

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

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

Those in attendance were Board members Paula Howrigan, Celeste Kane-Stebbins, and Jacob Bourdeau, administrator Lenny Rosenberg, business manager, Becky Hart, and board secretary Susan Brouillette. Guests included Hazen Stone, Sheldon School Custodian.

Ms. Howrigan called the meeting to order at 5:35 p.m.

**Discussion with Mr. Stone:** The Board reviewed the proposed new Control Technologies service contract. There was lengthy discussion with Mr. Stone regarding the scope of maintenance work done by CTI. The Board agreed to ask a Control Technologies representative to attend the August School Board meeting for further discussion regarding the proposed contract and maintenance program.

Mr. Stone also discussed the pump and back up pump set up that circulates the hot water throughout the school. Currently if the pump stops working, the backup pump must be manually turned on and there is no automatic notification indicating there is a problem with the original pump. To make the back up pump turn on automatically is estimated to cost \$2,500. Ms. Kane-Stebbins inquired if Mr. Stone had interest in HVAC training.

Mr. Stone and Mr. Rosenberg also provided the following update on building maintenance:

- tiles have replaced the hallway carpet at 5-8<sup>th</sup> grade side of the school.
- one 3/4 grade room has been painted; the new walls and door have not yet been installed.
- an electrician is due at school this week for the thermostat sensors quote.
- the lights in the gym have been replaced/retrofitted.
- have repainted some rooms including a girls' bathroom and the girls' locker rooms.
- School sign will be repainted

Have received an estimate of \$1,825 from Gary Pidgeon for the repair and adjustment of all interior and exterior doors. Ms. Kane-Stebbins moved to accept the quote from Mr. Pidgeon; Mr. Bourdeau seconded the motion. Mr. Stone noted that the bathroom fixtures do need to be changed/updated; he suggests replacements. After Board discussion, the Board requested Mr. Stone create a list of needs including the bathroom repairs, as well as quotes to complete the jobs/repairs.

Mr. Stone left the meeting at 6:35 p.m.

**Approval of Minutes:** Ms. Kane-Stebbins moved to approve and sign the June 9, 2009 minutes as corrected. Mr. Bourdeau seconded the motion.

**Correspondence:** none.

**Contracts:** The new math teacher's signed contract was included in Board packet. Ms. Hart presented the MVU/Sheldon Special Education Agreement which Ms. Howrigan was authorized to sign at last meeting. Mr. Rosenberg inquired about the Student's Assistance Program (SAP)

contract which was approved. The actual contract will be completed in August along with a letter of intent. Mr. Rosenberg presented the Franklin County Sheriff's contract for review. There was Board discussion. Ms. Kane-Stebbins made a motion to authorize the Board Chair to sign the Sheriff's contract. Mr. Bourdeau seconded the motion.

### **Old Business –**

- Ms. Kane-Stebbins inquired about rebates for the VT Efficiency projects. Mr. Rosenberg stated some rebates are available after the work is completed and paid for.

### **Business Managers Report**

Ms. Hart presented the June 2009 financial report. The projected carryover is approximately \$220,000 which includes a combination of additional revenues (approximately \$125,000) including a large savings on special education private school tuition, and under-spending the projected budget expenditures. There was Board discussion. A final June 2009 financial report will be presented at the August 2009 school board meeting for review and approval.

### **Principal's Report**

Buildings and Grounds – discussed during discussion with Mr. Stone.

Para-educators hired – Mr. Rosenberg shared that one para-educator is a one-on-one position and another is for an IEP student. He has interviewed for these two positions but has not extended an offer yet.

Grievance Process – will be discussed in executive session.

Negotiations-Ratification – this information was included in the Board packets. There was Board discussion. Mr. Bourdeau made a motion to authorize the Board Chair to sign the agreement between the Franklin Northwest Boards of School Directors of Highgate, Sheldon and Swanton and Educational Support Personnel Unit of the FNW Education Association VT-NEA/NEA. Ms. Kane-Stebbins seconded the motion.

Kindergarten and Pre-School Numbers – Mr. Rosenberg shared there are 24 kindergarten students signed up at this time; he is not sure of the pre-school numbers.

Last Day of School for Faculty – Was June 15. Mr. Rosenberg felt this was a good day where they accomplished work and had fun as a team of staff/faculty members. Teachers were asked to submit their goals for next year.

### Other –

- Announced the 'Welcome Back to School BBQ' scheduled for August 12<sup>th</sup> at 5:30 p.m. Rain or shine.
- Mr. Rosenberg also shared a parent letter that he plans to send out this summer, along with an invitation to the BBQ.

### **Superintendent's Report**

AASA Governing Board – Superintendent is away attending this meeting.

**New Business**

- **MRSA** (Methicillin-Resistant Staphylococcus Aureus) Ms. Kane-Stebbins presented information regarding MRSA with the intent of increasing Board and school administrator's awareness of this type of bacterial infection that is on the rise nationally, and in Franklin County. MRSA is easily spread by contact. Mr. Rosenberg will follow up with the school nurse and staff to ensure infection control practices are optimized.
- Ms. Kane reminded the Board of the upcoming Superintendent's evaluation; Mr. Bourdeau agreed to be Sheldon's Board representative at the Supervisory level. In Dr. McCarthy's absence, Ms. Hart will follow up with the Central Office re: distribution of evaluation forms.

Meeting Dates - The next regular Sheldon School Board meeting is scheduled for Tuesday, August 11, 2009 at 5:30 p.m. The agenda meeting will be Thursday, August 6, 2009 at 7:30 a.m. The next FNWSU meeting is scheduled for October 7, 2009 at 7:00 pm at MVU.

At 7:22 p.m. Ms. Howrigan made a motion to go into Executive Session to discuss personnel and legal issues. Ms. Kane-Stebbins seconded the motion.

Executive Session – The Board discussed personnel issues and legal issues. Ms. Kane-Stebbins moved to exit Executive Session, seconded by Mr. Bourdeau. The Board exited Executive Session at 7:47 p.m.

The Board reviewed and signed orders.

Mr. Bourdeau moved to adjourn; motion seconded by Ms. Kane-Stebbins. Meeting adjourned at 8:25 pm.

Respectfully submitted by,

Celeste Kane-Stebbins, Board Clerk