

Wells Town School District

Board of Directors

May 11, 2011

( Official Minutes)

**Attendance:** Linda O’Leary (Principal), Tammy Holcomb, Karen Stomski, Jen Miller, Louis Milazzo (Business Manager)

**Audience:** Mickey Moore

**1. Call to order:** Tammy Holcomb called the meeting to order at 7:02 pm.

Mr. Hoffmann and Walker Stomski presented the winning documentary from the Junior Documentary Division of the Vermont National History Day competition. Their presentation is titled “Ending a War: the Successful Diplomacy of Peter Galbraith, U.S. Ambassador to Croatia. The Board thanked Walker for his presentation. The team is currently raising funds to travel to Washington, D.C. to compete in the National History Day competition representing the entire state of Vermont.

**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 April 6, 2011 were approved with changes.

**b. Superintendent Report:** The Superintendent was not at this meeting due to other commitments in the supervisory union, a written report was given. The Southwest Superintendents’ Group has asked to meet with Rae Ann Knopf: Deputy Commissioner of Education to discuss what is happening in the DOE as well as give feedback on what superintendents need from the DOE. Ten superintendents attended. Several superintendents expressed their concerns with the new mandates and the new Common Core Standards. One of the issues was that it was difficult to work on curriculum across the many small school districts in the supervisory unions. She shared the work that we were doing in terms of curriculum, where we were identifying Essential Standards, creating Instructional Calendars, and aligning the Vermont Standards (Grade Expectations) with the new Common Core Standards. She also shared that we were using West Ed as our consultant as we do not have a curriculum person in our small SU. She was very proud of the work that our administrators and

teachers are doing. Rae Ann was pleased to see that we were undertaking this challenge and remarked how the DOE wondered how small SU's without curriculum folks would be able to do the work.

\*Principals are giving calendars one final look. We expect to finalize before May Board meetings.

\*One SU Board member asked a question about substitutes requiring a degree. Mrs. Paustian was under the impression that a substitute needed a degree. She had Jan check with Kelly Services. Substitutes do not need a degree as Kelly fills positions for teachers, instructional assistants, etceteras on a day to day basis. They do have substitutes without degrees; however they encourage those substitutes to accept assignments at the elementary level. Kelly also provides training for all their employees and they do address substitute's behaviors and expectations. We also have evaluation forms schools can complete for every substitute, so if there is a concern about a sub, we can ask that they not be sent back to our school(s).

\* With regard to schools listed beside the substitutes' name; this reflects either the substitute's preference or the schools' preference. Kelly does make every attempt to fill a lengthy sub position with a licensed teacher.

\* The Administrators have met and are working with West ED to schedule two days of work on creating SU wide assessments to measure mastery of essential standards and three days of work on determining the Essential Standards for mathematics in June. We are targeting CFP professional development funds that need to be used prior to June 30.

**c. Principal's Report:** Ms. O'Leary once again congratulated Mr. Hoffmann, Walker Stomski, Olivia Haskins, Kobe Roberts, and Damian Bell for winning first place in the Junior Documentary Division of the Vermont National History Day competition. Their presentation is titled "Ending a War: the Successful Diplomacy of Peter Galbraith, U.S. Ambassador to Croatia. They will be representing the state of Vermont at the National History Day competition in Washington, DC in June.

The incoming Kindergarteners will begin with a half-day visit this month. Then the annual picnic is set for August 26 at 11 am. A letter has been mailed to the parents with this information.

\*On April 28<sup>th</sup> a student representative from each class as well as Jen Miller and Ms. O'Leary traveled to our local Price Chopper to celebrate our award as Grand Champions in their Tool's for Schools competition. After a brief ceremony we celebrated with a delicious replica of

the “check” created by the bakery department. Ms. O’Leary expressed her appreciation for all that our local Price Chopper does to support our school.

\*Matt Kiley is now under contract with us to design the lighting project and will begin working the first week in May.

\*Fire Alarm System Update- We are indeed under contract to Royal Glass for the alarm system and have paid them through the end of May. We are ending our association with them at that time and will begin with Countryside Lock & Alarm. Fire Chief, Todd Fenton has spoken with Ms. O’Leary stating that the fire department has agreed to pay for the new dialer in the intended upgrade we are planning. They feel it is important to the safety of our students and they are committed as we are to see this happen. Our contract with Countryside will begin June 31.

\*Our 6<sup>th</sup> Grade Graduation is scheduled for Friday, June 17<sup>th</sup>.

\* On May 18-20 the 5<sup>th</sup> & 6<sup>th</sup> graders will be on their field trip to Boston. Some stops include The Boston Museum of Science, the New England Aquarium, the Basketball Hall of Fame, and the JFK Library& Museum.

\* Forms for our Summer Camps have been sent out. June camp will be held on the 22, 23, 24, 28, 29, and the 30<sup>th</sup>. The August Camp is being planned for the 2, 3, 4, 9, 10, and the 11<sup>th</sup>. Dave Miceli is exploring the possibility of adding LEGOS Program to the August Camp as a separate entity. Money for this has been secured and a few students have registered.

\* Michelle Bates and Brenda Chmielewski attended the Farm to School Seminar at Green Mountain College last week. We have also submitted a Fresh Fruit & Vegetable Grant to the state.

\*Michelle Bates and Phyllis Leypoldt attended a Quandt’s Food Festival recently where they were given the opportunity to test products offered by our primary food distributor.

\*We would like to thank Lea Pettis for all of her work while Kathryn Byrne Grossarth was out. She will be missed. Kathryn will return this Friday.

\*The After School Program will be extended by one week.

**d. Business Manager’s Report:** Wells is currently showing an anticipated surplus in the amount of \$60,365. Some of the largest variances are from unbudgeted tuition revenue, Title Funding positions, Secondary Tuition.

In March we received a letter from Unum informing us that the Long Term Disability cost will be increasing starting July 1, 2011. Our current cost is \$.32 per \$100 covered. The cost

will be increasing to \$.352 per \$100 covered. The total cost of this increase is approximately \$221 per year.

### **i. Financial Statements**

Tammy Holcomb made a motion to approve the consent agenda as ammended, seconded by Jen Miller. Motion carried 3-0.

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

a. Warrant #109 in the amount of \$37,335.56, dated 3/25/11

b. Warrant #110 in the amount of \$72,854.00, dated 4/8/11

**4. General Public Comments:** Mickey Moore commented on how impressed she is on the work the board does. She also commented on how the Reading Street Program is so easy for substitutes to follow. She is sad to see her students go on to fifth grade. Mickey commented that she is having a good year. When it comes to Reading Street she likes the program and is interested in seeing where the incoming 4<sup>th</sup> graders are in the program. The expectations in this program are very high but in the long run we will be glad that we push the students to know this. When school begins next school year Drama Club will also start again and the play will be before Christmas.

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

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

**b. Summer Maintenance Schedule:** Ms. O'Leary handed out the schedule. Jen and Linda took these items from the Facilities Priority List. Regular maintenance will start with the lowest level, and then go to the top floor, finishing on the main level. All teachers' room will need to be completed by August 1<sup>st</sup> with final touch up done after summer school ends.

**c. Small Schools Grant:** This was budgeted at \$80,295 for FY12. We are actually receiving \$78,678. Thinking of FY 13, we may want to think conservatively when it comes to the use of this grant. This grant may go away in FY13.

**d. Cafeteria Meal Costs:** Effective July 1, 2011, schools need to provide the same level of support for lunches served to students who are not eligible for free or reduced lunches. Wells subsidizes our lunch program with local dollars so we do not need to increase our lunches to \$2.80. However looking at our lunch prices and the cost of food we may raise the cost slightly.

**e. Graduation:** Tammy is unable to attend Graduation so Jen Miller and Karen Stomski will hand out the diplomas.

**f. Library Curriculum:** Mr. Hoffman handed out a sheet of Curriculum and Ms. O'Leary brought our Library Curriculum document for the board to look at. Discussion on the Dewey Decimal system as well as the technology online catalog for our books in the library ensued. Mr. Hoffman elaborated about the curriculum. It was discussed that any old books that are around need to be cataloged or discarded to another library or families.

**g. Trash removal:** We will contact three different places Ace Carting, Spaulding, and Casella, for quotes by our June meeting for FY12.

**g. Reserve Fund:** Tammy Holcomb made a motion, seconded by Jen Miller, to move the Bennington House of Tile expense of \$13,784 to the maintenance fund. Motion carried 3-0.

## **6. Old Business:**

**a. Maintenance Projects:** A specs sheet for decks and the painting of the older part of the building have been done and once approved by the Superintendent will be sent out to bid. Bids are expected to be reviewed at the June meeting.

**b. Water System:** We have received the permit to construct. Environmental review has been approved. Engineering with Otter Creek has been signed. A list of local plumbers has been submitted to Craig Jewett at Otter Creek. This project will be put out to bid and bids will be expected back by our June meeting.

**7. Policies:** None at this time.

## **8. Action on Personnel Contract:**

### **i. New Hires:**

**1. Cook FY12:** Tammy Holcomb made a motion, seconded by Karen Stomski that upon approval of the superintendent, the board authorizes her to offer a contract for FY12 to Michelle Bates for the position of Cook. This is contingent on attending the required Professional Development. Motion carried 3-0.

**2. Summer Program Staff:** None at this time.

**ii. Terminations:** None

**iii. Leave of Absence:** None

**9: Anticipated Executive Session:** Tammy Holcomb made a motion; seconded by Karen Stomski to move into executive session at 9:15 pm. Motion carried 3-0.

Tammy Holcomb made a motion, seconded by Jen Miller, to come out of executive session at 9:53pm. Motion carried 3-0.

Tammy Holcomb made a motion, seconded by Karen Stomski, to authorize the superintendent to send out the Support Staff contracts. Motion carried 3-0.

**10. Other Lawful Business:** None at this time.

**11. Set Next Regular Board Meeting:** June 8, 2011 at 7:00 pm.

**12: Adjournment:** Karen Stomski made a motion, seconded by Jen Miller, to adjourn at 9:55pm. Motion carried 3-0.

Respectfully Submitted,

Karen Stomski

Board Clerk