

**CHELSEA BOARD OF SCHOOL DIRECTORS**  
**Regular Meeting**  
**Wednesday, January 16, 2013**  
**6:30 P.M.**  
**Chelsea School Library**  
**MINUTES – Approved 2/6/13**

School Board Members Present:

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

Administration Present:

David Bickford – Superintendent  
Tara Weatherell – Note Taker

Community Members:

Steve Gould  
Phil Mulligan

Other:

Jon Haehnel  
Chris Sargent

Faculty Present:

None

- 1.0 Call to Order **Meeting called to order at 6:32**
- 2.0 Pledge of Allegiance
- 3.0 Action: Approve Minutes
  - 1.1 Action: Act to Approve the Minutes of January 2, 2013 **Board reviewed, moved and approved the minutes of January 2, 2013.**
  - 1.2 Review Previous Action Items: **No action items to review**
  - 1.3 Other
- 4.0 Adjustments to the Agenda
  - 4.1 Assign Times **Board assigned target times**
  - 4.2 Appoint Time Keeper
  - 4.3 Other
- 5.0 Business Office
  - 5.1 Report: None
  - 5.2 Other: **David will bring the items that Donna emailed around throughout the last couple of weeks for the board to review and discuss.**
- 6.0 Director of Special Education
  - 6.1 Report: None
  - 6.2 Other:
- 7.0 Correspondence
  - 7.1 Other: None

8.0 Public Comments

- 8.1 Other: Diversity Day will be held on 2/14/2013 Mark **will follow up on this and report back to the board with regard to what the day will entail.**
- 8.2 Emily shared a concern about bus idling and this was passed onto David and it was passed onto the bus company.
- 8.3 Emily communicated that the Planning Commission is reviewing the town plan and that the planning commission would like the school board to review the portion of the plan that involves the school.

9.0 Principal

- 9.1 Report: Principal's Report (exhibit 1)
  - 9.1.1 Middle School Curriculum
  - 9.1.2 Midterm Exams will be held for the middle school & high school students the week of January 14<sup>th</sup> will make up exams to be held on January 18<sup>th</sup>
  - 9.1.3 National Assessment of Education Progress will be on February 11, 2013 for the Fourth & Eighth Grade in either math or reading
  - 9.1.4 Chelsea's *Points of Pride Report* draft has been completed
  - 9.1.5 School Play tentative date is May 30, 2012 at 6:00pm
  - 9.1.6 Vermont Schoolhouse Consultant Jon Udis observed elementary classrooms as well as art, music and physical education the week of January 7<sup>th</sup>, 2013. Will met with Superintendent Bickford and Mark on January 28<sup>th</sup> to discuss his findings
  - 9.1.7 Chelsea Public School has been selected by the VT Department of Education to pilot Smarter Balance Assessments during its window March 6-21, 2013
  - 9.1.8 January 21<sup>st</sup> In-service will include refresher training on Web2School, student management system as well as training by Key Communications on the school's new phone/communication system.
  - 9.1.9 2<sup>nd</sup> Quarter ends Friday, January 18, 2013 report cards issued: Thursday, January 24, 2013
  - 9.1.10 Key Communications will be here on January 18, 2013 for upgrades and will be completed on Monday, January 21.
  - 9.1.11 The stairwell off the main entrance was repainted by Terry during holiday break
  - 9.1.12 Door Security as of today, January 16<sup>th</sup> all doors will remain locked during instructional time with access through the main entrance by an electronic buzz-in system
  - 9.1.13 Emergency Response Plan: A meeting with location first responders will be held on January 14, 2013 to discuss the school's new emergency response plan, to discuss coordinating efforts in the event of an emergency, and to discuss planning and training for faculty and staff.
  - 9.1.14 VT Mechanical/Heating System: Terry Libby reports the heating system is back to running normally.
  - 9.1.15 Bridge Building & Testing was held
  - 9.1.16 Chelsea Public School Newsletters and weekly communications will be distributed electronically through parent/family emails. Hardcopies will be available to parents who do not have email access and will continue to be distributed to local business and the public library.
  - 9.1.17 Chelsea Public School has secured three new students for the 2013-2014 school year from Tunbridge.
- 9.2 Report: Chelsea Public School Points of Pride (electronic copy) Board reviewed the Points of Pride that was shared, would like a few copies available during Town Meeting, and around town at the local Real Estate Offices, Elementary Schools, etc.
- 9.3 Report: Food Service Equipment Grant (exhibit 2)
  - 9.3.1 Kitchen Manager Cathy Johnson is looking to apply for a grant from the State of Vermont Child Nutrition Department. The Grant is a 50/50 Equipment Grant. This would be used to replace the convection oven we have now that was manufactured in 1978, and needs to be replaced. The total cost of the new oven would be about \$4,000.
  - 9.3.2 Action: Act to approve the Food Service Equipment Grant **Board moved and approved to match the funding obtained through Cathy Johnson applying for the 50/50 Equipment Grant to purchase a new convection oven.**
- 9.4 Report:
- 9.5 Other:

- 10.0 Superintendent
  - 10.1 Report: Annual Report (exhibit 3)
    - 10.1.1 David reviewed and discussed the Superintendent's Report for the Year Ending December 31, 2012.
    - 10.1.2 School Board & Superintendent's Association ran a press conference yesterday, project began 2 years ago – What is an excellent education?
      - 10.1.2.1 Universal access to preschool
      - 10.1.2.2 Supporting a new vision for teaching and learning, flexible schedules, team teaching, outside learning, licensing system
      - 10.1.2.3 Supporting Families and Communities
      - 10.1.2.4 Technology
      - 10.1.2.5 Looking at the role of leadership in articulating and communicating changes in education
  - 10.2 Other:
- 11.0 OWSU
  - 11.1 Report: By Laws (exhibit 4)
  - 11.2 Report: Executive Committee Charge (exhibit 5)
  - 11.3 Report: Update on Negotiations
  - 11.4 Other: Reviewed the discussion about the current enrollment in Special Education
  - 11.5 Future Meeting Dates:
    - January 17, 2013 @ 6:00 PM - Negotiations @ South Royalton
    - February 7, 2013 @ 6:00 PM – Negotiations @ South Royalton
    - February 14, 2013 @ 6:30 PM – Executive Committee @ OWSU
    - February 21, 2013 @6:00 PM – Negotiations @ South Royalton
- 12.0 RTCC Representative
  - 12.1 Report: None
  - 12.2 Other:
- 13.0 Old Business
  - 13.1 Report: None
  - 13.2 Other:
- 14.0 New Business
  - 14.1 Report: Update on Negotiations
    - 14.1.1 Kylie attended the meeting. Progress was made in consolidating the language between the current contracts with regard to military leave, jury duty and bereavement leave.
  - 14.2 Other:
- 15.0 Future Agenda Items:
  - 15.1 Special Revenue Funds
  - 15.2 Other
- 16.0 Future Chelsea Meetings
  - 16.1 Regular Meetings
    - February 6, 2013 @ 6:30 PM
    - February 20, 2013 @ 6:30 PM
- 17.0 Other Business
  - 17.1 Jon Haehnel was here to review and discuss the Energy Audit that was completed for the school  
**Board would like to invite Terry to the next meeting to discuss the Energy Audit and determine a plan of action; will look into the bid specs that were sent out for the boiler project to determine if everything was done appropriately.**

- 17.2 Phil did share that he did some research on the solar panels and that there are many investors that are interested in installing solar panels, which means they own it and maintain it and the school can benefit from the savings. They are currently working on it in more detail and will come back to the Board when they have additional information.
- 17.3 Board reviewed content to include in the report from the Board for this year's Town Report.
- 18.0 Executive Session: (*Personnel*) Entered Executive Session at 9:20.
- 18.1 Return to public session at 9:30.
- 18.2 **Action: None Taken.**
- 18.3 Other:
- 19.0 Executive Session: (*Student Records*) Entered Executive Session at 9:31.
- 19.1 Return to public session at 9:33.
- 19.2 **Action: Board moved and approved to grant tuition waiver request.**
- 19.3 Other:
- 20.0 Adjourn (*Target Time 9:00 PM*) 9:45

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