; SECONDED BY MR. LAZARO TO REMOVE ITEM #6 – AUDIT STATUS FROM THE TABLE. THE MOTION CARRIED UNANIMOUSLY 4:0.

Mr. Feehan offered an update on the Audit Status. He said he has not received any further information from the attorney. Mr. Feehan said in addition, he has not heard or received any information about the cost of the audit. He said he will contact the attorney in an effort to find out more information. Dr. Robinson mentioned that it will soon be time for the regular annual audit to take place. She asked if the questions posed for the special audit could somehow be routed to the regular auditors

and be included in the regular annual audit to avoid additional costs. Mr. Feehan said that we will wait until we learn more about what the cost of an additional audit will be and then a decision could be made.

A MOTION WAS MADE BY MR. PETRUCCELLI; SECONDED BY MRS. LANCE TO PLACE ITEM #6 – AUDIT STATUS BACK ON THE TABLE. THE MOTION CARRIED UNANIMOUSLY 4:0.

A MOTION WAS MADE BY MRS. LANCE; SECONDED BY MR. LAZARO TO REMOVE ITEM #3 – MIDDLE SCHOOL ATTENDANCE POLICY FROM THE TABLE. THE MOTION CARRIED UNANIMOUSLY 4:0.

Mrs. Lance asked about the Middle School Attendance Policy. Dr. Robinson said it probably would not be ready until the fall. She said it could be initiated at any time.

A MOTION WAS MADE BY MRS. LANCE; SECONDED BY MR. LAZARO TO PLACE ITEM #3 – MIDDLE SCHOOL ATTENDANCE POLICY BACK ON THE TABLE. THE MOTION CARRIED UNANIMOUSLY 4:0.

Mr. Feehan asked if administration was prepared to talk about enrollment. He reminded everyone that questions arose from the May 22<sup>nd</sup> Board meeting. Mr. Zachery said that he did not have the documents with him; however, he feels comfortable with administration's enrollment numbers.

▪ **Old Business for Information / Discussion**

**There was none.**

▪ **New Business for Information / Discussion**

**There was none.**

▪ **Committee Reports**

- **Athletic Review** – Mrs. Lance reported the Athletic Review Committee did not meet during the month of June.
- 4. **School Plant / Planning Committee** – The School Plant Planning Committee did not meet during the month of June.
- 5. **Finance Committee** – Mr. Petrucelli reported that the Finance Committee (regular) met just prior to the Board meeting. He informed the group that a quorum was not present. Mr. Petrucelli said the Finance Committee plans to meet again on July 10, 2017. Mr. Feehan asked what the implications are regarding the lack of a budget, at this point in time. Mr. Petrucelli said the Town Council will meet on Monday. He

added that if we are forced to operate on last year's budget, contractual obligations will be included (in addition). Mr. Feehan stated that he demands "bullet proof" contractual obligations. Mr. Zachery stated there are six (6) bargaining units (includes SAA). He said it's the Town Attorney's understanding that Healthcare is considered to be a contractual obligation. He said they have also asked for estimates for utilities, as well. Mr. Feehan said he wants to be very careful when responding to the Town. Mr. Zachery asked if he is to respond to the Town Attorney and CAO. Mr. Feehan said to answer every question they ask or will ask.

In addition, a brief conversation took place about salaries and payroll. The Town Council will have to approve payroll and will need to approve it in a timely manner. Otherwise, if payroll is missed and the labor unions file, it's 3 times payroll.

**6. Curriculum Committee** – Mrs. Lance reported the Curriculum Committee did not meet during the month of June.

▪ **Other Committees:**

- **CABE** – There was no report.
- **CARE** – Mrs. Lance reported that she attended the monthly CARE meeting and was given a warm welcome by the members of the CARE Committee.
- **CES** – There was no report.
- **Town / BOE Liaison** – Mr. Feehan reported the Town / BOE Liaison Committee did not meet during the month of June.
- **Town Building Needs** – Mr. Petruccelli reported that the Town Building Needs Committee did meet; however, it was mostly in conjunction with the Stratford High School project. He said he had to table most of the agenda two months in a row due to the Town Council budget meetings.
- **PTSA** – Mrs. Lance reported the PTSA did not meet in June.

▪ **Committee Appointments / Assignments** – There were no Committee appointments or assignments.

▪ **Board Goals 2016-18** – Given the timeframe, the Board Goals for 2016-18 will be reviewed at a later date.

- **Good and Welfare** – The following items were reported:
  - **Graduation 2017** – Mrs. Lance said she was very impressed with the Graduation process and was honored to be a part of it. Mr. Lazaro echoed Mrs. Lance’s sentiments and added that it was very impressive to see approximately 237 students cross the stage and be given their diplomas.
  - **Tuesday, July 4, 2017** – Administration Center CLOSED.
  
- **Non – Meeting**
  - A Non-Meeting took place at 8:41PM. Attending were all Board members present, Superintendent Robinson and Mr. Zachery. All others cleared the Board Room, at this time. The purpose of the non-meeting was to discuss negotiations (secretaries, custodians, CIAs).
  - The meeting reconvened in Public Session at 9:14 PM. Mr. Feehan said there was no action to take from the discussion. He stated (for the record) Board Vice Chair, Len Petrucci left the meeting.
  
- **ADJOURNMENT**
  - The meeting adjourned at 9:15 PM upon a motion made by Mrs. Lance; seconded by Mr. Lazaro, and carried unanimously.

The next regular monthly meeting of the Stratford Board of Education is scheduled for **Monday, August 28, 2017**. The meeting location will be the Board Room at the Administration Center (1000 East Broadway) and the meeting time will be 7:15 PM.

***Meeting recorded and minutes transcribed by:***




---

**Teresa Lycoudes, Board Secretary & Executive Assistant to the Superintendent**