

**Sheldon Elementary School  
Board of Directors Meeting  
April 14, 2009**

The Sheldon School Board of Directors met on Tuesday, April 14, 2009 at 5:30 pm in the school library.

Those in attendance were Board members Paula Howrigan, Celeste Kane-Stebbins, and Jacob Bourdeau, administrators Dr. Jack McCarthy and Lenny Rosenberg, business manager, Becky Hart, and board secretary Susan Brouillette. Guests included Sheldon parents Michael and Jenna Clark.

Ms. Howrigan called the meeting to order at 5:41 p.m.

**Approval of Minutes:** Ms. Kane-Stebbins moved to approve and sign the March 10, 2009 minutes as printed. Mr. Bourdeau seconded the motion.

**Correspondence:** Mr. Rosenberg shared a request from a parent regarding a bus ride to be discussed in Executive Session. Mr. Rosenberg received a letter for retirement for Mr. John 'Pete' Macutchen for the end of this school year and a letter of resignation from a para-professional.

**Old Business:**

- **Web site** – The Board discussed the suggestion to include the approved Sheldon School Board minutes on the school website. The Board supported the concept; they agreed this was another avenue to improve transparency and to communicate with parents and the public. Meeting minutes will be posted, along with the school calendar, Bear News, and School Board Policies “Table of Contents”. (Full policies will not be posted as they are voluminous, but they are accessible through Principal Rosenberg). Ms. Brouillette will send the approved School Board minutes to Mr. Gregory to include on the website, starting with January 2009. There was further discussion regarding the website, and concerns if posting pictures from school activities and events. The current Student Handbook distributed to all parents at the beginning of the school year includes permission to post student pictures. Mr. Rosenberg agreed to send a reminder to parents regarding this. Ms. Kane-Stebbins suggested sending an additional reminder when school begins in the fall; Mr. Rosenberg will plan to do this.
- The **MVU High School Bus** from Sheldon has been eliminated due to budget cuts and the low number of riders. The bus company was informed of this decision and Mr. Rosenberg agreed to contact the parents to let them know. Dr. McCarthy shared that he did discuss a cost-share for bus transportation with the MVU School Board and they did not formerly react to this need. There was Board discussion regarding possible reconfiguration of the bus route. Ms. Howrigan agreed to contact the bus company to explore this.
- **SAP (Student Assistant Program) grant:** Mr. Rosenberg reported that the grant application was filed 2-3 weeks ago with the State DOE. He expects to hear a decision in the next few weeks. This has been a successful grant here in Sheldon for the past year.
- **FFA Future Farmers of America** – Mr. Rosenberg shared that on Thursday of this week Jill Kelley and some officers from the MVU FFA Program will be coming to Sheldon to meet with the 8<sup>th</sup> graders. This program will provide a hands-on introduction to FFA for our 8<sup>th</sup> graders. Ms. Kane-Stebbins inquired if there are any associated costs; Mr. Rosenberg will investigate.
- **Wood clean up** by Route 105 - Cold Hollow Career Center is finished their part of the project. The Board discussed options for volunteers picking up the remaining wood. Mr.

Rosenberg will follow up.

**Contracts:** Two teacher contracts, an administrative and a paraeducator contract will be reviewed and discussed in Executive Session.

### **Business Managers Report**

Ms. Hart presented the March 2009 financial report. The projected carryover is \$50,000 and includes an adjustment from the BFA tuition line as it was higher than projected. There was Board discussion. Ms. Kane-Stebbins moved to accept the March 2009 financial report as presented; Mr. Bourdeau seconded the motion.

- Ms. Hart also shared the transportation contract which was awarded in January 2009 but was not issued until the budget passed. This contract reflects 7 buses including 3 for high school.

### **Principal's Report**

Dunsmore Fund – Mr. Rosenberg shared that the school is hoping to do more with the African Drums project including a culminating enrichment project regarding Africa, such as learning the culture, including language and dance, for the upcoming school year. Mr. Rosenberg inquired if there was additional interest in the Dunsmore Fund to help pay for professionals to come in and do/teach dance and make costumes, as well as other speakers; he expects costs would be under \$2,000. The Dunsmore Fund is to be used for enrichment activities that are not funded in the school budget. After Board discussion, Ms. Kane-Stebbins made a motion to use up to \$2,000 of interest from the Dunsmore Fund to be used towards this African enrichment project in the 2009-2010 school-year. Mr. Bourdeau seconded the motion.

Building and Grounds – Mr. Rosenberg reported the boiler and the new expansion tank and control box have both been up and running for two months. Mr. Rosenberg also reported that Efficiency Vermont conducted an energy audit of the school; they will provide a written report and recommendations within a month. Of special mention - a blower on the ceiling in the gym currently blows heat. Mr. Rosenberg stated he is calling Control Technologies to check into this. Also noted, computer power strips throughout the school should be shut off at night. The room thermostats appear to be inefficient as the temperature stays constant and does not drop when school is not in session. Mr. Rosenberg noted that the school can apply for a \$12K grant to help cover funding for any energy efficient changes they pursue. Lastly, Mr. Rosenberg shared that the garage next to the school is quite full and there was discussion about putting an addition on to it. There was Board discussion and the Board asked Mr. Rosenberg to provide a cost estimate for materials. Mr. Rosenberg will present an estimate at the May board meeting. Ms. Howrigan requested that the sign in front of the school be painted.

Personnel – will be discussed in Executive Session.

Personal Care Attendant – Mr. Rosenberg shared that the current PCA previously left at 3:15 p.m.; she is now leaving at 2:30 p.m. when the child in her attendance leaves. This provides some budget savings.

Replacement Para Hire – to be discussed in Executive Session. Mr. Rosenberg also shared the resignation letter from the previous employee which will be discussed further in Executive Session.

Evening Art Exhibition – was held on Thursday, April 9<sup>th</sup> for grades 3&4 and was a tremendous success with the students doing a great job and there being high attendance. The jazz band also had a nice performance for attendees in the library prior to the event.

Odyssey of the Mind – Mr. Rosenberg received a request from the teachers leading the Odyssey program to have this program outside of the After School Program because it is difficult to gain the funds to do these events. This will be discussed further in Executive Session.

#### Other

- Mr. Rosenberg has advertised for the 7/8 math teacher position and interviews have been scheduled. Mr. Rosenberg asked the Board members for an available date for the second interview(s) with the School Board. The Board will follow up with Mr. Rosenberg with a date.
- Mr. Rosenberg shared that the 8<sup>th</sup> grade graduation date is Thursday, June 11, 2009 at 6:00 p.m.

#### **Superintendent's Report**

Negotiations – will be discussed in Executive Session.

Policies – The second reading and adoption of Policy H3 Community Use of School Facilities was discussed. Dr. McCarthy recommended that this policy be very general and make a reference to a school procedure that the school has written specific for their school regarding the use of school facilities. Mr. Bourdeau made a motion to approve Policy H3 Community Use of School Facilities as written. Ms. Kane-Stebbins seconded the motion. Mr. Rosenberg agreed to follow up and make sure there is a school procedure for Sheldon School.

Dr. McCarthy shared additional information about Section I Policies; he recommends the School Board repeal these policies since they are not mandated and are covered in other existing policies. Ms. Kane-Stebbins made a motion to repeal Section I Policies and Mr. Bourdeau seconded the motion.

#### **New Business** –

- Ms. Kane-Stebbins reported she received a suggestion to have the stumps cleared along Route 105 and to then make a path to the garden center and possibly put in benches. Also suggested was to fill in the ditch on the right side of the school entrance drive and to build a sidewalk up to the school and possibly along the fence on the school field. The Board agreed to approach the Town Select Board regarding a sidewalk in front of the existing fence and cleaning up the tree stumps.
- Ms. Howrigan discussed the kitchen equipment and need for a maintenance agreement for regular maintenance as the equipment belongs to the school. There was Board discussion and Mr. Rosenberg was asked to check and see if a current maintenance agreement exists.

- Ms. Howrigan asked about maintenance of the bathroom fixtures and replacement of toilets and sinks that are loose on the walls. Mr. Rosenberg will get price estimates.

Meeting Dates - The next regular Sheldon School Board meeting is scheduled for Tuesday, May 12, 2009 at 6:30 p.m. (a change in time for May). The agenda meeting will be Thursday, May 7, 2009 at 7:30 a.m. The next FNWSU Board meeting is June 10, 2009 at 7:00 p.m. at Highgate.

At 7:12 p.m. Ms. Howrigan made a motion to go into Executive Session. Mr. Bourdeau seconded the motion.

Executive Session – The Board discussed personnel issues, legal issues and a student issue. Ms. Kane-Stebbins moved to exit Executive Session, seconded by Mr. Bourdeau. The Board exited Executive Session at 8:27 p.m.

Mr. Bourdeau moved to accept the resignation of para-educator Abbey Brouillette; motion seconded by Ms. Kane-Stebbins.

Ms. Kane-Stebbins moved to accept the resignation/retirement of teacher John “Pete” Macutchen; motion seconded by Mr. Bourdeau.

Ms. Kane-Stebbins moved to approve the contract for Leila Lanoue, regular education para-educator; motion seconded by Mr. Bourdeau.

Mr. Bourdeau moved to allow a preschool child to ride the bus with older sibling; motion seconded by Ms. Kane-Stebbins.

Ms. Kane-Stebbins moved to approve all contracts as discussed in executive session; motion seconded by Mr. Bourdeau.

Ms. Kane-Stebbins moved to approve the revised transportation contract and to authorize the board chair to sign once contract was prepared; motion seconded by Mr. Bourdeau.

The Board reviewed and signed orders.

Ms. Kane-Stebbins moved to adjourn; motion seconded by Ms. Howrigan. Meeting adjourned at 9:15 pm.

Respectfully submitted by,

Celeste Kane-Stebbins, Board Clerk