

CHELSEA BOARD OF SCHOOL DIRECTORS

Regular Meeting

Wednesday, September 19, 2012

6:30 P.M.

Chelsea School Library

APPROVED MINUTES – 10/3/12

School Board Members Present:

Joe Spinella – Chair
Emily Marshia – Vice Chair
Kylie Eastman – Clerk
Rebecca Mattoon
Calvin Johnson - absent

Administration Present:

David Bickford – Superintendent
Mark Blount - Principal
Tara Weatherell – Note Taker
Donna Benoit – Business Manager
Deb Matthews – Special Ed Coordinator

Community Members Present:

None

Faculty Present:

Dee Miller

- 1.0 Call to Order: 6:34
- 2.0 Pledge of Allegiance
- 3.0 Action: Approve Minutes
 - 3.1 Action: Act to Approve the Minutes of September 5, 2012 **Board reviewed and approved the minutes of September 5, 2012**
 - 3.2 Other
- 4.0 Adjustments to the Agenda:
 - 4.1 Assign Target Times **Board assigned target times.**
 - 4.2 Assign Time-Keeper **Board assigned Emily Marshia as time-keeper.**
 - 4.3 Other
- 5.0 Correspondence:
 - 5.1 Card from Heidi Connor – COHD – thank you for organization the big day – **please extend thank you to all teachers & faculty as well**
 - 5.2 Other
- 6.0 Public Comments:
 - 6.1 Other
- 7.0 Business Manager:
 - 7.1 Report: FY 12 Draft Financial Recap (exhibit 1)
 - 7.1.1 General Fund Balance 2011-2012 (\$6,453)
 - 7.1.2 Food Service Balance as of 6/30/2012 (\$15,472)
 - 7.1.3 Other Major Special Revenue Funds
 - 7.1.3.1 Heskett Fund balance as of 6/30/2012 \$23,871
 - 7.1.4 Building Reserve/Capital Project Fund balance as of 6/30/2012 \$11,355
 - 7.2 Report: FY 13 Current Financial Report (exhibit 2)
 - 7.2.1 Estimated financials is showing there is a potential surplus of \$128,709
 - 7.2.2 Projected Expenditures Savings of \$10,957

- 7.3 Resolution for Appointment of Assistant Treasurer
- 7.4 Jane Cushman needs to have a new Assistant Treasurer – People’s Bank is requiring a resolution be signed by the School Board Chair – **Board moved and approved appointment of Jean Bernier as Assistant Treasurer to School Treasurer Jane Cushman.**
- 7.5 Special Revenue Funds Review **Mark is going to work on obtaining proposals from the departments that have funds still available on what they could use these funds for.**
 - 7.5.1 Chelsea Public School Fund March 2004 \$683.16
 - 7.5.2 Chelsea Public School Fund December 2002 \$1,786
 - 7.5.3 VT Community Foundation November 2002 \$1,903
 - 7.5.4 CPOW Grant May 2006; January 2006; January 2007 \$1,496
 - 7.5.5 Freeman Funds \$1,707
 - 7.5.6 Heskett Funds \$23,871
 - 7.5.7 Pomerantz Donation \$179

- 8.0 Director of Special Education:
 - 8.1 Report
 - 8.1.1 Official child count is required to be done December 1st every year – for every student who is eligible for an IEP in OWSU; start unofficial pre-count in September to determine what the needs are for the current school year – this report was reviewed by the board – currently the average case load is between 20 to 25 students and in Sharon it is 31; they are in need of assistance in handling this case load and as a result Deb is approaching each school to determine how assistance can be given – either by hiring a new person or assigning another school’s instructor to assist. Another unofficial count will be completed in March and the exit count occurs in June in prep for the next school year.
 - 8.1.2 Mary-Sue will be here tomorrow to meet everyone and she will be co-teaching every Tuesday for the school year – this also counts toward professional development
 - 8.2 Other

- 9.0 Principal
 - 9.1 Report: Principal’s Report (see exhibit 3 for further detail)
 - 9.1.1 In-service held on 9/13 – Professional Development Committee’s focus is K-12 differentiated instruction.
 - 9.1.2 Strategic Intervention Model Professional Development – 3 middle school & high school teachers have expressed interest in SIM, offered through funds available by OWSU
 - 9.1.3 Full faculty meeting September 4, 2012 – Deb Matthews provided a 30 minute overview of special education law with a follow up PowerPoint
 - 9.1.4 Improvement in Mathematics – Pam Quinn is working with faculty K-8 on the development & implementation of common math assessments
 - 9.1.5 iPad Timeline – Pam is following up on additional requests and information prior to implementation
 - 9.1.6 Budget/Development – Donna Benoit will provide a suggested template to SU Principals; a budget timeline will be available to the Board at its next regular meeting board reviewed the draft timeline
 - 9.1.7 Student Activities:
 - 9.1.7.1 MS Choir at Orange County Court House Flag Dedication – 9/5/12
 - 9.1.7.2 HS Law & Civics Class students and teacher Pete Ginsbury attended special session of VT Supreme Court at Orange County Court House Flag Dedication – 9/12/12
 - 9.1.7.3 K-5 Students attended World’s Fair in Tunbridge – 9/13/12
 - 9.1.7.4 College Fair at St. Michael’s College. 15 Juniors & 2 Seniors attended the college fair on 9/13 under the direction of School Counselor Mindy Farnham
 - 9.1.7.5 Wyatt Kay’s Poem was put in the Valley News
 - 9.1.7.6 Mark will be attending the Senior Citizens Luncheon
 - 9.1.8 Communications & Community Relations
 - 9.1.8.1 Worked with K-12 Music Teacher Jennifer Chambers and faculty on the date for a Winter Concert, set for December 6, 2012 @ 6 pm in Gym
 - 9.1.9 Other:
 - 9.1.9.1 Holding short weekly Focus Meetings with the School Counselor, School Nurse, Student Behavior Specialist, Maintenance/Custodial Supervisor

9.1.9.2 Strong communications in place school-wide, shifted faculty emphasis on students with EST plans. EST meetings will be held twice per month along with the monthly Full Faculty and Curriculum Meetings

9.2 Honor Roll Criteria (exhibit 4)

9.2.1 Three Honor Roll Sections

9.2.1.1 Principal's List – all A+

9.2.1.2 High Honors – all A's & B's

9.2.1.3 Honors – A's, B's and no more than one C

9.2.1.4 Pass/Fail grades are not used in determining one's grade point average or honor roll

9.2.2 Assemblies for 2012-2013

9.2.2.1 Thursday, November 15 @ 8:25

9.2.2.2 Thursday, January 31 @ 2:30

9.2.2.3 Thursday, May 2 @ 6:30 – students who earned honor roll for quarters 1-3 to host a banquet at school with recognized students and their families

9.2.3 Recommendation for 2013-2014

9.2.3.1 Honor roll is calculated every quarter & published in local papers – to be considered for honor roll student must meet the following criteria

9.2.3.1.1 Principal List – all grades must average A

9.2.3.1.2 High Honors – all grades must average A- with no grade lower than B

9.2.3.1.3 Honors – all grades must be B- or higher

9.3 Fall Census (exhibit 5)

9.3.1 K=10; 1=10; 2=10; 3=11; 4=14; 5=10; 6=13; 7=10; 8=11; 9=28; 10=23; 11=18; 12=11 Total 179

9.3.2 High School Information

9.3.2.1 9th Grade Chelsea = 17; Washington = 3; Tunbridge = 3; Corinth = 2; South Royalton = 1

9.3.2.2 10th Grade Chelsea = 13; Washington = 5; Tunbridge = 3; Corinth = 1; Williamstown = 1

9.3.2.3 11th Grade Chelsea = 9; Washington = 4; Tunbridge = 1; Corinth = 3; Foreign Exchange = 1 (Germany)

9.3.2.4 12th Grade Chelsea = 5; Washington = 2; Tunbridge = 1; Corinth = 1; Orange = 1; Foreign Exchange = 1 (Spain)

9.3.2.5 Total RTCC Students = 6 (3 Tuition)

10.0 Superintendent

10.1 Report:

10.2 Employee Follow-Up

10.3 Other:

11.0 OWSU

11.1 Report:

11.1.1 Discussed the Special Education Issues

11.1.2 Reflected on the Wagon Wheel Meetings

11.1.3 Merged Bargaining – 1 member from each board will be on this committee **Decision has to be made at the next meeting who will participate from Chelsea's Board**

11.1.4 Curriculum Directors for OWSU was discussed – interview was done by the Executive Board – an offer was made and accepted but the individual's board has not been notified so name will not be released until this has been done – hopefully will be tomorrow.

11.2 Future Meeting Dates:

11.2.1 October 4, 2012 @ 6:30 PM – Executive Committee Meeting at OWSU

12.0 Other

13.0 RTCC Representative

13.1 Report: None.

13.2 Other:

14.0 Old Business

- 14.1 On-going: Vision for High School Model Update – Mark has the information on the book that was recommended for book discussion– Maria needs to get an estimated number – Order 10 Hard covers & 1 Kindle Copy – Book discussion will be held during the 2nd meeting of the month 10/17
- 14.2 Energy Audit – Rebecca met with Megan Shannon prior to her moving to discuss the outstanding audit that has not been received. Jane also contacted the gentlemen to get the report he claimed he sent it, but it has not been received still. Jane sent an official letter terminating the relationship and Mark now has all the information and we will get a new person involved through the School Energy Management Program
- 14.3 Preschool design- Board reviewed that additional slots Wellspring had indicated would be available for pre-school placement are not. Board discussed that Head Start program has not yet opened for the year.
- 14.4 Other

- 15.0 New Business:
 - 15.1 Merged Bargaining
 - 15.2 VSBA Agenda (exhibit 6) October 25 & 26 Agenda has been handed out for board to review
 - 15.3 After school program potential – Emily shared that the instructor of One Planet had sent out an email that they are trying to expand into 2 schools that they are not currently active in – would like to do a needs assessment to parents to determine if there would be an interest and a need for an active school. David, Mark, Emily and Karrie had a conference call to review the questionnaire for the 21st Century Grant to see if Chelsea would even be a potential – some of the information received was looking for similar amount of funding for the following school year – Chelsea School’s After School Program would apply as a Solo applicant this year – or wait until next year when One Planet is up for renewal next year – Karrie’s recommendation would be to wait and apply under the One Planet Program as it is already established and would help eliminate the repetitive process of the application which takes 48 to 50 hours to complete – discussed a bridge program to get some of the Chelsea students to the program that is taking place in Tunbridge this year through the current buses that are already running to Tunbridge – Karrie is going to draft a survey to send out to Chelsea Parents to gather the needs and interest information **Board would like to look into applying with One Planet and gathering the data on the bridge program to the current Tunbridge Program.**
 - 15.4 Other

- 16.0 Future Agenda Items:
 - 16.1 Public Preschool design for 2014 school year (October – develop action plan)
 - 16.2 Special Revenue Funds
 - 16.3 Other

- 17.0 Future Meetings
 - 17.1 Regular Meetings
 - 17.1.1 October 3, 2012 @ 6:30 PM
 - 17.1.2 October 17, 2012 @ 6:30 PM

- 18.0 Other Business
 - 18.1 Mascoma Savings Bank – requested an authorization from the School Board to have Mark Blount Interim Principal at Chelsea Public School be signer on the two accounts Town of Chelsea School District, Student Accounts & Principal’s Account. Authorization was signed.

- 19.0 Executive Session: *(If necessary)*
 - 19.1 Entered executive session 9:20
 - 19.2 Return to public session 9:49
 - 19.3 Action: None taken.**

- 20.0 Adjourn (Target Time 9:00 PM): 9:55

Respectfully submitted,
 Tara Weatherell, Note Taker & Kylie Eastman, Clerk

