

**CHELSEA BOARD OF SCHOOL DIRECTORS**

**Regular Meeting**

**Wednesday, November 7, 2012**

**7:00 P.M.**

**Chelsea School Library**

**MINUTES – Approved 11/28/12**

School Board Members Present:

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

Administration Present:

David Bickford – Superintendent  
Donna Benoit – Business Manager  
Mark Blount – Principal  
Tara Weatherell – Note Taker

Community Members:

Heidi Goodrich  
Karen Colby  
Jessica Allen  
Ryan Parkman

Faculty Present:

Charlotte Faccio  
Stephanie Joyce  
Dee Miler

1.0 Call to Order at 7:08

2.0 Pledge of Allegiance

3.0 Action: Approve Minutes

1.1 Action: Act to Approve the Minutes of October 17, 2012 **Board moved and approved the minutes of 10/17/2012**

1.2 Review Previous Action Items:

1.2.1 David to send out inquiries to other Superintendents to get explanation of their preschool/before/after care programs **David has done this. He has received about 8 responses and they are mixed results – he will have more info available in the near future.**

1.2.2 Principal to talk to Terry about getting a proposal to knock out walls between rooms across from cafeteria; Emily to look into the Button Building. **Principal did talk with Terry they are looking into this further – Emily did look into this as well and believe that they are looking into keeping it on campus.**

1.3 Other

2.0 Adjustments to the Agenda

2.1 Assign Times **Board assigned times**

2.2 Appoint Time Keeper

2.3 Other

3.0 Student Request: Mural Request (exhibit 1)

3.1 Mrs. Damariscotta C Miller presented the draft mural design that Nikole Garand would like to do for the school. **Action: Board moved and approved to allow Nikole Garand to create the mural in the Middle school hallway. The board would like to be notified once this is ready for installation so they can be present if possible.**

4.0 Business Office

4.1 Report: **Draft #1** FY 14 Expenditure Budget (exhibit 2)

4.2 First **Draft** is up 6.38% of \$195,590

4.2.1 Increase in budget include the following:

4.2.1.1 iPads

4.2.1.2 Athletics – Soccer Nets

4.2.1.3 Maintenance – Removal of fuel tank (required by law)

4.2.1.4 New Position – Drama Stipend

4.2.1.5 E-Books – HS English

4.2.1.6 Replacement Texts – HS Algebra I

4.2.1.7 Norm-Reference Assessment (Gr. 2-10)

4.2.1.8 Music – Repair of Instrument Inventory

4.2.1.9 Health Office – Increase costs of supplies

4.2.1.10 Health Insurance

4.2.1.11 Increase in enrollment; CPS OWSU assessment has increased

4.3 Questions:

4.3.1 Where will the E-Books be listed on the budget? Within the discipline

4.3.2 What were the factors taken into consideration on the faculty/staffing costs? Reviewed current enrollment that is being used to determine number of faculty

4.3.2.1 K=11; 1=1-; 2=11; 3=11; 4=14; 5=11; 6=13; 7=11; 8=11; 9=29; 10=24; 11=17; 12=12 Total 185

4.3.3 Why did we cut a position last year for budgeting and this year we are up almost \$200,000 and increasing staffing this year? Reminded that this is the **first draft** and the directive is to present what is desired on the first draft then it is revised from there where it is necessary.

4.3.4 Elementary is up \$58,235 – why? This is where the 1 day a week Pre-School Teacher has been put along with support staff and also the increase cost of health insurance is roughly about \$30,000 – Special Education is now a OWSU paid position but those staff members that have regular duties (bus duty, lunch room duty, etc) has to be billed back to the school.

4.3.5 Is the \$9,000 in the Technology an increase as a result of the iPads that are being phased in? Yes

4.3.6 Is there additional summer help outside of the school staff – yes generally it is students

4.3.7 Request is to have a budget that shows keeping the components equal and just reflecting the standard increase and technology (Ipad initiative) and then a second budget to include the \$ amount next to the 9 items listed on Exhibit #2.

4.3.8 Pre-Election State Education Fund Property Tax Rate is estimated to go up \$.06

4.4 Other:

5.0 Correspondence

5.1 Copies of all the correspondence that went home to families

5.2 Other

6.0 Public Comments

6.1 Parent concern is that son is not being taught the differential education because it is not the actual classroom teacher but rather a Para-educator that is instructing the classroom; but rather it is being sent home as homework. Further concern is that the parent did not learn of this from a communication sent home but rather at a school event from another parent. **Principal responded, the Para educator is a Certified Teacher and the Foundations Program is being taught – the classroom teacher is taking care of all of the lesson development and is working closely with the Para-educator. Principal could not advise on the communication that was or was not delivered as he was not with the CPS until August 15. The understanding is that there was an oversight on this particular aspect but he does believe that the changes that have taken place for the school this year for the academic program does provide what was desired. Superintendent did advise that the lack of communication was an oversight but would hope that with the new communication directives in place this would not happen again. Parent requested that the school now notify the parents of this, just in case they don't know. Board advised that they will be asking for additional feedback and looking into this situation further.**

6.2 Parent raised concern that there be a timeline in place to replace a key teacher on the staff who is going on leave in April. **Principal advised that they will be advertising and hopefully have someone in place after the holidays for the start of 2013 and thus allow time for the new person to work with the staff member so the transition is smooth.**

6.3 Other

## 7.0 Old Business

7.1 Report: Planning for Public Preschool

7.2 Superintendent shared that they are looking at the preliminary stages of the funding, community partners and agencies while observing what his counterparts are doing. There are even some that are partnering with private preschools that meet licensing standards. There are very few that are partnering with community agencies such as Head Start. Superintendent was provided with the Burlington experience and he will provide that to the community to review.

7.3 Reviewed with the Community Members present how the Board has gotten to the current position for the preschool based on the responses from the community last year and the current community needs and programs available locally

7.4 Will look into partnering with Tunbridge to allow their children to join the program as well

7.5 There may be some funding still available for the start up costs and Emily is working on getting a conference call to review the options.

7.6 Recommendation from Community Member to do a pre-town meeting at the town hall to get prior thoughts and opinions and potential assistance in getting the budget talked

7.7 Other

## 8.0 Principal

8.1 Report: Principal's Report (exhibit 3)

8.1.1 Principal has been working with Kelly Doyle to create a substitute teacher handbook and they are almost done with it – once complete he will share with the board

8.1.2 Principal attended the Waits River Recruitment Night have added 20 new students and may be adding 2 more in the next week

8.1.3 K-12 Music Teacher Jennifer Chambers announced that CPS received a \$200 grant from the Vermont Arts Council through its cultural routes program for the New York City Trip toward transportation

8.1.4 Mini Mud Music Talent Show – Grade 10 Student Lindsey Greene will be performing at the show at Chandler Center of the Arts – November 3, 2012

8.1.5 Drum Schtick with the Vermont Symphony Orchestra will be at CPS Gym on Wednesday, November 14th from 9 to 9:45 am

8.1.6 Young Writers Project: Grade 12 Kyle Coburn and Cherish Amanda Greene Grade 11 will be published in *Anthology 4*

8.2 Report: iPad Implementation (exhibit 4)

8.2.1 Principal provided 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 the hope that iPads could be purchased and implemented into classrooms by January 2013. These iPads would be for the middle & high school students and the library media center available for teachers to use during their instructions.

8.2.2 Board expressed concern with the abilities of the teachers and students to use these iPads and will there be consideration in the implementation process to make sure that the faculty and students know how to use them. Principal advised that most students and faculty have already had the trainings needed to use these and will be able to bring those who do not know how, in order to have an excellent implementation. Board asked can we provide an evening class for community members to learn how to use these iPads so they can become an asset item in their lives as well.

8.3 Report: Phones/Communications Proposal (exhibit 5)

8.3.1 Starting in summer 2012, Kelly Doyle and Terry Libby were directed to invest the replacement of the aging phone system and public address system. This was taken out to bid and the recommendation is to move forward with Key Communications although their cost is slightly higher Key Communications provide a better package **Action: Board moved to authorize the principal to contact with Key Communication per the cost in the bid of \$18,286.78 to install the new phone/communication system.**

- 8.4 Report: Approved Funds Follow Up (exhibit 6)
  - 8.4.1 Musical/Drama production – Anticipated for Late Spring
  - 8.4.2 Mountain Bike Club
  - 8.4.3 Library Media Center Office Chairs
- 8.5 Other: Chelsea Public School’s Centennial Publication – A Report to the Community (Yet to be Titled) discussion surrounded the implementation of this publication for the school and community – some of the pieces that would be put into this are:
  - 8.5.1 Introduction
  - 8.5.2 Mission, Guiding Principles, Recent & Current School Board Goals
  - 8.5.3 Points of Pride
  - 8.5.4 Elementary, Middle & High School Descriptions
  - 8.5.5 Graduation Requirements
  - 8.5.6 Course of Studies
  - 8.5.7 Technology
  - 8.5.8 Enrollment History
  - 8.5.9 Budget Narrative/Commentary
  - 8.5.10 Spending Per Pupil History
  - 8.5.11 Special Education Spending History
  - 8.5.12 Building Spending Per Pupil
  - 8.5.13 Scholastic Aptitude Test/PSAT Results
  - 8.5.14 POA Results
  - 8.5.15 NECAP Assessment Results History & Trends (local, supervisory, union & statewide)
  - 8.5.16 Adequate Yearly Progress
  - 8.5.17 Planning for the future: Projections & Surveys
    - 8.5.17.1 Community Roundtable
    - 8.5.17.2 What if: Close, Privatize, Unionize, RED, Designation
    - 8.5.17.3 Historical Contents: Re-emerging Trends
    - 8.5.17.4 A Brief history of Chelsea Schools
    - 8.5.17.5 Community Profile
  - 8.5.18 Summary
- 9.0 Superintendent
  - 9.1 Report: Winter Coaching Appointments (exhibit 7) **Action: Board moved and approved the following Winter Coaching Appointments as recommended by Parrish Eiskamp, Athletic Director; Principal Blount, Principal**
    - 9.1.1 Gordon Barnaby – Varsity Girls Basketball - \$2,750
    - 9.1.2 Mike McCullough – Varsity Boys Basketball - \$3,400
    - 9.1.3 Jean Parker – JV Boys Basketball - \$1,825
    - 9.1.4 Parrish Eiskamp – JV Girls Basketball - \$1,600
    - 9.1.5 Amanda Gray – Assistant Varsity Girls Basketball \$600
    - 9.1.6 Rory Allen – Middle School Girls Basketball \$800
    - 9.1.7 TBA – Middle School Boys Basketball
    - 9.1.8 Tim Perreault – 3/4/5 Boys Basketball \$600
    - 9.1.9 TBA 3/4/5 Girls Basketball
  - 9.2 Question was raised as to why there is an Assistant to the Girls Varsity but not the boys – does the boys team need an assistant? **Superintendent will look into and report back to board.**
  - 9.3 Other:
- 10.0 OWSU
  - 10.1 Report: Executive Committee Meeting October 4, 2012
    - 10.1.1 Increase in budget as a result of the overall OWSU increases (health insurance, special ed., administration office)
    - 10.1.2 Discussed the logistics of the Full Board Meeting being held at Chelsea on November 15, 2012
    - 10.1.3 Discussed the Special Education Position that used to be at Chelsea that is now at Sharon and that there is need still for this position at Chelsea. Superintendent shared the child count by grade level. Chelsea’s count is EEE=4; K=1; 1=2; 2=1; 3=3; 4=1; 5=0; 6=1; 7=2; 8=2; 9=1; 10=3; 11=0; 12=1 Disability Categories: Learning Impaired=1; Speech & Learning

Impairment=7; Emotionally Disturbed=6; Other Health Impairment=5; Specific Learning Disability=1; Autism=0; Other Traumatic Brain Injury=1

10.1.4 Principal has been working with some outside consultants who will be coming into the school to do presentations and aid in plan development for these students who need extra care

10.1.5 Discussed the purchasing of a van that does not required CDL further currently contracted a smaller van with Butler for transport – hiring a driver for that

10.2 Future Meeting Dates:

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

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

December 20, 2012 @6:30 PM – Executive Committee Meeting at OWSU (if needed)

11.0 RTCC Representative

11.1.1 Report: Calvin attended an advisory meeting for the Environment Class – there is a full class, three students on job placement/job coring

11.1.2 Done tree harvesting

11.1.3 Completed the sawmill over there

11.1.4 Other:

12.0 New Business

12.1 Other

13.0 Future Agenda Items:

13.1 Other

14.0 Future Meetings

14.1 Regular Meetings

November 21, 2012 @ 6:30 PM

December 7, 2012 @ 6:30 PM

15.0 Other Business

16.0 Executive Session: *(Personnel)*

16.1 Entered Executive Session at 9:34

16.2 Return to public session 10:00

16.3 **Action: None taken**

17.0 Executive Session: (Personnel)

17.1 Entered Executive Session at 10:02

17.2 Returned to Public Session at 10:35

18.0 Adjourn (*Target Time No later than 9:30 PM*): Approx 10:40

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