

39 Prudential Committee Minutes
40 November 7, 2011 (continued)

41

42 **ADL**

- 43 • NECAP testing went well. Students on the cusp of proficiency have been identified and
- 44 plans are in place to address these students' needs.
- 45 • Talent Show is Friday, November 11, 2011 at 7 PM.
- 46 • Each month a board member will attend Parents as Partners, which is held the first
- 47 Thursday of each month at 6:30 PM. Dave Riester will be attending the December the 8th
- 48 Parents as Partners meeting.

49

50 John Gazo volunteered to review the Principals' Reports for the January meeting.

51

52 **Budget Discussion/Guidance:**

53 Grant Geisler led the discussion. Key points are below:

- 54 • Act 153 statutory adjustment made last year for special education and
- 55 transportation.
- 56 • Budget and tax inflation factor will be 1 to 2 ½ %. Commissioner makes decision
- 57 in December. Tax rate to go up 2%. Base education amount will be held level for
- 58 the 3rd year in a row. Student count will stay stable. Bill Smith's enrollment
- 59 projection work is appreciated. Projections were right on - 1,000 to 1,050.
- 60 Common level of appraisal constant. There will need to be some adjustment for
- 61 substitute staff salaries.
- 62 • Health insurance - VSBIT not to exceed 3 to 5% increase and will not be 8 % as
- 63 earlier thought. VSBIT percentage increases have been very good over the past
- 64 few years. Actual rate will be announced at the next meeting.
- 65 • Workman's compensation and unemployment are stable.
- 66 • Tuition last year and actual expenses for 2011 will be inflated for the next few
- 67 years.
- 68 • Dental rates have gone up for the first time in a decade but will not be a very large
- 69 increase--a couple thousand dollars.
- 70 • Travel, conference, and supplies will make a 1 to 2% reduction. (Travel is not
- 71 required but is requested.) Vicinity travel has to be reimbursed.
- 72 • Utilities and natural gas 3-year average usage will increase--FY 11--by 3 to 4%.
- 73 Natural gas may increase but has been fairly cheap in the past. Water and sewage
- 74 has been bumped up for 2012. We will look to see if it needs to be bumped up for
- 75 2013.
- 76 • Equipment -- all items to be put in the budget are to be justified by line and dollar
- 77 amount. As equipment goes up maybe other costs can come down.
- 78 • Budget guidance maintains quality and supports essential items. Sensitive to
- 79 burden on tax payers.
- 80 • EJSD Capital Fund --continue to review it, and level it at \$200,000 per year.
- 81 • Would not envision any program change or staffing as enrollment is stable.

82 • If we move to 1 to 1 computing, students would each have regular use of a device.
83 Discussed book companies digitizing their textbooks. Minis will have to be kept
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86
87 up and replaced. May not need other computer labs if we have 1 to 1. Good
88 information coming on 1 to 1.

- 89 • Flooding impact from Tropical Storm Irene will affect the budget statewide.
90 Base-rate increases if there are challenges to the state's picture. We are in good
91 shape concerning Tropical Storm Irene's damage. Governor is non-committal on
92 it in the meeting from last week.
- 93 • The rec and general fund tax rate is level again. EJRP capital fund will be
94 \$75,000.
- 95 • Working with the principals this month with budget worksheets.

96
97 The board agreed to move forward with the budget discussion at the January 2012 meeting.

98
99 **NESDEC PreK-8 Long-Range School Facilities Report:**

100

101 A conversation over the findings of the NESDEC PreK-8 Long-Range School Facilities Report,
102 Part 1 was led by Michael Deweese and covered Pages 1 – 30 or Indexes A – I. This document
103 is open to the public.

104

105 Methodology conducted for the report entailed that a half day be spent to visit each of the school
106 houses as contracted. After the visits to the schools, the information was debriefed to Bruce
107 Murdough, Grant Geisler, Judith DeNova and Michael Deweese. There is not another forum
108 planned. More public forum would be at cost and would have to be organized.

109

110 Enrollment projections hovering from 1,000 to 1,050. NESDEC was impressed with Bill
111 Smith's data. Board feels there needs to be more community conversation concerning Pre-K.

112

- 113 • Developments seem to be changing to older households although building on Cascade
114 Street continues.
- 115 • Arrangements for students to attend different community Pre-K programs. The state of
116 VT has accredited some preschools – the Essex Junction School District have seats
117 purchased in advance for students to attend 10 hours per week of school with daycare the
118 rest of the day optional.

119

120 Traffic issues for Fleming and Summit were discussed. It was noted that parents have put cones
121 in streets for traffic and this seems to have made a difference. A stop sign was suggested for
122 Prospect Street. Principal Ryan feels that the signage in the lot at Fleming has improved traffic.
123 Fleming is the preferred school for making a change to the traffic flow.

124

125 Diane Clemens added that students, parents, staff and faculty should be encouraged to walk.
126 Walking encourages good health and practices and would solve some of the traffic problems.

127
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131

132 Part 2 of the report will be discussed at the January 16, 2012 meeting. There is no December
133 meeting.

134

135 **Consent Agenda:**

136 The Consent Agenda consisted of: approval of warrants, approval of October 17, 2011 meeting
137 minutes, approval to create an assigned fund balance, accept retirement, and approve leave
138 request.

139

140 *Marla moved and Dave Riestler seconded the motion to approve the Consent Agenda. The*
141 *motion passed 5 - 0.*

142

143 **Board Goals Attainment:**

144

145 The board discussed the list of goals that were compiled at the October 17, 2011 meeting.

146

147 **1. Training on roles and responsibilities (20 minute refresher)**

148

149 Topics: Board roles and responsibilities to board and each other, how and when to use email
150 effectively, what establishes a quorum, as some members of the board are also parents of
151 children in the school system.

152

153 Two options:

154

- 155 • Tag 20 minutes to future meetings to discuss board roles and responsibilities.
- 156 • SBA website has good refreshers. Review the website on own time with follow-up
157 discussion at each meeting. Board decided a list of training opportunities would be
158 valuable. Michael Dewese agreed to compile list.

159

160 The board agreed with refreshers.

161 **2. Communication**

162

163 Communication is part of Goal 1.

164

165 **3. Public engagement and interaction (discuss location of meetings)**

166

167 The board would like to engage the public more. It was discussed whether parents and faculty
168 would attend meetings held at their schools. To bring back some of the flavor, students could be
169 invited to make presentations. Parents would attend. Meeting times would have to change to
170 accommodate the younger students. Students and teachers could be honored for their important
171 achievements. Another option was to tour the school or meet with the principal before the
172 meeting and finish the meetings at Park Street School.

173

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176

177 Diane Clemens mentioned that the community needs to be personally invited. The community
178 needs to step up to their responsibilities as citizens and voters. Meetings are much shorter than
179 they use to be. The community needs to know more about the meetings--Front Porch Forum
180 would be a good way to reach people.

181

182 The board decided that a 1½ to two hour tour to Albert D. Lawton would be scheduled on a
183 December morning overlapping into the lunch hour to view the cafeteria.

184

185 **4. Calendar for goal setting and evaluation of goals**

186

187 Work on goals that increase the productivity of the board meetings. Temperament training is
188 valuable and easy to do as it is done electronically. This type of training would be best done in
189 the summer to improve the work climate.

190

191 Board discussed members attending meetings in the future, an example was the SBA Regional,
192 and sharing the information about the meeting afterwards.

193

194 **5. Lists need to be compiled on what has been accomplished this year, what has** 195 **worked successfully, and what hasn't for the budget discussion.**

196

197 The board would like a list of accomplishment for the budget discussion.

198

199 **Future Agenda Items:**

200

- 201 • Board training opportunities – what opportunities exist.
- 202 • NESDEC Long-Range Facilities Report, Part 2
- 203 • Tour ADL in December
- 204 • Summit Street Natural Playground status
- 205 • Bike Park status as work has begun and the board needs more clarity. Andrew Cimonetti,
206 student, has been fund raising and has a great presentation on the bike park. It would be
207 good to view his presentation.
- 208 • Summary of Principals' Report by John Gazo

209

210 **Post-Meeting Communication Opportunities:**

- 211 • Hiawatha PTO meeting November 8th.
212 • Fleming – Special Veterans’ Service, November 11th, 8:10 AM.
213 • Albert D. Lawton Talent Show, November 11th.
214 • Parents as Partners meeting December 8th.

215

216 **The meeting was adjourned at 8:30 PM.**

217

Respectfully submitted,

Denise Fontaine

218

Denise Fontaine, Board Recorder

219

ⁱ Principals’ Reports

Essex Junction Principal's Report
Summit Street School
Celebrating 60 Years of Educating Essex Junction's Children
Mary Hughes, Principal
October 28, 2011

Recent or Pending Celebration for Staff and Students:

- For the past seven years, Summit students, faculty and parents/guardians celebrate autumn on October 31st by gathering on the playground to enjoy outside and moving. Guest P.E. teacher, Michael Soules will lead this event that ends with nutritious snacks; students set personal goals as to how many laps they run, walk, skip, etc. Music sets the tone for this festive event.
- Technology educator, David Davidson joins Summit educators: Timiny Bergstrom, Katherine Duggan, Kerry Mahoney, and Meghan Turcot as they share the *Playgrounds around the World* project with other educators from across the state. This project funded by Vermont's Department of Education resulted in the publication of a book highlighting the international scope of this project.
- Students in Mrs. Filipek's class have connected with a first grade class in Hawaii to learn about plants and trees in each other's state. Each class identified a tree to share throughout the seasons; art educator, Lisa Foley is integrating the study of this tree into paintings and drawings. This connection will assist children in answering essential science questions such as: How can the characteristics of a plant help it to survive? How do plants change throughout its life cycle?

Progress Made Over the Past Month on Action Plan Steps:

- Educators met with parents/guardians on October 20th and discussed autumn assessment results as well as benchmarks for the first marking period that align with standards. This communication assists parents/guardians in partnering with us to provide an optimal learning environment.
- Each classroom teacher and learning specialist met with Principal Hughes to discuss programming for students not currently meeting the benchmark as indicated during fall assessments; plans to expand learning opportunities for those already meeting benchmarks was also discussed.
- Math educator Jade Hazard is working with math consultant T.J. Jameson to plan for implementation of a mathematics universal screening to be piloted at Summit.
- Professional coach, Pam Chomsky-Higgins spent a day with grade level teams

outlining opportunities for students to write in response to complex texts.

- Professional coach, Susan Titterton met with the Summit task force responsible for reviewing Summit's Plan for Supporting Behaviors. Suggested revisions support our efforts to maintain a positive learning environment.

Ongoing School Initiatives and Pending Changes:

- On November 3, 2011, the Planning Commission will review the Natural Playground Design in order to determine if approval is warranted. Bruce Murdough and PTO parent, Chris Catterton will be available to answer questions.
- Efforts are in place to expand the leadership from within the parent/community for the Natural Playground project so that there are manageable areas of responsibility shared by a core group. Individuals are sought to chair the communications, fundraising, grants, and construction of this project.

Public Events over the Next Month:

- Thursday, November 3rd: Professional Coach, Pam Chomsky-Higgins meets with grade level teams to support writing in response to complex texts
- Tuesday, November 8th features Ms. Comeau's class sharing at school assembly
- PTO Meeting at 6:30 p.m. in Learning Center

Something I'd like the Board to Know:

- We have numerous young parents who come to Summit's preschool room on either Tuesday or Wednesday morning to join other young parents while their children play. This program is so popular that a second day was added to accommodate the number of young parents who participate. This is a great way to welcome Essex Junction residents to their community school from early in their child's development. Building Bright Futures sponsors this program.
- We have several faculty members who are expecting a baby come spring. This will entail securing qualified guest teachers for the closing month(s) of school.

Essex Junction Principal's Report

Date: October 31, 2011

School: Hiawatha Elementary School

Recent or Pending Celebration for Staff and Students

On October 24, 2011 our PTO hosted our annual Hiawatha Elementary School Fun Run and Walk. Over two hundred children and family members participated in this yearly event celebrating wellness and healthy choices. PTO parents organized the run in collaboration with Mr. Rasco, our physical education and health teacher. Several staff members also participated in this fitness activity that supports our Positive Learning Environment action plan steps. Every student received a free t-shirt commemorating the event along with healthy snacks and water. Children and family members were able to choose from a ¼ mile, ½ mile, or mile walk/run.

On October 28, 2011 our PTO hosted a family pot luck dinner and pumpkin painting activity. Over 100 children and family members came together, shared healthy pot luck dinners, and participated in a seasonal art project. Our PTO is an active member of our learning community, continually organizing, designing, and implementing activities that support children, parents, and family members. Our PTO is driven by the desire to support all of our children through a range of positive activities within our learning community. Our next PTO meeting is scheduled for Tuesday evening November 8, 2011. The PTO meets from 6:30 to 8:00 PM in our school learning center.

Our students celebrated the first eight weeks of the school year with a special 'bee assembly'. This year students, parents, and staff at Hiawatha have embraced three basic expectations for maintaining a civil learning community: be kind, be safe, and be your best. In an effort to raise our learning community's awareness of these standards, we have created opportunities for students, as groups and teams, to be recognized with a 'bee'. Understanding the importance of each individual's responsibility to the greater community good, we work together to place bees (recognitions) in our school 'hive'. Once the hive is full, we recognize all of our children through celebrations and activities. This past week we celebrated with a special ice cream serving after our lunch/recess block. The ice cream was donated by Ben & Jerry's. Over the last two weeks we have also acknowledged student effort through a series of 'Principals Read Alouds'. This is an opportunity for me, as school principal, to impart specific messages to children about their responsibility in ensuring a safe and positive learning environment for school mates.

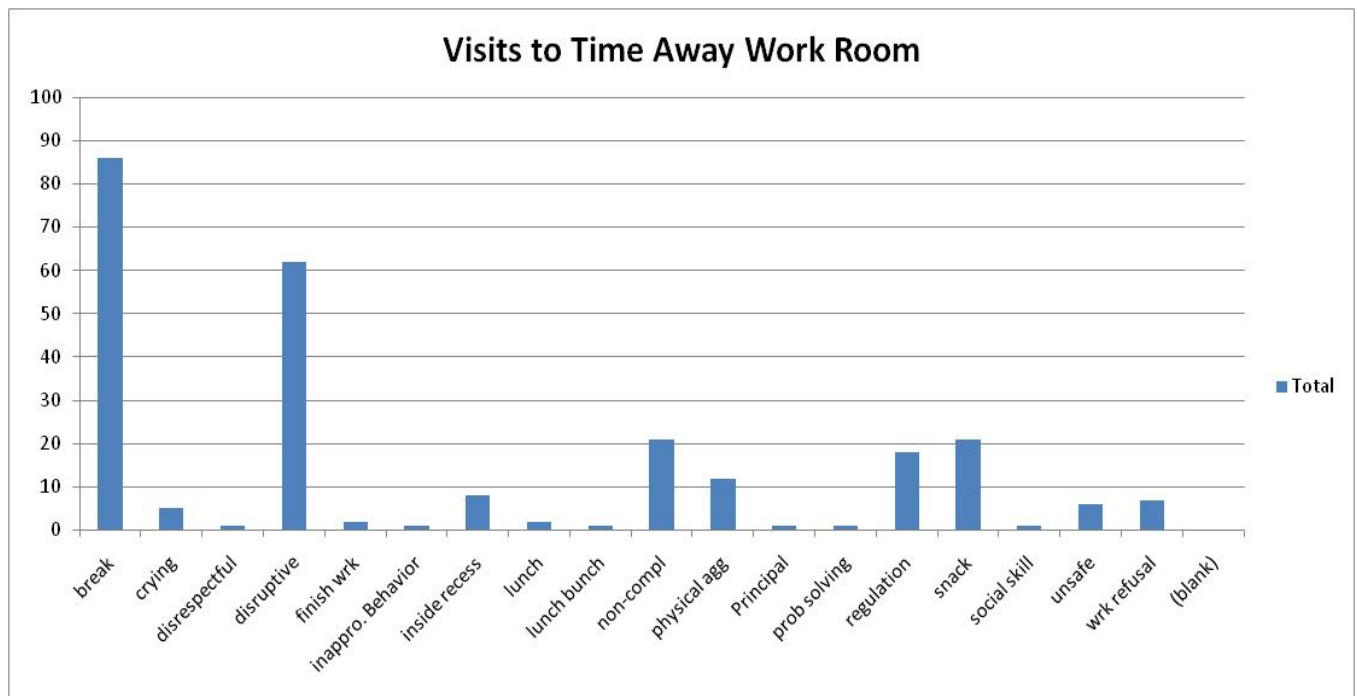
Progress Made Over the Past Month on Action Plan Steps and Next Steps

The following efforts are in place to address our action plan goals to increase student performance for all children in math and literacy – especially those children with a diverse economical background and/or special learning needs.

Grade level and specialist teams have firmed up their team and individual goals. All of our goals are based on student performance gains and are predicated on our 2010 NECAP analyses and/or September literacy and math assessments. The goals outline student performance gains that are predicted for May 2012 and all support the school wide student performance targets that have been identified for all of our third grade students and former Hiawatha fourth grade students at Fleming Elementary School.

Achievement, Safe and Respectful Learning Environments, and Equity

Our respectful learning place team meets weekly to gauge school climate with our goal of ensuring a safe and secure learning place for all children. Below please find a chart that presents school wide behavioral data through the first nine weeks of the school year. There were 43 school days during this period. Through the first nine weeks of our school year we recorded 257 visits to our ‘time away’ work room and/or principal’s office. On average there were about six visits to the time away work room and/or principal’s office. As reported in our last principal’s report, five students account for most of these visits. In this month’s chart, data is presented on the types of visit that occur to our time away work room and/or principal’s office. The leading reason for visits is planned breaks. We view this proactive use of the time away work room as a positive step in establishing practices that support all of our children.



Pending or Recent Changes

This October marks the beginning of our formal emergent reader support program. The program is designed to support emergent readers, of all levels, at the kindergarten and first grade level. Kathy Lawrence, our learning center coordinator, has been instrumental in the design, organization, and implementation of this program. The program has been discussed for a number of years at the PTO level; and the use of

parents/community members has informally been in place at the classroom level for many years. This year begins our formal approach to support emergent readers within a school system approach. In addition to helping form and shape the emergent reader program schedule, Kathy also developed and provided a training opportunity for all of our parent and community member volunteers. As of October 31, 2011 we have 12 parents and community members providing emergent reader support.

We have placed most, if not all, of our teacher resources on our common teacher drive. This includes many of the pieces that staff members would traditionally keep in a 'staff binder'. This year we are also utilizing many of the digital tools that are found in the 'Google' suite of office media. Google Docs is used to publicize meeting agendas, record meeting minutes in a transparent, public manner; and store meeting minutes for review and later use.

Public Events Over the Next Month

November 8, 2011 – Upcoming PTO meeting

Essex Junction Principal's Report

Date: 10/31/11

School: Thomas Fleming School

Recent or Pending Celebration for Staff and Students- The Fleming Spelling Team, coached by Amy Bigelow will compete in the Vermont Principals Regional Spelling Bee at Williston School on Saturday November 5th. Our Fifth Grade team will compete against other Chittenden County Schools that send sixth, seventh and eighth grade students to this competition.

Irene Flood Relief Update: We have an ongoing book collection drive and will be donating these books to schools and town libraries that were impacted by the great flood of 2011. We have also continued to receive some coin donations for the relief fund. Plans to have a Fun Run fundraiser at the fairgrounds were postponed to the Spring in hopes of a stronger participation response.

We did collaborate with Essex Chips to participate in a week long "Drug Free Schools" awareness week last week. This healthy choice focus is also reinforced through the schools health and guidance curriculums.

Parent/teacher conferences were completed last week. The flexible schedule for these conferences worked well.

We have begun dialogue and planning work for a school community celebration of a century of learning at Fleming School. (1912-2012) There has also been discussion about possible artist in residence programming that could be dovetailed into this 100th celebration or stand alone as a theatre arts production experience.

We will be having a special Veterans Day observance assembly on Friday, November 11th at 8:10 AM.

*Progress Made Over the Past Month on Action Plan Steps **and Next Steps**- Teachers have had some meeting and coaching time with consultant Pam Chomsky Higgins to use the Fountas and Pinnell assessment information to plan differentiated reading instruction. Pam will be working with teachers during this month to further reinforce the use of this assessment tool to plan targeted interventions for literacy learning.*

We plan to administer a universal screening in math this month and are continuing work with a math consultant TJ Jemison to model new instruction techniques and begin to become familiar with common core math content and process.

Ongoing School Initiatives and Pending Changes- Results from the local assessment of reading constructed response evidence that our students are clearly growing in their abilities to share their thinking through writing and to back up their answers to content questions with detailed evidence from their reading. Teachers met in grade level teams to analyze data results and they plan to adjust instructional focus higher for both grade levels. Results indicate that Fifth grade students show their readiness to master the skill of elaboration.

We are excited about the collaborative teaching and learning opportunities that have been made possible through the professional learning community shift to vertical teams. Example: Team Synergy shuffled their fourth and fifth grade students between their four classrooms last week and they used the Smartboards and Google docs to brainstorm ideas for a House art student profile project. Tina Logan from ADL and parents assisted with recycled art project theme.

Public Events Over the Next Month-

Veterans Day Observance Assembly on November 11, 2011

Something I'd Like the Board to Know-

We have more than 40 students participating in the Math Olympiad Program. This is an after school math challenge program that is available to schools across the country. (Thank you to Dave Riester and Karyn Roberts for volunteering to lead this after school math enrichment opportunity)

60% of our students are participating in our school instrumental music program .They are learning to play band and strings instruments. Our number of elective music program participants continues to be very high at our school.

Essex Junction Principal's Report

Date: 11/01/11

School: ADL

Recent or Pending Celebration for Staff and Students

- NECAP testing went well. At our August in-service, teachers discussed ways in which to improve the testing environment during NECAP administration. They elected to completely modify the testing schedule during the three days by only focusing on testing with activities sprinkled in throughout the day. Students started the day with an extended homeroom, then participated in line dancing, outdoor games/recess and walking. Testing sessions were divided into AM and PM sections with lunch and more activities to choose from before taking the PM sessions. There were no classes, homework, etc. Students and parents reported feeling much less stressed and better able to focus on their testing. We're looking forward to tracking the results over the next few years to see if the new schedule impacts student achievement.
- Student-led conferences also went well. Our highest participation rate was with our Team Wonder 6th graders, with 92% participation. The lowest was Team Alchemy, that has just 8th graders at 58%, which is somewhat typical for teams in their second year with a group. This year we also generated a list of students whose families had not registered for a conference but for whom we felt it would be especially important for them to come in to talk about their student's progress and made personal contact with them to get them signed up for a conference. For those families contacted, 95% of them attended conferences. We'll increase our efforts to reach out to families not registered in upcoming conference windows.

Progress Made Over the Past Month on Action Plan Steps and Next Steps

- Students were identified who were on the cusp of proficiency (within 1-2 points of the target, both below and above the proficiency mark) in the areas of reading and mathematics. Teams have written plans for students and are monitoring student progress to inform instruction.
- DI consultant Bill Rich only met briefly with us this month but is scheduled to be with us several times throughout November, including one of our in-service days on Thanksgiving week. Co-teaching professional development continues on a monthly basis, primarily between math teachers and special educators. Erin Maguire is supporting the group in this endeavor.
- Amy Cole met with us in August and set the frame for curriculum mapping. We'll continue this work in November during one of the in-service days. She'll also do work with us around the implementation of the Common Core curriculum, which is a primary focus of subject area team meetings this year.
- Faculty focus meetings have included school climate, discipline and supervision of students, and the purpose of homework this month. Bill Rich, our DI consultant, helped

to facilitate the homework conversation as it relates to how it fits within a standards based system of learning.

- Melanie Cote and Hector Tamayo are meeting with teams to develop a vision for technology at ADL.

Ongoing School Initiatives and Pending Changes

- Beginning to plan for 1:1 computing at ADL. EMS has started implementation this year with 6th graders. We need to plan for professional development, cost, infrastructure changes, etc.

Public Events Over the Next Month

- ADL's Got Talent Show on Friday, 11/11 at 7 PM. Book Fair the week of 11/14; the fair will run Monday-Friday and be open all day long. Please contact parent Kelly Charland at tkmac22@hotmail.com if you would like to sign up for a time to work the fair. Band concert Thursday, 11/17 at 7 PM.

Something I'd Like the Board to Know

- I would love to see a board member attend a Parents as Partners meeting this year. They are scheduled for the first Thursday of each month from 6:30-7:30 PM. I give an update about school initiatives and upcoming calendar events, which is sometimes followed with a presentation by an ADL teacher. This month's meeting will feature library/media specialist Melanie Cote where she will highlight our library/media resources and ways to access them from home and school. Upcoming months will include our guidance counselors and technology integrationist.