

EDEN CENTRAL SCHOOL BOARD OF DIRECTORS MEETING MINUTES  
EDEN CENTRAL SCHOOL LIBRARY  
THURSDAY, SEPTEMBER 19, 2013

**Present:** School Board Members: Amy Fitzgerald, David Whitcomb, Sarah Cousino  
Administration: Jeff Lindgren, Marilyn Frederick  
Others: Danielle Chauvin, Betzi Goodman, Lerry Chase

**Note: All votes taken are unanimous unless otherwise noted.**

**1. Call Meeting to Order**

A. Fitzgerald called the meeting to order at 6:03.

**2. Pledge of Allegiance for Those Who Choose To**

The Pledge of Allegiance was recited. It was noted that a plaque stating that Jinny Bogni-LeMay had donated the flag in honor of her husband is now attached to the flagpole.

**3. Review Agenda**

No changes were suggested.

**4. August 22, 2013 Meeting Minutes – Review for Approval**

J. Lindgren recommended a couple of changes: On p. 2 “get the switches early from Gould’s” should be changed to “get the switches early from the manufacturer” and “American Red Cross site” should be changed “emergency shelter.”

**S. Cousino moved to approve the minutes of August 22, 2103 with the recommended changes, D. Whitcomb seconded, and the motion was passed.**

**5. Citizen Input**

None

**6. Directors’ Orders**

**D. Whitcomb moved to approve directors’ orders previously signed by D. Whitcomb dated September 6, 2013 in the amount of \$15,451.52, A. Fitzgerald seconded and the motion was passed.**

**A. Fitzgerald moved to approve student activity directors’ orders dated September 20, 2013 in the amount of \$800.00, and the motion was seconded and passed.**

**A. Fitzgerald moved to approve directors’ orders dated September 20, 2013 in the amount of \$50,174.69, and the motion was seconded and passed.**

**7. ILP Presentation**

Danielle Chauvin and Betzi Goodman gave a presentation on the individual learning plans for students that are being implemented this year. They are being used to identify academic, social and emotional challenges and set goals.

Each student’s plan first identifies student strengths. Recognizing and using students’ strengths helps with perseverance and motivation and it is important to know about a student’s multiple intelligences and learning modalities.

The next section in the plan is the focus area. Focus areas are determined by reviewing assessment data, behavior data, work samples, and teacher observations. A group of teachers work together to brainstorm on focus areas. They look at social and emotional concerns as well as academic concerns. Teachers will review the selected focus areas at parent conferences so parents can give input about whether they think those are the best things to focus on. Parent input is important.

Goals are determined with input from a team of professionals. Goals should be specific, measurable, achievable, realistic, and able to be completed on a timeline. Personal learning plans will be reviewed at parent conferences so parents can give input and suggestions. The plan includes strategies to meet the goals. The plans will be reviewed at spring parent conferences and during transition meetings. Progress will be reviewed several times a year and if good progress is not being made changes will be tried.

D. Chauvin said many classrooms have low attendance at parent conferences. One of her goals for the year is to work with J. Lindgren to try to increase parent participation.

J. Lindgren explained some of the different plans that had been mentioned. An EST plan is for students who don't qualify for an IEP but are struggling and need additional services like more time working with a teacher or other professional. A 504 plan is for a student who has a specific problem – for instance, a blind student who needs special devices to help him succeed or student who breaks a leg and needs help getting around. A 504 plan can be long-term or short-term.

D. Chauvin said in many schools students wouldn't get a plan like our personal learning plans unless they had an EST plan, but all of our students will get one. It has been very time-consuming to create the plans. B. Goodman said creating the plans has been very enlightening. Teachers started creating the plans during in service this year. For each student, the child's teacher from the previous year was at the table. In the future, plans will be created during transition meetings.

D. Whitcomb asked if any teacher can see a student's plan. D. Chauvin said any teacher that works with that child can. D. Whitcomb said he heard about an issue somewhere else where teachers were talking about a student and it was a violation. D. Chauvin said it is a little different here because it is a small school and teachers know many kids. D. Whitcomb asked if this record follows the child to middle school. D. Chauvin said she thinks the plans should be brought to transition meetings with the middle school. J. Lindgren said the plan would be a permanent part of a child's record.

S. Cousino asked if parent conferences will change to allow more time for conversations to happen. D. Chauvin said J. Lindgren and staff want to spend time talking about how to make conferences more convenient for parents and maybe providing more time for each conference. *(D. Chauvin left at 6:31.)*

J. Lindgren said the format for the plans is something that was created here at ECS. S. Cousino asked if it is a possibility for plans to be sent to parents before the conferences. J. Lindgren said that has been discussed, but he is not sure there was a decision. S. Cousino asked about students being part of the conferences. B. Goodman said 5<sup>th</sup> and 6<sup>th</sup> grade students are encouraged to come to the conferences and also to IEP meetings. She thinks this will help encourage more student investment in education.

A. Fitzgerald said she thinks this is fantastic. She asked B. Goodman to please pass on to her fellow teachers that she is proud that our school is the first in the area to do this.

S. Cousino asked about mentors to meet student needs. B. Goodman said she thinks there is a dearth of mentors. We do have a few mentors working with ECS students.

#### **8. *Principal's Report***

The NECAP will be taking place for students in grades 3-6 in the areas of reading and math from October 7 through October 16. Students in grade 5 will also be taking the writing NECAP. The science portion of the NECAP is given to 4<sup>th</sup> graders in the spring. This will be the last year using this assessment.

The Smarter Balanced Assessment Consortium is a group of states that have developed Common Core standards in the areas of literacy, math, and science and developed a new assessment which will be piloted in several Vermont schools this spring. Students all over Vermont will begin taking it next fall. (*B. Goodman left at 6:36.*) Students will use laptops and other technical devices to take the assessment. This will allow schools to receive the results sooner in order to use the information to meet the needs of students. Paper copies will be available for schools that do not have the ability for students to access the test online.

This year is ECS's opportunity to nominate an outstanding teacher to be recognized at the Annual Outstanding Teacher Day sponsored by the College of Education and Social Services at UVM. A reception and awards ceremony will take place Oct. 16 in Burlington. Representing our school and LNSU will be Dawn Elliott, who has taught at ECS for the last 9 years as the fourth grade teacher. She helped to pilot co-teaching with a special educator for LNSU, received a Community Foundation Grant to attend a 2-week workshop in Barcelona, Spain with a colleague, has integrated a 1:1 initiative using Chromebooks and is recognized by educators throughout the area as an incredibly gifted teacher.

During the LNSU in service in August a presenter highlighted the importance of establishing professional learning communities using assessment data to help improve student performance. Teachers at ECS and WES will be joining together to establish PLC's this year, sharing a variety of assessment data and strategies help improve the skills of students in both schools.

The afterschool program will begin Monday, Sept. 23. It will run from 2:30 to 5:30. Some of the offerings to students are eating healthy, wood working, sewing, dance, jewelry and crafts, and visiting the SHAPE facility at JSC once a week.

The annual open house will be Thursday, October 3 from 6:00-7:00 p.m. All parents and community members are invited to visit the school.

Bus routes were distributed. A. Fitzgerald suggested reviewing them at the next meeting after board members have a chance to look at them. She said questions about bus routes come up every year at town meeting so she thinks the board should review the routes now and understand why they are set up this way.

S. Cousino said we had talked previously about transportation to daycares. L. Chase said we are not doing that. It was not in the budget. Buses are being used to take some students on special trips for the after school program.

L. Chase said the small bus that was bought recently needed to have its whole transmission replaced. Fortunately, it was under warranty.

A. Fitzgerald said she had talked to Bo Patch, of Pleasant Street Auto Care, and he is willing to do any work on our buses except inspections. He can provide roadside assistance. L. Chase said we have taken buses to him and also to Lamoille Valley Transportation. He is not sure who should be used to do which types of service. A. Fitzgerald said she recommends making Bo Patch our mechanic and using him, rather than LVT, for everything.

D. Whitcomb asked whether insurance paid all the bills for the bus that was in an accident last year. M. Frederick said VSBIT is having issues with the other insurance company, but VSBIT is dealing with that. L. Chase said that bus is back on the road and seems to be in good shape. *(L. Chase left at 6:57.)*

#### **9. Central Office Report**

M. Frederick said the auditors have started work on the audit. They were here last week and will be back next week. At the end of the last fiscal year, there was a mixup with a deposit that should have gone into the school account. It went into the town account instead and was later transferred to the school account. She is not sure how the auditors will treat that. The bank sent a note that has been given to the auditors. The audit could show we had a hole on June 30 that we didn't really have. D. Whitcomb asked how the mixup happened. M. Frederick said the documentation she has seen hasn't shown that. It was money from the investment account that the town treasurer sent to the bank.

Work on the generator will be done October 17 and 18. There is an in service on the 17<sup>th</sup> and no school on the 18<sup>th</sup>, so kids won't be here.

J. Lindgren said the town sent a letter about our portion of the generator cost. M. Frederick said the town is asking us to send the \$10K the citizens appropriated to

spend on this project. But we can't just send that money to the town. We have to pay the bill, then what is done with any balance that is left over must be decided by the citizens. We are supposed to pay for the electrician and project management. S. Cousino asked, if those costs are less than \$10K, then we don't have to pay \$10K? M. Frederick said that is correct.

**10. Other Business/Future Agenda Items**

A. Fitzgerald said the board received a copy of a letter sent to J. Ciccolo, from a teacher requesting horizontal movement. The board also received a certified letter from Whipple's Photography. They have been doing our photography for over 10 years. According to the letter, this year their solicitation letters were returned to sender with no explanation. The owner left a voicemail for J. Lindgren asking why, but he got no response. He said he didn't realize the contract was put out to bid and he wasn't given an opportunity to participate. He asked why he didn't get the courtesy of a call if ECS was no longer going to use him.

J. Lindgren said we never had a contract with him, and there was no bid. This is a management decision. D. Whitcomb said he thinks it is a board decision. He thinks the board has a right to know what management does. J. Lindgren said he went with a different provider because the other company provided more of a selection, had lower prices, gives every student a free picture, and provides a free yearbook. He thinks it was inappropriate for Whipple to send a letter to the board without talking to him.

A. Fitzgerald said it concerns her that Whipple did not get a call letting him know what the other vendor offered. We have to be cognizant of how we look in the community. D. Whitcomb said the board has a right to know what is going on. J. Lindgren said the board is responsible for policy and legal matters. A. Fitzgerald said she wants to be involved when something like this is going to happen. She feels it is just common courtesy to notify a long-time vendor when a switch is being made. M. Frederick said this would never go out to bid because it doesn't cost the school district money. D. Whitcomb agreed that calling the vendor is a matter of courtesy. A. Fitzgerald asked J. Lindgren please just to call or send a letter in the future when something like this happens. D. Whitcomb said the board should have known about this. M. Frederick said we have to use some judgment. There are so many purchases made at the school, J. Lindgren wouldn't tell the board every time he switched vendors. J. Lindgren said he can't call the board every time he makes a decision. A. Fitzgerald said she doesn't disagree with his decision; she just wants to maintain a good relationship with the community. If we are going to sever a relationship that has lasted that long, the people involved are going to want to know about it ahead of time, especially if it is a small business. But she isn't going to ask him to notify the board every time a vendor is changed.

A. Fitzgerald said the board also received a thank you letter from the Eden Historical Society for the use of the school for Eden Day. They would be interested in having kids more involved if that could be worked out in the future. D. Whitcomb said he thinks the school should be involved. He thinks getting our teachers and principals involved in Eden Day should be on a future agenda.

The board also received a thank you from George Demaris, who owned the garage where Keith worked. He was not able to keep his garage open because of his health, but he thanked the board for years of working together. D. Whitcomb said the board appreciates the work he did for us.

M. Frederick said snow plow bids should be on the agenda for the next meeting.

J. Lindgren said he wants to get the oil tank filled soon and then we won't need more oil for a year. M. Frederick said he should check whether we have already bought all the oil that is allowed under the current contract.

*11. Adjourn*

**D. Whitcomb moved to adjourn, S. Cousino seconded, the motion was passed and the meeting was adjourned at 7:24.**

*Minutes submitted by Donna Griffiths*