

CHELSEA BOARD OF SCHOOL DIRECTORS

Regular Meeting

Wednesday, October 17, 2012

6:30 P.M.

Chelsea School Library

Draft Minutes (edited) – Approved 11/7/12

School Board Members Present:

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

Administration Present:

David Bickford – Superintendent
Mark Blount – Principal
Tara Weatherell – Note Taker

Community Members Present:

Wendy Forbes
Deanna Perreault

Faculty Present:

Peter Ginsbury
Amanda Gray

- 1.0 Call to Order **Meeting called to order at 6:31**
- 2.0 Pledge of Allegiance
- 3.0 Action: Approve Minutes
 - 1.1 Action: Act to Approve the Minutes of October 3, 2012 **Board reviewed and approved the minutes with corrections made 7.2.1. should be Maria and Cathy**
 - 1.2 Other
- 2.0 Adjustments to the Agenda
 - 2.1 Assign Times **Board assigned times**
 - 2.2 Appoint Time Keeper **Board appointed Calvin Johnson as time keeper**
 - 2.3 Other
- 3.0 Correspondence - None
 - 3.1 Other
- 4.0 Public Comments - None
 - 4.1 Other
- 5.0 Book Discussion: How Children Succeed: Grit Curiosity, and the Hidden Power of Character (Paul Tough 2012) **Book discussion took place and it was determined that this would be done again in the Winter & Spring** 60 min (anticipated)
- 6.0 Old Business
 - 6.1 Public Preschool design for 2014 school year – working session (exhibit 1) 30 min (anticipated)
 - 6.1.1 Review Notes from 10/3/2012
 - 6.1.2 Review Draft Action Plan

- 6.1.3 Determine Next Steps
 - 6.1.3.1 Joe did speak with Heidi Allen Goodrich and the writer at the Valley News about writing follow up pieces on the Preschool
 - 6.1.3.2 Head Start will have slots available next year as they have 14 students that are moving into Kindergarten, collaboration would need to occur; Board reviewed what the challenges were with what Head Start could offer and had availability for
 - 6.1.3.3 David is going to send out inquiries to other Superintendents to get an explanation of their preschool/before/after care programs**
 - 6.1.3.4 Explore the spaces available to house a program Mark is going to talk to Terry about getting a proposal to knock the walls out between the rooms across from the cafeteria; Emily will look into the Button Building**
 - 6.1.3.5 Emily is going to talk with Cynthia to work on getting updated numbers of students for enrollment
 - 6.1.3.6 Mark is going to start to look into budget

6.2 Vision for High School - working session (exhibit 2) 30 min (anticipated)

- 6.2.1 Desired Questions
 - 6.2.1.1 Community Education
 - 6.2.1.2 Challenging Academics
 - 6.2.1.3 Creative
 - 6.2.1.3.1 Computing
 - 6.2.1.4 Wrap around supports
 - 6.2.1.4.1 Alternative Programs
 - 6.2.1.4.2 Executive Functioning Skills
 - 6.2.1.4.3 Teachers – Engage Students
 - 6.2.1.4.4 Guidance
 - 6.2.1.4.5 Nurse
 - 6.2.1.4.6 Sp Ed/504
 - 6.2.1.4.7 Social Services
 - 6.2.1.4.8 Push into school
 - 6.2.1.4.9 Health Hub
 - 6.2.1.4.10 Dental Trailer
 - 6.2.1.5 Values Driven
- 6.2.2 Draft Plan

6.3 Other:

7.0 Principal

7.1 Report: Principal's Report (exhibit 3)

**Summary of Activities, Discussions, and Actions October 3, 2012 to October 17, 2012
Curriculum, Instruction, Assessment and Professional Development**

- Strategic Intervention Model Professional Development. Consultant Mary Sue Crowley was here on Tuesday, October 8th working with our five middle and high school faculty members. Curriculum Coordinator Pam Quinn is partnering with Mary Sue for a joint early release workshop in November or December as part of the K-12 Differentiation Workshop series for inservice.
- CFP Action Plan 2012-2017. Completed (see accompanying memo and plan).
- Embedded Professional Development for Promoting Social, Emotional, and Behavioral Competence in the Classroom (K-5). Through informal classroom observations at K-5, Vermont Schoolhouse Seminar Consultant Jon Udis for an initial planning session on October 15th. The goal is to carefully plan out embedded professional development that will provide Chelsea's K-5 Professional Staff an opportunity to learn from a highly respected consultant regarding teacher strategies for promoting social, emotional, and behavioral competence in the classroom and beyond (In Process).
- Pre-School/After Care. Meeting scheduled with Board Member Emily Marshia regarding documents and historical information regarding pre-school set for Monday, October 15th.

Facilities

- Emergency Response Plan: The Focus Group (Head of Maintenance, School Nurse, School Counselor, Student Support Specialist, Administrative Assistant and Principal) have begun work to fulfill Vermont Legal Requirements for Crisis Response based on information provided by Vermont Emergency Management – Department of Public Safety. The team is also adopting recent work provided by the Shaker Regional School District (NH). The work is expected to take a couple of months and will involve partnering with our local public safety agencies (In Process).
- Library Office/Storage Area: Library-Media Specialist Maria Lamson is completing work in this area for carpet replacement considerations. This process will continue as Ms. Lamson goes through the library collection.

Budget/Budget Development

- Faculty/Staff submitted 2013-2014 budget requests on Wednesday, October 10, 2012. Budget information was submitted on Friday, October 12, 2012 to Superintendent Bickford and to Business Administrator Donna Benoit in electronic and binder formats with supporting documentation on any new requests for next steps in the process.
- Inventory/Replacement Cycle Information: Faculty/staff from athletics, library-media, music, and facilities provided inventory/replacement cycle information for the 2013-2014 budget process. Copies have been provided to Superintendent Bickford and to Business Administrator Donna Benoit in the 2013-2014 Budget Binder.

Grants/Funds

- Approved Funds. As a follow-up from the September 19, 2012 Board-approved release of funds for musical/drama performance, Library-Media Office Chairs, and Mountain Biking Club, Mr. Blount has had initial conversations with Music/Art Faculty, Library Media Specialist, and Mountain Bike Coordinator to develop plans for use of funding. Looking to have reports and/or written proposals for a scheduled November meeting (In Process).
- Target Stores Field Trip Grant. Music Teacher Jennifer Chambers submitted a Target Stores Field Trip Grant for the purpose of visiting New York City Museums and possible Broadway show with high school integrated Art/Music Class students. Will advise the Superintendent and Board once the announcement of the grant award is known (In Process).
- One Planet Planning. Coordinator Carrie McDonnell distributed surveys to Grades K-6 families the week on Thursday, October 10th as preparation for inclusion of Chelsea in the 21st Century Learning Center grant application next year (In Process).
- Mascoma Savings Bank Foundation. Nurse Charlotte Faccio submitted a grant to the Mascoma Savings Bank Foundation for a new vision screener and for a hand held pulse oximeter for the nurse's office. Will advise the Superintendent and Board once the announcement of grant award is known (In Process).

Health

- Fluoride. Nurse Charlotte Faccio has partnered with faculty on scheduled fluoride with students. Fluoride is set for October 11th for grades 6-8, and October 12th for grades 1-5.

Guidance

- Youth Risk Behavior Survey 2013. Our high school was selected by the Vermont Department of Health and the Vermont Department of Education to participate in the Youth Risk Behavior Survey in February 2013. The high school survey takes 50 minutes. Results will be provided along with a copy of the statewide report summarizing results of the representative sample of all Vermont high school students. School Counselor Mindy Farnham is coordinating efforts of the survey.

Students

- Chelsea Public School served as for the Grades 7-8 OWSU-wide Spelling Bee Competition on October 5th. It was a wonderful morning for our students and guests. Many thanks goes to Kayla Toher – Coordinator, Maria Lamson – Pronouncer, and judges Rachel Allen and Daryl Hadlock.
- Drum Schtick with the Vermont Symphony Orchestra will be at the Chelsea School Gym on Wednesday, November 14th from 9:00-9:45 AM to perform for our elementary and middle school students.

- High School Chorus. The High School Chorus will participate in auditions at the Winooksi Valley Music Festival on October 17th at Harwood Union High School.
- Everybody Wins! See attached article.

Personnel

- Conducted interviews for 1.0 FTE ELL/SPED Paraeducator/Communications-Media position on Wednesday, October 10th. K-12 Special Education Teacher Linda Bennett, Director of Special Services Deb Matthews, and long-term substitute for the position – John Carter were invited to serve on the interview committee. It is expected that a replacement for the position will be filled by Monday, October 22nd (In Process).

7.2 Report: iPad Implementation (exhibit 4)

- Received & reviewed revised timeline for iPad implementation for Board consideration and approval. Pending availability of funds and projections of remaining use of technology funds presently budgeted, it is faculty's hope iPad could be purchased and implemented into classrooms by January 2013.
- During Phase I, evaluations of iPad use, instructional benefits will be conducted on both students and teachers. Information will be analyzed and used to determine any adjustments/changes to proposed projected 2013-2014 iPad purchases for phase II **Mark, David & Donna are going to come back to the board with a recommendation at the next meeting. Action will be taken at that time.**

7.3 Report: Review Action plan (exhibit 5)

- Board reviewed Chelsea Public School Action Plan for the Consolidated Federal Plan (CFP). The plan was revised by Principal Mark Blount and Curriculum Coordinator Pam Quinn. Portions of the major elements of the previous plan with its focus on math, literacy, K-12 professional development, and school climate were carried over into the revised plan.
- New additions to the plan include technology integration as well as pre-school/aftercare. K-12 faculty were presented with a draft of the plan for review at the October 2nd faculty meeting with an opportunity to provide feedback and input through October 9, 2012.

7.4 Action: Act upon Principal's recommendation to approve Action Plan **Board moved and approved Chelsea Public School Action Plan for the Consolidated Federal Plan (CFP)**

7.5 Other:

8.0 Superintendent

8.1 Report: Sent via Email

8.2 Report: Website Update

- 8.2.1 Contractor – Power Shift has sent David the contract, he will be signing and sending deposit tomorrow and the discussion will begin for the website designs

8.3 Other:

9.0 OWSU

9.1 Report: Executive Committee Meeting October 4, 2012

9.1.1 Discussed Special Education Budget and progress to date

9.1.2 Discussions about merged bargaining

9.1.3 Centralized salary increases

9.1.4 Centralized policy for OWSU wide

9.1.5 OWSU Van – CDL License required due to size – replacement schedule and perhaps purchasing a van that does not require a special license

9.2 Future Meeting Dates:

November 1, 2012 @ 6:30 – Executive Committee Meeting at OWSU

November 15, 2012 @ 6:30 – Full Board Meeting at Chelsea School

December 6, 2012 @ 6:30 PM – Full Board at Strafford (Budget Adoption)

December 20, 2010 @ 6:30 PM – Executive Committee Meeting

10.0 RTCC Representative

10.1.1 Report:

10.1.2 Other:

11.0 New Business

11.1 Other

- 12.0 Future Agenda Items:
 - 12.1 Special Revenue Funds
 - 12.2 Results Based Accountability
 - 12.3 Other

- 13.0 Future Meetings
 - 13.1 Regular Meetings
 - October 17, 2012 @ 6:30 PM
 - November 7, 2012 @ 6:30 PM
 - November 21, 2012 @ 6:30 PM
 - December 7, 2012 @ 6:30 PM

- 14.0 Other Business
 - 14.1 The board would like to thank all the coaches for their time and energy that was put into the Track and Soccer Teams also thank you to students who refereed the games.**

- 15.0 Executive Session: *(If necessary)*
 - 15.1 None.

- 16.0 Adjourn at 9:43

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