

**Sheldon Elementary School  
Board of Directors Meeting  
October 9, 2012**

The Sheldon School Board of Directors met on Tuesday, October 9, 2012 5:30 pm at Sheldon School.

Those in attendance were Board members Celeste Kane-Stebbins, Laurie Oliver, Jason McConnell, administrators Jack McCarthy, Becky Hart, Lora McAllister, Principal Linda Keating and Board Secretary Debbie Kittell.

Guests include Jenna Clark, Michael McDonald from Control Technology. Ms. Oliver called the meeting to order at 5:30 pm.

**Citizens and Staff**

A representative from Control Technology (CT), Michael McDonald, was present to provide an overview of the preventative maintenance agreement. The 2012-13 CT Maintenance Contract is currently pending. There was lengthy discussion. CT contract highlights:

- Sheldon School has been under a task-based contract for 13 years
- Preventative maintenance for building including heating, cooling includes: belts, filters, cleaning equipment, exhaust fans, energy recovery units, air handling unit, condensing units, refrigeration, sensors, radiation and boiler valves and combustion equipment
- Automation maintained throughout the building
- Facility Track Program is available in the contract
- Track Software and Web page available for services
- Same technician will be responsible for the building
- 4 hours free unscheduled labor charges are included
- 10% discount on hourly labor charges
- 10% discount on parts
- Free training offered 4 times/year on basic knowledge of equipment and HVAC control and programming
- Remote monitoring also available
- Control Technology works with Efficiency Vermont.

**Approval of Minutes**

Jason McConnell made a motion to approve final draft minutes for the September Board meeting; the motion was seconded by Laurie Oliver. September board minutes were approved 3-0.

**Correspondence**

A leave request and a letter written by Dr. McCarthy will be discussed in Executive Session.

**Contracts**

To be discussed in Executive Session.

## **Old Business**

### **Crossroads**

Ms. Keating reported that Student interest is extremely high for the after school Explorer / Crossroads program that began on October 8 and will run for seven weeks. The 3-day/week program has fifty students signed up and several students are registered with Team Northwest (tutoring). Opportunities include a homework session, snack, SES Tutoring, and an activity based on age and interest. Another six week program will start in January, 2013 and a seven week session will take us into April.

Kerri Irick Churchill is the program coordinator and several teachers are participating in tutoring and activities including; Chris Comstock, Christine Reighley, Liza Smith, Lisa Bird, Lisa Cioffi and Heather Haddick. Several para educators are also part of the program and their participation from student dismissal @ 2:45 until 3:15 will provide in-kind grant contributions.

As discussed at the September meeting, the current budget of \$7,500, along with grant funding will cover the current program; an additional amount of \$11,000 will be needed to continue the program for the remainder of the school year.

There was Board discussion.

## **Business Manager's Report**

### **Financial Report**

A projected carryover is still anticipated; however there are additional budget expenses in Special Education which will also generate more intensive reimbursement.

### **Other**

None

## **Principal's Report**

### **Comprehensive Security Review**

To be discussed in executive session.

### **Leave Requests**

Dr. McCarthy has designed a new "leave request" form outlining the Family Medical Leave Act. Paternity, maternity and medical leave requests will be handled by the district office; the School Board will still be made aware of all requests; other leave requests will still need to have Board approval.

A specific leave request will be discussed in executive session.

### **Alert Now**

The cost and implementation of "Alert Now", an automated system (now called Connect Five), is \$2.50 per student or \$620 year for a 3-year contract. The program has multiple options for communication, including social networking. There was discussion concerning how and what type of information will be sent to parents as part of the program, such as snow emergencies, lockdown information, upcoming school events, etc. Ms. Keating will check with other schools to see how they are using the program and report back at the November school board meeting. Ms. Keating also wants to make parents aware of what the program will offer before the system is running.

### **Lease Agreements for Technology**

A new 3-year lease agreement to purchase 25 laptops was presented for board signature. The cost of the agreement is included in the current technology budget and is part of the technology plan. The current netbooks used in the computer lab and purchased with the last 3-year lease, will now be used as a mobile computer lab to improve integration of technology in the classrooms. The increased technology will continue to prepare Sheldon School for the Smarter Balance Assessment

Ms. Kane-Stebbins made a motion to approve purchase of the computers and have the board chair sign the 3-year lease agreement, the motion was seconded by Mr. McConnell. Motion was approved 3-0.

### **Kindergarten Support**

Ms. Keating expressed the necessity for an additional regular educator paraeducator to provide support in the large kindergarten class (35 students) this year. There is now one special ed paraeducator shared between two classrooms who provides education support for students on an IEP (individual education plan). Currently the Planning Room Supervisor is also lending assistance as needed. Ms. Keating said the support would be a one-year position and be split between both classrooms as needed to help the teachers prepare the students for grade 1 readiness.

Ms. Oliver made a motion to hire a regular ed para educator to meet the student needs in the kindergarten class for the remainder of this school year. The motion was seconded by Mr. McConnell and approved 3-0.

### **Facilities**

Ms. Keating has begun meeting with the custodian, Hazen Stone, to prepare a facilities operating plan. The plan prompts questions such as; “What is the life a certain object of the building? When was the last energy audit done? etc. The plan will be designed to create short and long range goals to improve the quality of the building.

### **Other**

Staff and students participated, and were delighted in, a school football game to celebrate “Burying the Bear” as part of the PBIS approach to teach, reinforce and recognize positive behaviors.

Ms. Keating held the first Principal Coffee Chat with several parents; the topics were communication and athletic programs. The discussion led to other athletic programs, such as soccer and basketball clinics, to help prepare students for high school athletics.

NECAP testing is nearly completed. Science NECAP scores are available; including 4<sup>th</sup> & 8<sup>th</sup> grade. There was discussion regarding Science NECAP scores in our school and the District.

### **Superintendent’s Report**

#### **Power School Transition**

Power School transition continues to go well and progress is at expected.

#### **MVU Principal Search**

Dr. McCarthy reported the Principal search is underway.

## **Bullying Policy**

The Vermont Department of Education Bulling Policy has recently been sent to school districts.

## **Review of FNWSU- Meeting**

One policy manual that consolidates all policies of the Supervisory Union's five schools will be designed. This will keep all policies as consistent as possible; each school would still be responsible for approving policies. Policies that are specific to each school, such as the Building Use Policy, will stay at the individual school level. The target for completion of the new consolidated manual is June, 2013.

Ms. Oliver made a motion to approve the consolidation the building policies at the district level; the motion was seconded by Mr. McConnell. Motion was approved 3-0.

## **Negotiations**

To be discussed in executive session.

## **Personnel**

To be discussed in executive session.

## **Other**

None

## **New Business**

There was discussion regarding a Principal mentor. Mentor names came from the Vermont Principal's Association and both Dr. McCarthy and Ms. Keating believe that they have found a good match.

Mr. McConnell made a motion to authorize the board chair to sign the Principal's Mentoring Agreement; seconded by Ms. Oliver. Motion was approved 3-0.

## **Other**

Dr. McCarthy remarked that Ms. Keating is doing a fantastic job and Sheldon School is doing very well.

## **Meeting Dates**

The Long Range Planning meeting will be on Monday, October 29<sup>th</sup> @ 5:30 pm.

The next Sheldon School Board meeting is scheduled for Tuesday, November 13<sup>th</sup>  
@ 5:30 pm.

The FNWSU Board Meeting will be at Swanton Central Building on November 7<sup>th</sup> @ 7pm.

## **Executive Session**

Contracts, negotiations, correspondence, and security review will be discussed.

The Board moved into executive session @ 8:15pm.

Board exited Executive Session at 9:20 pm.

Ms. Kane-Stebbins moved to authorize Board Chair sign Control Technology contract; Mr. McConnell seconded. Mr. McConnell moved to approve contract for Out-of District Coordinator as discussed in executive session; Ms. Kane-Stebbins seconded. Ms. Oliver, Board Chair, signed Blackboard Connect (Alert Now) contract, lease agreement for 25 laptops, and Control Technology contract. Board signed OOD Coordinator contract. Board reviewed and signed orders.

**Adjournment**

Ms. Kane-Stebbins moved to adjourn; seconded by Mr. McConnell. Board adjourned at 10:05pm.

Respectfully submitted,

Celeste Kane-Stebbins, Board Clerk

Debbie Kittell, Board Secretary