

**APPROVED - Marlboro School Board Meeting  
Monday, January 4, 2016 @ 5:30pm**

**THESE MINUTES ARE OFFICIAL AND HAVE BEEN APPROVED BY THE MARLBORO SCHOOL BOARD**

**Attending School Directors:** Jen Carr (chair), Doug Korb (vice chair), Celena Romo (clerk), Francie Marbury (Principal), Bud DeBonis (WCSU CFO), Steven John (WCSU Superintendent)

**Members of the Community:** Carol Ann Johnson

Jen Carr called the meeting to order at 5:37pm.

5:40: Bud DeBonis enters.

5:42pm: Carol Ann Johnson enters.

**Approve past minutes:** Jen makes motion to approve 12/7/15 minutes. Doug seconded.

Jen makes a motion for Steven John to sign internal financial controls document. Celena seconded.

Act 46 Committee update ensued. The Act 46 committee has decided to create a matrix and a survey for the town.

**Mail Opened:** Blank Ballot Sheets for Board Candidates running for election. Thank you note from BMC for donation in memory of David Tasgal.

**Budget Planning discussion ensued.** Discussion around Equalized Student and Budget cap. Draft budget has exceeded the cap but still presents a reduced tax rate at 1.6944. Draft Budget is over the cap by \$389.84 per pupil and there would need to be a reduction to the budget of approximately \$50,000.00 to be under the cap ( $389.84 \times 129$  students). If draft budget were under the cap it would reduce the tax rate to 1.6167. Budget reductions were already made and reflected in the draft budget to get this close to the cap and further reductions would significantly impact programs.

6:35pm Steven John (WCSU Superintend) enters.

Budget discussion ensued. Board discussed further budget planning and no further reduction to the budget at this time. In order to further reduce the budget it would impact and reduce vital programs. There is room within the current proposed budget for additional cost savings within the upcoming year.

Threshold (cap) explanation: Threshold is different for every school. Percentage is smaller if you are considered high spending town in the past and percentage is higher if considered low spending town per pupil in the past. FY17 Per Pupil spending Threshold is - 1.07%

**Action:** Final Budget review, clarifications and revision completed prior to next meeting. Email questions to Francie prior to February meeting. Budget vote in February.

Bud DeBonis exits meeting at 7:19pm.

Meeting is recessed at 7:19pm.

Marlboro School District Special Meeting at 7:30pm.

Meeting reconvened at 8:30pm

**Actions:**

Steven will draft warning.

Jen will draft directors report. Email draft to board for review.

Doug will prepare budget footnotes by Thursday January 7th.

**Board seats:** Per the unanimous vote that the Town School District of Marlboro increase the School Board to five directors with the two new seats each being a one year term.

Doug makes a motion to appoint Dan MacArthur to an open seat until town meeting election date. Jen seconded. Jen: All those in favor say "Aye" Motion passed unanimously.

Celena makes a motion to appoint Lauren Poster to second open seat until town meeting election date. Doug seconded. Jen: All those in favor say "Aye" Motion passed unanimously.

Without objection the board directed the chair to sign the WCSU Expanded Learning Opportunities Memorandum.

**Principals report:** Board approved revision to the professional development payment policy. School will pay upfront with statement on professional development request for proof of completion or repayment for non-completion.

Security and safety discussion ensued.

Capital Improvement discussion to be revisited after town meeting.

Tuition Rate discussion ensued.

Jen makes a motion to keep our tuition rate the same as past years the elementary grades is \$11,025 and for JH \$12,460.00. Celena seconded. Jen: All those in favor say "Aye" Motion passed unanimously.

Board has expressed an interest in being a part of the hiring process for the 1st-2nd grade teacher position.

Meeting was adjourned at 9:20 pm.

Submitted by Julianne Mills (minute taker)

Pay Order #12A: \$342,976.43

Pay Order #13: \$89,229.85

Pay Order #14: \$40,441.24

#### *Upcoming Meetings & Important Dates*

- MES Special Budget Review Meeting – Monday, January 11, 6pm @ MES
- Deadline to provide auditors with budget & director's report – Thursday, January 21st (check w/ auditors)
- Deadline for filing nominating petitions with Town Clerk for Town Offices – Monday, January 25th, 5pm
- Last day to warn annual school district meeting – Sunday, January 31st
- MES Regular School Board Meeting – Monday, February 1st, 6pm @ MES
- Pre-Town Meeting – Tuesday, February 23rd, 6pm, Marlboro Town Office
- Marlboro School Board Regular Meeting – Tuesday, February 23rd, 8pm (to be held after Pre-Town Mtg.)
- Marlboro Town Meeting, School District Meeting – Tuesday, March 1st, 9am @ Town House
- Marlboro School Board Regular Meeting – Monday, March 7th, 6pm @ MES (reorganization meeting)
- WCSU Full Board Reorganization Meeting & Agency Fund Vote – Wednesday, March 23rd, 7pm @ LGUHS:

***Our Guiding Principles:*** Students will be at the center of our decision-making. We will keep to the agenda. The chair will estimate the amount of time necessary for each item and act as timekeeper during the meeting. Every voice is heard as discussion goes back and forth. Decisions will not be made hastily. We will ask ourselves, "What other information do we need in order to make a thoughtful decision?" Decisions/discussion will be recapped before moving on to a new item. Items requiring action will be identified and we will note who is responsible for each action item. Follow through will occur before the next meeting. We will use email judiciously to communicate between meetings.

***Implementation Guidelines:*** Meetings will be held on the first Monday of each month with the fourth Monday kept in reserve, if an additional meeting is needed. The chair will send out the agenda the Thursday before the meeting. The meetings will start at 6pm and go no later than 9pm.

**Marlboro School Board**  
**Monday, December 7, 2015**  
**Principal's Report**

## **Student Learning/Professional Learning**

### **Students**

- Before vacation the 5th/6th grade worked with Linda Whelihan, artist in residence through the Vermont Arts Council, to make puppets representing inventors they were studying. Please check out this link to photos taken by the Reformer - <http://photos.reformer.com/2015/12/18/photos-history-with-puppets/#1>
- The Winter Concert was a big success with Charlene doing an amazing job of highlighting individual students.
- Winter Sports begins on Monday, January 4 and runs for six weeks.
- Junior High students is working on I projects (independent studies) with presentations planned for the week of February 8.
- The 5th/6th grade is immersed in a unit on Ancient Rome that includes reading Shakespeare's *Julius Caesar*.
- The 3rd/4th grade is in the midst of a waste assessment of the whole school. We look forward to finding out how we're doing and how we can do better in terms of composting, reusing, recycling, and reducing our waste.
- The Primary presented a musical and choral play of *Frederick* by Leo Lionni at the Winter Concert. They made bird puppets with Linda focusing on adaptations to beaks and feet that evolve in order to survive.
- Kindergarten begins their study of the Human Body. Before vacation they also made puppets with Linda as part of their study of folk and fairy tales.

### **Teachers**

- Matt Martyn met with staff to conduct training on responding to violent intruders. This is a difficult topic that needs our further work.
- Teachers will have 2 hours every Monday afternoon during Winter Sports to pursue professional learning. Topics include preparing students for the SBAC, technology integration into instruction and student work, and report card preparation.
- **Action required:** Teachers request that the school pay upfront for professional development coursework rather than require teacher to pay upfront and receive reimbursement at the end of the class. Teacher will still supply proof of completion or have to repay the school.

## **Policy or Regulation Implementation**

### **Building and Grounds**

- Application for Efficiency Vermont's Relighting Program has been submitted for new lighting in the Outback and the Down Under based on an estimate by a lighting company. A representative of Green Lighting Works will conduct a lighting audit of these spaces on Tuesday, January 5.
- Security
  - The Security Audit that was conducted by a consultant for VSBIT has been received. Recommendations include items that may be part of a larger capital improvement plan such as a PA system,

- I met with Lt. Paul Favreau of the Vermont State Police and Mike Andreotta, EMD for Marlboro, to review possible security upgrades to the building and to our Crisis Response Plan.
- Need to identify a date for revisiting plans and creating a timeline for capital improvements to the building.

### **Finance/Accounting**

- Review revised FY17 draft budget worksheet
- Set tuition rate for FY17 - The rate has not changed for two years. Our current rate for elementary grades is \$11,025 for JH \$12,460. The state average announced tuition rates for FY16 are \$12,294 for elementary and \$14,297 for secondary.

### **Enrollment/Staffing**

**Student enrollment** as of 1/4/16    83

### **Staffing**

- Julie Erickson, the Antioch intern who is continuing as a Special Education program paraprofessional, has accepted a 6th grade position at Leverett Elementary and will leave MES at the end of January. We will begin the process of finding her replacement.
- The process for finding a 1st-2nd grade process will begin this month with the hope of hiring someone before the April vacation.

### **Informational items:**

1/18 - No School - Martin Luther King, Jr Holiday

2/15-2/19 Winter Vacation

*Marlboro Realms of Learning  
Communication Problem  
Solving  
Personal Development  
Civic and Social Responsibility  
Knowledge*