

SHARON BOARD OF SCHOOL DIRECTORS  
REGULAR MEETING  
MONDAY, OCTOBER 7, 2019 - 5:30 PM  
@  
SHARON ELEMENTARY SCHOOL  
**APPROVED Minutes**

**In attendance:**

***School Board:*** Samantha Potter, Don Shaw

***Staff:*** Keenan Haley (Principal), Bruce Labs (Superintendent), David Whitaker (Custodian, arrived at 5:40pm, left at 5:59 pm)

***Public:*** Nicole Antal (Sharon recording secretary)

1. Call to Order  
Don Shaw called the meeting to order at 5:33 pm.
2. Adjustments to the Agenda  
None
3. Assign times/time keeper  
Shaw said he will keep time to make sure the meeting runs smoothly and efficiently.
4. Consent Agenda
  - 4.1. Approve the Minutes of Tuesday, September 10, 2019 (Regular)  
***Potter moved to approve the minutes of Tuesday August 20, 2019 as written and submitted. Shaw seconded. The motion carried unanimously.***
5. Board Communications  
None
6. Public Comments  
None
7. David Whitaker  
David Whitaker, current custodian at Sharon Elementary, wanted to meet with the board. He explained that two years ago, he took over for Panciera. The position he took was salaried and had the title of Head Custodian.  
Labs explained to the board and Whitaker that there were a lot of things going on behind the scenes concerning this contract. According to Labs, the advice he got from the attorneys was that there can't be a head custodian in Sharon, as it is not a supervisory/administrative position. It would be an attempt from the board to taking him out of the union, according to the attorneys. Labs said that there is language in the union agreement about not having separate deals for one person within the union.  
Whitaker asked if the board had seen his contract and agreement signed by Laura Lewis and Barrett Williams. Shaw said it has never come before the board. Whitaker asked if the board

is willing to look at this agreement.

The board took a copy, but doesn't know what the board can or can't do with it.

Labs reiterated that to be head custodian, that person would have to supervise someone to be Head Custodian.

Whitaker argued that he does, he has a part-time custodian he supervises.

Whitaker asked the board if they had ever seen these documents he presented to them tonight.

Shaw didn't recall seeing the ones he hadn't signed. He said they had discussed this issue, but never seen this document.

Shaw asked what is the outcome that Whitaker hoped to achieve by coming before the board. Whitaker said he wants the position to be salaried and the title of Head Custodian, as outlined in the agreement he signed when he was hired.

Labs reiterated that with the new union contracts, this will not be possible. It was agreed that Dena will be contacted to get clarification, and will be discussed at next meeting, as Whitaker wants to have this resolved.

## 8. Action Items

None

## 9. Reports to the Board

### 9.1. Superintendent's Report

#### 9.1.1 Literacy Progress

Labs shared the progress of the literacy program: there is an InService dedicated to Literacy on 10/09. Teachers will be working with Aimee Toth.

Shaw asked if Toth is able to achieve the things she is supposed to with the time she has been assigned? Labs said that she hasn't complained about her time. She is part-time with this project. She is getting to know everyone, is receiving feedback from teachers.

Haley shared that there's been confusion about the format. He shared that Toth has come twice since school started. They have substitutes on days she has been in so teachers can meet with her. Amy said she was pleasantly surprised by the progress, and that teachers are willing to adjust to the new teaching method. She is very good at meeting people where they are, which is encouraging, according to Haley.

#### 9.1.2 Chain of Command

Labs shared a document he got from the internet, and wants to replicate at the SU level but also at the school levels. He would like to implement chain of command, a document that would be available on the SU website on who to talk to concerning issues (How to effectively communicate with school officials).

## 9.2. Business Manager's Report

### 9.2.1 Audit Update

The auditors are in the office. Shaw asked for a timeline. Labs think they'll have the preliminary by the end of the month.

Labs shared with the board that in the future, the districts have to think about creating programs for kids we are currently sending out of district, per the Secretary of Education's suggestion. Right now, there are 28 kids that we are sending (from all the districts, not just Sharon). Labs shared his concerns about finding space to create those programs, cost. This is something he will be talking about in the next meetings, and wanted to share with the board that this will unfold in the next couple of months/years.

## 9.3. Principal's Report

- Staff: Star assessment window has closed, staff and administration analyzed the results. Enrichment groups have started. These are multi-age group, and kids are placed based on the needs of each individual kids. The groups meet three times a week.
- We have a group of 7 teachers from UVEI coming in.
- Haley shared that there are bussing issues, up to 45 minutes late. Parents are not happy and sharing their discontentment. Bussing company has shared that there is a lack of drivers. It's been a major problem. Labs told Haley to start keeping tracks, as the bussing company are trying to do right by us. Labs shared that in the past, they have offered free field trips and free months of bussing for the trouble they have caused in other districts.
- Annual All School Hike: kids and staff do a hike at Downer every year to celebrate Hike-to-Hunger Month. It is also there that CARE Groups are being formed, which will talk about wellness, being kind, etc. in the coming year.
- The musical group The Garifuna Collective from Belize visited the school. Very positive reaction from the community and the school kids. Haley hopes to bring more opportunities like this to the kids.
- Laura Whalen is our new school counselor.
- The school is working to be compliant with the new 911 compliance. There is a State Grant, which gives 50% of the cost back to the school. Potter asked what needs to be done? Haley explained that right now, to dial 911, one has to dial 9 then 911. That would be changed to just 911. The room will also be specified for the location identification. The phones need to be away from the doors. Haley thinks the quote he received was under \$4000.
- Budget request from teachers.
- We are having teachers ALICE training.

## 10. Policy Update

Shaw said there was a policy committee last Thursday, and they reviewed 9 policies. Labs discussed briefly what those policies talk about, like Service Dogs in buildings, Social Media use, etc.

## 11. Discussion Items

### 11.1 Building and Grounds

### 11.2 Kitchen Refrigerator

Haley shared the outlines of 3 quotes, that he has gathered from Perry, Food Manager at Sharon. He recommended to the board after having reviewed the quotes to go with the fridge chosen by Perry.

### 11.3 PreK Roof

Haley has received two different ideas for the roofing of preschool that has issues with leakage.

- One is \$11,000, no warranty, and uses sealant on the whole roof. The roof stays the same.
- The other from Johnson Construction is to redesign the roof. The quote is for around \$22,000. His proposal is to reframe the roof and to add a new roofing system.

### 11.4 Paving Project

Haley shared his view on the current state of the pavement. The paving can't happen before the winter, but he urged the board to think about it for next Spring. He has met several times now with Horizon Engineering and will shortly meet with Joe Ronan, chair of the Sharon Selectboard. Horizon Engineering has given Haley a best case scenario if the town and school have worked done at the same time. Ronan also wants to discuss drainage issue coming from the school after all the ice melts from the playground. Right now, all the ice melt from the school and ends up going towards the Town library, and causes damage to the road and parking.

Haley thinks the priority for this month needs to be a new fridge and the repair of the preschool roof for now.

***Potter made a motion to more forward with the purchase of the new refrigerator chosen by the principal and the food manager for the school kitchen from the Building Reserve Fund . Shaw seconded. The motion carried unanimously.***

***Potter made a motion to more forward with the work on the roof option presented by Johnson Construction contingent on having the funds available in the Building Reserve Fund. Shaw seconded. The motion carried unanimously.***

***Potter made a motion to fund the 911 updates up to \$4,000. Shaw seconded. The motion carried unanimously.***

11.5 Budget - current numbers

Weatherell hasn't shared new numbers with the board. She is scheduled to meet with the principal to work on budgeting in the next few weeks.

12. Executive Session - Student Issue

***Potter made a motion to enter Executive Session to discuss a student issue at 6:37pm. Shaw seconded. Motion carried unanimously.***

13. Return to Public Session

***Potter made a motion to exit Executive Session at 6:45 pm. Shaw seconded. Motion carried unanimously. No actions were taken during Executive Session.***

14. Confirm Next Meeting Dates

14.1. Tuesday, November 12, 2019 - 5:30 PM @ The Newton School  
Confirmed

15. Future Agenda Items

Building and Grounds: Whitaker's Position.

16. Adjourn

***Potter moved to adjourn at 6:46pm. Shaw seconded. Motion carried.***