

Alburgh School Board

10/20/2014

DRAFT Meeting Minutes

**In attendance:**

Administration- Principal Janet Cerro and Superintendent Robert Phillips

Faculty- Erik Bushey, Stephanie Moegelin, Laura Birtz-Sisson, Joanne Shedrick, Tracey Giroux

Public- Steve Reed, Ameer Gotshall, Tyler Gotshall, Ramona Reed, Nicole Latimer, Bryan Latimer, Brady Shedrick, Tara Couture, Leslie Ward

Board- Michael Savage, John Goodrich, Alton Goodrich, Allyson Sweeney-Recording

Mr. Savage called meeting to order at 4:59pm.

Adjustments to the agenda include procedure/policy/spectator conduct and sportsmanship. This will be discussed under *Board Discussion*. Discussion about the Pre-k will be done under the *Superintendent's Report*.

Minutes from 10/8/2014 were approved on a motion by Mr. Goodrich (2<sup>nd</sup> Ms. Sweeney).

**Public Input:**

Several parents from the first grade class attended the board meeting to discuss their concerns around the safety of their children in the classroom. They addressed the board with a letter of concern as well as with questions pertaining to communication, what we're asking our children to do on a daily basis, how they are able to continue learning, children in the classroom being physically and verbally assaulted and possible threats with weapons. Ms. Cerro discussed their standard procedure and emphasized the team at the Alburgh School takes these concerns very seriously. Ms. Cerro also talked about steps that may be followed once a child begins exhibiting behaviors that are unusual or unsafe. These steps may include a review of the student record, if the student is new to the school contacting the past school, contacting the parent at home, creating a check in/check out system, building an individualized behavior plan, talk with teacher and students. Parents questioned the school's response and felt that the sheriff should have been contacted by the school's Administrative staff when their children were coming home with concerns and stories. Mr. Phillips discussed having a mental health team coming in and tending to the students involved to provide them with extra support and reassurance that they can come to school and feel that they are safe in this setting.

The discipline rubric will be sent home to parents to review as several questions that were brought up tonight were about the content of this policy. The Board encouraged parents to review this and if they have questions or recommendations to bring them to our attention for consideration. Parents went to Sheriff Allen directly to seek guidance and they were reassured by them as well that when and if this information is brought to their attention, they would be available to provide support to the school and address these concerns.

Areas parents asked for follow up on:

-Communication could be improved- particularly family contacts after serious incidents

-Follow up for kids in class to help the kids feel more comfortable

-Threats should be brought to Sherriff Ray Allen's attention

-Clarifying/sharing the discipline rubric

### **Mentoring Program in Alburgh:**

- Leslie Ward came on behalf of the mentoring program. Last year we had 3 mentors with only 1 left. We have 3 currently running with 2 additions along the way. It is going well, but they hope to have more of a designated space. Leslie Ward encouraged everyone to consider mentoring. Alburgh needs more mentors. This is 1 hour a week, typically during the school day. This one hour week makes a huge difference and can truly turn a child around. If anyone has a child they would like to nominate, there is a form to be filled out. This can be done by guidance, counselor, principal, teacher, and parents.

### **Executive Session:**

Mr. Goodrich moved that we go into Executive Session at 6:02pm and invited home school coordinator, guidance counselor, behavior specialist and 1<sup>st</sup> grade teacher to be a part of it as well as the administration and the board.

Executive session ended 7:00pm with no action taken.

### **Superintendent's Report:**

Mr. Philips discussed what takes place on personal development days for staff and teachers.

Mr. Gifford put together a budget development timeline and hopes for Board feedback on what we need from him while we begin our budget planning process.

Mr. Phillips gave the board a description of the Pre-K's responsibilities on a day to day basis and that supports the desire to increase the pre-k position to an .8FTE position.

Mr. Phillips asked for the Board to approve payment for Carolyn's Red Balloon.

### **Principal's Report:**

Currently we have 210 students enrolled.

Average class size for K-3 is 19.25 students.

A visit from the Department of Health for the kitchen took place on 10/15/14 to complete the Vermont Department of Health- Food Service Establishment Inspection Report. We scored a 98%!

DCF came to visit the Pre-K classroom and passed its inspection. We will be replacing the laminate counter between the sinks in this space as well.

We reviewed the YTD list of absentee's where we needed a substitute teacher or when we had a substitute teacher here to cover for personal development, meetings, ISS, etc. This list included who the substitute teacher was, the date, and what the reason for their being here was.

We will be adding a piece about code of conduct during sporting events to the packets and permission forms to join a team at the Alburgh School. This will also be expanded upon to include Code of Conduct for all school events. Ms. Cerro discussed what Ms. Newhard has put together thus far for sports teams. With some suggestions to add to it we hope to have this in place before basketball season begins. Additionally, we will be asking teachers and coaches to sign this as well.

The position of crossing-guard was discussed and we supported Ms. Cerro's crossing- guard need.

### **Board Discussion:**

#### **Emergency Response Plan**

On November 12<sup>th</sup>, a state trooper and Sherriff Ray Allen will be visiting The Alburgh School for a school safety planning review. Ms. Cerro will be inviting Tyler Gotchall, Alburgh Fire Chief, to visit and be a part of this meeting.

#### **Time Clock**

We are postponing the conversation about the time clock until November 3, 2014.

#### **Social Media**

We are waiting for all board members to be present to discuss this topic in further detail and will proceed with caution.

**Board Action:**

Mr. Goodrich (2<sup>nd</sup> Mr. Brusio) moved that we support the Pre-k position to be increased to an .8FTE effective immediately (Unan.).

Mr. Goodrich (2<sup>nd</sup> Mr. Brusio) moved that the Board approve Mr. Savage to sign the Carolyn's Red Balloon contract (Unan.).

Mr. Goodrich (2<sup>nd</sup> Ms. Sweeney) moved that we approve accounts payable as presented (Unan.).

Mr. Brusio (2<sup>nd</sup> Ms. Sweeney) moved that we adjourn at 8:12pm (Unan.).

Meeting adjourned at 8:12pm.

Respectfully Submitted,

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John Goodrich

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Rene "Skip" Prairie

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Allyson Sweeney

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Alton Brusio

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Michael Savage- Chair