

AGENDA - REVISED
SHERMAN BOARD OF EDUCATION
REGULAR MEETING
WEDNESDAY - APRIL 7, 2021
7:00 PM

ZOOM

<https://shermanschool.zoom.us/j/8603553793>

Dial Into meeting: +1-929-205-6099

Meeting ID: 860 355 3793

Vision Statement

**We enable all Sherman Students to become the best possible version of themselves.
We provide an environment where our children develop into empathetic, self-directed,
critical thinkers who don't give up when faced with challenges.**

1. CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE

2. CELEBRATIONS

2.1 Western Regional's Band/Chorus/Jazz Festival Results

3. PUBLIC COMMENTS

4. ADDITIONS TO THE AGENDA

5. CONSENT AGENDA

5.1 Review of Minutes:

Minutes - Board Retreat, March 7, 2020
Minutes - Special Meeting, April 27, 2020
Minutes - Executive Session, May 6, 2020
Minutes - Executive Session, July 21, 2020
Minutes - Board Retreat, September 19, 2020
Minutes - Working Session, October 7, 2020
Minutes - Executive Session, November 4, 2020
Minutes - Maintenance Committee Meeting, November 17, 2020
Minutes - Maintenance Committee Meeting, November 30, 2020
Minutes - Budget Workshop, December 14, 2020
Minutes - Maintenance Committee Meeting, January 4, 2021
Minutes - Special Committee on Capital Planning, January 4, 2021
Minutes - Maintenance Committee Meeting, January 13, 2021
Minutes - Budget Workshop, January 13, 2021
Minutes - Special Committee on Capital Planning, January 22, 2021
Minutes - Executive Session, January 31, 2021
Minutes - Special Meeting with BOE and BOS, February 2, 2021
Minutes - Budget Workshop, February 8, 2021
Minutes - Budget Workshop, February 17, 2021
Minutes - Special Committee on Capital Planning, February 23, 2021
Minutes - Curriculum Committee Meeting, March 3, 2021
Minutes - Executive Session, March 3, 2021
Minutes - Executive Session B, March 3, 2021
Minutes - Monthly Board of Education Meeting, March 3, 2021

Minutes - Maintenance Committee Meeting, March 8, 2021
Minutes - Special Committee on Capital Planning, March 19, 2021
Minutes - Special Meeting, March 29, 2021
Minutes - Executive Session, March 29, 2021
Minutes - Policy Committee Meeting, March 31, 2021
Minutes - Maintenance Committee Meeting, April 1, 2021

5.2 Personnel Actions

New Hire - Stephen Clark, Director of Technology, Effective April 12, 2021
Resignation - James Luchsinger, Director of Technology, April 2, 2021

5.3 Monthly Enrollment Report

5.4 Monthly Budget Report 2020-2021 Budget by Function & Summary of Funds

6. APPROVAL OF CURRENT BILLS

6.1 Monthly 2020-2021 Current Bills

7. ORAL REPORTS

- 7.1 SPTO Update
- 7.2 Sub-Committee
- 7.3 Chair
- 7.4 Superintendent Update

8. PRESENTATIONS

8.1 Review of Special Committee on Capital Planning Progress

9. NEW BUSINESS

- 9.1 Discussion and Possible Appointment of Additional Members to the Special Committee on Capital Planning Enc. 9.1
- 9.2 Discussion and Possible Approval of Special Committee on Capital Planning's Recommendation to Adopt Goals Enc. 9.2
- 9.3 Discussion and Possible Approval of Capital Planning Committee's Recommendation to Approve Additional Architectural and Cost Estimation Services Enc. 9.3
- 9.4 Discussion and Possible Action to Affirm Special Committee on Capital Planning's Recommendation of Designated Architectural Liaisons Enc 9.4

10. UNFINISHED BUSINESS

- 10.1 Discussion and Possible Approval of the 2021-2022 School Calendar Enc. 10.1
- 10.2 Second Reading Policy 6111 - School Calendar Enc. 10.2
- 10.3 Second Reading Policy 9321 - Time, Place and Notification of Meeting Enc. 10.3
- 10.4 Review and Possible Approval of an RFQ/P for Playground Site Work and Installation

11. COMMUNICATIONS

12. PUBLIC COMMENTS

13. BOARD OF EDUCATION COMMENTS

14. FUTURE MEETING AND TOPICS

- 14.1 Board of Education Meeting - Wednesday, May 5, 2021 at 7:00 PM

15. ADJOURNMENT

REMINDER: Agenda suggestions for the next business meeting are due to the Chairperson or Superintendent by 12:00 noon April 12, 2021. Copies of the agenda enclosure are available for examination at the Superintendent's Office at the Sherman School during business hours: 8:00 AM to 4:00 PM



SHERMAN BOARD OF EDUCATION
SPECIAL COMMITTEE ON CAPITAL PLANNING

Enclosure 9.1

ORGANIZATIONAL REPRESENTATIVE DESIGNEES

- Board of Selectmen - Don Lowe, First Selectman
- Democratic Town Committee - Dave Silvey
- Republican Town Committee - Jared Bonner
- Sherman Parent Teacher Organization - Kerry Merkel
- Sherman Education Association - Tim McGuire

BOARD OF EDUCATION REPRESENTATIVES

- Matt Vogt - Chair, Special Committee on Capital Planning
- Tim Laughlin - Chair, Maintenance Committee

APPROVED BY COMMITTEE ON 3/23/2021

6 - IN FAVOR

0 - OPPOSED

1 - ABSTAINING

DISCUSSED BY BOARD OF EDUCATION ON 3/29/2021

NO ACTION TAKEN



SHERMAN BOARD OF EDUCATION
SPECIAL COMMITTEE ON CAPITAL PLANNING

ENCLOSURE 9.2

RECOMMENDATION #1

The Board of Education should adopt the following capital project planning goals:

→ Replace Major Infrastructure at End of Useful Life

Replace major infrastructure that has already, or will soon reach the end of useful life such as roofs, windows, doors, playgrounds, and exterior hardscape elements.

→ K-Wing Replacement

Replace the K-Wing, closed in 2015 due to environmental health and safety concerns, with appropriate early learning spaces that meet state standards and appreciate the historic architectural style of the original 1937 school house, replicating its look, feel, and prominent location.

→ Modernize Building Systems & Components

Modernize and unify aging building systems such as HVAC, plumbing, electrical, and life safety that are scattered in type and vary in functionality.

→ Enhance Safety & Security

Enhance safety and security by bringing the site and facility to a modern standard, utilizing deterrence by design within the school facility and the overall site ensuring a welcoming yet more secure educational environment.

→ Create Flexible Educational Spaces Adapting to Changing Needs and Enrollment

Provide flexible classroom and learning spaces that adapt to changing educational needs, fluctuations in enrollment, and yearly changes in the size of grade level cohorts ensuring the facility can meet the needs of students within a small population for intervention, enrichment, social/emotional support, among other needs, through creative and multi-purpose use of space.

→ Explore Community Uses and Maintain Facility as Designated Emergency Shelter

Explore the possibility of providing for other community uses before and after school hours, as well as ensure that a centrally located municipal facility, inclusive of its site and systems are capable of continuous operation during an emergency or weather event.

→ Minimize Disruptions to Educational Environment & Student Learning

Minimize disruptions to student learning and the educational environment completing any required construction and/or repairs without the use of portable classrooms.

APPROVED BY COMMITTEE ON 3/23/2021

6 - IN FAVOR

0 - OPPOSED

1 - ABSTAINING

DISCUSSED BY BOARD OF EDUCATION ON 3/29/2021

NO ACTION TAKEN



SHERMAN BOARD OF EDUCATION
SPECIAL COMMITTEE ON CAPITAL PLANNING

ENCLOSURE 9.3

RECOMMENDATION #2

The Board of Education should retain Tecton Architects for a sum estimated not to exceed \$17,500 and a to be determined third party cost estimator for sum estimated not to exceed \$7,500 to conduct the following activities:

- Develop a new comprehensive “Renew, Repair & Replace” design scheme.
- Reconsider site plans and playground location(s) pending further review with goal of summer installation.
- Identify options for independent, third party cost estimators to review new design scheme.
- Engage OSCGR/DAS and other State stakeholders to request submission deadline extension.

APPROVED BY COMMITTEE ON 3/23/2021

6 - IN FAVOR

0 - OPPOSED

1 - ABSTAINING

DISCUSSED BY BOARD OF EDUCATION ON 3/29/2021

NO ACTION TAKEN



SHERMAN BOARD OF EDUCATION
SPECIAL COMMITTEE ON CAPITAL PLANNING

Enclosure 9.4

RECOMMENDATION #3

The Board of Education should affirm the Committee's designation of Tim Laughlin and Kerry Merkel as architectural liaisons who will work with Tecton Architects should they be retained to:

- Develop a new comprehensive "Renew, Repair & Replace" design scheme.
- Develop a new comprehensive site plan and playground layout(s).

APPROVED BY COMMITTEE ON 3/23/2021

6 - IN FAVOR

0 - OPPOSED

1 - ABSTAINING

DISCUSSED BY BOARD OF EDUCATION ON 3/29/2021

NO ACTION TAKEN

Sherman School – 2021-2022 Calendar

Revised (04/06/2021)

Enclosure 10.1

| | |
|-----------------------|---|
| August 25 | New Teacher Orientation |
| August 26 | Opening Day for Teachers |
| August 27 | Professional Development Day |
| August 30 | First Student Day |
| September 6 | Labor Day (No School) |
| September 7 | Rosh Hashanah (No School) |
| September 15 | Knight of Excellence (Open House) |
| September 16 | Yom Kippur (No School) |
| September 17 | Professional Development Day (No School) |
| October 11 | Columbus Day (No School) |
| October 20 | Evening Conferences |
| October 21 | Early Dismissal 12:30 P.M. (Conferences) |
| October 22 | Early Dismissal 12:30 P.M. (Conferences) |
| November 2 | Election Day/Professional Development (No School) |
| November 24-26 | Thanksgiving Recess |
| December 14 | Early Dismissal 12:30 P.M. (Prof. Dev.) |
| December 23-January 1 | Holiday Recess |
| January 14 | Professional Development Day |
| January 17 | Dr. Martin Luther King, Jr. Birthday (No School) |
| February 16-18 | Early Dismissal 12:30 P.M. (Conferences) |
| February 21-22 | President's Day (No School) |
| March 15 | Early Dismissal 12:30 P.M. (Prof. Dev.) |
| April 5 | Early Dismissal 12:30 P.M. (Prof. Dev.) |
| April 11-14 | Spring Break |
| April 15 | School Closed (Good Friday) |
| May 10 | Early Dismissal 12:30 P.M. (Prof. Dev.) |
| May 24 | Early Dismissal 12:30 P.M. (Prof. Dev.) |
| May 30 | Memorial Day (No School) |
| June 13 | Last Student Day (Early Dismissal 12:30 P.M.) |

2 days 2

August 2021

| S | M | T | W | Th | F | Sa |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

18 days 20

September 2021

| S | M | T | W | Th | F | Sa |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

20 days 40

October 2021

| S | M | T | W | Th | F | Sa |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

18 days 58

November 2021

| S | M | T | W | Th | F | Sa |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

16 days 74

December 2021

| S | M | T | W | Th | F | Sa |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

19 days 93

January 2022

| S | M | T | W | Th | F | Sa |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

18 days 111

February 2022

| S | M | T | W | Th | F | Sa |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | | | | | |

23 days 134

March 2022

| S | M | T | W | Th | F | Sa |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

16 days 150

April 2022

| S | M | T | W | Th | F | Sa |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

21 days 171

May 2022

| S | M | T | W | Th | F | Sa |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

9 days 180

June 2022

| S | M | T | W | Th | F | Sa |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| | |
|--|-------------------------------|
| | Early Dismissal |
| | Three Hour Delayed Opening |
| | Teacher work day- no students |
| | School Closed |
| | Weather Related Closing |

Any days lost by emergency closing of school will be added to the calendar beginning June 14 through and including June 24, 2022. If needed, additional snow emergency days will be taken from spring recess beginning with April 14, and working backwards.

Graduation date will be set by the BOE at its April meeting
Approved by the Board of Education on

180 -- Instructional Days for Students 185 -- Days for Teachers

DRAFT**P6111****Instruction****School Calendar**

The school calendar shall show the beginning and ending dates of school, legal and local holidays, meeting days, number of teaching days, vacation periods, and other pertinent dates.

The Superintendent shall recommend to the Board of Education a school calendar which meets the requirements of the law as well as the needs of the community, students, and personnel, ~~and which, whenever feasible, is synchronized with the school calendar of the New Milford Public School System, in order to coordinate student transportation services.~~

The Board of Education may declare a holiday in the schools under its jurisdiction when good reason exists.

~~For the school year commencing July 1, 2016, and each school year thereafter, the Board of Education shall use the RESC developed and approved uniform regional school calendar.~~

~~The Board of Education may delay implementation of the uniform regional school calendar until the school year commencing July 1, 2017 because of an existing employee contract that makes the implementation of such calendar impossible.~~

The Sherman Board of Education will conduct graduation ceremonies for eighth grade students upon completion of the mandated 180-day school year. The Board of Education will set the graduation date at the Board meeting in April and in most instances will schedule the ceremony for the Friday following the completion of the mandated 180-day school year. Graduates will wear graduation robes **of a single color representing school unity**, ~~the colors to reflect the established School colors.~~

Legal Reference: Connecticut General Statutes

1-4 Days designated as legal holidays

[10-15](#) Towns to maintain schools

[10-29a](#) Certain days to be proclaimed by governor. Distribution and number of proclamations

[10-261](#) Definitions

[10-16l](#) Establishment of graduation date

[10-233j](#) Student possession and use of telecommunication devices

PA 13-247, An Act Implementing Provisions of the State Budget for the Biennium Ending June 30, 2015 Concerning General Government, Sections 321-324.

PA 14-38, An Act Concerning the Recommendations of the Uniform Regional School Calendar Task Force.

Policy adopted: June 1, 2016

SHERMAN SCHOOL DISTRICT

Sherman, Connecticut

DRAFT

9321

Bylaws of the Board

Time, Place and Notification of Meetings

Regular Meetings

The Board of Education shall post, no later than January 31st of each year, the schedule of the regular meetings of the Board of Education. No meeting shall be held sooner than thirty days after such filing.

Minutes of all meetings must be kept and made available for public inspection within seven days of the meeting. All votes taken at any meeting must be recorded and within 48 hours be made available for public inspection.

All Regular meetings of the Board of Education shall be videotaped and available on the school website.

Special Meetings

Special meetings of the Board of Education may be called by the Chairperson at his discretion, or by the Secretary on the written request of any three members of the Board. Notice of each special meeting shall be filed not less than twenty-four hours in advance of the meeting with the Town Clerk and posted in the office of the Town Clerk, giving the time and place of the special meeting and the business to be transacted. Each member of the Board of Education shall be notified by the Superintendent in writing or email not less than 24 hours prior to the time of the special meeting and shall be advised of the time, place, and ~~agenda business to be transacted~~. Only the business for which the meeting is called shall be transacted at a special meeting.

Emergency Meetings

An emergency meeting may be held without the 24 hour notice or the posting of an agenda. However, within 72 hours of the meeting, the minutes of the meeting and the circumstances necessitating the emergency meeting shall be posted on the Sherman School website.

Electronic Participation

Provided a quorum of the Board is physically present at a Board meeting, a Board member may attend a meeting by video if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency. Therefore, the Board authorizes that the Chairperson or presiding officer may allow Board members to participate electronically in a Board meeting if there is good cause why the Board member cannot attend in person and the request is received sufficiently in advance to allow a good quality electronic connection to be established. Members who participate in a Board meeting through electronic means may be counted in the quorum.

1. Minutes of all meetings shall specify if a member was physically present or present electronically. Lack of such a specification shall be deemed to indicate that the member in question was physically present.
2. When a member attends a meeting electronically, all votes shall be by roll call vote. A member who is attending electronically must identify him/herself by name and be recognized by the Chairperson before speaking.

Enclosure 10.3

The Board of Education reserves the right to hold regular, special, and committee meetings virtually when in-person participation might not be possible due to inclement weather, or other circumstances as deemed appropriate by the Board Chair. If a meeting is going to be held electronically, instead of in-person, the agenda posted on the school website will be modified to include the link to the virtual meeting no less than one hour before the meeting is scheduled to take place.

When virtual Regular Meetings of the Board take place, members of the Board must have their cameras turned on during comments and votes.

Recording of Committee Meetings

All publicly warned meetings of Board committees shall be audio recorded so that the Board Clerk can transcribe the minutes of each meeting. Meeting Minutes shall be taken using a uniform template for consistency.

Notice of Meetings to Persons Filing a Written Request

Notice of meetings will be mailed to persons filing a written request renewable in January of each year. The Board of Education will charge a fee for these notices based upon cost of the service, as provided by law.

Legal Reference: Connecticut General Statutes

- [1](#)-206 Denial of access to public records or meetings.
- [1](#)-225 Meetings of government agencies to be public.
- [1](#)-227 Mailing of notice of meetings to persons filing written requests.
- [1](#)-228 Adjournment of meetings. Notice.
- [1](#)-229 Continued hearings. Notice.
- [1](#)-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.
- [10](#)-218 Officers. Meetings

Bylaw adopted by the Board: April 2, 2008

SHERMAN SCHOOL DISTRICT

Sherman, Connecticut



SAMPLE

Form 9321

**Sherman School
2 Rte 37 East
Sherman, CT 06784
860-355-3793**

Board of Education Committee Minutes Form

Sub-Committee/Chair: _____

Date: _____

Time: _____

Call to Order: _____

Present: _____

Agenda Item: _____

Comments: _____

Action/Recommendation: _____

Agenda Item: _____

Comments: _____

Action/Recommendation: _____



Agenda Item:_____

Comments:_____

Action/Recommendation:_____

Agenda Item:_____

Comments:_____

Action/Recommendation:_____

Agenda Item:_____

Comments:_____

Action/Recommendation:_____

Motion to Adjourn:_____

Minutes prepared by:_____

Chair approval:_____