

**Sheldon Elementary School  
Board of Directors Meeting  
December 7, 2009**

The Sheldon School Board of Directors met on Monday, December 7, 2009 at 5:30 pm in the school library.

Those in attendance were Board members Paula Howrigan, Celeste Kane-Stebbins, and Jacob Bourdeau, administrators Lenny Rosenberg, Jack McCarthy and Becky Hart and board secretary Susan Brouillette. Guests included

Ms. Howrigan called the meeting to order at 5:36 p.m.

**Approval of Minutes:** Ms. Kane-Stebbins moved to table the approval of the November 10, 2009 minutes. Ms. Howrigan seconded the motion.

**Correspondence:** Ms. Howrigan shared that a letter was received from Channel 15 and 16 regarding their annual meeting that was scheduled for November 30, 2009.

**Contracts:** Dr. McCarthy shared a contract to be discussed in Executive Session.

**Old Business:**

- Ms. Howrigan inquired if an H1N1 Clinic was held at Sheldon. Mr. Rosenberg stated none was held; may hold a clinic in January 2010.
- Ms. Howrigan inquired about a follow up to a residency issue request. Dr. McCarthy agreed to complete it and get it to the Board Chair for signature.
- Ms. Kane-Stebbins inquired about the minutes from the Long Term Planning meeting. Dr. McCarthy shared it was on his task list to be completed.
- Mr. Bourdeau shared that the water fountain in the gym has been repaired.
- Ms. Howrigan inquired about the storage of the original blue prints for Sheldon School. Ms. Kane-Stebbins suggested storing the original in the Town Office safe. The Board agreed this is a good idea; Dr. McCarthy suggested making a copy to store at the school. Ms. Howrigan will follow up with the Town Clerk's office and ask about storage in their safe. Dr. McCarthy will investigate having the blueprints copied.
- Mr. Bourdeau asked if there was information found out about the cost of the internet. Mr. Rosenberg agreed to follow up on this but does recall being told it would be less expensive.

**Business Manager's Report**

Ms. Hart presented the November 2009 financial report. The current projected carryover is \$58,000, which is an increase from last month due to tuition bills. Ms. Hart shared that they are currently under-expending the budget by about \$28,000. There was Board discussion. Ms. Kane-Stebbins inquired if all the bills have been paid for Control Technologies. They have been approved but some are in process of payment and not reflected in the current budget draft. Ms. Kane-Stebbins made a motion to accept the November 2009 financial report as presented and Mr. Bourdeau seconded the motion.

Budget – Ms. Hart shared Draft 2 of the 2010-2011 school budget. There was Board discussion. The tuition lines have been updated based on this year's tuition enrollment fees and the expected number of incoming freshman and 12<sup>th</sup> grade graduates. Ms. Hart shared that the assessments have

been revised based on the budgets approved at last week's FNWSU meeting. The current draft budget is reduced by about \$60,000 from Draft 1 of the 2010-2011 school budget. Mr. Rosenberg stated that another 3/4 teacher is needed for next year due to an increase in the number of students. Mr. Rosenberg shared a copy of the current numbers of students per class. There was Board discussion and further discussion was tabled to Executive Session.

Other – none.

### **Principal's Report**

Energy Efficiency – Ms. Kane-Stebbins inquired if any rebates from Efficiency VT were received. Mr. Rosenberg shared that the thermostats do not qualify. The school did receive a \$750 rebate from installation of occupancy light sensors.

Personnel – to be discussed in Executive Session.

Buildings and Grounds – Mr. Rosenberg shared the ARRA Grant Application with the Board members. A 10% match is needed. Ms. Hart has emailed the completed grant application and is mailing it tomorrow (12/8/09), which is the due date. The first round of eligibility will be determined by February 2010. Mr. Rosenberg shared a \$29,000 estimate from Therrien's Boiler & Mechanical Services, Inc. for replacing the boiler. There was lengthy Board discussion.

School Events – upcoming events include the vocal and instrumental concerts scheduled for December 17, 2009.

Other – none.

### **Superintendent's Report**

Negotiations – Dr. McCarthy stated a meeting is scheduled for December 8, 2009 at 7:30 p.m. at the Central Office. Ms. Howrigan and Ms. Kane-Stebbins will attend. A date has been discussed but not scheduled for January 2010 to exchange the proposals with the teachers.

Review of the FNWSU Meeting – As all Sheldon Board members were present at the December 2 meeting,.

Governance – Dr. McCarthy shared that he had a discussion with Bill Matthews, a Vermont resident data expert, regarding governance and school changes including going from a Supervisory Union to a School District. Dr. McCarthy shared some of his opinions regarding some pros and cons. There was Board discussion.

Other –

- Dr. McCarthy presented Celeste Kane-Stebbins a Certificate of Appreciation from the School Board Association for her 9 years of service on the Sheldon School Board.

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### **New Business**

- Ms. Kane-Stebbins inquired about Policy G3 for Field Trips, which has been adopted. During review of this policy, the Sheldon School Board added a fourth item that stated that for overnight field trips, the teacher must receive approval from the School Board prior to the field trip. Ms. Kane-Stebbins noted this addition was not in the adopted policy.
- Ms. Kane-Stebbins noted that in 2006, the Sheldon Board created a procedure for hiring new staff. She suggested this procedure be included in the current Policy on Hiring, which is Policy D1, Recruitment, Selection and Appointment. Dr. McCarthy agreed to do this.
- Ms. Kane-Stebbins noted that Policy F30 was missing and Dr. McCarthy will follow up.

Meeting Dates - The next regular Sheldon School Board meeting is scheduled for Tuesday, January 12, 2010 at 5:30 p.m. The agenda meeting is scheduled for Thursday, January 7, 2010 at 7:30 a.m. A budget meeting is scheduled for January 6, 2010 at 5:30 p.m. The next FNWSU Board meeting is scheduled for April 7, 2010 at 7:00 p.m. at Swanton Elementary School.

At 7:20 p.m. Mr. Bourdeau made a motion to go into Executive Session. Ms. Kane-Stebbins seconded the motion.

Executive Session – The Board discussed personnel issues, a legal issue, student issues and the Superintendent’s evaluation. Mr. Bourdeau moved to exit Executive Session; motion seconded by Ms.Howrigan. The Board exited Executive Session at 8:55 pm.

The Board signed a paraprofessional contract as presented in executive session.

Ms. Kane-Stebbins moved to approve Liza Smith’s request for maternity leave and time off; Mr. Bourdeau seconded the motion.

The Board reviewed and signed orders. Ms. Howrigan agreed to investigate a request for mileage reimbursement.

Ms. Kane-Stebbins moved to adjourn; motion seconded by Mr. Bourdeau. Meeting adjourned at 9:50 pm.

Respectfully submitted by,

Celeste Kane-Stebbins, Board Clerk