

**THETFORD TOWN SCHOOL DISTRICT**  
**Tuesday, September 19, 2017**  
**Thetford Elementary School Art Room**

**APPROVED MINUTES**

Kristen Downey convened the meeting at 6:33 p.m.. The following were present: Julie Acker, Charlie Buttrey, Kristen Downey, Scott MacPhee, School Board; Kevin Petrone, TES Principal; Sandra Stanley, OESU Superintendent

**PUBLIC PRESENT:** None

**AGENDA REVIEW:** Agenda approved with amendments.

**MINUTES REVIEW:** MOTION: (Buttrey/MacPhee) moved/seconded to approve the minutes of the September 5, 2017 Board meeting (Downey abstained; unanimous approval).

**REVIEW AND APPROVAL OF ORDERS:** MOTION: (Acker/Buttrey) moved/seconded to approve accounts payable orders # 6146 and 6167 and payroll warrants # 6139 and 6144 (unanimous approval).

Contracts to sign per Stanley: pre-K services - 4 pre-K programs: Caring Community Preschool, Maple Leaf Children's Center, Little Feet Children's Center, Montessori School of Central Vermont. These are standard pre-K contracts TTSD has every year and required by the State. No changes since last year. The reimbursement rate has gone up slightly.

MOTION: (Buttrey/MacPhee) moved/seconded to authorize the vice chair to sign all 4 contracts.

**PUBLIC COMMENT/CORRESPONDENCE:** Acker received an email from Thetford resident Rebecca Yukica in support of an Act 46 relationship/partnership with Dresden, speculating that students in both communities would welcome the option of both schools. She questioned the language in the minutes that implied Thetford residents would not favor a relationship with Dresden; Acker clarified that she did not think Thetford would vote to become part of Dresden Interstate School District but that the board had decided to continue to research partnership options.

**PRINCIPAL'S REPORT** (Kevin Petrone): TES is into it's 2<sup>nd</sup> full week of school. Meetings are ongoing with grade level teachers to review curriculum plans for the year and discuss how to weave PBL into curriculum throughout the year. New staff this year, important for them to work with established teachers. Now that school is in a routine, starting regular meetings: SST meetings start this week – classroom teachers, psych, KP, guidance, math and reading specialists to talk about kids – socially, emotionally or academically. Not just for kids in need, but kids who are excelling as well. Outline – Monday afternoons are dedicated to staff meetings one hour after

school – professional and paras, K-2 meets every other Monday, 3-6 meets every other Monday and specialists participate. Datawise: at the leadership team meetings they've been talking about all OESU schools and how to collect data across all schools. Decided that the teachers will participate in an online course called Datawise that focuses on how to run an efficient meeting with agenda, staying on task and using data to inform instruction. How to create common assessments and how to plan next steps. The online course is required. 11/26 is deadline to finish the course.

The block of time on Fridays for all school meetings is now set aside each week, freeing up 45 minutes every Friday for other activities. Some ideas are all school sing a longs, buddy classes with PBL across the grades. Petrone is looking to maximize that time. The 1<sup>st</sup> all school meeting was hosted by McLaughlin's 6<sup>th</sup> grade to set expectations for the meetings. Next meeting, selected with great fanfare, is Ms. Gray's 1-2 class.

MacPhee asked if there is mentoring program for the new teachers? No per Petrone, but he is checking in on them frequently. There are a lot of people they can go to, but nothing formal. MacPhee stated this would be beneficial. Buttrey raised this issue during last teacher negotiations. Stanley agreed and there are administrative reasons to have this, in a Title 1 school you have to have one as part of Federal grants, but TES is not a Title 1 school. Petrone said one caution with a formal program is the accountability piece for the mentor. Discussion followed. Petrone suggested perhaps retired teachers would be willing to participate. Oct 5, 5:30 -7pm is back to school night. Kids are invited and they show their work.

Buttrey noted that Valley News reported VT SBAC test scores. It's snapshot. Correlation with financial resources and test scores. Stanley said she is aware schools where there have been opportunities to do practice tests online, if no practice opportunity, they won't score as well. Discussion followed. Acker would like to review results at a future meeting.

Math coach Sharpless and 5<sup>th</sup> grade teacher Harrington are taking a close look at the SBAC data. Sharpless has started a math club at recess.

**DISCUSSION OF SPECIAL EDUCATION POSITION:** The LEA representative (Local Education Agency) is the designated person for the district who has the final say in approving special education services and placement. Stanley began a discussion about a year ago with Petrone and Darrah regarding the time being LEA takes out of Petrone's work as Principal. Together they came up with a solution of having a position, primarily for working with TA students, as well as overseeing elementary and secondary students at alternative programs. This position would be doing what Petrone has done as LEA representing the school district, making sure the technical aspects of special education are implemented. There are currently 35 students at TA on IEPs, and Petrone is in charge of those TA students. This position would represent TTSD as LEA but also to be a presence that can support Kevin and do some things that haven't been done in the past. Needs to be a fully qualified person and full time. The position would be hired by OESU and paid by TTSD. 56% reimbursement from Federal. Responsibilities would

include monitoring the programs and the decisions made for the IEP's, to be sure that kids are getting needs met and also be respectful to the taxpayers. It is unusual for the principal to be the only LEA in a district.

The position would provide reports to the Board, and communicate between OESU, TES, and TA. This is not a case manager. MacPhee is very supportive because it allows Kevin more time to be the principal. Stanley envisions this person to be at TA checking in on TA students on IEP's and observe those students, talk with the TA case manager, be sure accommodations are in place. This person will be the gatekeeper as well to determine appropriate services. This person will be able to use space at TES too. Petrone doesn't get to do that observation at TA because he's needed at TES. It would be a regular teacher's OESU contract. This person would do academic assessments themselves instead of outsourcing. TA is also starting a new billing procedure which will be more complicated, and this person can oversee.

Acker asked about the organizational structure. OESU is the LEA and OESU designates different people to be LEA's. Thetford's is Petrone. This new person would be designated as LEA and would report to Kevin as a "Secondary Services Coordinator." This person would be Petrone's responsibility. Acker asked why specify for just grades 7-12, what about at TES as well? Would that be helpful for paperwork and administrative duties? Petrone replied that most of the paperwork at TES is done by the case managers. It could be helpful for preschool and attending meetings for preschool. Petrone feels like he is in close contact with special ed at TES and still wants to be involved in the LEA role here. This person will be a liaison between public school requirements and independent school practices. This person would be evaluated by Petrone as well. It would be a 1 year probationary period in an OESU contract, looking to hire for the next academic year. Acker is fully supportive of this idea. Stanley has met with Bugg and Sanders-Dame (TA Sp. Ed. Director) a couple of times; they are supportive.

**REVIEW OF ANNUAL REPORT AND PROPOSAL FROM BEN MERRIL:** Acker emailed the agreement with estimated pricing to Board members before the meeting. Acker would like to compare printing and postage costs from last year with Merrill's proposal. Merrill's estimate = Approximately \$4,700 plus postage. Acker will set up a drop box for photos. moved/seconded to authorize the vice chair to sign the contract with Ben Merrill (Buttrey/MacPhee).

**DISCUSSION OF OCTOBER MEETING DATES:** Darrah had proposed adjusting the meeting schedule to avoid a 3 week gap heading into budget season. Discussion followed. It was decided not to hold a local meeting at Oxbow before the OESU meeting, shifting the meetings to 10/10 and 10/24 in Thetford.

**OTHER BUSINESS:** None.

**ADJOURNMENT: MOTION:** (Buttrey/MacPhee) moved/seconded to adjourn the meeting at 7:32 p.m. (unanimous approval).

**FUTURE MEETINGS:**

10/03/17	OESU Meeting (at Oxbow)	7:15 p.m.
10/10/17	Thetford Town School District Meeting	6:30 p.m.
10/24/17	Thetford Town School District Meeting	6:30 p.m.

Minutes Prepared By:  
Amy Bosco, Minutes Clerk

RESPECTFULLY SUBMITTED,

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Julie Acker, Board Clerk