

**Sheldon Elementary School
Board of Directors Meeting
August 11, 2009**

The Sheldon School Board of Directors met on Tuesday, August 11, 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, and board secretary Susan Brouillette. Guests included Marshall White and Michael Carr of Control Technologies and Hazen Stone, Sheldon Custodian.

Ms. Howrigan called the meeting to order at 5:35 p.m.

Discussion with Control Technologies: Control Technologies' representatives Marshall White and Michael Carr attended the meeting at the request of the School Board to discuss Control Technologies' (CT) current preventative maintenance contract with Sheldon School. Hazen Stone joined the discussion at 6:10 pm. Currently, CT comes on a scheduled basis to maintain equipment and digital controls, air handles and valves. Without a preventative maintenance contract these, costs are typically higher and any emergency calls would not receive priority. Mr. White stated Sheldon School is saving close to \$10+ an hour in labor (which are normally \$75/hour) and 10% in discounts for parts. The proposed CT contract cost [with Sheldon] is increased this year due to increased labor and material costs. Also, it appears some existing equipment has been included on the contract since it was originated three years ago; these could be removed if the school chose to do so. CT does try to send the same technician to the same location for continuity and now has a reporting/tracking system in place. The school will generally receive an email within 24 hours of the visit that includes a work/repair report and a description of what was done and what is covered on the preventative maintenance contract.

There was additional board discussion regarding options for the preventative maintenance agreement, including possibly having Mr. Stone do some maintenance. The Board asked about additional repair costs that were not covered by the preventative maintenance agreement. Mr. White agreed to review work/repair invoices and get back to Mr. Rosenberg. Mr. White also agreed to review the preventative maintenance contract to see what work could be completed by Sheldon's custodians.

Mr. Carr reviewed proposals he sent to Mr. Stone in the Fall of 2008, including an upgrade to a direct digital switch between the two hot water heater pumps vs. the existing manual switch. The quote of \$2,290 includes the digital controller and setup; it does not include new pumps. Switching to an automatic digital switch would also rotate the pumps to insure even run time. The second proposal/quote was for the migration from the existing boiler controls to a web-based platform for scheduling. This could improve ventilation and provide much more efficient ventilation by having better control of runtime; air handlers can be scheduled using the web-based platform. The proposal includes variable speed controls and would also provide notification of a critical alarm to be sent to a pager, phone or email if a problem occurs. Mr. Carr stated the web-based program is easy to use and also allows for review of past history of work/repairs that have been done by CT. Other schools using the web-based platform include BFA and Essex Town and Junction schools. Mr. Bourdeau requested CT connect with Efficiency VT regarding our recent audit and what savings could be done at Sheldon School; CT agreed to do so. Mr. White and Mr. Carr expressed appreciation for the invitation to attend the meeting; they will follow up with Mr. Rosenberg after they review the preventative maintenance contract and look into past work/repairs and costs.

Mr. White and Mr. Carr left the meeting at 6:36 p.m.

Additional Discussion with Mr. Stone: The Board discussed changing the existing 17 thermostats in the school as recommended by Efficiency VT. The estimated cost, including replacement thermostats and a 2-day installation is approximately \$2,000; a rebate for just under 50% of the cost can be submitted after the work is done; the Board agreed to make the change. Mr. Rosenberg reported the light switches have already been changed to include occupancy sensors and a rebate was submitted. The Board discussed the current heating system, which is part hot water and part steam, and agreed to start looking at options. The Board also discussed the quote received from Control Technologies (CT) for the automatic digital switch on the pumps for the water heater; the Board approved the upgrade; Mr. Rosenberg will contact CT.

Building maintenance was discussed. Mr. Rosenberg received quotes for fixing leaking valleys in the roof, which includes replacing the existing tin valleys with rubberized white PVC material. The Board members took a quick tour outside to view the valleys and roof. The Board had questions; Mr. Stone will contact the estimate providers and get back to Mr. Rosenberg who will contact the Board members. Mr. Bourdeau made a motion to approve the roof repair job pending confirmation of bonding and clarification of Board's questions. Ms. Howrigan seconded the motion. Mr. Rosenberg reported the girls' bathroom and toilets are fixed and the door repairs are almost completed. Mr. Stone will request a quote for repair of the double doors off from pre-school room.

Mr. Stone left the meeting at 7:25 p.m.

Approval of Minutes: Ms. Kane-Stebbins moved to approve and sign the July 14, 2009 minutes as corrected. Mr. Bourdeau seconded the motion.

Correspondence: none.

Contracts: includes two para-educational contracts. An additional contract from Dr. McCarthy will be discussed in Executive Session.

Old Business: none

Business Manager's Report

Dr. McCarthy presented the VT Municipal Bond Bank Refunding Agreement that needs to be approved and signed in order to receive the funds. There was Board discussion. Mr. Bourdeau made a motion to approve the signing of the VT Municipal Bond Bank Refunding Agreement; Ms. Kane-Stebbins seconded the motion. Board members signed the agreement. Dr. McCarthy also shared two copies of the Para-Education Support Staff Master Agreement; the Agreement has already been signed by Swanton. Mr. Bourdeau made a motion for the Board Chair to sign Para-Education Support Staff Master Agreement for 2009 to 2011; Ms. Kane-Stebbins seconded the motion. The Board Chair signed the Agreement. Ms. Kane-Stebbins made a motion to authorize the Board chair to sign the Para-Educator contracts for those Para-Educators who have received a letter of intent. Mr. Bourdeau seconded the motion.

Principal's Report

Buildings and Grounds – discussed previously.

Reading Recovery – Mr. Rosenberg reported there is stimulus money available to train another Reading Recovery staff member. One teacher has expressed interest in being part of this program; the training would not cost Sheldon any money due to the stimulus funds. The Board will discuss further in Executive Session.

ASPEN After School Update –The ASPEN summer program is ended; there were a total of 21 participants signed up with an average of 15-16 students attending daily. Tutoring in math literacy was completed during this summer program.

Para-Educators – discussed previously.

Sheldon In-Service – is schedule for August 18th, 19th and 20th.

Other – none

Superintendent's Report

Negotiations – included the signing of the para contract. Dr. McCarthy stated the FNWSU will be negotiating five teacher contracts together.

AASA Conference – Dr. McCarthy attended the national American Association of School Administrators Conference for Superintendents. There was Board discussion and Dr. McCarthy shared that they are working on re-writes of educational federal laws.

Leadership Academy – both Dr. McCarthy and Mr. Rosenberg attending this Conference. Dr. McCarthy attended workshops regarding teachers using technology to enhance both their teaching and student learning. There are free programs accessible from the internet. Mr. Rosenberg attended digital learning workshops aimed at promoting and supporting student's use of technology.

Personnel – a legal issue will be discussed in Executive Session.

Other –

- Dr. McCarthy relayed that Channel 16 has requested to film the Sheldon School Board meetings. There was Board discussion.
- The Long-Term planning meeting was scheduled for October 5, 2009 at 5:30 p.m. There was Board discussion.
- Superintendent evaluation – there is a form in Board member packets to complete; the Board reviewed the process.

New Business

Meeting Dates - The next regular Sheldon School Board meeting is scheduled for Tuesday, September 8, 2009 at 5:30 p.m. The agenda meeting will be Thursday, September 3, 2009 at 7:30 a.m. The Long-Term Planning meeting has been scheduled for October 5, 2009 at 5:30 p.m. in the Sheldon library. The next FNWSU Board Meeting is scheduled for October 7, 2009 at 7:00 p.m. at MVU.

At 8:10 p.m. Ms. Howrigan made a motion to go into Executive Session. Ms. Kane-Stebbins seconded the motion.

Executive Session – The Board discussed personnel issues, a legal issue and student issues. Mr. Bourdeau moved to exit Executive Session, seconded by Ms. Kane-Stebbins. The Board exited Executive Session at 9:15 p.m.

Ms. Kane-Stebbins moved to add a second morning bus; motion seconded by Mr. Bourdeau. Ms. Kane-Stebbins moved the Board meet with a para as discussed in Executive Session; motion seconded by Mr. Bourdeau.

Ms. Howrigan moved to approve payment of the employee portion of HR benefits for the employee going on FMLA; motion seconded by Mr. Bourdeau.

The Board reviewed and signed orders.

Mr. Bourdeau moved to adjourn; motion seconded by Ms. Howrigan. Meeting adjourned at 9:34 pm.

Respectfully submitted by,

Celeste Kane-Stebbins, Board Clerk