

## Windham Elementary School Board

September 8, 2020 Meeting Minutes-DRAFT

**Present via Zoom:** Beth McDonald, Russ Cumming, William Anton, Mickey Parker-Jennings, Kord Scott, Kathy Scott, Tom Widger, Eileen Widger, Bill Dunkel, Crystal Corveau, Gail Wyman, Erin Kehoe, Maureen Bell, Carolyn Partridge, Bridgett Blanchard, Kathy Jungermann, Howard Ires, Skip Raymond, Michael Simonds, Robert Bingham

**Call to Order:** 4:01 pm

**Additions or corrections to the agenda:** Russ requested adding a discussion of a pending special school district meeting scheduled for Sept. 15, 2020—added under new business. (Prior to the meeting, Beth requested revising the agenda sequence to move up discussion of item 7.a., 16 V.S.A. §429 Government of school districts, and move down item 7.d., Bills and Pay Orders.)

**16 V.S.A. 554:** In the absence of a third School Board member, a quorum was established by two members being present. William Anton, Superintendent of Windham Central Supervisory Union (WCSU) who originated the Zoom conference call, asked the Vice-chair, Beth McDonald, if it would be all right if he facilitated the meeting agenda as prepared by the clerk, Russ Cumming. He also asked if Mr. Cumming agreed and both members of the board consented to his facilitating the meeting.

### **Resequenced item:**

- a. **16 V. S. A. § 429 Government of School Districts §429 Loans** Russ asked to review the statute that deals with the School Board asking for loans from the Town's surplus fund to provide funding for school expenses prior to the receipt of education taxes. Russ offered a draft motion. After brief discussion, the motion was revised (deletion of 'monthly') to read:

*The Windham Elementary School Board requests loans from the Town of Windham, with no interest charged, sufficient to meet the financial obligations of the Windham Elementary school from July 1<sup>st</sup> 2020 to December 31<sup>st</sup>, 2020 or until the State of Vermont remits the Education Spending Grant to the Town of Windham. This request may be renewed annually at the June School Board meeting.*

Motion was moved by Russ and seconded by Beth. The motion passed. Mr. Anton asked that the clerk relay the request to the Windham Select Board in a format that would meet the statute requirements.

**Consideration of applicants interest in filling the vacant School Board position:** Mr. Anton reported on correspondence received from two individuals, Carolyn Partridge and Erin Kehoe, interested in filling the vacancy on the School Board. Mr. Anton asked for nominations. Beth nominated Carolyn Partridge, Russ seconded the nomination. Mr. Anton asked for additional nominations and Russ nominated Erin Kehoe. Beth seconded the nomination. Mr. Anton asked if there were any additional interested parties; there being none, the nominations were closed. Each candidate was granted 3 minutes to state their interest in serving on the board. Upon completion of the candidates' statements, Mr. Anton asked for the board members to express their views.

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Beth expressed she supported Carolyn based on her many years of experience serving on the board and valued her experience. Russ expressed his belief that Erin's qualifications, as a mother of 3 children in Windham, her educational background and business experience, were ideal for the position.

Mr. Anton then called for a vote on the nominated candidates. Motion to appoint Carolyn Partridge: Beth voted yea, and Russ voted nay. Motion to appoint Erin Kehoe: Russ voted yea, Beth voted nay. There being no consensus, the motions failed. Mr. Anton then advised that the unfilled position would move to a town wide vote. Mr. Anton asked Beth as Acting Chair to contact the Town Clerk, Michael McLaine, to establish a date and time for such an election. Russ asked Beth to request a waiver to the 60 day notice rule for the vote to coincide with the national election on Nov. 3, 2020.

**Public comments:** Mr. Anton asked if there were any comments from the public. Several members of the public commented on the candidates.

**Correspondence:** There was no additional correspondence other than the candidates' letters of interest in the open position and two brief letters received in support of one candidate.

**Approval of minutes:** The minutes of Board meetings on August, 3<sup>rd</sup>, 10<sup>th</sup> and 19<sup>th</sup> were offered for approval and discussion. Beth motioned for approval and Russ seconded. No corrections were noted. The motion passed.

### **Old Business:**

- a. **16 V. S. A. § 429 Government of School Districts §429 Loans:** This was discussed earlier.
- b. **Recommendation of the WCSU for HVAC maintenance and testing:** At a Special School Board meeting on Aug. 19<sup>th</sup> the board reviewed and discussed the recommendation of the Director of Operations of the WCSU to comply with the recommended air quality standards set by the Agency of Education (AoE) and the Vermont Department of Health (VDoH). Russ offered a draft motion. After brief discussion, the motion was revised (replace 'COVID-19 coordinator' with 'Director of Operations') to read:

*The Windham Elementary School Board accepts the recommendation of the Windham Central Supervisory Union to engage Alliance Mechanical to complete the work outlined in the proposal from Alex Rowe of Efficiency Vermont dated 8/14/2020. The scope of the work is as suggested by the Director of Operations for the WCSU dated August 13, 2020.*

*In addition to authorize the School Board to purchase two (2) additional air filtering units at \$695 each. They are Alen model 45i, BreathSmart units, to be used one in each classroom. Any additional filters may be ordered without board approval.*

Motion was moved by Russ and seconded by Beth. The motion passed.

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- c. Bills and Pay Orders: This was moved to later in the meeting. See below.
- d. Discussion of Weighting study: Mr. Anton asked Representative Carolyn Partridge to elaborate on her conversations with other State legislators held earlier in the day. Carolyn indicated there was still a core group of interested legislators working to move the Weighting Study forward. Carolyn indicated it would most likely not be moved on in the current legislative session. Windham and other towns will still hold out hope for some relief in the way of a revised weighting formula. Legislators will take it up again in January.
- e. Average Daily Membership: Mr. Anton asked Russ to comment of this item. Russ discussed the process whereby students are counted during the 11<sup>th</sup> to the 30<sup>th</sup> day of school to calculate Average Daily Membership (ADM). He related that during this current school year, 12 students were expected, but 4 of these will be home-schooled, resulting in a student population of 8. If a home-schooled student interacts with the teacher principal for one hour, the ADM could increase by .03. He pointed out that this year's low ADM translates into a reduced Equalized Pupil (EP) count when drafting the budget for the 2021-2022 school year. If the Town level-funds the 2021-2022 school budget and the EP count is 13 (the average of last year 19 and the current year 8) the homestead tax rate would be in the range of \$3.30 to \$3.40 per one hundred dollars of assessed value, almost double what it is currently. (Estimated cost calculations attached.)

Mr. Anton asked Representative Partridge to weigh in. Carolyn explained that the Chair of the House Education Committee is aware of the impact of COVID-19 on ADM and intends to address it. It was suggested that districts may be able to use last year's ADM. This will be reviewed during the January legislative session. Mr. Anton offered that the Superintendent's Association and the Vermont School Board Association are advocating for a "Hold Harmless" provision for counting ADM for 21-22 school year and Bill also expressed confidence that something will be done in January. Discussion followed.

Mr. Anton lost the connection to the meeting at approximately 5:10 p.m.

- f. Bills and Pay Orders: There was a brief discussion of where the funds originate to meet the expenses of the Windham Elementary school (please refer to item (a.) above). Beth offered a summary of the Pay Orders #'s 4 to 10. Russ noted that the 7 pay orders totaled \$164,354 which represents more than 40% of the school budget approved for this fiscal year and the school year has only just begun (pay order summary attached). He stated there was not enough detail in the summary. He asked for the same level of detail that the Town Treasurer provides to the Selectboard since the School Treasurer and Town Treasurer are the same person. The detail requested includes the name of the payee, the service or supply offered, the amount to be paid, and the appropriate budget line item. Beth agreed to discuss the request with the School Treasurer. No action was taken.
- g. Bus route for middle and high school students: Beth asked Kord Scott, the school bus driver, if the timing and routes had been finalized. Kord reported that he was ready to go for the year.

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Kord also reported the Town's road crew had done an outstanding job of maintaining and grading the roads and they were in the best shape he has ever experienced. Russ motioned to approve the bus route and Beth seconded. The motion passed.

h. Principal's report: Mr. Parker-Jennings gave the Principal's report (see attached).

Mr. Anton returned to the Zoom meeting at approximately 5:28 p.m.

i. The Superintendent's Report: Mr. Anton offered the Superintendent's report (see attached).

### New business:

a. Required policy regarding prevention of sexual harassment: Mr. Anton explained that the new policy is a result of a change in the law effective August 14, 2020. The Vermont School Board Association recommends adoption of the policy. Mr. Anton suggested warning the policy tonight and moving to formally adopt it at the next meeting. Motion to warn adoption of the new policy regarding prevention of sexual harassment was moved by Beth and seconded by Russ. The motion passed. Action to adopt will be taken at the October 5 meeting. The revised policy is available at the Town Office, Windham Elementary School, and on the WCSU website.

### Item added:

b. Acceptance of the Auditors report for the 2019-20 School year: The school audit was not acted upon at the March Town meeting as Laurie Garland, CFO of WCSU, has not had a chance to review it. Acceptance of the audit was moved to a special meeting on April 2, 2020 at 6 pm. That meeting was subsequently adjourned to Sept. 15, 2020 at 6 pm due to COVID-19. The Sept. 15<sup>th</sup> meeting to accept the school auditors report for the year 2019-2020 will be adjourned to the next Town Meeting in March of 2021.

### Adjourn:

Beth motioned to adjourn the meeting at 5:36 pm. Russ seconded.

Respectfully submitted,

Russ Cumming, Clerk

Windham Special School District Meeting Minutes  
Windham, VT  
April 2, 2020

Having been warned, the legal voters of the Town of Windham were to meet at the Meeting House in Windham, Vermont on Thursday, April 2, 2020 at 6:00 p.m. In accordance with State guidelines governing the COVID-19 pandemic this full meeting was to be adjourned to a time and place certain.

The Special School District Meeting was called to order at 6:02 p.m. by Michael McLaine, serving as duly elected 2020 School Board Moderator.

The legal voters of the Town of Windham are hereby notified and warned to meet at The Meeting House in Windham, VT on Thursday, April 2 at 6:00 PM to act on the following article:

Article 1: To act on the report of the Auditors.

Motion: To adjourn this meeting to September 15, 2020 at 6:00 p.m. — moved by Maureen Bell, seconded by Peter Chamberlain.

Vote: The motion passed.

Respectfully submitted,

Maureen Bell  
Selectboard Chair

Attest: \_\_\_\_\_  
Michael McLaine, Town Clerk

Approved: \_\_\_\_\_  
Antje Ruppert

\_\_\_\_\_  
Beth McDonald

\_\_\_\_\_  
Russ Cumming

Assumptions: WES 20-21 budget is \$408,591. Using the same amount less the \$40,500 small school grant, and including the states transportation grant (11,000) . This starts with a budget of \$368,091 to be funded with HS-ED taxes. Equalized pupil count varies in the calculations.

	13	14	15	16	17	18	19	20
Equalized pupils								
budget line 14	\$ 368,091.00	\$ 368,091.00	\$ 368,091.00	\$ 368,091.00	\$ 368,091.00	\$ 368,091.00	\$ 368,091.00	\$ 368,091.00
Ed spend/EP line16	\$ 28,314.69	\$ 26,292.21	\$ 24,539.40	\$ 23,005.69	\$ 21,652.41	\$ 20,449.50	\$ 19,373.21	\$ 18,404.55
Excess spending line 25	\$ 18,756.00	\$ 18,756.00	\$ 18,756.00	\$ 18,756.00	\$ 18,756.00	\$ 18,756.00	\$ 18,756.00	\$ 18,756.00
spending over limit line 26	\$ 9,558.69	\$ 7,536.21	\$ 5,783.40	\$ 4,249.69	\$ 2,896.41	\$ 1,693.50	\$ 617.21	\$ (351.45)
2 x excess penalty	\$ 19,117.38	\$ 15,072.43	\$ 11,566.80	\$ 8,499.38	\$ 5,792.82	\$ 3,387.00	\$ 1,234.42	
PP for calculating HS tax line27	\$ 37,873.38	\$ 33,828.43	\$ 30,322.80	\$ 27,255.38	\$ 24,548.82	\$ 22,143.00	\$ 19,990.42	\$ 18,756.00
Property yield set at	\$ 10,883.00	\$ 10,883.00	\$ 10,883.00	\$ 10,883.00	\$ 10,883.00	\$ 10,883.00	\$ 10,883.00	\$ 10,883.00
HS tax rate	\$ 3.48	\$ 3.11	\$ 2.79	\$ 2.50	\$ 2.26	\$ 2.03	\$ 1.84	\$ 1.72
CLA from 2019 line32	102.23	102.23	102.23	102.23	102.23	102.23	102.23	102.23
Adjusted tax rate/ 100 assessec	3.40	3.04	2.73	2.45	2.21	1.99	1.80	1.69

Windham Elementary School Pay Orders September 8<sup>th</sup>, 2020

<u>PO#</u>	<u>Date</u>	<u>Amount</u>	<u>Description</u>
04	7/17/20	\$2702.94	Payroll
05	7/31/20	\$2702.94	Payroll
06	8/03/20	\$118,663.52	Firstlight Fiber, Lifethereal (face shields), Learning A-Z (online Reading), Quill, Sara Wunderle, Scholastic Magazine, Vehi Health Program (\$5,946.31 Void, see PO#8), Vermont Principal's Association, WCSU (\$109,545 Void, seePO#8), Jelly and Bean (books), Voyager Sopris Learning (Reading)
07	8/03/20	\$531.00	Alan Partridge, Rick Weitzel
08	8/10/20	\$30,047.04	Corrected items from PO#6 Vehi Health \$2,660.79 WCSU \$30,047.04
09	8/14/20	\$2807.98	Payroll
10	8/28/20	\$6899.14	Payroll

# School Board Report

Windham Elementary School

9-8-2020

## **Academic Proficiency:**

-Fawn Woudenberg, a member of the WCSU AST team, was here during our week of summer school to do some assessments on our students. She did multiple language arts activities individually with each student to determine their reading and comprehension levels. This helps us to know the proper instructional and independent reading levels for our students ensuring we are using appropriately leveled materials in both situations. We will now be able to start with high quality individualized language arts instruction for all our students within the first few days of school.

## **Personalized Learning:**

-New subscriptions to multiple online learning sites such as Manga high, E Spark, Prodigy, Gynzy, and Raz-Kids will make personalized learning much more individualized, while also giving students options for at home learning on our remote Wednesdays. Each of these sites also helps us to track progress throughout the year in both math and LA.

## **High Quality Staffing:**

-We have applied for another grant from the Vermont Arts Council to get teaching artist Susan Haefner back into Windham School. Susan has worked with our students on multiple occasions over the past 10 years through the Weston Playhouse Early Stages program. She is a talented theatrical performer who has performed on Broadway! This all under the assumption she will be allowed in the building this year, otherwise we will do everything with her outdoors or virtually.

-With thanks to Craig Roach, principal of Townshend Elm. School, we will have Carla West back for two afternoons of PE again this year.

## **Safe, Healthy Schools:**

-Two new air purifiers have been ordered to help with improved air quality in the building.

-The new tents have been set up so that students can spend much of their day working outdoors.

-Inspection of the HVAC system to begin the week of September 14<sup>th</sup>.

-Paul, Sara, and Mickey all met with Dan Chotain, the custodian hired to help with the newly increased school cleanings, on August 24<sup>th</sup>. Dan will be here every Wednesday to do a deep cleaning and disinfecting of the school while students work remotely that day.

## **Financial Efficiencies:**

- Our new Foundations materials have arrived for use this year in LA.

-With thanks to Wayne Kermenski, principal at Marlboro, we also have some new math materials on the way as part of the Bridges program.