

**APPROVED - Marlboro School Board Meeting**  
**Tuesday, July 7, 2015 @ 7pm**

In attendance: School Directors: Jen Carr (chair), Doug Korb (vice chair), Celena Romo (clerk), Steven John (WCSU Superintendent).

Members of the community: Gussie Bartlett

Jen Carr called the meeting to order at 7:05pm

**ACT 46:** Discussion and debrief ensued re: the WCSU Executive Committee meeting in Townsend which can be viewed in full on [BCTV](#)

**ACTION:** It was decided that Jen Carr will approach the following two SUs with these questions:

1. Ask WSESU (Brattleboro) what they propose.

Could Marlboro join their accelerated consolidation of Boards to be like Dummerston and Putney and give up choice for grades 9-12 and send Marlboro students to BUHS?

2. Ask WSWSU what the proposed K-8 RED for Halifax, Readsboro, and Stamford does with grades 9-12. Will they retain choice like Marlboro has today?

Discussion ended. Gussie Bartlett exited the meeting.

**Food Program:** Discussion regarding the food program ensued.

**ACTION:**

- A motion was made by Jen to direct Steven to prepare an RFP on behalf of the Marlboro Board to provide food service under the federal school meals program. (Issued to vendors by July 21.)
- The Board will meet on the Aug. 17 to take action on any bids submitted or decide to continue with the present food service in-house for FY17.
- Before issuing the RFP, please have Francie and at least one of the Board Members review it. Celena seconded the motion.

**Board Retreat:** Discussion ensued re: board retreat topics and setting the retreat agenda. The board decided on the following topics for the retreat:

- Capital improvements (5 year plan)

- Act 46
- Fall public forum hosted by the board re: Act 46 and board structure
- Moving finances to WCSU
- Food Program

Motion was made by Jen to approve the 6/1/15 minutes with changes. Celena seconded the motion.

**Minute-Taker:** Discussion ensued regarding potential minute taker for school board meetings. Jen made a motion to rehire the board's former minute-taker pending agreement of terms. Celena seconded the motion.

**Fundraising:** Following a meeting with Gail Chaine regarding accounting of fundraising in the school the board directed the administration to close all accounts in any employee's names used for this purpose. For future fundraising accounting, students will work directly with Gail to track funds raised. Discussion ensued about the sustainability of the Costa Rica program based on the continuing struggle to raise funds.

Meeting was adjourned at 10:00PM

Respectfully submitted,  
Douglas Korb

*Pay order #25 (2014-15) 61,607.58*  
*Pay order #26 (2014-15) 192,296.37*  
*Pay order #1 (2015-16) 10,511.11*

*Upcoming Meetings & Important Dates*

- Jamaica and Townshend Board Meetings - Tuesday, July 21, 6:30 @ Jamaica Village School
- WCSU Executive Committee Meeting - Wednesday, July 22, 7PM @ Leland and Gray H.S. **[Tentative per website]**
- MES Board Meeting / Retreat – Thursday, July 31st, 12:30pm – 4:30pm @ South Pond (rain location TBA)
- Regular MES Board Meeting – Monday, August 17, 6pm – 9pm @ MES
- Regular MES Board Meeting – Monday, September 14th, 6pm – 9pm @ MES
- *(Note summer and fall date changes due to vacation schedules and Labor Day)*
- Regular MES Board Meeting – Monday, October 5th, 6pm – 9pm

***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**

**Tuesday, July 7, 2015**

### **Principal's Report**

#### **Student Learning/Professional Learning**

##### **Students**

- We have received a grant from the Vermont Reads program (Vermont Humanities Council) for 25 copies of **Haroun and the Sea of Stories** by Salman Rushdie. Pam and Rochelle will work Amer Latif, professor of religion at Marlboro College, and P&F to develop events around the reading of this book by the 5th/6th grades.
- SBAC results will be in towards the end of the summer. As this was our first time administering this assessment and we focused primarily on the issues related to the technology requirements, we do not expect to have valid results. Unfortunately, we are not able to share our notes with the state assessment coordinator, Michael Hock, about the teachers' and the students' experience taking this assessment. There is no mechanism set up for doing this.
- Thanks for your role in the graduation of twelve 8th graders.

##### **Teachers**

- July 27-31 Rachel, Tim, Pam, Rochelle, Erik, and Christine will be working as a PLC
  - to develop our system for Personal Learning Plans for 7th-8th graders, as required by Act 77
  - to develop electronic portfolios
  - to revise the 5th-8th grade Science and Social Studies curriculum
  - to further integrate technology into instruction and student learning

#### **Policy or Regulation Implementation**

- We will take this up at our Aug 17 meeting.

#### **Building and Grounds**

- Outback door frame & doors will be replaced this summer at a cost of
- Please see the Building Needs/Wishes Summary. This is intended to add to the conversation already underway which includes Gail's spreadsheets, Marlboro School Preliminary Building Project Outline (10/27/14) and Building Asset Planning #5 (4/20/15), and the Energy Assessment Report (12/31/14).
- Moves within the building
  - Pam moves into David's room

- The Library returns to its original space upstairs
- The Spanish Program moves into the old Library

### **Finance/Accounting**

- Tax Anticipation Note has been secured.
- Review of total expenditures for FY15 is scheduled for the Aug 17 meeting.
- Initial report for the Food Service budget shows us \$950 under budget
- Meeting was held on June 18 with JH and 5th/6th parents and teachers to develop a fundraising plan

### **Enrollment/Staffing**

#### **Student enrollment**

Anticipated enrollment for 2015-2016                      76

#### **Staffing**

- Sarah Lavigne has been hired as a .5FTE classroom paraeducator and .5FTE one-on-one paraeducator.
- Andrea Howe has signed her agreement to be the bus coordinator and a bus driver.
- Teacher interns from Antioch will be with us for the first semester, one in Special Ed/Pam's class and one in Kindergarten.

### **Information in response to your requests at previous meetings:**

#### **Public Preschool Exploration**

I met with Steven John and we replied to the questions from the Meetinghouse School Board about their becoming a public preschool. These responses have been shared with you.

#### **Update on exploration of contracting with outside Food Service**

Actions: visited Jamaica and spoke with principal, Laura Hazard, and food service director, Jaca Hughes, spoke via phone with Scott, Jaca's supervisor, and met with Kathy Pell and Gail Chaine to discuss pro's, con's, and questions of working with Abbey Group.

Pro

Abbey takes care of paperwork

Lower cost for families that pay full price for meals as Abbey is able to use bulk buying power to

purchase food at lower cost (Jamaica full price lunch \$2.50; MES \$3)

Employees can receive unemployment during summer months

We can write the RFP with as many requirements as are important to us - staffing, schedule, quality of food. It seems likely that our requirements may increase the cost of the program.

Con

Abbey does not offer benefits - Could we write this into our RFP?

Abbey salaries are lower than our employees currently receive - Could this be included in the RFP? It seems likely that our requirements may increase the cost of the program.

We are not clear that budget wise it will be to our advantage to switch to an outside Food Service (Abbey Group is the only one explored so far). The expense of the FY15 Food Service to MES this year is \$20,500. The Abbey Group proposed a contract to Jamaica for FY16 which will cost Jamaica \$16,000. This does not take into account that Jamaica serves fewer meals due to a lower school population (64). We do see the advantage of being able to lower the cost to parents.

On another food related note, we are waiting to hear if we've been approved for the Free Fruits and Vegetables program. If we are, we plan to serve those at 8:15 when the school day starts. We will also be implementing the After School Supper program when Lafter starts up on September 8.

We can discuss this further at the August 17 meeting.

### **Cost of Junior High program**

Tuitioning JH students

Tuition for JH students based on average tuition rate

22 students x \$14,000 = **\$308,000/year**

22 students is 28% of total student population

Current cost of JH at MES

Classroom teachers 128,910

28% (22 students is 28% of student population) of additional instruction 40,278

Field Research 1400

Basketball 200

Drama 100

Supplies 600

Books/periodicals 300

plus % of guidance, health, library/tech, though it would be a challenge to reduce time for these staff members in a way that reflects lower enrollment

Total **\$171,788 + above**

and FYI

### **Home/School Compact**

This has been part of our School Handbook as required in order to receive Title I funds. This year I am rewriting the Compact to include a clearer expectation of parent support for the school. I will ask parents to sign this and indicate how they can support the school. I've copied the new Compact onto the bottom of this report.

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

## **Marlboro School Home/School Compact** **2015-2016**

The Marlboro School depends on a strong partnership with parents and guardians in order to fulfill its mission of providing a strong educational program for all students. To that end,

### **The School:**

Will provide a program focused on intellectual, social, and emotional development with high standards and support for students in reaching those standards.

Ø Staff will be positive role models for students:

- Be available to students, parents, and the community
- Use effective instructional strategies
- Use best practices
- Communicate in a positive manner
- Respond to concerns

- Be proactive
- Build on strengths
- Engage in lifelong learning
- Support parent sponsored school events
- Promote self-esteem
- Use current technology, as appropriate
- Ø Will communicate with families;
  - Progress Reports
  - Parent Conferences
  - Student Led Conferences
  - Weekly newsletters (Friday Notes)
  - Special request conferences scheduled as needed throughout the year
- Ø Will encourage parent involvement, participation, and input

The School expects

**Parents:**

- Ø Will ensure attendance at school every day (please telephone the school if your child is ill)
  - Ø Will communicate with the school
  - Ø Will attend parent/student/teacher conferences
  - Ø Will attend student performances and presentations
  - Ø Will engage in a minimum of **10 hours/year of service to the school**
    - Volunteer in the classroom
    - Chaperone on field research trips
    - Help with Winter Sports
    - Assist with special school events and after school programs
    - Participate in class or all school fundraising work
  - Ø Will read to or with your child(ren) at least 15-30 minutes every day
    - to develop fluent readers
    - to establish the habit of reading
  - Ø Will provide homework support
    - Provide encouragement and time for homework in the family's schedule
    - Provide a quiet space for study
    - Provide homework supplies as needed
    - Encourage your child to complete homework and turn it in on time
    - Include daily (15-30 minutes) reading at home to your child or by your child
- \*\*\* Reading to, with, or by a child is the best preparation for reading growth. Successful readers come from homes where the adults demonstrate the importance of reading on a regular

basis.

When schools and families work together to support learning, children benefit through increased self-esteem, better attendance, and positive attitudes.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Support for School (please check at least one):

- Volunteer in the classroom
- Chaperone on field research trips
- Help with Winter Sports
- Assist with special school events and after school programs
- Participate in class or all school fundraising work
- Other \_\_\_\_\_