

SHERMAN BOARD OF EDUCATION
SHERMAN, CONNECTICUT 06784
REGULAR MEETING, MAY 2, 2018
THE SHERMAN SCHOOL - MULTI-PURPOSE ROOM
7:00 PM

A regular meeting of the Sherman Board of Education was called to order by Mr. Hanley at 7:03 PM in the Multi-Purpose Room of the Sherman School.

1. PRESENT:

For the Board:	Mrs. Enright, Mr. Hanley, Mrs. Lenihan and Mrs. Seeger
Absent:	Dr. Alexander, Mrs. Diotte and Mr. Neunzig
For the Administration:	Dr. Melendez
School Staff:	Mr. Lombardozzi
Town Residents:	1 Resident (10 Residents attended the Award recognition)

The Board and attendees recited the Pledge of Allegiance.

2. CELEBRATIONS:

2.1 Superintendent's Student of the Year Award

Dr. Melendez shared the selection criteria for the Student of the Year award. Two students are chosen by the faculty to receive this award using the following criteria: community service and service to others, academic prowess; and leadership service to the school community. Dr. Melendez proudly announced the 2017- 2018 award recipients: **Eilish Foy & Kate O'Farrell**

2.2 Recognition of CABA Student Leadership Award

The students receiving the CABA Student Leadership Award are also selected by the faculty. Dr. Melendez shared the award criteria: willingness to take on challenges, capability to make difficult decisions, concern for others, ability to work with others, willingness to commit to a project, diplomacy, ability to understand issues clearly and ability to honor a commitment. He proudly introduced the winners of the award: **Sloan Gubner & Kayla Fierko**

The students were personally congratulated by the Board members and applauded by all in attendance. Mr. Hanley recognized the parents and families for the role they play in the students' achievements.

3. PUBLIC COMMENTS:

4. ADDITIONS TO AGENDA:

5. CONSENT AGENDA:

Mr. Hanley moved and Mrs. Lenihan seconded that the Board approve the consent agenda items 5.1 through 5.4, and the motion passed unanimously, 4-0.

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| 5.1 | Minutes - Regular Meeting, April 11, 2018 | Enclosure 5.1a |
| | Minutes - Maintenance Meeting, April 25, 2018 | Enclosure 5.1b |
| | Minutes - Maintenance Meeting, March 22, 2018 | Enclosure 5.1c |
| 5.2 | Personnel Action | |
| 5.3 | Reports - Monthly Enrollment | Enclosure 5.3 |
| 5.4 | Monthly Budget Report 17-18 | Enc 5.4a - 5.4b |

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, 4-0.

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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. Lenihan shared the Teacher Appreciation Lunch will take place on May 22nd.

7.2 Sub-Committee

Negotiations Committee

Dr. Melendez shared Shipman and Goodwin represents both the Sherman and Shepaug school districts. The districts will sign an agreement acknowledging the representation of one legal firm.

Budget Committee - Mr. Hanley

Mr. Hanley shared the Budget Committee met with the Democratic Town Committee. He spoke highly of the meeting and felt challenging questions were raised. The annual Town meeting took place on April 30th where the budget was formally moved to Town Referendum. The Town will vote on May 5, 2018. Mr. Hanley will send a voting reminder out via Facebook, and requested Dr. Melendez send an email reminder out as well.

7.3 Chairman

7.4 Superintendent - Dr. Jeff Melendez

8. PRESENTATIONS

8.1 Update on Board Goals - Dr. Melendez (Enclosure 8.1)

Goal # 1: To develop a comprehensive, long-term, Strategic Plan

Dr. Melendez requested feedback from Mrs. Lenihan and Mrs. Seeger on the Strategic Planning process.

Mrs. Lenihan shared four additional community members participated at the April 24th public workshop. They focused on culture, construction, student engagement and parent involvement. She noted that more involvement is needed from the staff, and shared that Dr. Melendez plans to present a similar exercise at the next faculty meeting.

Mrs. Seeger added that participants focused on specific questions connected to the

school's vision (ie. how culture is connected to the Vision). Mrs. Seeger spoke positively of the exercise and felt it provided direction.

Both Mrs. Seeger and Mrs. Lenihan both spoke highly of the conversations and feedback. The committee agreed to take time to develop the long term Strategic Plan as opposed to meeting the deadline. The next meeting will take place on May 29th.

Goal # 5: To cultivate a mindset for learning among leadership, faculty, staff and students

Dr. Melendez shared the school is now a member of the Tri-State Consortium, effective July 1, 2018. He shared four faculty members and one administrator attended Tri-State Consortium training on May 1st & 2nd. Dr. Melendez was very pleased to hear positive remarks, as well as affirmations on the work that is being done at the school. Dr. Melendez feels the membership is a monumental step for the school.

Mr. Hanley plans to inform the community of the school's membership into the Consortium. He questioned if the teachers are getting trained on the evaluation model?

Dr. Melendez shared that the Consortium has developed an eight indicator rubric to approach any systemic challenge through the lens of the rubric. Teachers and Administrators are trained on how to apply the rubric to evidence for every aspect of the work associated with a goal. He furthered shared the Consortium gives the Sherman team the opportunity to go to other high performing districts and look through their evidence and gain ideas. The school benefits from getting ideas from other districts, as well as advice when the Consortium visits our school to help with systemic problems.

Mrs. Lenihan acknowledged the time commitment from teachers. Dr. Melendez agreed, and mentioned he has a plan in place with the addition of permanent subs.

Dr. Melendez shared the Consortium calendar to provide the Board with an example of districts and areas of interests. The Consortium assembles teams that any trained teacher can elect to participate on.

Mrs. Seeger questioned how the school decides what teachers go to the Consortium? Dr. Melendez shared that it is open to the teachers to decide what events they would like to attend.

Dr. Melendez has been involved with Consortium for twenty years and understands how valuable it is, as well as, how meaningful it will be for the faculty.

Goal # 7: To develop a communication plan that meets the needs of our constituents

The Communication Committee met to review the results of the Communication Survey on April 30th. It was determined the four best platforms for communication are: website, email, newspaper and social media. The next step is to form a sub-committee to develop specific strategies to improve avenues of communications (ways to improve website, leverage emails & social media). Once the sub-committees have met, the communication committee will reconvene and develop a plan and obtain input from the Board.

8.2 Budget “At-a-Glance” - Dr. Melendez

(Enclosure 8.2)

- 1000 Regular Education
Negative balance of \$54,000.00 due to the cost of the State Trooper.
- 1117 Other Regular Programs
\$20,000 encumbered the cost salary for two permanent substitute teachers rather than per diem use of substitute teachers. Dr. Melendez feels this is a good investment and permanent subs will aid in continuity of instruction.
- 2220 Educational Media Services
\$28,000 spent to purchase items for LMC, Makerspace Supplies, Computer Equipment, and Virtual Reality Kits.
- 2600 Operation & Maintenance of Plant
\$35,000 spent on HVAC repairs, tools, cafeteria tables, new refrigerator condenser, radios for security and door repairs.

9. NEW BUSINESS

10. UNFINISHED BUSINESS

10.1 Facilities Study

Dr. Melendez provided an update from the last Maintenance Committee meeting where interviews were held with Friar Architecture and Tecton Architects. Dr. Melendez referenced a recommendation memo from Kasey Diotte (Enclosure 10.1c). The Maintenance Committee's recommendation is to select Friar Architects, for the proposal amount of \$39,900.00. Dr. Melendez read the factors that guided the committee's decision from Mrs. Diotte's memo:

- The sample proposals shared during the interview offered a high level of detail of the building – they look at everything from “the roof to signage on classroom doors” and determine usable life.
- The District will be provided with a 10-year roadmap for updating and prioritizing all needed improvements in the building.
- Friar has extensive experience working with schools.
- Their letter of intent acknowledges known issues with the K-Wing and water and commits to identifying solutions.
- Friar has a wealth of knowledge in working with various state departments and can guide us in determining possible reimbursements for potential future projects.
- The District (Facility Manager/Technician) will be given access to an online portal to track progress, ask questions, and give feedback in real time as the study develops.
- The committee was provided with additional documents (Worksheets, Checklists and Deliverables for the Facility Assessment Report) at the interview, which helped further demonstrate the level of detail that can be expected in the final report.

Mrs. Lenihan commented on the deliverable date of June. Dr. Melendez shared that both firms could meet the deadline, but cautioned that the school should look into how they

would like to engage the faculty and community, which could expand the timeline. Friar can facilitate surveys, focus groups and presentations to the Board, all of which is included in the proposal amount.

Dr. Melendez also noted that when the school moves forward with actual work, they can select Friar, Tecton or any other firm. Some committee members appreciated Tecton's forward thinking. Dr. Melendez further referenced Bold Moves for Schools, by Heidi Jacobs and shared that Ms. Jacobs can provide consultation on spaces and learning.

Mr. Hanley moved and Mrs. Lenihan seconded to award Facility Study work to Friar Architect, Inc. and the motion passed unanimously, 4-0.

Mr. Hanley noted, for the record that both Mrs. Diotte and Mr. Neunzig are on the Maintenance Committee and were part of the selection process and recommendation. Dr. Alexander sent an email to Mr. Hanley and supported the opinion that was representative of Mrs. Diotte.

Dr. Melendez expressed thanks to Mr. Lombardozzi for his work and time.

11. COMMUNICATION

Mr. Hanley received an email from a concerned family regarding the level of curriculum services provided to gifted students. Mr. Hanley forwarded the email to Mrs. Diotte to collate, as discussed at the April Board of Education meeting. Ongoing, emails will be anonymously acknowledged at the monthly BoE meetings. They will be acted upon and forwarded to the appropriate personnel as well.

The Board briefly discussed their efforts to lift curriculum for all students which has been an ongoing priority.

12. BOARD OF EDUCATION COMMENTS

Mrs. Seeger noted Board Goal #4, To ensure the success of our High School students, has not reached its potential this year. Mrs. Seeger would like to receive an update regarding the 8th grade students entering high school, as well as seniors graduating.

Dr. Melendez noted that the school is in transition to a new counselor.

Mrs. Enright noted the impact of middle school curriculum on high school students.

Mrs. Seeger understands the counselor position was moved to full time status to accommodate for data gathering from the high schools. She questioned what the school is looking for in a counselor, and would like a better understanding of the role.

Dr. Melendez shared the role of the school counselor is critical in helping to achieve this goal. The school is looking to fill the position with someone who has the skills and disposition to understand where we want to go, and help address the gaps.

Mrs. Enright noted that this does not fall just under the school counselor role, but also under the Director of Curriculum, as well.

The Board discussed at length the issue of high school students. Concerns/suggestions included:

- Insuring the school is receiving data in the appropriate format. Possibly adding specific requirements to upcoming contracts.
- Challenging Sherman students to meet the curriculum needs in high school.
- Understanding what each high school has to offer in an effort to transition all students.
- Understanding the goal is challenging because the school has no local control over it to see improvements at the high school level.
- Communication Committee play a role in communicating to high school parents.
- Mirror the communication process that high schools have with their middle schools.
- Sherman school preparing all students for the next step in education (vigor of high school academics, vocation, music, etc)
- Remain focused on all students and facilitate steps from grade school to high school.

Mr. Hanley feels the goal should be reevaluated, and the Board should use the next retreat to do so. The Board should think about what it is that we are trying to achieve and insure each student's success throughout their education journey as they go forth.

13. PUBLIC COMMENTS

Mrs. Fitzpatrick thanked the Board for their time and dedication. She briefly weighed in on the transition from middle school to high school. Mrs. Fitzpatrick also suggested a parent liaison could be helpful to update events at the high school level. Mrs. Fitzpatrick also complimented the XP program.

14. FUTURE MEETINGS AND TOPICS

- 14.1 Regular Board of Education Meeting - Wednesday, June 6, 2018 at 7:00 PM
- 14.2 Policy Committee Meeting - Monday, May 21, 2018 at 8:30 AM
- 14.3 Curriculum Committee Meeting - Monday, May 21, 2018 at 2:45 PM

15. ADJOURNMENT

Mr. Hanley moved and Mrs. Lenihan seconded that the Board adjourned at 8:34 PM, and the motion passed unanimously, 4-0.

Respectfully submitted,

Kasey Diotte
Vice Chair, Sherman Board of Education

Prepared by Recording Secretary: Nancy Winkler