

CABOT SCHOOL BOARD MEETING

MINUTES

Monday, March 17, 2008

Present: Chris Tormey, Tim Gochey, Niall McCallum, Roman Kokodyniak, Regina Quinn, George Burlison, Cecilia Gulka

1. The meeting was called to order by George Burlison, Superintendent at 6:08 p.m. George officially welcomed Niall McCallum, our new Board member.
2. Reorganization of the Board
 - a. The Board nominated **Chris Tormey** for **Chairperson** of the Board on a motion by Tim Gochey, second by Roman Kokodyniak. There were no other nominations. The Board voted unanimously to elect Chris Tormey as the Chairperson of the Board.
 - b. The Board nominated Tim Gochey for **Vice Chairperson/Clerk** of the Board on a motion by Chris Tormey, second by Roman Kokodyniak. There were no other nominations. The Board voted unanimously to elect Tim Gochey as the Vice Chairperson/Clerk of the Board.
 - c. The Board will select the three representatives to the **WNESU Board** at the next Board meeting on April 7th.
 - d. The Board nominated **Roman Kokodyniak** and **Lillian Alexander** (student rep) as Board representatives to the **Policy Committee** on a motion by Chris Tormey, second by Tim Gochey. So voted.
 - e. The Board nominated **Tom Considine** to continue as representative to the **UDAG Committee** on a motion by Chris Tormey, second by Tim Gochey. So voted.
 - f. The Board determined that they would continue to post the Board Agendas and Minutes as they have in the past (Times Argus, Hardwick Gazette, local businesses). They would also like to use the Cabot Chronicle, as well.
 - g. The Board determined that they would continue to follow the Board meeting schedule as it is now, every **1st and 3rd Monday** of each month at **6:00 p.m.**
3. Public Comment

There was no public comment this evening.
4. Student Report: Lillian Alexander & Jesse Feltus
There was no student report this evening.
5. Principal's Report: Regina Quinn
 - a. **Vermont Teacher of the Year** - Regina explained to the Board the application process for VT teacher of the year and who her recommendation was for that award.

- b. **Consolidated Federal Programs** - Regina discussed some of the goals she's been working with faculty and staff on and a position that she feels would be important for the 2008-2009 school year.

Goal 1:

To enhance the capacity of PK – 12 teachers to use multiple sources of data to systematically:

- monitor student understanding in mathematics and literacy,
- diagnose misconceptions or lack of understanding,
- and provide targeted, early intervention to address students' instructional needs.

Actions:

1. Provide training in assessment development for a team of teacher leaders across grade levels:
 - Develop an assessment blueprint that outlines key learning objectives to be monitored across grades.
 - Inventory and gather existing research-based assessment tools and protocols currently in use.
 - Modify existing assessment tools and protocols used at particular grade levels for use across grades.
 - Develop and pilot additional assessments as needed.
 - Develop a manageable data collection system, including protocols for administering assessments and utilizing assessment data.
 - Plan and provide training and implementation support for all staff.

Source: Title IIA

2. Establish a targeted intervention center to provide intensive, short-term, supplemental instruction in literacy and mathematics to address gaps in student understanding.
 - Determine instructional priorities in literacy and mathematics, based on analysis of NECAP, DRA, POA and other assessment data.
 - Provide training in research-based intervention approaches to address priority areas.
 - Design pre- and post-assessments, to identify students for intervention, and to gauge the effectiveness of the intervention.
 - Design supplemental instructional interventions .
 - Establish protocols for follow-up with classroom teachers and ongoing monitoring of students after intervention.

Source: Title IIA

Goal 2:

To enable Cabot School faculty and staff to provide positive learning environments for all PK – 12 students, with a focus on the promotion of positive behaviors and the prevention of disciplinary infractions.

Actions:

1. Provide initial training in Positive Behavioral Supports (Spring and Summer).
2. Provide time and technical assistance for team to plan implementation and revise existing planning room model in advance of the 2008-2009 school year.

Source: Title IIA

Goal 3:

To prepare faculty and staff to enhance student learning through the innovative use and integration of technology.

Actions:

1. Provide a summer 2008 camp and follow-up through the 2008-2009 school year for faculty and staff featuring:
 - Multimedia production in literacy and humanities (including web design, video-editing, working with images, publishing, and multi-media production to communicate learning).
 - Mathematics and Science applications to enhance conceptual understanding: (including spreadsheets, geometer sketchpad, graphing calculators, and computer-based lab equipment).

Category:

Teacher Professional Development

Purpose:

Professional Development

Source: Title IIA and Title V

Elementary Assessment & Intervention Specialist

Purposes of this position:

To provide early intervention services to support primary students' success in literacy and mathematics (K – 6).

To prevent the need for more intensive remedial services and referrals for special education in upper grades.

Qualifications:

Elementary Teaching certification (K – 6) and experience with primary grade assessment tools and protocols in mathematics and literacy.

Responsibilities:

- Provide intensive, **supplemental** services to boost students' skills in literacy and mathematics. Students in need of services will be identified through local assessment measures.
- Assist in the development and implementation of assessments, and the analysis of results.
- Document student progress before, during and after intervention.
- Communicate with students' sending teachers about strategies, results, and types of follow-up they can do in the classroom to support continued progress.
- Conduct a follow-up assessment several weeks after the intervention to determine the degree to which students maintain the gains they achieved during the intervention cycle.
- Maintain records of assessments, student data, and intervention strategies utilized.
- Collaborate and plan with other intervention faculty to ensure that services are coordinated across grades and across content areas.
- Advise Steering Committee on refining and extending this intervention model at the middle and high school levels so that it has the greatest positive impact on student learning.

Structure:

- Two half-days per week (20% FTE)

Funding Sources:

- Medicaid Reimbursement Funds (*purpose of these funds is to support intervention and prevention*)
- Title II funds

George suggested that we only need to post this position (.20 Elementary Assessment & Intervention Specialist) and Chris agreed. Regina will post the position as soon as possible.

- c. **Teacher Appreciation Day** will be on Monday, May 5th.
- d. **Testing** - Regina distributed reports on NECAP testing and explained some of results with the Board.

Executive Session

The Board entered Executive Session on a motion by Chris Tormey, second by Tim Gochey at 7:12 p.m. to discuss personnel. The Board returned to open session on a motion by Tim Gochey, second by Chris Tormey at 7:53 p.m. So voted.

- 6. Superintendent's Report: George Burlison
 - a. **FY2008 Financial Update** was distributed to the Board. George reviewed it with them and answered questions. We are currently in a good financial position.
 - b. **Contract Renewals/Process Update** - George discussed the process for contract renewals. He will send a list of expected renewals to the Board before the next meeting. Chris asked Regina to talk about what is being done this year as far as evaluations. Regina said she has spoken with Charlie Wanzer about observing in everyone's classrooms and setting goals. The evaluations haven't taken place yet.
 - c. **Petition** - There are petitions circulating for a revote on the Cabot School budget for 2009 and the new Music building.

7. Board Discussion

- a. **District Meeting (Presentation Format Review)** - The Board felt their presentation went very well and didn't seem to be too long. The Board hasn't heard anything negative about the presentation itself. Roman asked if we could have the school district meeting in the morning rather than the afternoon. Chris said we'd have to discuss it at the district meeting in 2009 to get it pre-approved by the voters in order to do it in 2010.
- b. **Fundraising for New Music Building** - Chris has been talking with David Larcombe, the Business Manager about fundraising. An account will be set-up through the Superintendent's Office to accept donations for the new Music Building. This money would only be used for the new Music Building. The Board would like David to address the question: if this is going to be an ongoing fundraiser, would it make more sense to put this into a separate account through the WNESU or does it make more sense to have a bank account at the Merchants Bank under Cabot School?
- c. **School Board Goals** - Roman asked the Board to focus on their Board goal priorities and bring them to the next Board meeting for discussion.

8. Board Action

- a. On a motion by Chris Tormey, second by Roman Kokodyniak the Board approved the Elementary Assessment and Intervention Specialist position (.20) to be funded by Medicaid and Title II funds for the 2008-2009 school year. 3 - Yes, 1 - No
- b. On a motion by Chris Tormey, second by Tim Gochey the School Board agrees to: accept donations that come in to support the new Music Building, setup a designated account for those funds, to keep track of those funds, and to use those funds only for the purpose designated (supporting the new Music Building). So voted.
- c. On a motion by Chris Tormey, second by Tim Gochey the Board approved Jackie Scribner be rehired as Vocational bus driver for 2007-2008. So voted.
- d. On a motion by Chris Tormey, second by Tim Gochey the Board approved the following coaches/assistants for 2007-2008:

Kathy Menard	Girls' Softball - Head Coach
Clyde Whitney	Girls' Softball - Assistant Coach
Joanna Christman	Girls' Softball - Assistant Coach

So voted.

9. Adjournment

On a motion by Chris Tormey, second by Tim Gochey the Board adjourned the meeting at 9:24 p.m. So voted.

Respectfully Submitted,

Joanna Brickey
Transcriber

