

**Chittenden Central Supervisory Union**

**Union #46 School Board Meeting**

**October 17, 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

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

Bob Travers, Grant Geisler

**Others present:** Charlee Day, PC Board and Westford Board members

1. Charlee Day Chair called the CCSU meeting to order at: 6:31 PM

2. Carousel "Common Meeting Topics"

- What's new with the WEB?      **Judith DeNova**

In a continuing effort to improve user accessibility and ease of use the District's WEB site has incorporated the following enhancements:

- A. Navigation improvements,
- B. Student homework accessibility,
- C. Staff directory improvements and
- D. An automated subscription service (List server).

- What are the early results of the Parent Portal roll-out?

Initial results show a dramatic increase in accessing student

grades/discipline related data by students and parents.

Lezlee reported that the Parent Portal is “easy to use and very intuitive”

- **What are the “initial findings” of the NECAP Science results?**

Amy Cole – Director of Curriculum, Instruction and Assessment

Amy presented results for Essex High School, Essex Junction and Westford.

Overall, results were within expected ranges.

Essex High School:

In 2011 55% of EHS students were “proficient and above” against a State Average of 30%.

Even though EHS has made steady progress from 2008 thru 2011 gains have slowed and then flattened over the last three years.

AI suggested that disaggregated NECAP data could help identify needed improvements and improve student NECAP results:

1. Disaggregate NECAP data by sending community in order to assist in curriculum alignment and
2. Disaggregate NECAP data by test results in order to identify which EHS courses need to be enhanced.

AI suggested that this information could be utilized to deploy resources (Manpower, financial, educational) on a priority needed basis.

Identification of these resources for the Fiscal Year 2013 budget discussions was requested.

- CCSU board status update from the Advisory Committee.

Jack Behlendorf Chair – Union # 46 Board

In a joint effort to better understand School Climate issues/needs the Advisory Committee is working on a joint plan to address the multi-dimensional needs of all stakeholders.

Components of this plan include:

- School Climate definition,
- Student Centered, Continuous improvement vision,
- Defining the number and makeup of the Committee,
- Defining the Committee's charge.

**For additional information refer to Attachment A.**

**3. RECESS:**

**4. RECONVENE:**

Jack Behlendorf Chair called the Union # 46 meeting to order at: 7:10 PM

Note: Brian Donahue arrived at 7:18 PM.

**5. PUBLIC Comment – Visitors to be heard: None**

**6. Principal Reports:**

**Center for Technology Essex**

**Director's Report: Bob Travers**

**Date: October 17, 2011**

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

Charlie Brady will be honored at the UVM Outstanding Teacher Awards on October 19. During his time at the center, Charlie has been an extremely valuable member of the faculty. His guidance with student issues, teacher development, and organization-wide planning and design have greatly contributed to the CTE's success.

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

### Goal

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.

### Progress

Curriculum teams have been formed to discuss and plan improvements in math and English Instruction; increase academic rigor in the Building Trades curriculum; and research the feasibility of developing an Intro to Health Careers program.

### Goal

By September 2011 establish a work plan with the faculty's input that addresses areas of concern with suggested solutions for opening the public portal feature on Power School in an effective and user friendly manner.

### Progress

An area that needs addressing has been established and the CTE Educational Technology Integration Specialist and Assistant Director have formed a team of teachers to provide a solution.

### Goal

By October 2011 open the public portal feature on School Spring.

### Progress

The public portal has been launched. Families and students have received log in id's and passwords. By all accounts, it has been a successful endeavor.

### Goal

By September 2011, 100% of all CTE programs with State Approved assessments will meet the VT DOE statewide target of 67% participation rate as reported on the Perkins Local Plan Center Data report.

### Progress

During the summer all required programs met with DOE representatives. This month all programs with state approved assessments have established a goal to include 100% of students

in the assessment. Plans for students needing accommodations will be made in the coming months.

#### Goal

By September 2011, 100% of all CTE program teachers asked to participate in a collaborative process to develop state approved assessments will do so.

#### Progress

State Assessments are currently being developed in Natural Resources and Graphic Arts. Teachers have begun participating in planning meetings with colleagues from around the state. The Professional Foods Program has developed an additional tested upon the request of DOE. That assessment will be shared with a group of Professional Foods Instructors from around the state.

#### Goal

By September 2011, 100% of all CTE program teachers without an assessment nor on a collaborative team will collaborate with a program teacher in order to understand the planning process.

#### Progress

There has been no progress made to date. There is some question about the next phase of assessment development at the state level. Discussions are happening within the State Director's Association.

In addition to the September CPCI goals, the following steps have been taken to meet the goal of improved NECAP scores:

A letter has been sent to all participating high schools requesting assistance in collecting improved disaggregated NECAP data for our students.

The Pre Tech program has selected and begun to use Star Reader and Star Math as local assessments to determine base-line abilities of the entering 10th grade class and establish learning plans.

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

- Introduce and train faculty in the use of the Lexile Reading Level program.
- Middle School Curriculum Planning

- Improvement of collection of NECAP data from sending schools.
- STEM Committee

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

The DOE is in the process of seeking waivers for technical center accountability similar to those being discussed for high schools. Waivers that are being considered will directly impact the "Non-Perkins Eligible" status of specific programs.

What is being considered is:

- CTE centers in VT should not be held accountable to NECAP reading and math as a measure of CTE program effectiveness as this accountability currently is provided under the current State Accountability System for Vermont. Sending high schools are measured annually through this system.
- CTE regional shared time centers in VT should measure the effectiveness of outreach and career development activities sponsored by the CTE centers. When used as one of a number of measures, this information may indicate the effectiveness of career counseling and personalize planning of student learning.
- CTE centers should measure the effectiveness of the identification and use of the sequence of courses in grades 9 and 10, leading to the enrollment by grade 11 in to CTE programs.
- CTE centers should measure the entrance proficiency of CTE students in grade 11 and develop effective systems of integrated academics leading students to a measurable level of college and career readiness.  
Rather than declare programs eligible or ineligible for Perkins funds, these strategies and the effectiveness of these strategies will be used towards continuous improvement program development each year.

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

We continue to discuss the placement of the Fab Lab with EHS for the STEM Academy. We will be meeting with the VTDOE visiting team to discuss innovation/reform initiatives at CTE and policies that may be barriers to our initiatives.

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

The CTE Community Service Learning Days are scheduled for November 3 and 4. CTE will be hosting a group of Chinese students and school delegates the week of November 14.

A calendar of activities is included in the organizational notes. We will be hosting a dinner on November 17 at CTE; board members interested in attending are very welcomed. More details will follow as the planning activities continue.

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

The Building Trades Residential broke ground on a new house this past week. The footings and foundation will be poured next week and soon after that students will be installing the flooring system.

### **Essex High School**

**Principal's Report: Rob Reardon**

**Date: October 17, 2011**

**School: Essex High School**

***Recent or Pending Celebration for Staff and Students: Joe Chase will receive the Outstanding High School Science Teacher of the Year award at the annual dinner of the Vermont Academy of Science and Engineering on Monday, October 24 at the University of Vermont.***

***On September 19, Essex High School was named one of six innovative high schools in Vermont at an event sponsored by the Vermont Department of Education. We received a grant of \$50,000 to be targeted towards STEM and work in the Life, College, and Career Learning Community.***

***Essex High School students have done a tremendous job fundraising for the tropical storm Irene relief effort. We have specifically targeted our efforts towards South Royalton High School, which suffered massive damage both inside the building and all of their outside storage sheds and fields. As of this writing, we have raised just under nine thousand dollars. Special thanks to EHS students Grady Ward, Ali Cook, and Athletic Director Ed Hockenbury for their work.***

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

#### ***Equity***

***\*We have established comprehensive algebra as a two credit math class that has increased access to Algebra I by 100%, as measured by freshmen registration.***

#### ***Leadership***

***\*We have continued with teacher led NEASC committee work. There have been four meetings since the beginning of school.***

***\*Learning Community Leaders have been meeting regularly. Academy Leaders have been meeting regularly. There is an upcoming trip to Texas for a STEM development Conference sponsored by the National Consortium for Specialized Secondary Schools of Mathematics, Science, and Technology.***

***Curriculum Content Leaders have begun their work on K-12 vertical teams and on the common core.***

***\*There have been two meetings to date with student government and the administration. The intentional goal is to gather student voice and input on transformation and other relevant issues.***

### ***Professional Development***

***\*Teachers have received a copy of Eric Jensen's book, "Teaching with Poverty in Mind."***

***\*Carrie Fogg, our ETIS, continues to support teachers and staff with technology. Carrie has been instrumental in the Parent Portal implementation as well as assisting teachers in moving forward with technology expertise.***

### ***Safe, Healthy, and Respective Learning Environment***

***\*Work continues with Essex Police and CHIPS on reducing alcohol and drug related behaviors on school property. It should be noted that we have not received the Youth Risk Behavior Survey results.***

***This survey was administered in March 2011.***

***\*All freshmen are part of an advisory in their health class.***

***\*Personal Learning Plans for Freshmen:***

- a) All freshmen will complete a Learning Styles Inventory.***
- b) Each freshman will complete a four year plan with their counselor.***
- c) Each freshman will provide evidence of achieving one personal goal they have identified in their health education class.***
- d) Each freshman will write a career summary paper. This will be as a result of participating in a career exploration project in Computer Applications class.***

### ***Educational Support Systems***

***\*A ninth grade EST team has been established. It is up and running. A 10-12 EST team has been established as well. We are collecting data as progress reports are available. First quarter grades will be reported during the first week of November.***

***\*Academic Support time is included as part of the school day. This continues to be popular for students, staff, and parents. It is in its second year of operation. Staff, Parent, and Community Involvement \*The Power School parent portal was made available to parents and students on October 3.***

***Preliminary feedback is very positive from all parents and some students.***

***\*The AESOP employee leave system is fully implemented. Feedback from teachers has been positive so far.***

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

***We should receive the Youth Risk Behavior Survey (from March) during the month of November. We will begin to analyze these results and utilize the information with public forum being scheduled for November / December.***

***The administration, working with SAP Steve Malgieri, Ray Coffey from CHIPS, and Essex Police, organize the evening's activities. (We have held public forums the previous three years.)***

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

***Preliminary results are that test scores for proficiency were flat. A presentation will be prepared for the board for a future meeting.***

***Ongoing School Initiatives and Pending Changes: The Learning Communities have met on October 3 and October 10. I will have an update on October 17.***

***NEASC committees have been meeting regularly since school opened in August. Reports are being compiled. Our two in-service days in November are being devoted to NEASC work.***

***Public Events Over the Next Month: Parent / Teacher Conferences on October 18, from 3:00 p.m. to 8:30 p.m., and October 20 from 8:00 a.m. to 3:05 p.m.***

***\*A date in early November, yet to be finalized, will be scheduled for a public / community forum opportunity in regards to our STEM Academy.***

***\*There will be a trip STEM trip to Texas. Kim Audette and Joe Chase will be traveling to learn more about STEM information and possibilities.***

***\*There will be a group of teachers traveling to St. Louis to investigate and explore career education opportunities for students. This group will bring back valuable information for the Life, College, and Career Learning Community.***

**Communications Scheduled Over the Next Month (What and to Whom): Communication to parents in regards to Parent / Teacher Conferences on October 18 and October 20.**

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

- **Our, "Women in Science," program kicked off on October 6 at the University of Vermont.**

**Students, along with their parents, heard a brief presentation and met their mentors. The evening was another success for our young ladies participating in the program.**

- **The Ford motor company national drive for excellence was at Essex High School on October 6.**

**The morning started off with a senior assembly at 8:15. Parking lot B was reserved for the day. EHS and CTE students who signed up were able to have a hands on experience behind the wheel for twenty-five minute increments. Students were challenged with precision steering maneuvers and handling skids in the parking lot. Also, each student drove, while texting, through a coned course. Students also had the opportunity to drive wearing goggles that simulated impairment. This event was well covered by News Channel 5 and Fox 44 News.**

- **The Fall Musical will be held at EHS on November 3, 4, and 5. Performances are at 7 p.m.**

## **7 EHS TRANSFORMATION:**

Rob presented an overview organization chart. An additional update to follow.

## **8 Adopt Board Goals:**

Motion by AI to accept the following Board goals.

Seconded by Lezlee.

Motion passed 5:0.

## **Board Goals:**

- By June 30, 2012, all current and newly elected and/or appointed board members shall receive board member training regarding roles and responsibilities, board governance guideline, and CCSU Organizational indoctrination.
- By June 30, 2012, complete participation in CCSU Board sponsored "CCSU Climate Advisory Committee," and report findings and recommendations for a path forward to the U46 Board for advice and consent.
- By October 31, 2011, establish a U46 Chairman to CCSU Superintendent discussion timetable. U46 Chairman shall bring items of interest of the board to the Superintendent and report back to the U46 Board on the status of those items at each board meeting.
- By March 26, 2012 the Board will have fully engaged with the on-going efforts of long-range planning for both EHS and CTE measured by the Board's ability to present an overview at the Annual Meeting in April.

This engagement and thorough understanding of current efforts is with the intent to concentrate focus in subsequent fiscal years toward a single comprehensive strategic visioning and planning process for the entire school district.

## **9 Fiscal Year 2013 Budget Pre-Discussion/Guidance:**

Clerk note: The Board reviewed/discussed the following Administration recommendations for FY 13 budget guidance.

The guidance was provided as initial assumptions for Board consideration. Note: Assumptions are subject to change.

Details follow:

## **FY'13 Budget Discussion – U#46**

**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.*

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- 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

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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

- 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:**

- 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.
- 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.
- EHS: Minimal increase in education spending.
  - CTE: Level or minimal increase in tuition rate.

## **10 Staffing Request:**

Withdrawn from the agenda at the Administration's request.

## **11 Consent Agenda:**

- **Approve Warrants**
- **Approve Meeting Minutes: August 22, 2011 and September 28, 2011**
- **VSBIT Annual Meeting Proxy Vote**
- **Approve request for Activity recommendation**
- **Recognize Retirement Notice**

**Motion by Brian to accept the consent agenda.**

**Seconded by Erin.**

**Motion passed 5:0.**

**12 Future Board Items:**

- Action plan update
- Audit
- Enrollments
- Graduation requirements
- F/R participation
- School report

**13 Post-meeting Communication Opportunities:**

- 12/15/2011 STEM Academy initiative
- Safe driver initiative was well received
- Thursday/Friday Vt. School Boards Association meeting
- UVM Wednesday – Outstanding teacher award

**14 Adjournment:**

The Chair adjourned the meeting at 9:25 PM.

Respectfully submitted by,

Al Bombardier

Clerk - Union # 46 School Board

**ATTACHMENTS/REFERENCES:**

Attachment A: Advisory Committee Report

School climate can affect our students and their learning processes. Through various inputs during the past year, including (but not limited to) data delivered as a result of the Vermont "Challenges for Change" law, the K-12 Insights report, surveys conducted by the Essex Junction / Westford Educational Association, and Administration reports to our various boards, it is the view of the Executive Committee (Board Chairs from U46, PC and Westford) that we measure, track, analyze, and inform school climate to our stakeholders. Furthermore, it is the Board's interest to establish longitudinal school climate information for an understanding of organizational trends for potential CCSU policy implications.

"School Climate" can be defined as "The process of measuring the subjective experiences and perceptions of a school's stakeholders. School climate is the set of dimensions present within the school environment, perceived directly or indirectly, which shape or color the opinions of the school's students, employees, parents, and community members."

Elements of School climate may include the dimensions of Teaching and Learning, Relationships, Morale, Structural; Safety; Environmental; Sense of School Community; Peer Norms; School-Home-Community Partnerships); and Learning Community. The CCSU Executive Committee has proposed (within CCSU policy and consistent with our student-centered, continuous improvement vision) formation of an Advisory Committee to consider these (and perhaps other) elements of School Climate, and charge that committee to make recommendations for positive steps to improve our school's climate. It is anticipated that the Advisory Committee will have seven to nine members, comprised of CCSU teachers and staff, administrators, and board members.

Drafts of the Committee's Charge are still being developed. The Superintendent, working with members of the EJWEA, <sup>is</sup> ~~is~~ developing the final wording and recommending committee membership to the CCSU Board. The deliverables from the Advisory Committee will be made to the CCSU board by the end of this fiscal year.

It is expected that the final Committee Charge and committee membership assignments will be reviewed and approved by the CCSU Board, next Monday, Oct 24.

ATTACHMENT A

