

Middletown Springs Board of School Directors (Regular) Meeting

Date: November 5, 2012

Time: 6:00PM

Place: Middletown Springs Elementary School

OFFICIAL MINUTES

Present: Clarence Haynes, Steven Letendre, Kendra Larson, Karen Mach, Meredith Morgan (Members), Joan Paustian (RSWSU Supt.), Louis Milazzo (Business Mgr.), Richard Beal (Principal), Susan Rosso (Recording Secretary). Also present: Julia Chamberlain (MSES Teacher).

1. Call to Order (Action)

Clarence Haynes called the meeting to order at 6:06PM.

2. Presentation (if applicable):

Pre-K Teacher Julia Chamberlain spoke to the Board about student book-making taking place in the Pre-K room. She and Kindergarten Teacher, Sherry Lantman, attended a conference on the subject last year and immediately incorporated the practice into the classroom. Book-making speaks to early literacy, matches Mrs. Chamberlain's approach of learning through action, and produces a tangible result. During choice time, children can create books on any subject and can take them home after they have read them to their teacher. Often they will choose to share their books with their classmates. All students from barely 3 years old to fully 5 years old have been able to produce a book. Mrs. Chamberlain shared samples of the books which allow kids to "pretend-write" using whatever symbols or drawings they know, producing a story with a beginning, middle, and end. Now, when she reads aloud to the class, they talk about the author's and/or illustrator's perspective. Mr. Haynes strongly believes that the Pre-K program works in getting these young children ready for education. The Board thanked Mrs. Chamberlain for coming to give her informal presentation.

3. Consent Agenda: (Action)

1. Approval of Minutes – Unofficial Minutes from:

a. October 10, 2012 (regular); October 22, 2012 (special)

Kendra Larson moved to approve the minutes of the regular meeting on October 10, 2012 and the minutes of the special meeting on October 22, 2012, Karen Mach seconded; motion carried.

b. Superintendent's Report

Dr. Paustian is setting up a meeting with Clarence Haynes and Chris Larson to award Henderson funds. One application was received this year; information must be sent out by Dec. 15. She reported that Medicaid funds can be used for 504 plans but not for an individual student; must be for a group or class. A half-time Curriculum Coordinator position has been proposed for next year at a cost of approximately \$55,000, including benefits. This can be funded through Title IIA. Supt. Paustian recommends that the SU special education model be maintained in its present form.

c. Principal's Report

Mr. Beal reported that Fall Parent-Teacher Conferences were well attended and successful. Science Professional Development with Jean Ward on Oct. 29 was cancelled due to the storm. The training has been rescheduled for four days in different schools beginning on Nov. 30. We had CPI (Crisis Prevention Intervention) training at MSES on November 5 and 7. A number of our staff members were trained. Mr. Beal would like to have all staff members trained in de-escalation. The fuel tank had a broken vent pipe and water leaked into the tank (about 200 gallons). The

boilers had to be turned off for a few days. This has been repaired and the boilers are up and running. The water project continues to move forward. Grades 5/6 are hosting the Spaghetti Dinner this month. Also this month, a season-ending soccer party will take place. Mr. Beal received positive comments from other coaches on the behavior and sportsmanship of our team. A Harvest Dinner took place at the school to kick off our Farm to School program. The program has three components: kitchen, curriculum, and community. Mr. Beal presented data from the last year's NECAP exams, comparing MSES to the RSWSU and the state. Mr. Beal hopes that the pre-testing work done this year will result in higher scores. This year's results will probably not be available until February, 2013. Mr. Beal shared data using other measures, e.g., the Fountas & Pinnell reading assessments show that between 77 and 85% of first graders achieved the various reading benchmarks. AIMSWeb reading assessments for grades 1-6 show that 79% of students are at or above level in reading. In Math, there are two AIMSWeb assessments which show that between 76 and 100% of students (by grade level) are proficient or above in application and computation. In Writing, we are investigating ways to measure growth and performance aside from the NECAPs. Collins Writing rubrics have been ordered for student self-assessment.

- d. Business Manager's Report
 - i. Financial Statements

Mr. Milazzo distributed the financial statements. Budget will be covered under New Business.

Kendra Larson moved to approve the reports of the Superintendent, Principal, and Business Manager, Karen Mach seconded, motion carried.

4. Approve Warrants: **(Action)**

- a. Warrant #142 in the amount of \$90,155.71 dated 10/12/12
- b. Warrant #143 in the amount of \$20,341.90 dated 10/24/12

Steven Letendre moved to approve Warrant #142 in the amount of \$90,155.71 dated 10/12/12 and Warrant #143 in the amount of \$20,341.90 dated 10/24/12, Karen Mach seconded; motion carried.

5. General Public Comments **(Listen & Defer Action to Future Meeting: None.**

6. Old Business: **(Itemize Subjects for Deliberation & Possible Action)**

- a. Determine date for Henderson Fund applications to be reviewed.

This is pending; a meeting is being scheduled to meet the Dec. 15 deadline.

- b. Town Website

Meredith Morgan met with Kimberly Mathewson about what items from the school should be included on the town website. Discussion ensued on various topics that could be included. Clarence Haynes asked Meredith Morgan to prepare a draft of some information items that could be reviewed at the next board meeting. Mrs. Morgan agreed to do so.

7. New Business: **(Receive Information & Possible Action):**

- a. Approve Action Plan (as applicable)

By consensus, the Board agreed to table approval of the Action Plan until the next meeting, so they can have ample time to review it.

- b. Pre-K Policy

There is no written Pre-K entrance policy. Our past practice has been that students must be three years of age by September 1 to enter Pre-K, unless they have been identified as having special needs and are on Individual Education Plans. In those cases, we are required to admit the

students once they reach age 3 and are discharged from birth-to-three programs. Mr. Haynes asked Mrs. Chamberlain for her input; she shared her thoughts. Mr. Letendre asked that Mr. Beal present a recommendation at the next meeting. Mr. Beal will do some research on the subject of Pre-K entrance age, and present his findings to the Board so a written policy can be developed.

c. FY14 Budget Work

Drafts #1 & #2 of the 2013-2014 budget were presented by Louis Milazzo. He reviewed the budget with the Board page by page. He detailed anticipated increases in health insurance, workmen's compensation, and salaries. He discussed revenues such as surplus and anticipated elementary school tuition. He also discussed expenses including food service, salaries, supplies and books. Itinerant expenses (Art, PE, Music, Nursing, and Counseling) were reviewed as well as Ed Media, Library, Principal's Office, and Building Maintenance. Secondary regular education costs should be fairly stable. Elementary special education costs will increase due to student IEP counts while secondary special education costs will increase due to high student needs. The Board discussed the lack of control they have over special education costs and how few cost cutting measures are actually available to the Board. Discussion ensued about the need for roof repairs and the option of financing the cost of these repairs.

8. Policies **(Action)**: None this month.

9. Action on Personnel Contract **(Action)** (if applicable)

a. New Hires:

i. Cathy Ward Turner – ASP Art Instructor

ii. Kim Carr – ASP Assistant

b. Resignations: None

c. Terminations: None

d. Other: None

Steven Letendre moved to approve the hiring of Cathy Ward Turner as ASP Art Instructor and Kim Carr as ASP Assistant, Kendra Larson seconded; motion carried.

10. Set Next Board Meeting (Regular) & Agenda Building: (Anticipated December 13, 2012, 6:00 p.m.) **(Action)**.

Next Board Meeting set for Tuesday, December 11, 2012 at 6:00PM at MSES.

11. Executive Session 1 VSA § 313 (1-9) (a) (b) if warranted (Discussion & Possible Action)

None

12. Other Lawful Business **(Information Gathering Only)**

Clarence Haynes attended the recent VSBA meeting and sought the Board's input regarding submitting his expenses for reimbursement. Based on board consensus, he will submit his receipts for approximately \$168 to the SU to be divided among the schools. Clarence Haynes has been appointed Board Member at Large of the VSBA and will attend monthly meetings. He shared information from the meeting on governance and policy, school calendars, and distance learning. He felt the meeting was quite valuable and shared how impressed he was with the verbal input given by students from various schools around the state who also attended the meeting.

13. Adjournment **(Action)**

Kendra Larson moved to adjourn the meeting at 8:24PM, Karen Mach seconded; motion carried. Meeting adjourned.

Respectfully submitted, *Susan Rosso*