

**Sheldon Elementary School
Board of Directors Meeting
February 8, 2011**

The Sheldon School Board of Directors met on Tuesday, February 8, 2011 at 5:30 p.m. in the school library.

Those in attendance were Board members Paula Howrigan, Celeste Kane-Stebbins, and Jacob Bourdeau, administrators Jack McCarthy, Becky Hart, principal Lenny Rosenberg and board secretary Susan Brouillette. A representative from Channel 15 attended the meeting taping it for public access. Citizens and guests included Sheldon Residents Beth Hemingway, Tom and Laurie Oliver, Jenna Clark and Bryan Derry, and Debbie Kittell, Sheldon School Staff.

Mrs. Kane-Stebbins called the meeting to order at 5:40 p.m.

Approval of Minutes: Mrs. Howrigan made a motion to approve the January 11, 2011 minutes as changed, which was seconded by Mr. Bourdeau. Motion passed 3-0.

Correspondence: Mr. Rosenberg had a parent request for transportation to be discussed in Executive Session.

Old Business:

- **Tracking Correspondence** – Mrs. Kane-Stebbins inquired about the process of tracking the correspondence and forms completed for request from teachers and staff, as well as other requests from parents (ie. Transportation requests for their child). It was noted that all correspondence and/or requests from teachers are included in their main personnel file kept at Central Office. If the request includes any bookkeeping, then the request is kept in their payroll file. Dr. McCarthy shared that he felt if it was not a teacher's request/ correspondence, it should be kept at the school level of personnel files. There was Board discussion. Mrs. Kane-Stebbins asked Mr. Rosenberg to create a tracking tool as to where all correspondence/requests will be filed and who would be responsible for the process. Mr. Rosenberg agreed and stated he would present a tool at the next school board meeting.

Contracts: none.

Business Manager's Report

Mrs. Hart shared the January 2011 financial report that showed a projected carryover of \$167,000, which she stated included changes in health insurance rates and other adjustments. There was Board discussion. Mr. Bourdeau made motion to accept the January 2011 financial report. Mrs. Howrigan seconded the motion. Motion passed 3-0.

FY'12 Budget Community Informational Presentation – The School Board welcomed guests and provided an informational presentation of the FY2011-2012 school budget. Mrs. Hart shared a copy of the budget with all Board members as well as guests. The proposed budget is \$5,170,886 and is a decrease of 2% or \$108,548 from the previous year. Following are some budget highlights:

- Having received multiple requests for a full-time Kindergarten program, the budget includes an additional teacher for this level. There is an estimated 25 students for the 2011-2012 school year.
- The Board has obtained a one year contract for teacher salaries for fiscal year 2010/2011. The Board is currently negotiating a contract for 2011/2012. The process is in conjunction

with the entire Supervisory Union per Vermont law.

- The high school tuition projections include 72.2 projected students at BFA at \$13,350 totaling \$963,870; 27 students at Enosburg at \$13,150 totaling \$355,060; 6.5 students at MVU at \$10,160 totaling \$66,040; and 1 at South Burlington at \$13,000. This is a total increase of \$30,894.
- Vocational Education, separate from high school tuition, is estimated at 17 students for a total tuition of \$217,750.
- Special Education, which includes instructional plans, transportation, and all special education services, is at \$57,327, which is a 2.2% decrease from last year.
- There have been energy savings initiatives with equipment operation and maintenance and the older boiler has been replaced.
- For FY'12, there is a 3% increase for health insurance, which is under negotiations.

The School Board noted that their budget decisions are based on what is best for the Sheldon students and for the Sheldon taxpayers. It was also noted that with the Challenges for Change, they have worked hard to reduce the budget by the 1.32% request or \$57,025. They agreed they fell short of this request, but given the current year-end carryover, the projected budget is actually 2.2% less than last year's budget. The Board reminded everyone to please vote on March 1, 2011 either at the school between 7:00 a.m. and 7:00 p.m. or by Australian Ballot. There will be another Informational Meeting on February 22, 2011 at 7:00 p.m. in the school library.

Additional Discussion: Bryan Derry asked if the Town Clerk has a contract for the services she provides to Sheldon School as our school treasurer. It was noted that there did not appear to be a written contract in place. Also in question was a check written for payment to the Town Clerk for services and there is no bill on record for this payment. Mrs. Hemingway shared questions regarding special education costs and what the population was on IEP's and how many out-of-district placements there were. There was discussion. Mrs. Hemingway asked if Sheldon has looked for a model for co-teaching as she believes the number of Para-professionals for special education is quite high in Sheldon. Dr. McCarthy shared that Linda Chaime, Special Education Coordinator, is currently doing a pilot program for this model that was discussed with co-teaching. There was also an inquiry about revenues for special education not appearing in reports in the Town Report and Mrs. Hart stated that these revenues are at the Supervisory Union level (both revenues and expenses) and not at each school level, which is why it does not appear in the school report. Mr. Derry asked if there were additional staff/personnel in the school other than those listed in the budget/town report? The Board agreed that those not listed included the School Psychologist and the Reading Recovery position because they are paid through the Supervisory Union and not directly from Sheldon School. It was suggested to still include this information in the reports to show the full number of staff members. Jenna Clark inquired if the Kindergarten proposal included two full-time teachers and if there will still be Para-professionals in those classes. Mrs. Kane-Stebbins stated if the proposed budget passes, they can open the hiring for the additional full-time Kindergarten teacher and the plan is to not include a Para-professional in those classes. It was noted that all the full details will be worked out once the budget passes. It was also noted that due to two teacher retirements, they are two position openings at this time including Kindergarten teacher and a Second grade teacher. Laurie Oliver inquired about hearing that the playground may be at risk of not meeting safety standards. Mr. Rosenberg stated that this only applies to the preschool and after school programs due to a licensing problem and it will be addressed after the

winter season and the snow is gone. Transportation costs were discussed and the current busing contract. Mrs. Hart stated that the current 3-year contract does include an increase for each year and they are in year two. There was discussion.

Citizens and guests left the meeting at 7:00 p.m.

Principal's Report

Building and Grounds – Mr. Rosenberg previously shared information on a new kitchen slicer with Board members prior to meeting. The current slicer used by Sheldon School is on loan as their previous one is in need of repair. There was Board discussion regarding fixing the current slicer or purchasing a new one. Mrs. Howrigan made a motion to purchase the current slicer from Mr. Peppin for \$525 and Mr. Bourdeau seconded the motion. Motion passed 3 to 0. Mr. Rosenberg shared that the boiler that was being worked on is in operation and took 4 days of repair versus the estimated 5 days.

Parent Request – to be discussed in Executive Session.

Executive Session – Mr. Rosenberg shared he had two items for discussion in Executive Session. He also has concluded all the interviews for the two open teaching positions and he asked the School Board when they would like to meet the candidates.

Other – none.

Superintendent's Report

Presentation - Dr. McCarthy presented a 12 year service award for her School Board membership to Celeste Kane-Stebbins and a 15 year service award to Paula Howrigan. These are from the School Board Association. They were thanked and congratulated for their dedicated services.

Legislative Report – Dr. McCarthy shared this report in the packets regarding educational issues that are being discussed and proposed in Legislation.

Negotiations – to be discussed further in Executive Session.

100 Best Communities Thank You – This event was held at MVU on January 27, 2011 and Dr. McCarthy shared a thank you to all those that participated in this celebration. The Board agreed it was a very nice event with great participation. Dr. McCarthy believes about 600 people attended.

Personnel – to be discussed in Executive Session.

Other -

- Dr. McCarthy would like to commend Mrs. Hart in her assistance with information for the negotiations.

New Business – Paula Howrigan announced that this evening was her last Sheldon School Board

meeting. The Board thanked her for all her years of service!

Meeting Dates - The next regular Sheldon School Board meeting is scheduled for Monday, March 7, 2011 at 5:30 p.m. The agenda meeting is scheduled for Thursday, March 3, 2011 at 7:30 a.m. The negotiations meetings are scheduled for 7:00 p.m. at Highgate School for January 18, 2011, January 31, 2011 and February 15, 2011. A second FY'12 Sheldon School budget presentation is scheduled for Tuesday, February 22, 2011 at 7:00 p.m. at the Sheldon School Library. The FNWSU Board meeting is scheduled for April 6, 2011 at 7:00 p.m. in Sheldon. Town meeting is March 1, 2011.

At 7:15 p.m. Mr. Bourdeau moved to go into Executive Session to discuss personnel, a parent request, and negotiations. Mrs. Howrigan seconded the motion.

Executive Session – The Board discussed personnel, a parent request and negotiations. Mrs. Kane-Stebbins moved to exit Executive Session; motion seconded by Mr. Bourdeau. The Board exited Executive Session at 8:30 p.m.

Mrs. Howrigan made a motion to approve the bus request. Mr. Bourdeau seconded the motion. The motion passed 3-0.

Mrs. Howrigan made a motion to accept the leave request from a Para Professional to serve as a long term sub. Mrs. Kane-Stebbins seconded the motion. The motion passed 3-0.

The Board reviewed and signed orders.

Mr. Bourdeau moved to adjourn; Mrs. Kane-Stebbins seconded motion. Meeting adjourned at 9:15 p.m.

Respectfully submitted by,

Jacob Bourdeau, Board Clerk