

Wells Town School District

Board of Directors

April 6, 2011

(Official Minutes)

**Attendance:** Linda O’Leary (Principal), Tammy Holcomb, Karen Stomski, Jen Miller, Joan Paustian (Superintendent).

**Audience:** Barb Festa, Michelle Bates, Dan Jez, Tim Makepeace

**1. Call to order:** Tammy Holcomb called the meeting to order at 7:04 p.m.

**2. Consent Agenda:** Karen Stomski made a motion, seconded by Jen Miller, to accept the Consent Agenda. Motion carried 3-0.

**a. Approval of Minutes:** Minutes of March 9, 2011 were approved with changes.

**b. Superintendent’s Report:** There was no written report . Poultney & Wells Elementary School is planning to have their graduations on the same night. So the Principals’ and the Superintendent will work together on the scheduling. This is due to both schools having graduates participating in the National History Day the week before graduation.

There are board training opportunities available on the web. Jan will be sending out the information to all board members.

**c. Principal’s Report:**

\* Our 6<sup>th</sup> grade Vermont History Day team led by Mr. Hoffman competed on April 2, and came in first place.

\* Kindergarten Screening was today we have 7 boys and 6 girls coming in at his point. All but two families already have older siblings in our school.

\*There is a broken limb over the back driveway. The neighbor has been notified since it is on her side. She contacted CVPS which is planning to remove the limb since it is near the power line.

\*We are holding Instructional Assistant Appreciation Day on April 26.

\*We have invited the bus drivers to join us for Friday gathering on April 29<sup>th</sup> to honor them for keeping our children safe.

\*We have submitted the Food Service Grant to the VT DOE. We requested to purchase a Garland Gas Range at a total cost of \$4,294.00 including installation. If we secure the grant it would potentially pay for 50% of the cost.

\*Once again we won the Tools for Schools contest from Price Chopper. On April 28<sup>th</sup> representatives will travel to Granville Price Chopper for a formal presentation. We will be getting two multi-media projectors and carts, as well as two flip video-cameras. We also received a portable PA system that they also awarded.

\* As a result of David Webb's (VT Water Supply) site visit he requested some modifications to the plans from Otter Creek Engineering. Craig Jewett has submitted the revised permit drawings for our Water System Improvements. On March 31<sup>st</sup> Linda received the "Public Water System Permit to Construct". Linda is waiting for Craig to call back with our next step.

\*Matt Kiley from the Kiley Company completed our relight Audit and met with Linda to review the results.

\*On Saturday, March 19<sup>th</sup> the fire alarm activated due to the motor on our air handler system. The Fire Dept. responded and at that point thought the issue involved a computer motor. The alarm subsequently activated for no apparent reason on March 21, 24, and 25<sup>th</sup>. Royal Glass was contacted on March 22<sup>nd</sup> and responded on March 24<sup>th</sup>. Their diagnosis of the problem included replacing the alarm box. Countryside Lock & Alarms was called to offer a quote on replacing the alarm box. His diagnosis of the problem was a dirty smoke detectors and poor system maintenance by our current alarm company. He cleaned the detectors and showed our custodian how to clean them as well. He also called back to make sure that our problem was resolved. Mr. Blais has offered a written recommendation for our consideration.

\* Our tentative date for Graduation is June 20<sup>th</sup>.

\* Susan McKelvie has reviewed Linda's request for funding the WVS June Summer Program and has indicated her approval of the concept. Susan will attempt to secure the title funds necessary for us to operate this program.

**d. Business Manager's Report:** No written report.

#### **i. Financial Statements**

Tammy Holcomb made a motion to approve the Consent Agenda, seconded by Jen Miller. Motion carried 3-0.

### **3. Approve Warrants:**

- a. Warrant #107 in the amount of \$28,339.54, dated 2/25/11
- b. Warrant #108 in the amount of \$13,873.72, dated 3/11/11

### **4. General Public Comments:**

Michelle Bates talked about changes in the kitchen such as looking for local donations of syrup rather than purchasing store brand. Michelle was informed that those types of changes did not need board approval and could be discussed with the Principal.

Barb Festa commented about Reading Street and how she is interested in seeing the consistency next year. Also that our Writing Program fits very nicely with Reading Street.

Barb Festa talked about our schools' "Green Team". Currently there are three students involved. They are collecting recycling and working on the plans for the school garden. There is also a worm compost in the 5<sup>th</sup> Grade classroom. The Green Team is also looking into having T-shirts made.

Barb Festa talked about our computer programs such as Fast Forward, Lexia Reading, and Symphony Math. Fast Forward is used out of the classroom. All of our Kindergarteners are currently using Fast Forward. The half-time Assistant oversees the children two at a time. Fast Forward is also used as an enrichment tool with some of our sixth graders as well. There are students at every grade level using this program. Lexia is her favorite program because it is flexible and able to be used in the classroom; however our license only allows three students at a time in our entire building to use it.

### **5. New Business:**

**a. Approve Substitute List:** Karen Stomski made a motion, seconded by Tammy Holcomb to approve the sub list. Motion carried 3-0.

**b. Parent Request:** The board received a letter asking us to allow a student whose family is moving to finish up the school year here. Tammy Holcomb made a motion, seconded by Jen Miller, to grant this request. Motion carried 3-0.

**c. Fire Alarm System:** There are some things that need to be repaired or updated on our system. Country Side Lock & Alarm gave us a written report of recommendations. Tammy Holcomb made a motion, seconded by Jen Miller, to give the Superintendent and the Principal permission to view and sign a contract with Countryside as well as to hire them to make the necessary repairs as well. Motion carried 3-0.

## **6. Old Business:**

**a. Summer Program:** The Principal is looking at a six day program at the end of June as well as a program for the first two weeks of August. These programs will focus on Math, Technology, and Music. There will also be lunch provided during these days. The programs will be open to everyone as long as the funding comes through.

**b. Building Exterior:** The board discussed what needs to be done to the exterior. Dan Jez, a contractor, recommends that the board not put siding on the building because it takes away from the character of the building. There are a few spots that need repair but not many. The front part of the building needs to be a priority as well as the decks and fire escapes. Dan is interested in helping with any projects that we should need a contractor for. Tim Makepeace agrees with Dan. Tim also added that the entire building needs to be cleaned with a mold & mildew remover. The paint on the front of the building is most likely lead and so any loose pieces would need to be removed by someone who has lead certification.

**C. Water System Update:** We have the permit to construct. Tammy Holcomb made a motion, seconded by Jen Miller, to accept the amendment agreement with Otter Creek. Motion carried 3-0.

**d. Energy Efficiency:** The Kiley Company gave us the Efficiency Vermont's relight analysis as well as an item spreadsheet. The rebate will no longer be available after December. Tammy Holcomb made a motion, seconded by Karen Stomski, to approve the go ahead with the relight project and to work with Efficiency Vermont. Motion carried 3-0.

**e. TD Bank Accounts:** The board agrees that since Jen Miller is on the board as well as a TD Bank employee that her name not be on the accounts. Tammy Holcomb made the motion, seconded by Karen Stomski. Motion carried 3-0. Also Kathy Bergen (former Town Clerk) has also been removed from the school accounts.

## **7. Policies:**

### **Policies for Adoption**

#### **i. D-3 Staffing and Job Description:**

**ii. F-6 Student Medication:** replaces Policy on Medication in Schools 8/11/94 & Delegation of 7/18 /95

**iii. F-14 Admission of Non-Resident Students:** replaces Admission of Non-Resident Tuition Students 11/8/06

**iv. F-103 Residency:** rescind the old policy date unknown

**v. F-106 Idling of Vehicles Other than School Buses**

**vi. F-109 Tuition Payment:** add and Preschool to the policy. Replaces Policy on Tuitioning Elementary School Students 4/8/93

**vii. H-7 Title I Part A Parental Involvement**

**viii. G-3 Field Trips:** replaces 5<sup>th</sup> & 6<sup>th</sup> Grade Class Trip 11/10/99

**ix. G-5 Selection of Instructional Material:**

**8. Action on Personnel Contract:**

**i. New Hires:** Tammy Holcomb made a motion to approve the following subs, Jen Miller seconded. Lisa Wade for custodial sub, and Judy Wood for food service sub. Motion carried 3-0.

**ii. Resignations:** Retirement from Wilma Martindale. Karen Stomski made a motion, seconded by Jen Miller, to accept her retirement and wish her the best. She will be greatly missed. Motion carried 3-0.

**iii. Terminations:** None

**iv. Leave of Absence:** None

**9: Anticipated Executive Session:**

Tammy Holcomb made a motion, seconded by Karen Stomski, to enter into executive session at 9:37 pm for personnel reasons. Motion carried 3-0.

Karen Stomski made a motion, seconded by Jen Miller, to come out of Executive session at 9:50 pm. Motion carried 3-0.

No action taken.

**10. Other Lawful Business:** Karen Stomski inquired if since we have a surplus this year if there was any way for the school to fund the Safe Sitter Course for the students who are age appropriate. So far only 3 students have expressed their interest and 8 are needed in order to run the program. The principal will look into other ways to help the parents with the out of pocket cost of this program.

**11. Set Next Regular Board Meeting:** May 11, 2011 at 7:00 pm.

**12: Adjournment:** Karen Stomski made a motion, seconded by Jen Miller, to adjourn at 10:00 pm. Motion carried 3-0.

Respectfully Submitted,

Karen Stomski

Board Clerk