

**CHELSEA BOARD OF SCHOOL DIRECTORS**

**Regular Meeting**

**Wednesday, October 3, 2012**

**6:30 P.M.**

**Chelsea School Library**

**APPROVED MINUTES ON 10/17/12**

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:

None

Faculty Present:

Amanda Gray

- 1.0 Call to Order **Meeting called to order at 6:34**
- 2.0 Pledge of Allegiance
- 3.0 Action: Approve Minutes
  - 3.1 Action: Act to Approve the Minutes of September 19, 2012 **Board moved and approved the minutes of September 19, 2012**
    - 1.1 Other
  - 2.0 Adjustments to the Agenda
    - 2.1 Assign Times **Board assigned target times**
    - 2.2 Appoint Time Keeper **Board appointed Calvin Johnson as timekeeper**
    - 2.3 Other
  - 3.0 Correspondence
    - 3.1 Received copies of the informational flyers that were sent home to parents
    - 3.2 Amanda Gray has requested FMLA starting in April **Board moved and approved FMLA requested by Amanda Gray.**
    - 3.3 Other
  - 4.0 Public Comments
    - 4.1 Other
  - 5.0 Reports
    - 5.1 Business Manager
      - 5.1.1 Report: None
      - 5.1.2 Other
    - 5.2 Director of Special Education
      - 5.2.1 Report: None
      - 5.2.2 Other

### 5.3 Principal

#### 5.3.1 Report

- 5.3.1.1 Strategic Intervention Model Professional Development. Consultant Mary Sue Crowley began working with five middle and high school faculty members on Tuesday, September 25<sup>th</sup> directly in classrooms with students. Mrs. Crowley will also be working with Curriculum Coordinator Pam Quinn partnering and providing Strategic Intervention Model resources for all faculty as part the K-12 Differentiation Workshop series for early release in-service.
- 5.3.1.2 At full faculty meeting October 2, 2012 - Director of Special Services Director Debbie Matthews provided a 30 minute overview of executive functioning with follow-up PowerPoint information. Additional special education topics are being planned.
- 5.3.1.3 Charlotte Danielson/Harry Wong Book Series. At October 2<sup>nd</sup> Faculty Meeting assigned refresher readings of Charlotte Danielson's *Enhancing Professional Practice* on "Domain 2 – The Classroom Environment" and Harry Wong *The First Days of School* on the "First Characteristic – Positive Expectations" for a faculty discussion at the October 30<sup>th</sup> meeting.
- 5.3.1.4 Progress Report/Report Card Language Information. Provided K-12 Faculty example language collected by teacher colleagues in previous districts served and a website called teachernet.com when writing progress reports and report cards for parents.
- 5.3.1.5 Parent Conferences. Distributed at October 2<sup>nd</sup> Faculty Meeting article on "Perfecting Parent Conferences" by Linda Shalaway, author *Learning to Teach.....Not Just for Beginners*.
- 5.3.1.6 CFP Action Plan 2012-2015. Worked with Curriculum Coordinator Pam Quinn in the revision of the Consolidated Federal Plan – Action Plan for Chelsea School during the week of September 24<sup>th</sup>. The plan is expected to be shared with faculty on October 2<sup>nd</sup> for input and feedback. Once completed in early October, the Superintendent and Board will be provided a copy of the plan (In Process).
- 5.3.1.7 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 15<sup>th</sup>. 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.
- 5.3.1.8 NECAP Testing Window: The NECAP Tests at grades 3-8, and 11 in reading, writing and mathematics is scheduled for October 1-12, 2012. Specific test dates has been communicated to parents through newsletters from teachers.
- 5.3.1.9 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).
- 5.3.1.10 Faculty Bathroom: The Maintenance and Custodial team have completed patch work and will have freshly painted walls completed the week of October 1<sup>st</sup> (In Process)
- 5.3.1.11 Faculty/Staff received 2013-2014 budget development information at a special meeting on Monday, September 24. Budgets are due on Wednesday, October 10, 2012 (In Process).
- 5.3.1.12 Inventory/Replacement Cycle Information: To provide the Board with supporting documentation for 2013-2014 budgeting and beyond, there will be inventory/replacement cycle information from athletics, library-media, music, and facilities (In Process).

- 5.3.1.13 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 (In Process).
- 5.3.1.14 Vermont Arts Council Grant. Music Teacher Jennifer Chambers submitted a Vermont Arts Council – Artists in Schools 2013 Grant (see attachment).
- 5.3.1.15 One Planet Planning. Coordinator Carrie McDonnell will be surveying Grades K-6 families the week of October 1<sup>st</sup> as preparation for inclusion of Chelsea in the 21<sup>st</sup> Century Learning Center grant application next year.
- 5.3.1.16 Chelsea Public School will serve as host for Grades 7-8 OWSU wide spelling bee Competition scheduled at 9:30 am, Friday, October 5<sup>th</sup> in our gym. Parents are invited to see competitive spelling spirit from across the SU!
- 5.3.1.17 Invited to the Senior Citizens Luncheon on September 21<sup>st</sup> and was guest speaker. Met with Senior Citizen Executive Board on September 28<sup>th</sup> to develop plans for a Senior Citizen Luncheon at the school (i.e. tentative date November 26<sup>th</sup>). (In Process).
- 5.3.1.18 Chelsea Fire Department. Met with Chelsea Fire Chief John Upham about the department's upcoming Fire Safety Week activities with our elementary students. Also discussed partnering with the department on faculty trainings regarding fire safety, fire drills, and emergency response plans.
- 5.3.1.19 Website. Working with Superintendent Bickford regarding the Chelsea School website and all others in OWSU, the superintendent is securing professional web design support. (In Process).

5.3.2 Other

- 5.3.2.1 Science Assessment Results from the NECAP testing have been provided
  - 5.3.2.1.1 55.6% of Grade 4 Students scored proficient compared to 51% of grade 4 students statewide
  - 5.3.2.1.2 44.4% of Grade 4 students were partially proficient compared to 32% of Grade 8 OWSU students and 36% of students across the state
  - 5.3.2.1.3 29% of Grade 8 students scored proficient, the same as grade 8 students statewide
  - 5.3.2.1.4 57% of Grade 8 students were partially proficient compared to 55% of Grade 8 OWSU students and 48% statewide
  - 5.3.2.1.5 30% of Grade 11 students were proficient compared to 31% of students statewide

5.4 Superintendent

5.4.1 Report:

- 5.4.1.1 Shirley Ferguson has been appointed as Curriculum Director she is currently the Superintendent at Lebanon
- 5.4.1.2 Website Design is progresses, David has been working with Powershift, they have been working with many schools to develop sites that are friendly for user and various types of users
- 5.4.1.3 Merged Bargaining – been in contact with a director from NY, he has been nationally recognized for his work in the Harvard negotiations project and worked with the Union on mergers
- 5.4.1.4 Special Education has been taking a lot of time due to the numbers of students who have moved into the district this year and dealing with the residency issues arising from these moves
- 5.4.1.5 One Planet – David has been working with Kari to get bus capacity to take students to Tunbridge

5.4.2 Other:

5.5 OWSU

5.5.1 Report: None

5.5.2 Future Meeting Dates:

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

November 1, 2012 @ 6:30 – Executive Committee Meeting at OWSU  
November 15, 2012 @ 6:30 – Full Board Meeting at Chelsea School

5.2.3 Other

6.0 RTCC Representative

6.1.1 Report: None

6.1.2 Other:

7.0 Old Business

7.1 On-going: Vision for High School Model Update

7.1.1 Board is going to use one hour of the board meeting on November 7<sup>th</sup> as a working session to review all of the discussions that were had at the Community Roundtables to review the wants, needs and focuses that come to light to develop a directive on the next phase of a High School Model research

7.2 Chelsea Book Club

**7.2.1** Discussed how the room would be set up for the discussion; who will facilitate the discussion, the **board would like Mark to ask if Maria would be interested in facilitating; will let Cathy know that there will need to be more food**

**7.2.2** Book idea for the next round

**7.2.2.1** Developing Grading and Reporting Systems on Student Learning

7.3 Other

8.0 New Business

8.1 Public Preschool design for 2014 school year – develop action plan

8.1.1 Data Collection

8.1.2 The board would like to hear from community members that were affected by Head Start not opening on time and what they had to do for alternative care for their children

8.1.3 Develop Budget

8.1.4 Select location

8.1.5 Estimate level of disruption

8.1.6 Difference between Preschool & daycare

8.1.7 Student wellbeing within the school

8.1.8 Funding stream

8.2 Kent Gilman would like to set up a scholarship fund in memory of Nick Gilman, this will most likely be for someone who is interested in Agriculture or a well-rounded citizen involved in the community. **Mark will discuss this with Mindy to find out what needs to be done and will let Calvin know so the discussion can be had with Kent.**

8.3 Other

9.0 Future Agenda Items:

9.1 Public Preschool design for 2014 school year (October – develop action plan) **Move this to old business**

9.2 Special Revenue Funds

9.3 Future Principal Search

9.4 Other

10.0 Future Meetings

10.1 Regular Meetings

October 17, 2012 @ 6:30 PM

November 7, 2012 @ 6:30 PM

November 21, 2012 @ 6:30 PM

11.0 Other Business

12.0 Executive Session: (personnel)

12.1 Entered Executive Session at 8:48

12.2 Return to public session at 8:54

12.3 **Action: None taken.**

13.0 Adjourn (*Target Time 9:00 PM*) 8:55

Respectfully submitted,

Tara Weatherell, Note Taker & Kylie Eastman, Clerk