

**SHERMAN BOARD OF EDUCATION**  
**SHERMAN, CONNECTICUT 06784**  
**REGULAR MEETING, JUNE 6, 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 6:15 PM and the Board moved immediately into Executive Session to discuss a student matter with the Board's Attorney, Rebecca Santiago. The Board moved out of Executive Session and back into the General Session at 7:06 PM in the Multi-Purpose Room of the Sherman School.

**1. PRESENT:**

For the Board:	Dr. Alexander, Mrs. Diotte, Mr. Hanley, Mrs. Lenihan, Mr. Neunzig and Mrs. Seeger
Absent:	Mrs. Enright
For the Administration:	Dr. Melendez
School Staff:	Ms. Hatch and Mrs. Schipul
Town Residents:	5 Residents and 5 Students

The Board and attendees recited the Pledge of Allegiance.

**2. CELEBRATIONS:**

**2.1 Odyssey of the Mind**

Dr. Melendez welcomed the Odyssey of the Mind team and invited Mr. Zeitler to share with the Board his team's experience from the World's Final competition.

Mr. Zeitler thanked the Board, Dr. Melendez and the Administration for their support this year. He spoke very highly of the competition and the experience that it affords the students. Mr. Zeitler shared photos with the Board that illustrated his team's journey over the past seven months which ended at the World's Finals at Iowa State University. The team averaged 20 hours each week working together and created a steel vehicle which required the use of high powered tools (jigsaw, circular saws, welder, grinders, etc.). At the competition the students were required to present their vehicle to a large audience, as well as, solve a spontaneous problem before a panel of judges. Mr. Zeitler feels this experience will leave a lasting impression on the students.

Dr. Melendez congratulated the team and feels they represented Sherman well. He was impressed with the laser guided power vehicle they created. Dr. Melendez thanked the students and coaches for all of their time and hard work.

Mr. Hanley congratulated the team and thanked the families for their involvement and support.

Mrs. Blake added that at the State Competition, the team won first place and received the Riggles Award, which is the highest award for their spontaneous problem. She commented positively on the progression over the years and is very proud of the team. She feels the program provides training for the future in terms of collaboration and working as a team. Mrs. Blake also commented positively on the after school Spontaneous program.

The Board and attendees applauded the Odyssey of the Mind team.

**3. PUBLIC COMMENTS:**

No public comment

**4. ADDITIONS TO AGENDA:**

Mr. Hanley moved and Mrs. Diotte seconded to add Curriculum Committee Minutes, Enclosure 5.1b, to the Consent Agenda, and the motion passed unanimously, 6-0.

**5. CONSENT AGENDA:**

Mr. Hanley moved and Mrs. Diotte seconded that the Board approve the consent agenda items 5.1 through 5.4, and the motion passed unanimously, 6-0.

5.1 Minutes - Regular Meeting, May 2, 2018 Enclosure 5.1a

Minutes - Curriculum Committee Meeting, June 5, 2018 Enclosure 5.1b

5.2 Personnel Action

- Appointment - Alexa Blanchard, School Counselor, effective 5/17/2018
- Appointment - Sandra Lounsbury, Teacher, effective 8/27/2018
- Resignation - Kaitlyn Wall, School Counselor, resigned effective date 5/4/18
- Retirement - Alisyn Hamilton, Teacher, effective 6/27/18

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

6.1 2017-2018 Current Bills Enclosure 6.1

**7. ORAL REPORTS:**

**7.1 SPTO Update**

No Update

**7.2 Sub-Committee**

**Curriculum Committee - Mrs. Diotte**

Mrs. Diotte provided an update from the June 5, 2018 Curriculum Committee Meeting.

The meeting focused on three areas:

- Science & Next Generation Science Standards - The committee discussed where the district stands regarding emerging the program into the Science Curriculum. Two teachers attended a Professional Development workshop (8 day workshop) and Mrs. Snowden reported very positive feedback from the training to the Curriculum Committee. The school will test programs and tools next school year to see what fits best with the district.
- The Committee briefly discussed SBAC results. Mrs. Snowden will receive the formal results in July/August, and then discuss the results with the staff.
- The Committee discussed Big Ideas Math. Professional Development will be held to integrate with the existing 8th grade math and Algebra class. The committee

also discussed the title of the Algebra program and questioned if it should be labeled as an honors Math program. Mrs. Snowden will investigate and see where our students are entering math in the 9th grade. She will also research if the Algebra class should be weighted higher based on the rigor of the program.

- Mrs. Snowden noted based on data from the Fountas and Pinnell results, more supplemental phonics instruction is needed for grades K - 2.

#### **Negotiations Committee - Mrs. Lenihan**

Mrs. Lenihan inquired if the committee will be meeting with the Board's attorney prior to the end of the school year. Dr. Melendez shared that conversations have been initiated with the Union and they requested insurance information which have been compiled and presented to them. Dr. Melendez will look into pending dates and will update the committee.

#### **Maintenance Committee - Dr. Melendez**

Dr. Melendez provided an update on the Facility Study. Friar Architects submitted surveys to all staff and faculty regarding educational needs, classroom space needs, facilities, science labs requests, etc. The results will be submitted to Friar on June 7, 2018.

A focus group will be held on June 13th with Friar Architects. Friar will meet with groups, individual staff members, Administration, etc. to obtain feedback from the survey responses. Friar has been in the building multiple times thus far investigating the building.

#### **7.3 Chairman**

No additional comments.

#### **7.4 Superintendent - Dr. Jeff Melendez**

Dr. Melendez proudly shared the Middle School Chorus placed 2nd in the Music in the Park Competition, and the Band placed first. Dr. Melendez is very proud of the students and shared what is more impressive than winning the competition, is their passion for music. He is thrilled with the program and appreciates the Boards support of it.

### **8. PRESENTATIONS**

No presentations

### **9. NEW BUSINESS**

#### **9.1 Superintendent's Evaluation Update**

Mr. Hanley shared last year the Board passed a new Policy which revamped the Superintendent's Evaluation and the Board's Self-Evaluation process. The new evaluations are more rigorous, professional and consistent with best practices.

The District Goals are reported at the monthly Board meeting and form the basis of expectations. Dr. Melendez presented the Board with a self-evaluation against the District Goals. Upon completion of their review, the Board will share a formal evaluation with Dr. Melendez.

Mr. Hanley also shared each individual Board member was asked to complete an individual assessment of the Board's performance against a number of criteria. They

discussed as a group and will formalize prior to the end of the school year.

## **9.2 2017-18 Budget Surplus Discussion**

Dr. Melendez reported the current surplus for this fiscal year is \$631,000.00. He provided the Board with an analysis of the surplus (Enclosure 9.2):

### Special Education

- Over budgeted HS tuition needs
- Elementary Transportation not needed
- Elementary Tuition to non-public schools not needed
- Contracted services and evaluations not needed
- Staffing - Staff member retired and new teacher hired at a lower rate. Budgeted Paraprofessional was not needed.

### Fiscal Services

- Unemployment liabilities budgeted for \$100,000.00, but \$87,000.00 was not needed
- Budgeted Negotiations funds were not needed due to one year contract
- Insurance costs were lower than anticipated

### High School Tuition

- Over budgeted for students attending private school
- Funds anticipated for students moving into district not needed
- Tuition not needed for students who moved out of district and graduated early

### Excess Grants

- Conservatively budgeted \$60,000.00 for State and Federal funds, but received \$150,000.00 in grant awards

### Pre-Purchases

- Materials and supplies purchased with 2016-2017 surplus funds offset needs (ex. Apple Lease)

### Maintenance

- Cost savings and in-house labor allowed the school to reinvest back into the facility
- Approximately \$40,000 of unbudgeted dollars spent for Master Plan study

Mr. Hanley requested dollar amounts be added to the document and shared with the Board. Mr. Hanley would also like Dr. Melendez to reconcile the current surplus funds against the 2018-19 budget. He feels this information will be helpful pertaining to the Facility Study and priority spending discussions with the Town on Capital Expenditures.

## **9.3 School Calendar Discussion**

Dr. Melendez shared at the April Board of Education meeting, the Board approved moving the “give back” date(s) to begin on Friday, April 19th. Good Friday falls on April 19, 2019 and Dr. Melendez suggested reverting back to the original give back date of Monday, April 15, 2019.

Dr. Melendez shared that the last day of school has been extended to June 27th due to emergency closings. The last day of school will be a half day. Dr. Melendez recommended making June 25th and 26th half days also for the students. The staff would remain in the school for full days for Curriculum Writing and Professional Development. The Board agreed with the recommendation.

Mr. Neunzig questioned why Parent Teacher conferences half days are scheduled prior to the Thanksgiving break. He noted it is a short school week, but very chaotic. Dr. Melendez will look into the collective bargaining contract language to investigate if a certain number of school days are tied to the conferences. If not, the Board can explore changes for the 2019-20 calendar.

**10. UNFINISHED BUSINESS**

**11. COMMUNICATION**

**12. PUBLIC COMMENTS**

**13. BOARD OF EDUCATION COMMENTS**

Mr. Hanley commented positively on the Board Retreat.

**14. FUTURE MEETINGS AND TOPICS**

14.1 Final Board of Education Meeting - Wednesday, June 27, 2018 at 7:00 PM

14.2 Communication Committee Meeting - Tuesday, June 12, 2018 at 5:30 PM

14.3 Policy Committee Meeting - Monday, June 11, 2018 at 2:00 PM

**15. ADJOURNMENT**

Mr. Hanley moved and Dr. Alexander seconded that the Board adjourned at 7:54 PM, and the motion passed unanimously, 6-0.

Respectfully submitted,

Kasey Diotte  
Vice Chair, Sherman Board of Education

Prepared by Recording Secretary: Nancy Winkler