

SHERMAN BOARD OF EDUCATION
SHERMAN, CONNECTICUT 06784
REGULAR MEETING, WEDNESDAY, DECEMBER 6, 2017
MULTI PURPOSE ROOM - THE SHERMAN SCHOOL
7:00 PM

A regular meeting of the Sherman Board of Education was called to order by Mrs. Diotte at 7:01 PM in the Multi Purpose Room of the Sherman School.

1. PRESENT:

For the Board:	Dr. Alexander, Mrs. Diotte, Mrs. Enright, Mr. Hackett, Mrs. Lenihan and Mrs. Seeger
Absent:	Mr. Hanley
For the Administration:	Dr. Melendez, Ms. Edwards, Mr. Schoefer and Mrs. Snowden
School Staff:	Mr. Carlone and Mrs. Linero
SPTO:	Mrs. Ribisl
Town Residents:	9 Residents and 6 Students

The Board and attendees recited the Pledge of Allegiance.

Mrs. Diotte moved and Dr. Alexander seconded to move Agenda Items 8.3 and 8.4 to the beginning of the agenda, and the motion passed unanimously, 6-0.

8.3 Michael Tarby, Drum Major - New Milford High School Marching Band

8.4 Sax Quartet, Chris Carlone

Dr. Melendez shared the history of increasing the Band teacher's hours from .6 to full time. He noted the positive impact that the Board's decisions have on student experiences.

Mr. Carlone shared that he is the Elementary and Middle School Band teacher. He also teaches XP DIY Sound Effects and Gig Band (Jazz Ensemble). The music program has grown from 48 students to over 95 students with far more musical opportunities due to the increase of his hours. Mr. Carlone noted Mr. Trinchillo teaches saxophone lessons to the 4th and 5th grade students due to the number of students interested in the program.

Mr. Carlone compared the lessons scheduled when he was part-time to now. Currently, Elementary students receive one band lesson/one band rehearsal every 5 days (twice a week). Mr. Carlone noted the multitasking difficulty that students endure while learning an instrument. Middle School students also have one band lesson/one band rehearsal every 5 days, plus band students in grade 6th and 7th have their general music class with him to provide more opportunities to play their instrument. In some cases, Middle School students have band three to four times a week. Mr. Carlone described the difference in the students' ability to play their instrument as phenomenal. He noted that lesson group sizes are smaller which provides a more privatized opportunity for the students.

Mr. Carlone shared that the students had an opportunity to play with the New Milford High School Marching Band during a football game. He introduced Michael Tarby, Sherman graduate. Michael is the NMHS Drum Major, who has the honor of conducting the marching band. Michael Tarby shared the positive impact that the NMHS band has had on him.

Ten outstanding students (8 band/2 chorus) competed in the Western Regional Festival this year. They scored very well and both Mr. Carlone and Mr. Trinchillo were impressed. Micayla Tarby and Karina Gaudreau played their flute audition piece for the Board.

Due to increased hours, Mr. Carlone is afforded the opportunity to provide small chamber ensembles for the students. The Saxophone Quartet, Doug Conrad, Annabelle McLean, Hans Pitt and J.B. Krueger played two pieces for the Board.

Mr. Carlone thanked the Board for giving him the opportunity to work at the school and for increasing the instrumental program time.

Mrs. Tarby commented very positively on how the program has grown. She also commented on the impact that Mr. Carlone has had on the program and his enthusiasm.

Both Mrs. Lenihan and Dr. Alexander commented positively as well. Mrs. Diotte thanked Mr. Carlone and the students.

2. CELEBRATIONS:

Recognition of Tom Hackett for his service to Board of Education.

Mrs. Diotte shared that Mr. Hackett was celebrated and recognized by the Board during their Professional Development session for his year of service. Mrs. Diotte noted that Mr. Hackett represents what selfless service looks like to a community. The value that Mr. Hackett added will be recognized and felt for many years to come. On behalf of the Board of Education, Mrs. Diotte offered her sincerest thanks to his commitment and service to the district.

3. PUBLIC COMMENTS:

Mr. Kendrick Gubner is aware that Field Trip Funding is on the Agenda. He shared that three families have students in both fourth and eighth grades, with both grades having expensive trips planned to Washington, D.C. and Boston.

Mrs. Susan Zeitler expressed concern regarding the Strategic Planning Steering Committee. Her concerns included who brought the committee to the school, why an outside facilitator is necessary, their role and fees.

Mrs. Diotte shared that developing a long-term Strategic Plan is a Board Goal. The Steering Committee will be addressed by Dr. Melendez during 8.1 Update on Board Goals. Specific concerns not addressed during the report can be followed up directly with Dr. Melendez.

4. ADDITIONS TO AGENDA:

No additions to the Agenda.

5. CONSENT AGENDA:

Mrs. Seeger noted the following correction on the November 6th Regular Meeting Minutes: Policy Committee update 7.2 - The committee is working on the process of putting procedures in place for any person stepping into the role of Policy Chair.

Mrs. Diotte moved and Dr. Alexander seconded that the Board approve the consent agenda items 5.1 (5.1a as amended by Mrs. Seeger) through 5.5, and the motion passed unanimously, 6-0.

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| 5.1 | Minutes - Regular Meeting, November 6, 2017 | Enclosure 5.1a |
| | Minutes - Executive Session, November 6, 2017 | Enclosure 5.1b |
| | Minutes - Executive Session, October 19, 2017 | Enclosure 5.1c |
| | Minutes - Maintenance Meeting, September 12, 2017 | Enclosure 5.1d |
| 5.2 | Personnel Actions | |
| | • Recommendation of the Superintendent to approve new hire Sandra Proia, effective December 4, 2017 | |
| 5.3 | Reports – Monthly Enrollment Report | Enclosure 5.3 |
| 5.4 | Monthly Budget Report 17-18 (Prior to Transfers) | Enclosure 5.4 a - b |
| 5.5 | Monthly Budget Report 17-18 (After Transfers) | Enclosure 5.4 a - b |

6. APPROVAL OF CURRENT BILLS:

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

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| 6.1 | 2017-2018 Current Bills | Enclosure 6.1 |
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7. ORAL REPORTS:

7.1 SPTO Update

Mrs. Ribisl shared the SPTO hosted a Senior Luncheon on November 15th. Approximately 60 senior citizens attended and they were very appreciative. Mrs. Ribisl thanked all the parents for volunteering and the students who sang.

The SPTO had their Polar Express movie night on December 1st. The movie was viewed in the Multi Purpose room and Mrs. Ribisl shared positive feedback regarding the picture quality and audio sound.

The SPTO is currently working on the Harlem Wizard Nights, scheduled for January 6th. Dr. Melendez, Mr. Schoefer, Mrs. Snowden, Ms. McDevitt, Mr. Carlone, Mr. Luchsinger, Mr. Rianhard, Mr. Trinchillo, Ms. Moravsky and Ninja Warrior Joe Moravsky have formed a team. Mrs. Ribisl is hopeful ticket sales will be successful.

7.2 Sub-Committee

Negotiation Committee - Mrs. Lenihan

Mrs. Lenihan shared the teacher's contract has been settled. The committee also negotiated the school's contract with New Milford High School (NMHS) for three years. Mrs. Lenihan spoke highly of the meeting with NMHS. She commented that NMHS is appreciative of the relationship that has been built over the years.

Budget Committee - Mrs. Diotte

Mrs. Diotte shared the budget timeline has been established. The first Budget Workshop will be held on Monday, December 18th at 6:00 PM. The public is welcome and encouraged to attend.

7.3 Chairman

Mrs. Diotte shared the Town Meeting held on December 1st approved funding not to exceed \$130,000.00 for the Air Conditioning Project in the Multi Purpose Room. The project is expected to take place during Spring Break. Mrs. Diotte is thankful to the Town and taxpayers for the overwhelming support to fund the project.

7.4 Superintendent - Dr. Jeff Melendez Update on Veterans Day Assembly and Senior Luncheon

Dr. Melendez deferred the update on the Veterans Day Assembly and Senior Luncheon to Mr. Schoefer.

Mr. Schoefer shared that he worked with Mr. Ed Hayes and Mr. Monty Clark on the Veterans Day Assembly. Veterans Day fell on a Saturday this year, but the school hosted their traditional assembly on Friday. The school was very fortunate to have a Two Star General, Sherman resident and grandparent, General Meehan as the Keynote Speaker. Mr. Schoefer spoke very highly of General Meehan's speech.

Mr. Schoefer thanked Mrs. Linero, Mr. Carlone, Mr. Trinchillo, Ms. Reidy and Dr. Corso for all of their help.

Mr. Schoefer shared that he does not have a role in planning the Senior Luncheon, but he attends and thoroughly enjoys it. He thanked all of the volunteers who contributed to the success of the event. Mr. Schoefer feels both events bring the community together and many connections are made.

8. PRESENTATIONS

8.1 Update on Board Goals - Dr. Melendez

Dr. Melendez projected the Vision Statement to begin the update of Board Goals. He commented that the Vision Statement relates so well to the progress made by the students in the band program.

Dr. Melendez presented the December Spotlight Report (please see Enclosure 8.1). The report will be posted on the school's website under the Board of Education Goals 2017-2018.

Dr. Melendez responded to Mrs. Zeitler's inquiry regarding the Strategic Planning Steering Committee. Dr. Peter Madonia will be the facilitator. He has an impressive CV spanning forty years in education. Dr. Melendez shared that a facilitator is needed because the committee will be in the hands of the community, and he will be a participant; therefore he cannot facilitate. The Steering Committee will be comprised of teachers, administration, parents, students, Board member, community and a town official. Dr. Madonia will be paid an agreed hourly rate which has been budgeted for.

Mrs. Diotte questioned when the committee will meet. Dr. Melendez shared the deadline

to submit an application for the committee is December 15th. He hopes to have a committee identified before the New Year. The investment of time for committee members is approximately 10 to 15 hours. There will be other long-term Strategic Plan opportunities if individuals are not selected to be on the Steering Committee.

Mrs. Diotte commented on Goal #6: To create a sustainable Facility Use Plan to address current and future needs. She shared that during a Town meeting, a community member questioned if the Town should be spending money on MPR Air Conditioning when there is a wing of the building not in use. With declining enrollment, Mrs. Diotte is looking forward to seeing the results of the field study in collaboration with curriculum goals, students' needs and the school vision to make the best use of taxpayers funds for the entire building.

Mrs. Enright commented on Goal #5: To cultivate a mindset for learning among leadership, faculty, staff and students. She feels having Professional Development in house focusing on Functional Behavioral Assessment (FBA) is such a good use of resources. Mrs. Enright is aware of what is asked of Special Education, as well as the complex issues facing some students.

8.2 Budget "At-a-Glance" - Dr. Melendez

Dr. Melendez noted the Budget "At-A-Glance" report looks different from previous months due to the approved transfers. He highlighted the following funds:

- 1108 Music - Salary increase from .6 to 1.0 FTE.
- 1200 Exceptional/Special Education - Purchase of required sound tower (not budgeted for). Salary for School Counselor and Special Education Paraprofessional.
- 2220 Educational Media Services - Salary for EdTech teacher.
- 2600 Operation & Maintenance - Salary for Facility Supervisor/Technician.
- 2510 Fiscal Services - Large sum transferred to cover above mentioned salaries. Unemployment compensation liability transferred from fund.
- 1200 Exceptional/Special Education High School - Paraprofessional required for high school student.
- 6100 Tuition to CT School District - Billing discrepancy.
- 6130 Tuition to Non-Public Schools - Student moved into district requiring outplacement services.

Mrs. Diotte commented that with Budget Workshops approaching, it is helpful for the public to see the transfers. When the budget was created, many positions were not filled and costs were estimated. Transfers were made within the current budget to reflect actual salaries. Mrs. Diotte cautioned that when actual salaries are put into the proposed 18-19 budget, the comparison between the 2017-18 to 2018-19 actual salaries may appear to be dramatic increases, but the comparison is based on best estimates and not the actual salaries.

8.3 Michael Tarby, Drum Major - New Milford High School Marching Band

8.4 Sax Quartet, Chris Carlone

8.3 and 8.4 moved to beginning of Agenda

9. NEW BUSINESS

9.1 Review and Possible Action Concerning Tentative Agreement with Sherman Education Association.

Mrs. Diotte moved and Mrs. Lenihan seconded to approve the tentative agreement with the Sherman Education Association, and the motion passed unanimously, 6-0.

10. UNFINISHED BUSINESS

10.1 Second Reading of: [\(Enclosure 9.1\)](#)

Policy 5144.1	Physical Restraint/Seclusion (Policy, Appendix A, B & Form 1, 2)
Policy 6171	Special Education
Policy 5145.4 (a)	Nondiscrimination (Policy, Regulation and Form)
Regulation 3515	Community Use of School Facilities (Regulation and Form)

Mrs. Seeger moved and Mrs. Diotte seconded to approve Policies 5144.1, 6171, 5145.4 and Regulation 3515, and the motion passed unanimously, 6-0.

Dr. Alexander questioned if training accompanied the policies. Mrs. Seeger confirmed that the school was already following the policies. The policies are mandated and the committee formally approved them.

10.2 Discussion regarding Field Trip Funding

Dr. Melendez recapped that at the November Board meeting, the Board voted to suspend the policy regarding field trip funding and requested a Washington, D.C. trip cost analysis. Dr. Melendez reached out to Global Endeavors and presented his findings to the Board comparing three options and associated costs to the school's current plan. Dr. Melendez also provided an estimate for the next four years, including inflation.

Dr. Melendez recommended Option #4, which closely mirrors the current itinerary, less the cost of meals.

Dr. Alexander questioned how much fundraising contributes to the trip? Mrs. Ribisl shared that fundraising uses a point system. Each family can determine how much fundraising they would like to do, or opt not to fundraise at all and be responsible for the entire cost for their child.

Dr. Alexander feels the Washington, D.C. trip is curriculum based and should be part of the school's budget, but feels there is value in partial fundraising. Dr. Alexander added that she is not advocating that the school pays for all field trips.

The Board briefly discussed funding students with financial hardships. Dr. Melendez shared that there is an application on the school's website.

Dr. Melendez shared that fundraising efforts for this year have already started, with approximately \$5,000.00 raised thus far. Dr. Melendez recommends that the Board contribute an amount not to exceed \$7,800.00 for students attending the Washington, D.C. trip. This amount would cover the cost for students who have done fundraising

(baseline trip quad room), which translates to \$300.00 per student. For students who did not fundraise, the Board will contribute \$300.00 per student, but they will be responsible for the balance of the trip.

Dr. Alexander feels the Board must view in two steps, approving set percentage for this year, and then determine next year's Board contribution during the budget season.

Dr. Alexander moved and Mrs. Lenihan seconded to fund the Washington, D.C. trip at a level not to exceed \$7,800.00, and the motion passed unanimously, 5-0. (Mrs. Diotte abstained from voting).

11. COMMUNICATION

Mrs. Diotte read a thank you note from Mrs. Margie Austell.

12. PUBLIC COMMENTS

Mrs. Susan Zeidler. Mrs. Zeidler questioned how the school plans to access the success of the XP program.

Dr. Melendez shared that a survey was administered to the students. Feedback from the survey will be shared at the January Board of Education meeting. A similar survey will be sent to the teachers, but informal feedback has been shared with the Administration.

13. BOARD OF EDUCATION COMMENTS

Dr. Alexander shared that she appreciates the structure of the monthly meetings and feels it is very productive to hear the impact of decisions that have been made.

Mrs. Ribisl thanked Dr. Melendez and the Board for acting upon the Washington, D.C. field trip funding issue.

Mr. Lenihan shared the Teacher Appreciation Breakfast will take place in January.

Mrs. Amy Smith. Mrs. Smith spoke very highly of Mrs. Linero and the tremendous job she does planning the Washington, D.C. trip. She is hopeful that she is appropriately acknowledged.

14. FUTURE MEETINGS AND TOPICS

- 14.1 Regular Meeting - Wednesday, January 3, 2018 at 7:00 PM - MPR
- 14.2 Budget Workshop - Monday, December 18, 2017 at 6:00 PM - MPR
- 14.3 Maintenance Meeting - Wednesday, December 20, 2017 at 6:00 PM - LMC
- 14.4 Curriculum Meeting - Monday, January 8, 2018 at 5:00 PM - LMC
- 14.5 Budget Workshop - Monday, January 8, 2018 at 6:00 PM - LMC
- 14.6 Policy Meeting - Monday, January 22, 2018 at 5:00 PM - LMC
- 14.7 Budget Workshop - Monday, January 22, 2018 at 6:00 PM - LMC

15. ADJOURNMENT

Mrs. Diotte moved and Dr. Alexander seconded that the Board move into Executive Session at 8:52 PM, and the motion passed unanimously, 6-0.

Respectfully submitted,

Kasey Diotte
Vice Chair, Sherman Board of Education

Prepared by Recording Secretary: Nancy Winkler