

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

**AGENDA AND SUPERINTENDENT'S RECOMMENDATIONS**  
**EXECUTIVE SESSION**

**WORKING SESSION**

A regular meeting of the Sherman Board of Education was called to order by Mr. Hanley at 6:41 PM. Mr. Hanley moved and Mrs. Diotte seconded to move immediately into Executive Session at that time. Mr. Hanley and Mrs. Diotte seconded to move out of Executive Session at 7:09 PM and the Regular Session resumed.

**1. PRESENT:**

For the Board: Mrs. Alexander, Mrs. Diotte, Mrs. Enright, Mr. Hanley,  
Mrs. Lenihan and Mrs. Seeger

Absent: Mr. Jellen

For the Administration: Dr. Melendez

School Staff: Ms. McDevitt

SPTO: Mrs. Johnson

Town Residents: 4 Residents

**2. CELEBRATIONS:**

Dr. Melendez introduced Mrs. Anita Brown - Teacher of the Year. Dr. Melendez shared that he was moved by Mrs. Brown's Teacher of the Year speech. He felt it was inspirational and on point regarding her colleagues and the Sherman School.

Mrs. Brown shared that she was both honored and humbled to be recognized by her colleagues. She recognized Dr. Badger as her teammate and spoke very highly of the Sherman staff.

Dr. Melendez presented Mrs. Brown with a bouquet of flowers and she was applauded by the Board and audience.

**3. PUBLIC COMMENTS:**

No public comments

**4. ADDITIONS TO THE AGENDA:**

No additions to the Agenda

**5. CONSENT AGENDA:**

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

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| 5.1 | Minutes – Regular Meeting, June 27, 2016     | (Enclosure 5.1a)      |
|     | Minutes – Maintenance Meeting, June 24, 2016 | (Enclosure 5.1b)      |
| 5.2 | Personnel Actions: None                      |                       |
| 5.3 | Reports – Monthly Enrollment Report          | (Enclosure 5.3)       |
| 5.4 | Monthly Budget Report 16-17                  | (Enclosure 5.4 a & b) |
| 5.5 | Monthly Budget Report 15-16                  | (Enclosure 5.5 a & b) |

**6. APPROVAL OF CURRENT BILLS:**

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

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|-----|-------------------------|-----------------|
| 6.1 | 2016-2017 Current Bills | (Enclosure 6.1) |
| 6.2 | 2015-2016 Current Bills | (Enclosure 6.2) |

Mrs. Seeger questioned potential duplicate payments for All American Waste and Lawn Ferrets. Dr. Melendez will investigate. Mr. Hanley added that Lawn Ferrets could be the yearly contract spread over twelve months.

Mrs. Diotte noted the “Actual” dates on the Enrollment Report (Enclosure 5.3) are incorrect on the first four columns. Nancy Winkler will correct the dates.

Mr. Hanley requested that when the Board reviews the monthly Budget by Function report (Enclosures 5.4) in the future that they focus on the last column as it is the most accurate in relation to the original budgeted amount.

**7. ORAL REPORTS:**

**7.1 SPTO Update**

Mrs. Johnson reported that the SPTO is in the process of conducting their Annual Membership Drive. The next SPTO meeting will be held on Wednesday, September 14th at 8:30 AM.

**7.2 Sub-Committee**

**Mrs. Themis Enright – Curriculum Committee**

As no meetings were held since the last Board of Education meeting, the Curriculum Committee did not meet.

**Mrs. Susan Seeger - Policy**

Mrs. Seeger shared that the Policy Committee will be reviewing Policy 2400 and 9400 which relates to the Evaluation Process as it is one of the Policy Committee’s goals. In addition, Mrs. Seeger would like to add a review of the 0000 Policy Series as the last review was in 2008.

Mr. Hanley added that he would like to see a review of the policies pertaining to hiring procedures and what is the Board's role in this process.

#### **Budget Committee**

Mr. Hanley shared that the Sherman School returned over \$400,000.00 of surplus funds from the 2015-16 Budget to the Town. He will be drafting a formal letter to the Board of Selectman identifying the reasons for the large surplus. In his letter he will cite the K-Wing and other potential issues that the Board of Education did not move forward on, but may call upon the Board of Selectmen for approval.

#### **Mrs. Dorinda Lenihan - Negotiations**

No additional update.

#### **Mr. Chris Jellen – Maintenance Committee**

Mr. Jellen was not in attendance.

Mr. Hanley reflected on a recent Board of Education Retreat. The committee members do not need to be involved at the level and frequency that they have been to this point. He is hopeful that his fellow Board members are in agreement that work should be done within the school by paid staff, and issues or concerns should arise to the committee when they need to.

Ongoing, if any Board member feels the need to meet, please reach out to the committee chair. Mr. Hanley encouraged the same chain of command to the Administration and staff. He envisions the Board stepping back and allowing issues to work up to the Board in a more natural way.

Mrs. Seeger added after reviewing the By-Laws, she understands that the Superintendent should request that the Policy chair review requested policies. She is aware that the Evaluation Policy has to be updated and will work with Dr. Melendez.

### **7.3 Chairman**

Mr. Hanley requested that his fellow Board members review the recent court decision regarding school funding, definition of quality education and removal of teachers' evaluations. Mrs. Alexander feels that the court case is not the end of the story.

Mr. Hanley highlighted for the public that the Board and Dr. Melendez attended a Retreat which focused on operating principals, roles & responsibilities and team building. He feels the Retreat will have a positive impact on Dr. Melendez's transition, as well as how the Board operates and the district is managed.

Mr. Hanley also shared that the Board attended the convocation where the staff was welcomed back on August 29th. He thought the day was positive and spoke highly regarding Anita Brown's moving speech. Mr. Hanley also spoke highly of the SPTO's Meet & Greet that took place on the first day of school.

Mr. Hanley, Mrs. Diotte and Dr. Melendez have been meeting once a week and plan to continue. They have identified key focus areas which will keep the Board informed and

move in the right direction.

Open House is scheduled for September 13th and 15th. Mr. Hanley encouraged the Board to attend.

#### **7.4 Superintendent**

##### **Dr. Jeff Melendez - Superintendent/Principal**

Dr. Melendez expressed his thanks to the Board of Education and is thrilled to be part of the district. He spoke very highly of the Sherman School, and its caring staff, students and dedicated parents.

Dr. Melendez described the Entry Plan that he has been working on to understand the strengths and weaknesses of the school. Thus far, he has met with 71 people (Board, staff, parents, receiving High Schools, Superintendents/Principals, members of the press, etc.). Four questions have emerged from his plan:

What are we doing well?

What are we doing that needs improvement?

What should the change of priority be?

What can I do to support you in your role?

Through this process, Dr. Melendez is gaining a very rich understanding of the district. The next part of his plan is to meet with the students. He welcomes the public to make an appointment to be part of his Entry Plan.

#### **8. NEW BUSINESS:**

There was no New Business to report.

#### **9. UNFINISHED BUSINESS**

##### **9.1 K-Wing Task Force Update**

Mr. Hanley stated that at the June 1, 2016 Board of Education meeting, he provided a very detailed K-Wing update and read an e-mail that was sent to the Board of Selectmen regarding the K-Wing investigation. The e-mail was included in the minutes which can be viewed on the school's website.

Recommendations from the Town Engineer was approved by the Board of Education. It was the Board's intent to use surplus funds from last year's budget to pay for the recommended next steps, but unfortunately, Mr. Iadorola (Town Engineer) recommended vendors/contractors could not be scheduled due to their prior work commitments. Mr. Iadorola can schedule them at this point in time. Mr. Hanley will go to the Town and request special appropriation of capital non-reoccurring funds to fund the next steps of the K-Wing investigation.

#### **10. COMMUNICATION**

Mr. Hanley received a note from a parent who attended the SPTO Meet and Greet. The parent

was happy and hopeful about the upcoming year and shared encouragement with the Board.

**11. PUBLIC COMMENTS**

No public comment.

**12. BOARD OF EDUCATION COMMENTS**

Mrs. Enright welcomed Dr. Melendez and is happy to have him on board.

Mrs. Diotte feels incredibly encouraged about the upcoming year. She feels that the new dynamic shift will be so beneficial to all who enter the doors of the Sherman School.

Mr. Hanley encouraged his fellow Board members to focus on the “how” and what the Board’s role is.

**13. FUTURE MEETINGS AND TOPICS**

13.1 Regular Meeting, Wednesday, October 5, 2016 at 7:00 PM - LMC

13.2 Curriculum Meeting, Monday, September 26, 2016 at 4:00 PM - LMC

13.3 Policy Meeting, Monday, September 26, 2016 at 5:00 PM - LMC

**14. ADJOURNMENT**

Mr. Hanley moved and Mrs. Diotte seconded that the Board of Education move into Executive Session at 7:48 PM, and the motion passed unanimously, 6-0.

Respectfully submitted,

Kasey Diotte  
Vice Chair, Sherman Board of Education

Prepared by Recording Secretary: Nancy Winkler