

BROOKLINE-NEWFANE JOINT SCHOOL BOARD MEETING

Thursday, February 17, 2011
6:30 PM at *NewBrook Elementary School*

Minutes

Present: Lee Anne Parker, Dan Seiden, April Wellman, Brookline; Kim Colligan, Kim Friedman, Ken McFadden, Brandy Pickering, Newfane (Board members); Bruce Garrow, NewBrook Principal; Steven John, WCSU Superintendent; Molly Wilson and Megan, Special Education teachers, NewBrook; Amy Jo Cable, recorder.

- I. **CALL TO ORDER, INTRODUCTIONS & AGENDA REVIEW (INCLUDING CONSENT AGENDA):** Kim Friedman called the meeting to order at 6:35 PM and expressed her appreciation to everyone involved in preparation of the FY12 budget which was approved by unanimous voice vote at the 2/12/11 Joint Contract Boards Annual Meeting for the Brookline and Newfane School Districts.

- II. **REVIEW & DISCUSSION OF “GETTING IT RIGHT” DOCUMENT**
 - a. Content: Bruce Garrow reviewed the update he prepared to the “Getting It Right” document, which the School Board, Mr. Garrow and Dr. John developed at the September 2010 joint board retreat. (To view the document, see the web site.) The document identifies the student outcomes towards which the administration, staff and school board are working for the 2010-2011 school year. Discussion focused on (1) special education services and student needs in this area; (2) different information gleaned from tests administered by the school; (2) the status of the school’s social studies and science curriculum. (Mr. Garrow’s report stated that “we are still in the process of developing certain curriculum areas such as the Science and Social Studies two-year loop.” The School Board inquired as to the timeframe for finalizing the science and social studies curriculum.) Mr. Garrow indicated that goals for the fall include: the Education Support Team process and developing the outline for social studies/science (similar to that which exists for literacy/math).
 - b. Usefulness of the tool: There was general agreement that the tool is useful, but “ends” sought should be prioritized and staff should be more involved in determining ends/outcomes.

TICKLERS

- **March**
 - Mr. Garrow will recommend his top 3 priorities for the remainder of the school year, and School Board members will recommend their top 3 priorities for the remainder of

the school year. These will be discussed and finalized.
(Note: Keep in mind what is already in process; focus on meeting these outcomes.)

- Dr. John will discuss the NECAP results from all the schools within Windham Central Supervisory Union and his perspective on those results.
- **April:** VT Fiber Optic Connect (broadband in schools)
 - Reminder: Review the letter and chart that Matt Martyn, WCSU Director of Technology, prepared and Dr. John distributed to the Board.
- **June**
 - Involve staff more in determining ends/outcomes (Mr. Garrow's recommendation)
 - Timing of fall retreat in light of new Principal coming on board
- **October (budget discussion)**
 - Funds for staff training on integrated curriculum
 - Remainder (50%) of the technology funds recommended by the school's Technology Committee (\$11,000)

III. HOW ARE WE DOING? (TRACKING PROGRESS TOWARDS OUTCOMES)

a. Superintendent's Report

- Dr. John advised that he signed a contract on behalf of the Board in the event that the Windham County Sheriff would be needed to provide services related to truancy matters at the *NewBrook Elementary School*. Steven explained that the Sheriff required a contract to provide those services to the school and the cost would be \$40.00 an hour for the services provided.
- Dr. John explained that he is trying to press the Vermont Department of Education to support our study, with or without the Windham School District, to form a K-12 Regional Education District (RED). Steven pointed out that the town of Windham, Vermont, is part of the Leland & Gray School District, but their school board has not agreed at this time to study the possibility of forming a RED. Dr. John does not want to move forward on that study until he is assured that reimbursed will be forthcoming from the state for the expenses involved in performing such a study, i.e. legal fees and consultant fees incurred. Dr. John advised his next step, as well, is to research what a "model budget" would look like so that the Board would be aware of most all of the costs involved in doing the study.

TICKLER: standing agenda item beginning with next month to discuss the RED status.

TICKLER (April): Explore possible use of an Australian ballot re: the discussion that took place at the 2/12/11 Joint Contract Boards Annual Meeting for the Brookline and Newfane School Districts.

TASK: Kim Friedman and Steven John will collect information re. Australian ballot laws to bring to the April meeting for the discussion.

- b. Principal's update: Mr. Garrow distributed a written report.

IV. SHORT ITEMS REQUIRING ACTION

a. Principal Search Committee

- i. School Board representation: Lee Anne Parker (Brookline) indicated interest. Brandy Pickering and Ken McFadden (Newfane) indicated an interest. Dr. John will make a final decision. Kim Friedman (Board Chair) will also serve on the Search Committee.
- ii. Steven distributed information and a time line for the *NewBrook Elementary School* principal search, in preparation for Bruce Garrow's retirement effective July 1, 2011. Kim Friedman explained that Steven John welcomes parents, teachers and board members to be part of the process by volunteering to serve on either the Search Committee or a sub-committee, but Steven would decide from those volunteers, who would ultimately be on each committee. Volunteers may contact Steven John by phone at (802) 365-9510 ext 102 or contact Marsha Wells. Steven pointed out that he would prefer interested volunteers to call rather than e-mail him, since his e-mail file is very full at this time.
- iii. Board members gave Steven suggestions re. parents who may want to volunteer for the parent committee in the principal search.

TASKS

- **Steven John will contact board member volunteers, Lee Anne Parker, Brandy Pickering and Ken McFadden, to advise them if he has chosen them to be part of the principal search committee.**
- **Kim Friedman will add an Executive Session to the Board's April 14, 2011 meeting agenda, to discuss the candidate Steven John recommends to the Board as the new principal for the *NewBrook Elementary School*.**

- b. *Check-in re. breakfast/lunch program finances:* Dr. John offered a financial status report to present on Bruce's behalf re. the newly implemented *NewBrook Elementary School* hot lunch program which includes food items offered to the students for breakfast each school day also. Steven distributed a handout entitled *FY 2011 NewBrook Nutrition Report* and gave a brief overview. Steven pointed out that every month the school lunch program is in the red about \$600.00 or the equivalent of approximately \$6,000. for the school year. Bruce explained that the school really needs to run the program for a year with a full-time staff person to know if the program will be successful. Bruce suggested that January of 2012 would be a good time to look at the figures again to determine if any accumulating debt resulting from the program was too high to justify continuing with the lunch program. Bruce explained he hears great things about the lunch program from his students, but he would like to have more input from parents also. Kim Friedman asked if no one else present was concerned with arriving next fall with a deficit due to the lunch program. No one stated any concerns. Kim Colligan reminded Board members that as a Board it was decided to give the lunch program a full year before any decision to terminate it would be made.

TICKLER (October): Re-visit breakfast/lunch program

- c. *Confirm school newsletter piece for February:* Kim Friedman reminded Dan Seiden a piece re. the Brookline Building Committee was due in January for the *NewBrook Elementary School's* January newsletter. Dan mistakenly had not forwarded the article he wrote. Dan forwarded the piece to Bruce Garrow via e-mail.

TASK: Kim Colligan will follow up with Pam Meihak re. February newsletter article about esteemed outgoing principal, Bruce Garrow.

- d. *Identify alternate representative to upcoming WCSU meetings (as needed):* Brandy Pickering advised she is unable to attend the WCSU meeting on March 30, 2011 due to a recent commitment she had to honor, therefore, she will be out of town. Ken McFadden volunteered to take Brandy's place at that meeting. Kim Friedman and Pam Meihak will also attend the WCSU Meeting on March 30th.

TICKLER (March): At individual school district re-organizational board meetings, vote, per above, to have the alternate representative selected for the WCSU meeting on March 30, 2011.

V. INFORMATION-SHARING

- Correspondence: Steven John advised he has bills that need the Board’s attention. Kim Friedman referred Steven to Lee Anne Parker and Ken McFadden to assist him with payment for those bills on the Board’s behalf.

VI. CONSENT AGENDA

- Jan. 20 Board meeting minutes
- Approve Feb 12 annual meeting minutes

Brandy moved to approve the Consent Agenda. Lee Anne Parker gave her second. No discussion. All were in favor. Motion passed.

VII. CONTRACT NEGOTIATIONS: Kim Friedman thanked Kim Colligan and Dan Seiden for their work on the committee which she recognized is such an enormous time commitment.

VIII. ADDITIONAL ITEMS DISCUSS: The Board discussed a personnel item.

IX. ITEMS FOR NEXT MEETING (THURSDAY, MARCH 17): See ticklers.

UPCOMING MEETINGS

- Principal Search meetings
- Thursday, March 17, 2011: Brookline-Newfane Joint Board Re-organization meeting at *NewBrook Elementary School*. (Note: This is the Joint Board’s monthly meeting for March.)
 - 6:00 PM: *Newfane School Board* will meet.
 - 6:15 PM: *Brookline School Board* will meet.
 - 6:30 PM: *Brookline-Newfane Joint School Board* will meet.
- March 30, 2011: WCSU Board of Directors re-organization meeting, 7 PM, location TBA. Kim Friedman, Pam Meihak and one other board member TBA, per above, will attend to represent the Joint Board.
- Joint Board Meeting in April moved up to Thursday, April 14, 2011 at 6:30 PM at the *NewBrook Elementary School*.

ADJOURNMENT: Ken McFadden moved to adjourn. Kim Colligan gave her second. No discussion. All were in favor. Motion passed. At 9:05 PM the meeting adjourned.