

ROCHESTER-STOCKBRIDGE UNIFIED DISTRICT

BOARD OF SCHOOL DIRECTORS

REGULAR MEETING

TUESDAY, SEPTEMBER 4, 2018 – 6:30 PM

@ STOCKBRIDGE SCHOOL

APPROVED MINUTES

1. Call to Order
 - 1.1. Carl called the meeting to order at 6:37pm.
 - 1.2. In attendance were school board members Amy Wildt, Megan Payne, Carl Groppe, Janie Feinberg, and Jenny Austin; Superintendent Bruce Labs, Co-Principals Lindy Stetson and Bonnie Bourne; SU business manager Ginger Maston; and one member of the public.
2. Adjustments to the Agenda
 - 2.1. Communication and outreach – add to agenda
 - 2.2. FY18 financial updates – add to agenda
 - 2.3. One Planet – move up in agenda
3. Consent Agenda
 - 3.1. Approve Minutes of Tuesday, June 5, 2018 (Regular)
 - 3.1.1. Megan made a motion to accept minutes and Janie seconded. Motion approved.
 - 3.2. Approve Minutes of Tuesday, August 7, 2018 (Regular)
 - 3.2.1. Amy made a motion to accept minutes and Janie seconded. Motion approved.
4. FY18 Financial updates
 - 4.1. FY17-18 financial reports have been submitted to the State but have not been audited. Ginger Maston, business manager, noted that it is likely that there will be adjustments made to the numbers before it is to be considered final.
 - 4.2. It was noted that the special education expense was higher than anticipated for both schools. Carl noted that looking forward Deb Matthews usually starts from scratch, with each year following years' budget starting based on existing students and anticipated needs for the year. There was the question regarding wondering what the special education school assessment is based on. Amy questioned why Stockbridge and Rochester have similar special education costs, but student numbers are much higher for Rochester. Carl noted it is based on a formula calculated at the SU level, with one factor being the ADM count at each school.
 - 4.3. The special education expenses are shown under different categories for each school. Ginger noted this is a result of using last years' software system and that the two schools had been set up differently in the past. Moving forward it was noted that the end goal is to have the same line item headings for each school so that they can be viewed side by side.
 - 4.4. There is some money available at the supervisory level that can be allocated for helping to

- get kids up to grade level by grade 3. Bruce commented they will be using the 2004 book *Delivering on the Promise*, which is about a school district in Washington that got 95% grade level in 6 years, as a model. Bruce noted they may try to bring back some retired teachers to work part time and integrationist staff members to help write a plan to move forward.
- 4.5. Rochester has been working on shifting food service expenses in the right direction in the last few years.
 - 4.6. Carl questioned why the transportation cost was higher than anticipated in Rochester. He noted this is usually a set cost and doesn't typically deviate by much from what was budgeted. Ginger noted that this would be looked into.
 - 4.7. Carl noted that Erate was reported differently between the schools. Carl requested that Erate was submitted for and money received. It was clarified that Erate is money used to subsidize technology and is a federal government program.
 - 4.8. Ginger noted that financial summaries should not be considered final.
 - 4.9. Other / Moving forward
 - 4.9.1. Ginger noted that the SU is using new software for financials, which is different than prior software and it has taken some time to get items into the correct categories.
 - 4.9.2. Amy questions which format we will be looking at moving forward? Ginger noted they will be developed so that each school has the same line items and categories so that they can be viewed side by side.
 - 4.9.3. Carl asked about residency validations for students. Ginger believed that Stockbridge does not require a residency voucher that requires documentation of residency. Carl noted that Stockbridge has required documentation, including if the students last name is different than the person they are living with. The topic of residency validations was discussed and it was decided that Rochester and Stockbridge do want to have residency validations. The frequency of validations was also discussed. Ginger recommended that residency validations occur either every year or not to have them, because it can be tricky when you have them at intervals with families coming and going. The board directed the SU to conduct residency validations every year and this can be reassessed at a future time if needed to determine whether this process is working.
 - 4.9.4. Ginger asked about what payment cycle the board wanted to use for paying for tuitioned students (i.e. payment to middle schools and high schools for RSUD students). This is new to the Town of Rochester. Ginger noted Stockbridge is the only town in the SU that pays tuition bills up front. There was discussion regarding payment cycle. Ginger recommended paying by semester. Board agreed and directed the SU to pay tuition bills by semester.

6.0 One Planet

- 6.1 Carrie McDonnell stated that a letter was sent out to parents about cuts to the program. There are eight schools covered by the One Planet after school grant, with three different grant cycles. We are in year four of the current grant. The State wants to see sustainability within the One Planet program. This year, Carrie noted it will be requesting to fund for 50% across the board. Do we want to continue with the current programming or do we want to make changes? One Planet is thinking about expanding from four to five or six weeks during

the summer. There is good attendance level at the summer camp program. Cuts result in lowering enrichment during “gap” program at the beginning of the school year, lowering enrichment during partial school weeks, and likely to cut at the end of the school year. The next grant is due in February. Carl suggested getting parents input on programming – whether parents would prefer additional summer programming or keeping enrichments, etc. Carrie noted she is going to reach out to administrators to facilitate conversation regarding outreach and assistance with the grant writing process.

7.0 Board Comment – none

8.0 Principals Report

- 8.1 53 students in Stockbridge and 92 in Rochester.
- 8.2 In Stockbridge a new food services person has started training with Willy. She came today to look at the kitchen and started to take inventory and is getting fingerprinted next week. Until the new food services staff is in place, Bonnie has been transporting lunches prepared in Rochester to Stockbridge. Lindy has been the breakfast food services person. Jordan Swank ordered some items to have available for snack time. Bonnie noted that schools across the State have been having trouble finding staff such as food services, custodians, etc. due to a decrease in the State's unemployment rate. Bonnie to send a note on behalf of the Board to the Rochester food staff to thank her for her help with resolving the lack of a food services staff in Stockbridge.
- 8.3 Lindy noted they are working on hiring a PE teacher for Stockbridge. They have a lead on a potential long-term sub, and Bruce noted he may have a lead on a potential PE staff person. It was noted that part of the difficulty with this position is that it is not a full day of PE class, and has a gap for lunchtime in the middle. It is difficult to find someone with this gap in their schedule.
- 8.4 Mulch has been delivered for sprucing up the Stockbridge playground. They received a quote for a new fence for a pre-K play area that was \$2500 higher than the quote originally given, therefore the school is looking into getting two more quotes.
- 8.5 Janie commended Bonnie and Lindy for their collaboration and working together.
- 8.6 First joint Rochester and Stockbridge field trip is next Friday with Rochester grades 4-6 and Stockbridge 5-6 going snorkeling in the White River.
- 8.7 Staff from both schools are getting together on the first ½ day. Bonnie and Lindy will present a summary at the October meeting.
- 8.8 Rochester school is modeling the Stockbridge newsletters that go home to parents.
- 8.9 Janie noted the desire for increased visibility in the Randolph Herald.

9.0 Action Items

9.1 School Director's Order

- 9.1.1 Amy made the motion to approve the standing director's order to disburse payroll without board members needing to directly release the funds. Megan seconded. Motion approved.

9.2 Communication

- 9.2.1 In regards to social media there is an RSUD Facebook page. The community is encouraged to utilize the RSUD Facebook page in lieu of Town Facebook outlets

if choosing to post on social media. Bonnie stated Rochester is updating their Facebook page. It was noted if there are school Facebook pages that they need to stay updated.

9.2.2 Bonnie mentioned a program called *Let's Talk* that she has used at another school which has been an effective means of communicating with the public.

9.2.3 Megan noted that she has heard a lot of input from the community, and that they don't necessarily take the extra step to call the principal and instead ask the board questions. Bonnie recommended that the Board can tell people that they can get their number to give to Bonnie or Lindy to make that interim step between community and the school. Bonnie and Lindy are both open to communication with parents and having parents come to them with questions.

9.3 Food Services Director

9.3.1 Carl noted that the board had not formally accepted the resignation of Jordan Swank, Stockbridge food services director.

9.3.2 It is with great regret that the School Board accepts the resignation of Jordan Swank and wishes him the best in his future endeavors.

10.0 Discussion Items

10.1 Building Committee

10.1.1 There is no building committee at this time. Jenny noted that when it is time for the formation of such committee she knows of two individuals that would be a good fit to be on the committee.

10.1.2 Bonnie is looking into getting input on buttoning up the Rochester facilities for winter. She is also in contact with the phone companies regarding the number of lines needed at Rochester.

10.1.3 Chelsea or Tunbridge hired a civil engineer to go through the building to assess plumbing, heating, etc.

11.0 Public Comment

11.1 Carrie McDonnell noted that an expanded pre-K has been wonderful for the community. Speaking on behalf of parents that may not want to having families commit to participating in the pre-K program, Carrie is wondering if this can be more flexible, for example making Friday an optional day. Janie commented that it is difficult for the teacher to have varying numbers of kids on different days. Research suggests otherwise. Megan agreed with having flexibility. Janie commented that if we make a change then there would be different programming for the two schools. Carl noted that this is a new program and suggests sticking with it for a while and seeing if it is something that works. Amy noted that this may be a shock to parents coming into the pre-K system and the current programming wasn't expected. Bonnie noted that because of the shortness of time Rochester hasn't been "set" in stone. Bonnie noted that there is a 25-hour minimum for a subsidized funding. Therefore, that would not be possible in a 4-day program. Bonnie is committed to keeping consistency in the classroom. Carrie commented that this is a good change for the community. The expanded day from 2.5 hours to 5 hours has been great for the classroom teacher.

11.2 Public comment – heard that there is an opportunity for early arrival; what is this? Bus

routes are such at Stockbridge that allows for the early arrival that occurred prior to last year. Kids can arrive for “early birds” at 7:30am and prior to classes starting can participate in either community wellness or buddy math. Rochester kids are going to class at 7:45am.

- 11.3 Megan said questions have been asked from the public regarding the money spent for refrigerators in every classroom at Rochester. Bonnie noted this came out of the equipment line item. There was a high number of kids in the gym before school with not enough supervision. She noted that kids have breakfast in the classroom, and that they have gained 15-20 minutes by going to the breakfast in the classroom model.

12.0 Other

- 12.1 Bonnie noted that this year there is an increase in time spent on literacy and math to be within the standard range that is recommended by best practices in elementary education. In order to accommodate this, there needed to be a decrease in the amount of time committed to arts. Each school has 90 minutes for literacy and 75 minutes for math. Bruce noted this is a result of an administration meeting in May. Bruce noted that absenteeism, especially in Rochester, can be an issue on being able to reach grade level.
- 12.2 In regards to programming to help attain grade level by grade 3, Bonnie and Lindy are establishing goals for both schools, and can present what they are working on next month.
- 12.3 First board training is this Thursday, Sept. 6.

13.0 Next Meeting Date

- 13.1 **Tuesday, October 2, 2018 @ Rochester**

14.0 Adjourn – 8:55 pm

Respectfully submitted,
Jenny Austin