

**SHERMAN BOARD OF EDUCATION**  
**SHERMAN, CONNECTICUT 06784**  
**REGULAR MEETING, WEDNESDAY, OCTOBER 5, 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 6:23 PM at the Sherman School. Mr. Hanley moved and Mrs. Lenihan seconded to move into Executive Session. Mr. Hanley moved and Mrs. Lenihan seconded to move out of Executive Session at 7:00 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, Ms. Boylan and Mr. Schoefer
School Staff:	Mrs. Lynch
SPTO:	Mrs. Johnson
Town Residents:	7 Residents

**2. CELEBRATIONS:**

No celebration

**3. PUBLIC COMMENTS:**

No public comment

**4. ADDITIONS TO THE AGENDA:**

Mr. Hanley moved and Mrs. Alexander seconded to add, under New Business, the approval of the Assistant Principal's contract, and the motion passed unanimously, 6-0.

Mr. Hanley moved and Mrs. Diotte seconded to add discussion and possible action of Board Policy 2400 and 9400, Evaluation of Board Members and Superintendent, and the motion passed unanimously, 6-0.

**5. CONSENT AGENDA:**

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

5.1	Minutes – Regular Meeting, September 7, 2016	(Enclosure 5.1a)
	Minutes – Maintenance Meeting, September 29, 2016	(Enclosure 5.1b)
	Minutes - Policy Meeting, September 26, 2016	(Enclosure 5.1c)
	Minutes - Curriculum Meeting, September 26, 2016	(Enclosure 5.1d)

- 5.2 Personnel Actions - Recommendation of the Superintendent to approve new hires.
- Christopher Carlone - June 9, 2016
  - Jane Barillaro - July 7, 2016
  - Jennifer Fodor - August 11, 2016
  - Sandra Lounsberry - August 25, 2016
  - Wesley Marchena - August 30, 2016
- 5.3 Reports – Monthly Enrollment Report (Enclosure 5.3)
- 5.4 Monthly Budget Report 16-17 (Enclosure 5.4 a & b)

Mr. Hanley pointed out to the public that the consent Agenda does contain the approval of personnel actions/new hires on the recommendations of the Superintendent (see above).

## 6. **APPROVAL OF CURRENT BILLS:**

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

- 6.1 2016-2017 Current Bills (Enclosure 6.1)

## 7. **ORAL REPORTS:**

### 7.1 **SPTO Update**

Mrs. Johnson recapped the September 14th SPTO meeting. The SPTO has a Treasury Balance of \$3,733.80. Mr. Schoefer attended the meeting and provided an Administrative report. Mrs. Seeger and Mrs. Lenihan also attended and provided BoE updates.

Mr. Justin Murphy has been voted into the SPTO as the new Secretary.

Mrs. Johnson reported that Committee signups have been very slow. 73 families, 16 staff and 1 business have signed up for the SPTO membership, although Mrs. Johnson feels that membership has increased since September's meeting.

The SPTO has received "Thank You" notes from: 4th grade Ellis Island trip, 5th grade Sturbridge Village and Historical Event at Putnam Park, Pre-K Green Chimney's trip and from Mr. Fital.

The SPTO donated school supplies for 12 students, totaling \$311.23.

### Award Recipients from June

- Dan Murphy Basketball Award for Most Improved Player: Tristan DiNatale & Gwen Noto
- Sarah Hackett Arts Award: Dardan Racaj & Payton Cowan
- Jean Foster Award: Joshua Schutz and Bleona Lekaj
- Jackie Crawford Award: Payton Cowan
- Giddings-Warwick Award: Elizabeth Neunzig

### Request

- Request from Anita Brown/PBIS Team to fund Currency for a Cause for the Middle School, \$330.00. Request denied.
- Request from Anita Brown/PBIS Team for \$900.00 for Infinity Roots Assembly in January. Request approved.

- Request from Anita Brown/PBIS Team for up to \$1350.00 for storyteller Len Cabral Presentation in the Spring 2017. Request tabled.
- Request from Beth Scott for \$79.84 for Scholastic Big World subscriptions. Request approved, but Mr. Schoefer will investigate if funds are available in Pre-K budget.
- Request by Alicia Sakal for up to \$400.00 for the Harvest Fair. Request approved.

#### Upcoming Events

- Book Fair, October 10th
- Harvest Fair, October 15th
- Clothing Drive, October 15th
- Ladies Night Event, March 4, 2017

## **7.2 Sub-Committee**

### **Mrs. Themis Enright – Curriculum Committee**

Mrs. Enright provided a recap of the September 26th Curriculum Committee Meeting. She shared that Ms. Boylan provided an update on summer curriculum work and progress towards posting information online. Mrs. Boylan provided subjects and indicated the various teachers involved. Actual curriculum development did take place over the summer months and curriculum information was posted online. The Curriculum Committee will review the new posted online information, and with approval at a later point in time.

The Curriculum Committee discussed their goals and meeting frequency. They also discussed the proper channels for parents with curriculum concerns/issues.

### **Mrs. Susan Seeger - Policy**

Mrs. Seeger provided a recap from the September 26th Policy Committee Meeting. The committee agreed to recommend to the Board to suspend Policy 2400 and 9400 until the committee works with their new strategies and goals. The committee plans to work with the CAFE Success Strategies for Leadership Team Evaluation for Boards of Education and Superintendent of Schools. Mrs. Seeger will follow up with CAFE regarding dates to begin the process.

The committee discussed their meeting schedule. They also discussed and agreed that Dr. Melendez will initiate the policy update/change recommendations.

The Committee will look into Policy outsourcing to assist Dr. Melendez. Mr. Hanley added the Board is looking for an affordable policy review service to insure the District is in compliance with the State Legislature.

### **Mr. Rowland Hanley – Maintenance Committee**

Mr. Hanley recapped the Maintenance Committee meeting that was held on September 29th. Governance of the committee was the first item addressed. In the past many issues were discussed at the Maintenance Committee that should have remained at the school building level. Ongoing, Mr. Hanley suggested that the school form a "School Building Committee" to discuss day to day ongoing situations in the school. Should a situation arise that would require the Board's attention, Dr. Melendez should contact Mr.

Hanley and arrange a Maintenance Committee meeting. A Board member could also request a meeting to discuss an issue that they noted, or one that was brought to their attention.

Mr. Schoefer mentioned that due to Chris Jellen's resignation, a Board member is needed on the Health, Safety and Security committee/Tools for School.

The Maintenance Committee did a line by line review of the 2015-16 budget. It had a surplus of \$113,000.00, which included a transfer of \$80,000.00 for anticipated overages. In actuality, the Maintenance budget has a surplus of approximately \$30,000.00.

The committee also reviewed the work that took place over the summer months.

The relamping situation was discussed, with potential settlement with GreenLeaf. In the future, the Board will be requested to approve a settlement.

The Security Consultant provided a brief update on the latest security activities.

A brief discussion on boiler maintenance took place.

### **7.3 Chairman**

No additional comments

### **7.4 Superintendent**

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

Dr. Melendez shared that on September 27th he was served with a petition by middle school students to cancel school on November 1st, the day after Halloween. Dr. Melendez was impressed with the well articulated letter, the message conveyed, and the fact that it was submitted over a month in advance. Although he cannot cancel school, Dr. Melendez and the teachers agreed to the following concessions:

- No homework will be assigned on October 31st and November 1st
- No assessments will take place on November 1st
- Music will be played in the cafeteria during lunch

#### **7.4 a Report of concern regarding Policy #3240**

Dr. Melendez received a question from a parent regarding the feasibility of sending a student to a high school that the Sherman School currently does not engage with. Upon reviewing the policy, Dr. Melendez noted ambiguity and inconsistencies between the Board policy, past practice and legal opinion. Dr. Melendez recommended that the Policy committee review Policy 3240 at the next Policy Committee meeting.

#### **7.4b Parent Survey Results - Mr. Schoefer**

Mr. Schoefer shared the results of the Spring parent survey (Enclosure 7.4b). A total of 78 out of 224 families participated in the survey. Overall, Mr. Schoefer felt the survey was positive with an overall rating of 89%. The categories

surveyed were: Communication, Family Engagement, Rigorous Expectations and School Climate. Mr. Schoefer reviewed the results and focused on any area that scored 85% or below.

Communication - With the addition of Dr. Melendez and the positive changes that have been implemented regarding communication and improved practices, Mr. Schoefer expects this category to improve.

Family Engagement - Mr. Schoefer feels that the school offers many opportunities for parents to be involved. He predicts this category ties in with improved communication and expects an increase rating next survey.

Rigorous Expectation - Mr. Schoefer was surprised with the 74% rating in this category. He studied the results and compared to the survey results over the past three years, and observed a low rating in this category moving up a grade level each year over the three year period. Mr. Schoefer feels that there is a cohort of parents that could have a perception that the school is not communicating how we are challenging them. The school will continue to focus on "My child is challenged to meet high expectations at this school" and will remain a goal for every teacher in the school. Mr. Schoefer was very pleased with the 97% for "This school provides eighth grade students with helpful information about preparation for high school" questions and gave credit to Mrs. Anita Brown for all of her work with preparing the students for the high school selection process.

School Climate - Mr. Schoefer was pleased with the overall score of 91%. The school earned 80% under "Most students treat other with respect at my child's school". Mr. Schoefer identify two cohorts in two grade levels. The school will work harder and partner with PBIS to work with the students on this category. Mr. Schoefer also focused on "Parents feel comfortable talking to teachers at this school" as it dropped 8 points from last year. Mr. Schoefer identified one grade level that caused this category to dip from last year. The Administration will work with the teachers to bolster communications.

Overall, Mr. Schoefer feels the results are favorable, but the school is always looking for ways to improve.

Mr. Hanley was pleased that Mr. Schoefer delved into the cohorts to identify where issues are.

#### **7.4c SBAC Results**

Ms. Boylan reviewed the Smarter Balanced Assessment and Science CMT Results from 2015-16 (Enclosure 7.4c). She requested to keep in perspective the Smarter Balance is just one assessment done over a couple of days. She noted that when comparing current results to last year, also keep in mind the Math assessment has a performance task component, which was eliminated for the ELA. Also, Sherman's participation moved from 52% (2015) to 78.4% (2016), with an overall State participation rate of 98.7%.

Ms. Boylan reviewed the Scale Score and Achievement Levels. The scale score ranged from 2000 to 3000 and show growth over a period of time from third grade through eighth grade. The emphasis is not to look at a student's score, but rather growth over time. An individual student growth can be reviewed, or the entire district's growth. Ms. Boylan noted the the level scores are not as precise as a scale score. The Performance Category provides more information regarding Reading, Listening and Writing/Research Inquiry.

The Administration can also review performance changes by comparing grade levels from across years, achievement of a cohort from one grade level to the next, as well as individual achievement. The information allows the Administration to look at the grade level overtime to see the impact of curriculum and strategies.

Ms. Boylan shared the ELA and Math results. When comparing year to year, one must keep in mind that the participation rate of each year. Also, the results provides scores at Level 3 or above. Ms. Boylan also shared the results from the 2016 Science Connecticut Mastery Test for Grades 5 and 8. She then shared all of the results and compared to the State and surrounding Towns.

Mrs. Enright shared that it would be helpful to see the results at Level 3 and Level 4, separately.

Ms. Boylan shared the next steps for the Sherman School. Ms. Boylan, Mrs. Flynn and Mrs. King will be analyzing the data with the teachers. Goals are developed and specific areas to be address are also established. Ms. Boylan stressed that the test results are just one factor that is included in developing goals and objectives for the year.

## **8. NEW BUSINESS:**

### **8.1 Discussion and potential approval of the Assistant Principal's contract.**

Mr. Hanley moved and Mrs. Alexander seconded the approval of the Assistant Principal's contract, and the motion passed unanimously, 6-0.

Mr. Hanley congratulated Mr. Schoefer. He is glad that he is part of the team.

### **8.2 Discussion and potential action Board Policies 2400 and 9400.**

Mr. Hanley moved and Mrs. Diotte seconded to temporarily suspend both Board Policy 2400 and 9400, Evaluation of Board Members and Superintendent, until such time that the Policy committee can revise the policies in keeping with the future direction, and the motion passed unanimously, 6-0.

## **9. UNFINISHED BUSINESS**

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

Mr. Hanley shared that several Board Members, Dr. Melendez and Mr. Spaziani met with Mr. Iadarola and his team of architects and mechanical engineers the last week of September. At their meeting, Mr. Iadarola provided a synopsis of the investigation and work performed dating back to the 2001 renovation, including the last six month of

testing. The purpose of the meeting was to discuss what should be done moving forward, including testing of the materials uncovered and a detailed investigation of the HVAC system, and its potential role.

Mr. Iadarola is working on the scope of the next steps of the investigation. Once Mr. Hanley has an approximate dollar figure, he will go to the Town and request a meeting to appropriate capital non-reoccurring funds for the next phase. Mr. Hanley was hoping to have work done with the budget surplus funds before the fiscal year had ended, but due to timing was not able to happen.

The Board will look at the available space and determine what can be done with the wing to make the district better in a productive manner for the students.

**10. COMMUNICATION**

Mr. Hanley shared that he received an e-mail from a parent regarding how happy they are with Dr. Melendez and how he is managing his entry plan and the direction of the Sherman School.

**11. PUBLIC COMMENTS**

Kim Keane, 66 Route 39 South. Mrs. Keane asked about the process for filing the Board of Education vacant position. Mr. Hanley shared that anyone interested should contact Donna Lawler (Business Office) or Mr. Hanley. It would helpful to send a letter stating why you would like to be on the Board and share any relevant professional or life experience. Anyone who has expressed an interest will be interviewed by the Sherman Board of Education. The seat position is for 13 month, and if interested, must be elected to the Board in November 2017.

**12. BOARD OF EDUCATION COMMENTS**

**13. FUTURE MEETINGS AND TOPICS**

- 13.1 Regular Meeting, Wednesday, November 2, 2016 at 7:00 PM - LMC
- 13.2 Maintenance Meeting, To Be Determined
- 13.3 Curriculum Meeting, To Be Determined
- 13.4 Policy Meeting, Monday, October 24, 2016 at 4:00 PM - LMC

**14. ADJOURNMENT**

Mr. Hanley moved and Mrs. Diotte seconded that the Board of Education adjourn their meeting at 8:11 PM, and the motion passed unanimously, 6-0.

Respectfully submitted,

Kasey Diotte  
Vice Chair, Sherman Board of Education

Prepared by Recording Secretary: Nancy Winkler