

**Chittenden Central Supervisory Union**

**Union #46 School Board Meeting**

**December 19, 2011, 6:30 P.M.**

**EHS Library - 2 Educational Drive, Essex Junction, VT**

**Board Members Present:** Jack Behlendorf, Brian Donahue, Al Bombardier,

Lezlee Sprenger, Erin Kennedy-Knox, Ryan McLaren

**Administrators Present:** Dr. Michael Deweese, Judith DeNova, Rob Reardon

**Bob Travers**

Jack Behlendorf - Chair called the Union # 46 meeting to order at: 6:30 PM

**PUBLIC Comment – Visitors to be heard: Matt Breuer and JJ Palker**

**Student Council members Matt Breuer – President and JJ Palker – Vice President requested the Board consider their request for student representation on the Board.**

**The Board agreed to take their request under advisement.**

**Principal Reports:**

**Center for Technology Essex**

**Director's Report: Bob Travers**

**Date: December 19, 2011**

***Progress Made Over the Past Month on Action Plan Steps***

**By September 2011 establish a work plan which features a professional learning community model that will focus on establishing Rigorous Programs of Study including identifying entrance requirements for all.**

**CTE programs.**

## **Goal**

**CTE has completed a revision of our Program of Studies in which Lexile reading levels for all materials pertaining to each program have been analyzed and reported by program. This will assist students and schools in understanding reading comprehension levels necessary for success within our programs.**

## **Progress**

**The CTE Math and English Curriculum team has been meeting on a weekly basis to discover current student levels of performance, anticipated needs, share perspectives on remediation and to develop questions that will guide conversations with program teachers about the nature of academic instruction at CTE. The group has, with Amy Cole's help, applied for a grant to attend professional development offered by the Southern Regional Education Board (SREB). This professional development opportunity is focused on alignment of the Common Core to academics delivered in a tech center setting. In addition the group will decide the appropriateness of attending the Tech Centers That Work National Conference to be held this Summer 2012.**

## **Progress**

**CTE will work to improve the collection of NECAP data from sending schools. Goal CTE participated in the district level training with John Ferrara from the Vermont Data Warehouse which allows us, for the first time ever, to directly access our students' NECAP data.**

**CTE plans to build a comprehensive assessment review including NECAP, course performance, technical skills assessment and other relevant local data in the effort to enhance our ability to understand learner profiles and align core content instruction with student needs.**

## **Progress**

**CTE will work to improve collaborative efforts with local middle schools and develop strategies to design opportunities for middle school students to access CTE instruction on an exploratory basis.**

## **Goal**

**Our Pre Tech Program instructors have begun this process in two areas. First, they are designing and implementing a Pre Tech Bridge Program for semester two of this year. The intent is to provide a credit option for students who otherwise were not able to meet the entrance requirements for the Pre Tech Program this past September. Second, several teachers are designing single day events to which middle school students will be invited so they may have first-hand experience in the curriculum outcomes of the Pre Tech Program. This will also build relationships and awareness for future application to Pre Tech.**

## **Progress**

**Action Plan Priorities for the Next Month**

- Continue work on emphasizing data collection and analysis
- Expand the Math and English Curriculum Development conversation to include Program Teachers
- Administrative attendance at a national conference on Career and Tech Ed Issues and Trends hosted by SREB Implications and Findings on Recently Reviewed Data Sources this Month in the Areas of Achievement, Safe and Respectful Learning Environments, and Equity Regarding Safe and Respectful Learning Environments and Equity; CTE administrators met with each student who chose to participate in the EHS Sit In. As part of their experience, these students were required to complete a questionnaire. The responses have been compiled and reported in posters that have been shared internally with CTE and with Essex High School. We plan to use student responses as part of our on-going conversation with the CTE Student Council with regard to positive student climate.

#### **Ongoing School Initiatives and Pending Changes**

CTE is participating in the Diversity Task Force at EHS. Our representative plans to meet regularly with the CTE Student Council to continue the conversation and identify opportunities for student involvement.

CTE has drafted a revised two year Gender Equity Plan in partnership with Vermont Works for Women.

Our current action steps include site visits at other career and tech education centers; January 16 Professional Development; the development of a credit bearing Diversity and Equity in the classroom course to be offered next year, and planning and implementation of a Women in Technology Event to be held in May of this year.

#### **Public Events Over the Next Month**

CTE recruitment season has begun. All of our guidance counselors have begun their public relations and sending school presentations. CTE will be hosting prospective student visits in January.

The Skills USA Local Competition will begin in January. This event is the qualifying competition for the National Skills USA completion held in June in Kansas City.

Communications Scheduled Over the Next Month (What and to Whom) CTE will launch its first Family Newsletter. We have plans to send it out quarterly. The first few editions will be sent out as a hard copy. We plan to transition to paperless communication by fall 2012. This is an effort to improve our school to home communications.

#### **Something I'd Like the Board to Know**

CTE successfully hosted the Chinese delegation of teachers and students during the week of November 14. We would like to thank all those board members who attended the welcome dinner. Also, we share our public appreciation to Trina Bianchi and Judith

DeNova for their gracious hosting throughout the week. CTE will continue to discuss future endeavors in relationship with this delegation from China.

## Essex High School

Principal's Report: Rob Reardon

Date: December 19, 2011

### *Recent or Pending Celebration for Staff and Students*

*\*Grade 9 CORE Classes identified for the 2012-2013 School Year utilizing new leadership model.*

*\*Program of Studies revamped for the first time in a decade. Curriculum Content Leaders facilitated work in the content areas. Completion date is December 14. The updated version will be available online for students and parents to review prior to registering for classes for next year.*

*\*Budget completed using new format involving all teachers and administrators in budget building process.*

*\*Math teachers are working to identify skills and competencies in our Comprehensive Algebra course.*

*This is one of the freshmen entry points. This class meets every day and is a two credit course.*

*\*NEASC Committee work continues as reports are being compiled. Work is ongoing and on schedule.*

*\*We will celebrate naming our basketball court, the "Jean Robinson Court," on Thursday, December 15. This event will honor the long time excellence of EHS science teacher and varsity girls' basketball coach Jean Robinson. This will be a very special night for our community. Coach Robinson retired in 2002.*

*Progress Made Over the Past Month on Action Plan Steps:*

*\*NEASC Committees are beginning to write reports of their identified work. Written products are brought before the entire faculty for discussion and approval. Committees will be presenting to the faculty at the end of January.*

*\*The team from the Life, College, and Career Learning community will report out on their findings when they traveled to St. Louis at the end of November to explore career education opportunities.*

*\*Our first public forum on STEM education at EHS will be held on December 15.*

*\*Our data for the fall parent /teacher conference showed a drop in participation by FRL parents. Last year we had a 37% participation rate. This year we dropped to 27%. This*

**10% drop occurred in spite of phone calls home to FRL parents as friendly reminders that the conference were happening.**

#### **Action Plan Priorities for the Next Month**

**\*Learning Community Leaders will continue leading their respective communities. Ninth Grade CORE: examine ninth grade failure rate at end of first semester.**

**Math, Science, Design, and Technology: continue work on STEM and FAB LAB options. Global Arts & Humanities: continue work on AVPA and literacy supports for struggling students as a result of semester grade reports.**

**Life, College, and Career: continue work on options for EHS students to experience internships, research projects, capstone work, and other non-traditional, culminating learning experiences beginning in the 2012-2013 school year.**

**\*Curriculum Content Leaders have begun K-12 work on vertical curriculum alignment. This will be ongoing work as we move towards the Common Core adaptation and implementation over the next two years.**

**\*Academy Leaders have been busy working in their respective areas. Julian and Kim have also met together to share ideas and experiences.**

**\*The most recent meeting I had with student government occurred on December 7. Students are very interested in working to develop a STEM experience at EHS. More opportunities will be available for students after the December 15 meeting.**

**Implications and Findings on Recently Reviewed Data Sources this Month in the Areas of Achievement, Safe and Respectful Learning Environments, and Equity.**

**\*Science NECAP presentation: The scores on the most recent test were flat as compared to last year.**

**The Administration provide additional NECAP information and analysis at the January 2012 Board Meeting.**

**\*The YRBS results mirrored the state results. Tobacco use and alcohol consumption was down but marijuana use increased. Also, the perception that marijuana use is not harmful to users increased.**

**The public forum that was held on Thursday, November 10 in our cafeteria, focused on marijuana use and abuse in the Essex community.**

**\*The number of CPT (Child Protection Team) Meetings that have taken place so far this year are at an all time high. This, unfortunately, reflects that many of our students and families are in crisis.**

#### **Ongoing School Initiatives and Pending Changes**

***\*Math teachers will continue to work and analyze data on the Comprehensive Algebra class \*Ongoing STEM work will continue.***

***\*Parent Portal data collection and analysis continues.***

***Public Events Over the Next Month:***

***\*Outright Vermont will be providing training for students, teachers, parents, and community members on Thursday, December 15 at 6:30 in our Library. This is an action step from our student public forums in response to the Sunday, October 30 event at Maple Street Park.***

***\*The New England Secondary School Consortium will hold its second workshop for previously identified innovative schools on January 11 at Manchester, New Hampshire. EHS will be sending a team.***

***\*Freshmen Exam Review Night: Thursday, January 12.***

***\*Mid-term exams will begin for our students after the Martin Luther King Holiday in January.***

***\*Information meeting for 8<sup>th</sup> grade parents will be on Tuesday, January 31 at 7 p.m. in our auditorium.***

***Communications Scheduled Over the Next Month (What and to Whom)***

***\*Michelle Rath and I will travel to the Grand Isle High School Fair on Tuesday, January 17 at 7:00 p.m.***

***\*We will have a similar opportunity to travel to Georgia in January. The specific date has yet to be identified.***

***\*We will be communicating to eight grade parents, from all communities, about our parent meeting for 8<sup>th</sup> grade parents, which will be held on Tuesday, January 31 at EHS.***

***Something I'd Like the Board to Know***

***\*On December 20, I, along with Ed Hockenbury, Maria Ung, our cheerleading squad, and fifteen EHS student athletes, will travel to South Royalton High School. We will present their Athletic Director, Jeff Moreno, with a check for over twelve thousand dollars. This is the amount our learning community raised during the fall to assist South Royalton in the aftermath of Tropical Storm Irene.***

***\*Essex High School graduate, Jack McClintock, will be one of the three contestants on the television game show, Jeopardy, on December 26, 2011. Jeopardy airs at 7 p.m. on Channel 5.***

***Rob advised the Board that both the Heath and Computer Applications 9<sup>th</sup> grade core offerings could not be fully implemented due to class scheduling conflicts.***

**Both Brian Donahue and Al Bombardier explained their concerns regarding the importance of the Freshmen Health initiative as indicated by previously reported student Risk Assessment data.**

**Al indicated his preference that all students have a Personal Learning Plan.**

**Rob reported the Health Ed/Personal Learning Plans would be addressed in a new/future Administrative Model (TBD).**

## **Bullying and Harrassment**

***Phil Crawford (Librarian) presented an overview of the sit-in day, defined Bullying/Harassment, and outlined follow-up up activities.***

***Mike presented the Administration's Bullying process and required action timelines.***

## **VSBA School Board Code of Conduct**

***The Board reviewed the VSBA's School Board suggested Code of Conduct. No action was required or taken.***

## **Preparation for upcoming Budget Deliberation Meetings**

***The Board's Budget deliberation meetings have been scheduled for January 5, 12, 16, and 18, 2012. The public is invited.***

**The most recent Budget related assumptions are as follows:**

**Education Jobs Funds (EJF):** U#46 used \$202,386 of EJF revenue in the FY'12 budget for requirements such as 9<sup>th</sup> Grade Core (Health, Art, Business), NEASC, and HS Transformation. U#46 has an additional \$76,989 available for FY'13. To the extent possible, these funds should also be used for 'one-time' expenses to avoid a revenue cliff in FY'14.

**Act 153:** 16 VSA 261a was amended last year and called for Special Education and Transportation to be provided by the SU. The transportation impact is still to be determined, but it seems clear that all SpEd employees will need to become SU employees by July 1, 2013 unless we receive a waiver. We will probably leave SpEd as status quo for FY'13, but the budget may look very different in FY'14 if personnel need to shift to the SU.

### **Budget & Tax Factors:**

**- Consumer Price Index (CPI) – based on New England Economic Project (NEEP):**

- FY'11 = 2.2%
- FY'12 = 1.6%
- FY'13 will not be announced until November 15<sup>th</sup>

**- Base Tax Rates**

- FY'12: Homestead = \$0.87; Non-Residential = \$1.36; Income Sensitivity = 1.80%
- FY'13 – The Tax Commissioner will make a recommendation in December. It's very possible base rates could increase by two cents or so.

**- Base Education Amount** – Has been held at \$8,544 for the past two years and will likely Remain at that amount – no allowance for inflation in tax rate calculation.

**- Equalized Pupil Counts** – Anticipate a decreases of perhaps 2% in EHS. While enrollment projections do not impact the FY'13 equalized pupil count, they are a value budgeting tool. We are fortunate that demographer Bill Smith has once again volunteered to provide enrollment projections for all districts free of charge.

**- Common Level of Appraisal (CLA)** – Should be fairly constant for FY'13; key factor in Homestead and Non-Residential Tax Rates

**Factors & Assumptions Relating to Specific Budget Areas:**

**- Salaries:** No assumptions necessary this year – we have contracts through FY'13 for teachers and FY'14 for support staff! We will plan to resume normal use of the admin comp model.

**- Substitute Salaries:**

- EHS: FY'09-11 expenses averaged \$186K and the FY'12 budget is \$195K. *Hold budget level for FY13 based on the past three year average.*
- CTE: FY'09-11 expenses averaged \$61K with the past few years coming in high due to long-term sub needs and the FY'12 budget is only \$41K. *Increase budget to \$60K.*

**- Overtime Salaries:**

- EHS: FY'09-11 expenses averaged \$64K and the FY'12 budget is only \$62K. *Increase budget to about \$65K.*
- CTE: FY'09-11 expenses averaged \$17K and the FY'12 budget is \$18K. *Hold the budget level.*

**- Health Insurance:** The premium increase was 3% in both FY'11 and FY'12.

- VSBIT should release a not-to-exceed percentage in November. With health care changes still settling out and the new statutory health care claims assessment of 0.8%, we anticipate an increase for FY'13. *Start at 8% and hope this is sufficient*

- In our current agreements for FY'13, employer contributions stand at 85% for teachers and administrators. Contributions for support staff is 93.25% (92% for employees hired after 6/30/11).

**- Group Life Insurance:** Expenses were close to the budgeted amount in FY'11 and we Budgeted for a 5% rate increase that did not occur in FY'12. *Base the budget on a 4% increase over the actual FY'12 rate (should be fairly level).*

**- Retirement:**

- EHS: The FY'11 expense was \$95.3K and the FY'12 budget is \$129.6K. *Calculate the requirement at the employee level (will likely be a decrease from FY'12).*
- CTE: The FY'11 expense was \$28.8K and the FY'12 budget is \$34.8K. *Calculate the requirement at the employee level (will likely be a small decrease from FY'12).*

**- Workers' Compensation:** Our experience factor has gone up slightly over the past few years, but we've been able to keep our overall expenses fairly level due to re-competition of our policy.

- EHS: *Hold the budget level for the fourth year.*
- CTE: Significant claims in the past few years - *increase the budget from \$13.8K to \$14.5K.*

**- Unemployment:** VSBIT rate per district (impacted by 3-year claims history) multiplied by Gross taxable wages – not available until January. The FY'11 expense was \$19.9K and the FY'12 budget is only \$17.2K. *We will plan to increase the budget \$19.9K for FY'13, but may adjust that amount if our rate changes significantly.*

**- Tuition Reimbursement:**

- EHS: The FY'11 expense was \$121.8K and the FY'12 budget is \$132K. *We will revert to FY'11 actuals and allow for two years worth of inflation for UVM rates - should result in a minor increase - \$3-4K.*
- CTE: The FY'11 expense was \$56.1K and the FY'12 budget is only \$50.2K. *We will revert to FY'11 actuals and allow for two years worth of inflation for UVM rates – this will probably be an increase of about \$10-12K.*

**- Dental:**

- The SU Board increased premium rates for the first time in ten years.
- *Budget will be calculated at the employee level factoring in a 6% rate increase – minimal impact to CTE and minor increase to EHS (few thousand dollars).*

**- Property & Liability Insurance:**

- Re-competition by our agent continues to allow us to come in under budget and we've been fortunate to not have any significant claims.
- FY'13 – *Decrease budgets by 2-3% - minimal impact to CTE and minor decrease to EHS (few thousand dollars).*

**- Travel & Conference:** Some of this requirement is for travel related to conferences and some is for vicinity travel. We will look at historical spending as well as planned professional Development and will *attempt to decrease this line to some extent.* As a point of reference, IRS Standard Mileage Rates for the past three years were:

- January 2009 = \$0.55 per mile
- January 2010 = \$0.50 per mile

o January 2011 = \$0.51 per mile

- **Supplies:** While the cost of supplies may increase slightly due to inflation, this is an area that is typically under-executed. We will look at historical spending as well as anticipated requirements when developing the budgets and will *attempt to decrease the line by 2-3% for both EHS and CTE.*

- **Utilities:**

o Natural Gas: Our rates have come down each year since FY'09 and have been much lower than anticipated. With rates so low, there is obviously a chance for a swing in the opposite direction. We will *use the 3-year average usage (from FY'09-11) and assume an 8% rate increase over FY'11* – will probably still be a small decrease in the budget.

o Electricity: Rates have increased slightly each year and we assume this trend will continue. We will *use the 3-year average usage (from FY'09-11) and assume a 7% rate increase over FY'11* – should result in an increase in the budget, but when combined with natural gas, may be level for utilities overall.

- **Equipment:** All equipment requirements must be justified and a list of the specific items (and costs) must be provided. General equipment budgets for items such as desks, tables and chairs were significantly reduced in FY'12. Computer hardware has been relatively stable. We will continue to scrutinize general equipment requirements and hardware requirements will be vetted with the Tech Dept.

#### **Proposed U#46 Budget Guidance:**

- Follow assumptions outlined above (not part of published guidance).  
- Maintain the high level of educational quality presently found in the school.  
- Support the essential elements of the School Action Plan, analyzing current practices as well as unfunded requirements and adjusting as necessary for enrollment.

- Be sensitive to the burden on the tax payers.

o EHS: Minimal increase in education spending.

o CTE: Level or minimal increase in tuition rate.

#### **AFJROTC Update**

***Mike reported the AFJROTC enrollments numbers were up (a significant improvement) and that the EHS JROTC program will be granted an additional year of probation.***

#### **Meal Participation Trends**

***In spite of the District's 22% poverty level the meal program appears stable/viable.***

***It is expected that last year's deficit will continue to be reduced as the year progresses.***

#### **Graduation Requirements**

*The Administration advised that the Board approach EHS Graduation requirement changes very slowly due to “Transitions in the Common Core Standard Definition” at the State Board and National levels.*

*Work to be done includes:*

- Readiness standards (K-8, 9-12 and college),
- Test vehicle (NECAP, ACT, Worker key, etc.,
- The Board will be introduced to Common Core Standards at January/February 2012 Board meeting.

**Consent Agenda:**

- Approve Warrants
- Approve Meeting Minutes
- Accept Retirements
- Approve Tuition Waiver Request
- FY’13 Announced Tuition
- Waive School Board Policy
- Accept Resignation
- Execute Bond refunding

Brian requested a resignation be pulled from the consent agenda  
(added to the executive session items).

AI made the motion to accept the revised consent agenda.

Seconded by Jack.

Motion passed 6:0.

**Chair/Superintendent – Board status updates on items of interest to  
the Board**

Jack requested items of interest (typically Tactical items of interest) be forwarded to him by Friday.

### **What items should be Calendared for future Board meetings?**

- **Communications Committee Budget Info recommendations.**
- **Policy Committee (proposed policy changes).**
- **Leaders at Work (Superintendent Evaluation Process)**
- **JROTC Financial impact if Government funding is not available.**
- **Annual Meeting format/items to consider.**
- **Science NECAP results (January 2012).**
- **Common Core.**
- **Class size and rules.**
- **Weapons Policy (February (2012)**
- **Sign Budget Warning (February 2012)**
- **Consider Student representation on the Board**
- **School Board Code of Conduct.**
- **Prep for the April 9<sup>th</sup> 2012 Annual Meeting**
- **Graduation requirements (May/June 2012)**

### **Post meeting discussion opportunities (See above).**

### **Executive session (Personnel and a student matter)**

**The Chair moved the Board into Executive Session for the purpose of**

**Discussing a personnel and a student matter at 9:25 PM.**

**The Chair moved the Board out of Executive Session at 10:29 PM.**

**Brian made the motion to accept the resignation as presented by the Administration.**

**Seconded by Jack.**

**Motion passed 6:0.**

**Adjourn**

**The Chair adjourned the meeting at 10:30 PM.**

**Respectfully submitted by,**

**Al Bombardier**

**Clerk - Union # 46 School Board**

