

## **MARLBORO School Board Meeting 9/12/11 APPROVED**

Attending: Lauren Poster – Chair, Jen Carr – Clerk, Gussie Bartlett – Vice Chair, Francie Marbury – Principal, Steven John – Superintendent, Rose Watson – Town Auditor, Barbara Andreotta – Town Auditor

The meeting was called to order by Lauren at 7:10pm.

The School Board and the Town Auditors discussed a timeline for meeting together before the School District Report is produced for Town Meeting. The board agenda for tonight's meeting had already included an item to invite the auditors to our November board meeting.

Rose and Barbara left the meeting at 7:20pm. When they left they gave the School Board a letter from Keely Eastly since she was not at the meeting.

Lauren made a motion for the Board to go into Executive Session at 7:25pm. Gussie seconded the motion. Executive session ended at 7:40pm. No action was taken.

The School Board discussed a letter from Nora Wilson. Steven John followed up on this letter by directing Gail Chaine to provide Nora with a list of school employees and their salaries.

The Board came up with a process for checking mail in the summer season when Board Meetings are less frequent or not held at the school.

Francie will try to accelerate the process with the professional outside audit firm in order to ensure that we have a report before budget season.

Superintendent's Report attached.

In February the Board will assess the five-year plan that is nearing its five-year mark that addressed methods for student assessments. We will also look at creating a new plan that would address student achievement especially as they relate to the Common Core and Vermont's Framework of Standards.

The administration called to the attention of the Board that we pay careful attention to the amount of funding being spent on pre-K education. We have currently maxed out our budget that was set for pre-K education this year.

Francie reported that the School did not end up needing to use the line of credit from Peoples Bank to cover summer expenditures.

Gussie made a motion to accept the minutes to the July 19<sup>th</sup> meeting as corrected. Lauren seconded the motion. Motion passed.

Jen made a motion to add a \$500 stipend to Erica's pay for her to lead all school sing in Ellen's absence. Lauren seconded the motion. Motion passed.

Principal's Report attached.

The Board successfully logged on to their new WCSU email accounts.

Upcoming meetings were discussed. The Board will coordinate about plans for the VSBA conference by email.

Meeting adjourned at 8:30pm.

Respectfully submitted,  
Jen Carr

**Upcoming Meetings:**

- \*Oct 3<sup>rd</sup> MES School Board Meeting MES 6 pm (invite pay scale committee)
- \*Oct 20 & 21<sup>st</sup> VSBA Fall Conference Lake Morey, Keynote Speaker Jamie Vollmer
- \*Oct 26<sup>th</sup> WCSU Executive Meeting in Jamaica 7 pm
- \* Nov 7<sup>th</sup> MES School Board Meeting MES 6 pm (invited elected auditors)

Pay Orders:	#3	7/29/11	\$110,948.47
	#4	8/12/11	\$21,710.83
	#5	8/22/11	\$49,961.03
	#6	9/9/11	\$33,995.27

**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 e-mail 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 6 pm and go no later than 9 pm.

**Superintendent's Report for the Marlboro School Board**

**Monday, September 12, 2011 at 6:00 P.M.**

Note: I am coming from the Windham Board Meeting, and will attend Townshend's as close to 7 P.M. as possible.

**Student/Staff Learning**

1. I hope you received a copy of my WCSU Opening Day remarks and two graphs via email. The excel graph reports on math performance for WCSU students over the past three years. The second graph (in the powerpoint) depicts the national trend for student performance K-12. I welcome your questions and discussion.
2. Friday, Sept. 2, most of our professional staffs were able to participate in the WCSU Opening Day in-service meeting at L&G followed by preparations in each school.
3. For the time being, I directed all principals to welcome any students to our schools regardless of residency. Some families are likely to be displaced and we want all children to attend the nearest school without question. For any L&G students who are absent due to Irene, every effort will be made to send assignments home. Students will be able to make up for any lost instruction on an individual student basis. Parents and students are encourage to contact L&G (as best they can) to find out what works best for their family.

4. The boards and all school employees made the transition to Google Apps for email communications, calendaring, and collaboration sharing documents, effective September 6<sup>th</sup>. We will use your previous email addresses in addition to your Gmail account for another month, but do switch over for any board business. I am sending this report out on both accounts, so you should receive it twice.
5. For this school year, we'll have twelve mentors for all first or second year teachers in the WCSU. Mentor training with a consultant began all day Friday, Sept. 9. This program is endorsed and partially supported by the NEA/VEA. Marlboro will not participate formally in the program for FY12.
6. Last Friday, I greeted the students and staff in their classrooms in Marlboro, NewBrook, Jamaica, and L&G. Everyone seems relieved and quite happy to be in school. Attendance is remarkable good. I also visited Wardsboro (no school) to support this staff and check out the bus route. All schools will be in session Monday, Sept. 12.
7. Would you like to share anything you took away from the WCSU Board's Annual Retreat Meeting last month?

### **Policy/Regulation**

1. As things stand now, Windham will have 171 student days this year. The state requires a minimum of 175. John and I will consider ways to make up the four student days and make some recommendations to the Board. Remember that our posted calendar contains no snow days. Any snow days will have to be added in June. FYI, it's too early to apply for a waiver even if you required one for this year.

### **Finance/Accounting/Operations**

1. As reduced by about \$8,000, the DOE approved our WCSU Consolidated Federal Grant proposal for FY12. Contracts can now be offered for CFG funded and 21 Century Grant after-school services.

### **Enrollment/Staffing**

1. On August 14, Jennifer Connor began her work as the WCSU 21<sup>st</sup> Century Program Director to oversee the after-school program at seven schools this fall. Marlboro's site coordinator is Rose Watson. Mrs. Connor will share an office with Jenn Chapin who assists Abby Dillon.
2. Last week, the personnel office (Kathy Velsor) moved downstairs at the WCSU. Our clientele should find this location much more convenient. The EEE Program (Claire Nelson) has relocated to Townshend Elementary School to better serve young children in a school setting.

### **Informational Items**

1. WCSU Negotiating Team meets Monday, September 26 at L&G, 5:00 to prepare for a bargaining session at 6:00 P.M. An additional session is scheduled for Oct. 19.
2. The Voluntary RED Study Committee Meeting will be Oct. 5, 7 P.M. at L&G Library. Nov. 2 is their date for November.
3. The WCSU Board Executive Committee will meet at 7:00 P.M. on October 26 at Jamaica Village School.

sbj – 9/11/11

Monday, September 12, 2011

## **Student Learning**

On August 25 and 26 all teachers who work the additional days for professional development attended training in Literacy Learning and Instruction K-8. This will be the basis for continuing work in our PLC meetings and during the WCSU Grade Level meetings.

And then Irene struck! After conferring with a number of people I decided to postpone the opening of school until Tuesday, September 6. Most Marlboro teachers did not attend the WCSU Welcome Back at Leland and Gray on Friday, September 2. Though an unofficial workday, on Monday, September 5th the school was full of teachers readying classrooms. Many of them had made their way to school over the weekend as well.

Gail MacArthur developed new bus routes to pick up as many students as possible. We are sending the little bus over North Pond and Sunset Lake roads to the Williamsville store to pick up the 9 students who live below the washed out areas of the Auger Hole. Tim and David are driving this route and are submitting time slips for additional pay. High school students will be brought to Marlboro by the Moover starting Tuesday, September 14.

**Decision:** I recommend paying Tim and David for this additional work at the hourly bus driver rate.

The first four days of school went smoothly with everyone delighted to be back. On the first day we had a brief assembly which was attended by quite a few parents. New students were welcomed and some of the heroes of the day were recognized: Deacon's grandfather, Bummy Turner, Roshika's mom, Lisa Merton, Althea and Leander's father, Forrest, Camilla's mother, Susanne, and all the bus drivers.

David's class went ahead with their scheduled overnight at Woodford State Park. The clouds parted and the sun shone as they pulled away from school on Thursday afternoon.

Erica is working with Tim each week to plan and lead All School Sing.

**Decision:** I recommend adding the Sing stipend of \$500 to her contract.

This year weekly team meetings, in addition to the less frequent meeting of the Educational Support Team, will provide the venue for closer coordination and planning of instruction according to individual student needs. These meetings will start this week.

The 21<sup>st</sup> Century Grant programming will begin the week of October 24. Each day's schedule will consist of 15 minutes of recess and snack, 30 minutes of homework club, and 75 minutes of programmed activity.

## **Policy or Regulation Implementation**

### **Building and Grounds**

The permanent wall between downstairs between Judy and Matt's rooms was completed on schedule and within budget. It is a great improvement in terms of sound. While the electrician was here to install outlets in the new wall, he also corrected the wiring for the projectors that were hung in all classrooms last summer so that they no longer require extension cords and comply with code.

Hands free sinks have been installed in the five bathrooms with the \$7000 secured by Ellen from the Wellness Grant. These funds were also used to make improvements to the parking lot lighting and to purchase a bike rack and a new microwave for the office.

Other summer work included replacing the water fountain in the Outback and the major section of chain link fence along Route 9 (as approved).

## **Finance/Accounting**

Our audit will be scheduled for later this fall.

We did not have to use the line of credit due to the town receiving early tax payments.

The state has informed us that they are backed up and are not currently able to give us the information needed to move forward with using the rest of the Energy Efficiency Grant funds.

## **Enrollment/Staffing**

Student enrollment as of 9/12/11 83; two additional students enrolled today and will begin class on October 4.

Jen K-6, 1<sup>st</sup>-4

Judy 1<sup>st</sup>-5, 2<sup>nd</sup>-10

Erica 3-11, 4<sup>th</sup>-6

Matt 5<sup>th</sup>-14

David 6<sup>th</sup>-13

Tim/Rachel 7<sup>th</sup>-3, 8<sup>th</sup>-11

We are pleased to have several teacher interns this year from the Spark Program and from Antioch: Peder Rud with Rachel, Leah Suter with David, Courtney Plummer with Judy.

Marlboro College work-study students are in the process of applying for up to 20 hours of work per week as classroom assistants.

Rose Watson has been hired to be the Site Coordinator for the 21<sup>st</sup> Century Grant program.

## **Informational items**

Due to the loss of the first three days of school, we discussed the following changes to this year's calendar. There were many questions about the possibility of taking September 28 as a school day rather than teachers participating in a regional inservice day. We added in two days with October 19 and November 23 as school days. Please see the new calendar posted on the website.

Despite the incredibly challenging and stressful circumstances, the school year is off to a very good start. The Marlboro School staff is outstanding - a talented, passionate, and hard working crew and I appreciate every one of them.

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