

SHERMAN BOARD OF EDUCATION
SHERMAN, CONNECTICUT 06784
REGULAR MEETING, WEDNESDAY, NOVEMBER 2, 2016
LIBRARY MEDIA CENTER, THE SHERMAN SCHOOL
7:00 PM

A regular meeting of the Sherman Board of Education was called to order by Mr. Hanley at 6:02 PM at the Sherman School. Mr. Hanley moved and Mrs. Lenihan seconded to move into Executive Session. Mr. Hanley moved and Mrs. Diotte seconded to move out of Executive Session at 7:07 PM and the Regular Session resumed, and the motion passed unanimously, 6-0.

1. PRESENT:

For the Board:	Mrs. Alexander, Mrs. Diotte, Mrs. Enright, Mr. Hanley, Mrs. Lenihan and Mrs. Seeger
For the Administration:	Dr. Melendez
Board of Selectmen:	Mr. Clay Cope (left at 7:37 PM)
School Staff:	Mrs. Bouwman, Mrs. Oricchio and Mr. Spaziani
SPTO:	Mrs. Johnson
Town Residents:	5 Residents

2. CELEBRATIONS:

No celebrations

3. PUBLIC COMMENTS:

No public comment

4. DISCUSSION WITH BOARD OF SELECTMEN

Mr. Hanley shared that the Sherman Board of Education invited Mr. Cope (Selectman), Mr. Lowe (Selectman) and Mr. Holub (Treasurer) to the Board of Education monthly meeting to have a joint conversation regarding 4.1 - 4.7. Both Mr. Lowe and Mr. Holub had conflicts and could not attend. Mr. Hanley revised the order of topics.

4.1 Budget Surplus

Mr. Hanley shared that the school had a budget surplus (2015-16) of approximately \$405,000.00 which was returned to the Town. As mentioned at previous meetings, the surplus was not a result of over-budgeting. Mr. Hanley requested that Mr. Cope explain the process of returned surplus funds. Mr. Cope explained that the Town moves funds, as well as adds funds to the Capital Nonrecurring fund every year. If a Town department has an emergency or situation, Board of Selectmen would hold a Town Meeting or Referendum, depending on the size of the project. If approved, Mr. Holub would transfer funds. Mr. Cope added that issues come down to a priority level.

4.2 Mr. Hanley shared that the school has a Capital Plan in place. They legally could have used the surplus funds to move forward with non-critical items on the capital plan, but opted to return the funds to the Town because they felt it was fiscally responsible.

Former Superintendent Mr. Fital informed the Board of a Connecticut State Statute which permits the Board of Education to legally holdover 1% of a budget surplus in a special account. Mr. Hanley is unsure of the legal parameters involved with the Statute. The Board of Education intended to use surplus funds, prior to the end of the fiscal year, for K-Wing testing. Due to scheduling restraints with Mr. Iadorala's team, the testing was not performed. Mr. Cope suggested that Mr. Hanley reference the Statute in an e-mail addressed to Mr. Cope, Mr. Holub and cc the Board of Selectmen. Mr. Cope shared that he does see value in the 1% holdover that would eliminate Town involvement, but the Town Treasurer would have to weigh in.

Mrs. Alexander shared the Sherman Board of Education is fiscally responsible. It would be helpful to have a fund with legal parameters available. Mr. Cope suggested a Policy on what the 1% could be used for would be helpful.

4.3 K-Wing

Mr. Hanley shared that Mr. Iadorala, Town Engineer could not attend the meeting. Mr. Hanley referenced an e-mail that he received from Mr. Iadorala regarding the next phase of the K-Wing investigation. He would like an opportunity to test theories which will include an Engineering Study and balancing of the HVAC system. The following costs are estimated:

Engineering Consultant:	\$3,200.00
System Re-balance:	\$6,000.00 - \$10,000.00
Current HVAC vendor:	\$1,200.00
Town Engineer	\$4,500.00

Mr. Hanley would like to move forward quickly with the study. He does not want to use funds from the current school budget. Mr. Cope does not see Mr. Hanley request as unreasonable and feels he will get Board of Selectmen support.

Mr. Hanley will forward Mr. Iadorala e-mail to the K-Wing Task Force Committee.

4.4 Air Conditioning

Mr. Hanley shared that air conditioning in the Multi-Purpose Room is a priority. Mr. Cope agreed and feels the request is reasonable.

4.5 Playground

Dr. Melendez shared that he had an opportunity to have lunch with some students. During their discussion the students shared their opinion of what would make the school better. The playground was at the top of the list with vivid explanations. Dr. Melendez took a look at the playground and feels the playground is at the end of its life. Dr. Melendez estimated that a replacement would cost \$100,000.00 to \$150,000.00. Mr. Cope agreed that the playgrounds in the Town are aging and need attention. He suggested for the Board of Education to go to the Board of Selectmen. They will review and prioritize the request.

4.6 Water

Mr. Hanley reported that the school is spending \$6,000.00 a year on bottled water. He feels the BoE and BoS will have to come together and establish a solution or plan. This is not a school issue, but a Town issue.

Mr. Cope shared the Town has been working with UConn, Marc Cohen (Atlantic States Rural Waste and Wastewater Association), Tim Simpkins and Lori Mathieu (State Department of Public Drinking Water). The water issue is a result of road salt and the current drought conditions. The issue is impacting the firehouse, school and the Town Hall. He also stated the water condition is not only impacting drinking, but water running through pipes, boilers, etc. He shared that the Town is looking at long term solutions, but they are very expensive.

Mr. Hanley feels that it would be prudent for the school to continue with the short-term bottle water solution and wait for the Town's solution.

4.7 Weather Emergency Communication

Dr. Melendez shared that The Sherman School follows the same pattern as the New Milford School District and has communicated weather emergency school closings with the Sherman community. Dr. Melendez is open to suggestions, but questioned if the Sherman School closings should also be communicated to the Connecticut Cable Connecticut Weather service (CTWeather.com).

Mr. Cope shared that the Town does alert local radio stations of Town/school closings. He sends out Twitter message alerts as well. He also shared that the Town Hall is working on a service through Everbridge for communication.

Dr. Melendez recently sent out a test message, but Mr. Cope did not receive it. Dr. Melendez will investigate.

Mrs. Seeger noted that sometimes Sherman is closed, but the High Schools are not; therefore there is no bus transportation. High School students need to be informed of closings. This has been an issue in the past. Dr. Melendez noted Mrs. Seeger issue.

5. ADDITIONS TO THE AGENDA:

No Additions

6. CONSENT AGENDA:

Mrs. Seeger moved and Mrs. Diotte seconded that the Board approve the consent agenda, and the motion passed unanimously, 6-0.

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| 6.1 | Minutes – Regular Meeting, October 5, 2016 | (Enclosure 6.1a) |
| | Minutes – Policy Meeting, October 24, 2016 | (Enclosure 6.1b) |
| 6.2 | Personnel Actions | |
| | • Resignation Treva King (.5 Math Specialist) | |
| 6.3 | Reports – Monthly Enrollment Report | (Enclosure 6.3) |
| 6.4 | Monthly Budget Report 16-17 | (Enclosure 6.4 a & b) |

Dr. Melendez noted Treva King's resignation. He officially thanked for her years of excellence service.

Mrs. Seeger updated Policy Minutes, Enclosure 6.1b. The last sentence under Policy 3517.1 should be changed: The committee, along with the Superintendent, agreed the present policy needs to be updated to reflect this process.

7. APPROVAL OF CURRENT BILLS:

Mrs. Lenihan moved and Mrs. Alexander seconded that the Board approve the current bills as presented, and the motion passed unanimously, 6-0.

7.1 2016-2017 Current Bills

(Enclosure 7.1)

Dr. Melendez clarified questions that the Board had regarding current expenditures.

Page 1 - Heinemann, \$426.80 and Page 3 - Heinemann, \$853.60. These expenditures are not textbooks, but developmental reading assessments kits. In past years, the school used DRA, but are now using Fountas and Pinnell.

Page 3 - NCS Pearson, \$705.60. This expenditure is for a BASC-3 (Behavior Assessment System for Children). It is a proprietary assessment tool used by Special Education.

Mr. Hanley questioned the Surge Protector expense and thought that it was to be covered under last year's budget. Mr. Spaziani shared that it was not one of the approved projects on the priority list.

8. ORAL REPORTS:

8.1 SPTO Update

Mrs. Johnson recapped the October 12th SPTO meeting. The SPTO has a Treasury Balance of \$3,933.69. Dr. Melendez attended the meeting and spoke about the communication survey.

New Business

- The SPTO has capped requests from \$1,500.00 to \$600.00 per grade.
- Membership - Mrs. Ashleigh Blake compiled the SPTO membership. 121 families out of 194, 35 faculty and 26 businesses have joined.
- Directory - Mrs. Johnson gave thanks to Mrs. Ashleigh Blake for organizing and Mrs. Kim Keane for typing the Directory. Also, Mrs. Amy Green for sending out the business membership letters. Mrs. Johnson provided each Board member with a Directory. There was 29 entries for the Directory Cover Contest. Following are the winners:
 - 1st Place – Toby Press, 6th Grade
 - 2nd Place – Molly Garcia, 4th Grade
 - 3rd Place – Claire Rocky, 4th Grade
 - 4th Place – Katherine Delamere, 8th Grade
 - 5th Place/Tie – Nate Bruzinski, 5th Grade & Ella Bocompani, 2nd Grade
 - Honorable Mention – Shane Foy, 3rd Grade & Kayla Febbraio, 5th Grade
- The Book Fair raised approximately \$1,200.00 and the Harvest Fair raised over \$2000.00. Both events were very successful. Mrs. Johnson gave thanks to Mrs.

Molly Garcia for chairing the Book Fair, Mrs. Alicia Sakal and Mrs. Louise Hofsdal for chairing the Harvest Fair.

Requests:

- Request from 4th Grade for Ellis Island trip, \$1500.00. Request was approved for \$600.00.
- Request from 5th Grade for trip to Pequot Museum & Sturbridge Village, \$1500.00. Request was approved for \$600.00.
- Request from Mrs. Paoli & 8th Grade for \$750.00 for Keeler Tavern Museum trip+. Request was approved for \$600.00.
- Request from SPTO Board to pay Insurance of \$255.00. This request was approved.
- Request from Catherine Flynn for \$300.00 to cover materials for Family Writing Night. This request was approved.

Upcoming Events:

Senior Luncheon, November 16th

Teacher Appreciation Breakfast, to be determined

"Not" the SPTO Dinner Dance - Ladies Night Event, March 4, 2017

8.2 Sub-Committee

Mrs. Susan Seeger - Policy

The Policy committee met on October 24th. The committee had three Policy requests from Dr. Melendez to review.

The committee discussed Policy 3240. Mrs. Seeger shared that the entire Board of Education has to have a conversation regarding this Policy in an effort to make it more clear. Mr. Hanley further added that the Policy pertains to High School options. Dr. Melendez noticed inconsistencies with the Policy and will seek legal advice for clarification. The Board will have a philosophical discussion as to what extent they would like to engage with other districts.

Dr. Melendez added that the school is in compliance with the law, but as recommended by legal council, the policy should be cleaned up, as there are inconsistencies.

The committee also discussed Policy 3517. Dr. Melendez is working on the regulation of this policy.

The Policy Committee has agreed to have a policy audit conducted by CAGE Policy Services. The committee has selected the \$1800.00 option which is a complete audit with recommendations to insure the current policies are updated.

Mrs. Themis Enright – Curriculum Committee

Mrs. Enright reported that the Curriculum Committee did not meet this month. They have divided the Curriculum Guides from the summer work and hope to make recommendations for the First Reading at the next Board of Education meeting.

Mr. Hanley mentioned that Dr. Melendez surveyed the teachers to find out what support is needed due to the resignation of Mrs. Treva King. Dr. Melendez added the survey

results are being reviewed. The Administrative team will support the work that has been initiated by Mrs. King.

Mrs. Dorinda Lenihan - Negotiation Committee

Mrs. Lenihan shared that the Committee met on October 17th. Mrs. Lenihan and Mrs. Seeger wanted to insure that Dr. Melendez conveyed to the noncertified staff that they are valued. Mrs. Lenihan noted that Dr. Melendez has been meeting with the noncertified staff, which is working well at this point in time.

From a process perspective, Mr. Hanley questioned if Mediation would be necessary. Mrs. Lenihan shared that both sides are working through their issues. Dr. Melendez noted that a Mediation meeting is scheduled for November 29th, but there are no consequences if cancelled.

Mrs. Kasey Diotte – Budget Committee

Mrs. Diotte questioned if any Board members had conflicts with the Budget Development dates distributed by Dr. Melendez. The first Budget Workshop is scheduled for December 15th, which is an overall budget walk through. Mrs. Diotte requested to move the December 6th meeting with Dr. Melendez and Mr. Hanley to December 5th.

8.3 Chairman

Mr. Hanley wished Mrs. Treva King well and thanked her for her contributions over the years.

Mr. Hanley reminded fellow Board members to take the self-assessment in an effort to move forward with the interviews for the Board interviews. He added that the Board candidate interviews will take place in Executive Session and be held all in one night on November 9th or 16th. The candidate selection must take place during an Executive Session, immediately after the interviews, or prior to the next Board of Education meeting.

Dr. Melendez noted that he will not be part of the interview or selection process.

8.4 Superintendent

Dr. Jeff Melendez - Superintendent/Principal

No additional comments.

9. NEW BUSINESS:

9.1 2017 Regular Meeting Dates Calendar

Mr. Hanley moved and Mrs. Seeger seconded to approve the 2017 Regular Meeting Dates Calendar, and the motion passed unanimously, 6-0.

9.2 CAFE Policy Services

This service was discussed during the Policy Committee update.

10. UNFINISHED BUSINESS

10.1 K-Wing Task Force Update

Mr. Hanley will ask to be included on the next Board of Selectmen's Agenda to request a Town meeting for funding of the next K-Wing testing phase.

Dr. Melendez questioned if Mr. Hanley would also request funds for the MPR Air Conditioning and the Playground using reasonable ballpark figures. Mr. Hanley agreed.

11. COMMUNICATION

Mr. Hanley shared that the Board has received e-mails regarding the Brookfield situation as well as High School requests.

12. PUBLIC COMMENTS

Mrs. Jeannine Johnson shared that during a recent 4th grade field trip, our school was grouped with another class from a different district. She observed that both schools ate lunch together. She is unsure if the other district had a peanut ban, but wanted to make the Board aware. She also questioned if the ban is in effect during field trips.

Dr. Melendez shared that the ban pertains to the school campus and buses, but feels it is best practice to adhere to the guidelines on field trips to avoid an inadvertent error. Mr. Hanley added that this is an Administration issue.

13. BOARD OF EDUCATION COMMENTS

Mrs. Lenihan commented on issues viewing the electronic Agenda packet.

14. FUTURE MEETINGS AND TOPICS

- 13.1 Regular Meeting, Wednesday, December 7, 2016 at 7:00 PM - LMC
- 13.2 Maintenance Meeting, To Be Determined
- 13.3 Curriculum Meeting, To Be Determined
- 13.4 Policy Meeting, To Be Determined

15. ADJOURNMENT

Mr. Hanley moved and Mrs. Alexander seconded that the Board of Education adjourn their meeting at 8:06 PM, and the motion passed unanimously, 6-0.

Respectfully submitted,

Kasey Diotte
Vice Chair, Sherman Board of Education

Prepared by Recording Secretary: Nancy Winkler