

NORWICH BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
WEDNESDAY, DECEMBER 5, 2012
7:00 P.M., MARION CROSS SCHOOL LIBRARY
AGENDA

This meeting will be convened in public session. Other topics arising after the posting of this notice may be discussed and acted upon.

1. Call to order: 7:00 p.m., Marion Cross School Library
2. Agenda Review
3. Public Input
4. PTO Report
5. Business requiring discussion
 - a. Five-year capital improvement plan
 - b. Mid-year progress on Board goals
6. Business requiring action
 - a. Approval of minutes: regular meeting and executive session of November 7, 2012
 - b. Acceptance of gift of \$800 from Norwich Lions Club
 - c. Acceptance of Friends grant
 - d. Appointment of Louisa Ledbetter as .2 Special Educator
7. Communications to the Board
 - a. Report of the Chair
 - b. Communications to the Board
 - c. Reports of Administrators
 - d. Report of Committees
8. Future agenda topics
9. Executive session in accordance with Title 1, Section 313 for discussion of personnel and negotiations
10. Adjournment

NEXT MEETINGS: Thursday, January 3, 2013 – Regular Meeting & Budget Presentation
Thursday, January 10, 2013 – Budget Deliberations
Thursday, January 17, 2013 – Public Hearing & Budget Adoption
(All meetings above will be held in the MCS Multipurpose Room)

Minutes of this meeting will be available for public inspection within five business days after the meeting (RSA 91-A:2). Such minutes may be reviewed in the office of the Superintendent of Schools, 41 Lebanon Street, Suite 2, Hanover, NH.

Marion Cross School Capital Improvement Plan						
Project	FY11/12	FY12/13	FY13/14	FY14/15	FY15/16	FY16/17
BDG Improv.						
Elevator Duct fumes		3,500				
Lock Project		800				
Spare Card reader		1,000				
Bdg wide T-stat replacement		800		700		
Library bump-out roof shingles						7,000
6 ERUs (1/Yr) {ARRA?}			18,600	18,600	18,700	18,700
Exterior Paint 3 yr		4,000	3,000			
Lighting Upgrade				27,000		
Sprinkler sys. Upgrade					20,000	
1898 window up-grade			3,000			
Counter replcmt Boy Rm.lobby				1,100		
Library office counter		500				
Class Rm Emergency shades		600				
Univent replcmts	10,000	10,000	10,000	10,000	10,000	10,000
Clocks & Bells		9,600				
Office Boiler rm Venting					8,000	
Security Locks- Front doors						
Bldg wide PA system		29,000				
Engineering Study steam to hot		4,600				
Totals (Bdg Imp.)	10,000	60,100	36,600	57,400	56,700	35,700
<i>Transfer to capital reserve for gym roof replacem't</i>			55,000	55,000	55,000	
SITE IMPROV.						
Venting Leach fields				10,000		
Crack Seal Sidewalks			1,500			
Rear B-ball repair & coating	3,500			3,600		
Post & rail fence extend			1,500			
plyspace post replacem't			4,000			
Green Rehab					90,000	
Tree Surgeon wk	1,175	1,200	900	800	800	800
Site Imp. TOTALS:	4,675	1,200	7,900	14,400	90,800	800
BDG & Site Totals:	14,675	61,300	44,500	71,800	147,500	36,500

2012-13 NORWICH BOARD GOALS

1. To continually underscore and re-evaluate the Long Range Planning as a means of ensuring that MCS is not only charting appropriate growth and direction, but also that any such directional change or focus is in concert with the greater Norwich school community.

Goal Group Chairs report on progress for the '11-'12 academic year

Considerations/Requests for budgetary planning for the next academic year or for future considerations

Agenda planning for LRP steering committee

Intentional focus on school safety

2. To ensure that the teaching/learning continuum reaches out to ALL students by:

- reviewing progress/status,
- considering and/or enacting appropriate policies,
- empowering staff and administration
- consider financial requirements of any related efforts.

These efforts will be focused on the following areas:

- curriculum alignment (including formative and summative assessments)
- foreign language
- technology

3. Support and enhance the transition and development of our new principal, Bill Hammond.

4. To ensure that safety and security remain preeminent concerns on a daily basis and consistent with changing societal issues and trends:

- Update and monitor policies, protocols and procedures on a regular basis
- Ensure periodic demonstrations and practice drills for all contingencies
- Continue to survey parents, students and staff
- Monitor and evaluate behavior incident reports

Long Range Planning Next Steps for 2012-13

Long Range Plan Notes

From 5/10/12 Norwich Retreat

- Need better way or more focused effort to share goal group work between groups
- Can we use goal groups to feed proposals to the board/administration and expect them to work out all the details on a proposal
- What items need to come to board? Betsy's goal group took a proposal to the principal
- Coordinate issues with daily school operation & what goal group proposes
- Role of principal in LRP needs to be central
- What can a goal group do with administration? What can goal group ask of administration
- How do we make sure we have parent, board representation on all goal groups
- How do you get board approvals for items that need board approval? Jonathan wants stipend for student council
- Are all the current goal group chairs willing to continue leading their group? Should we refresh leadership?
- Need to get clear message out to goal groups following retreat on how things will move forward

LRP next steps

- Steering committee needs to be reestablished.
 - Review the previous membership and see if changes are needed based on all the changes that have occurred in goal group chairs over the last 2 years.
 - Establish periodic (quarterly??) meetings (timed appropriately related to budget season)
 - Review existing goal groups and determine if changes are needed/recommended
- Establish some guiding principals for operation of goal groups:
 - Work that needs input/assistance from administration needs to go through principal
 - Principal serves as communication hub for all goal groups (will ensure that efforts are not being duplicated and that we leverage efforts cross group as well)
 - Steering committee needs to understand the central role the principal in the LRP (board clearly felt that the principal would serve as a hub for the goal groups to help ensure efforts are not duplicated and collaboration between groups is leveraged/directed where appropriate)
 - Steering committee then responsible for getting clear message out to goals groups on how things will move forward

Clearly define role/expectations of principal in LRP work

- Principal is central to goal groups.
- Monitors work, makes sure efforts are not duplicated and collaboration where appropriate
- Liaison between goal groups and staff where staff input/buy-in/assistance is needed
- All goal group requests to work with administration (i.e. requests for assistance from John Aubin, Joanne Roberts, Jonathan Brush) MUST go through principal

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Agenda planning for LRP steering committee

Intentional focus on school safety

We have focused on several areas of this goal. From the French subcommittee of the Curriculum Committee, we're following through with adding French at the third-grade level for the 2013-14 school year. At this time there are no budgetary implications. From the Parents and Community, we're designing trips to Valley Terrace, underwritten by the Norwich Lions Club, for intergenerational communication and learning. We also invited both members from Valley Terrace and from the local American Legion to join us for the performance of the 4th grade's Underground Railroad. From School Culture, we have planned to establish a student council which will also subsume the Eco-Team that is being re-established at Marion Cross. From Facilities Operation and Management, there will be multiple improvements made at the school this year. Examples include extending alarm bells and strobes to locations within the school that need them, adding atomic clocks and more sonorous bells for both accuracy and a more pleasant atmosphere, and additional speakers so that the PA system is audible to every classroom and student space.

2. To ensure that the teaching/learning continuum reaches out to ALL students by:
 reviewing progress/status,
 considering and/or enacting appropriate policies,
 empowering staff and administration
 consider financial requirements of any related efforts.

These efforts will be focused on the following areas:
 curriculum alignment (including formative and summative assessments)
 foreign language
 technology

There are multiple prongs in place to address this goal. We are, for example, trying three different assessment strategies in different grades, with the intent to bring it to the faculty at the end of the year to see if we'd like to focus on one format. In K, we're piloting "Track My Progress"; in 1st, we're using AIMSweb; in 2nd, we're using Fountas and Pinnell to track students' progress in reading. We are moving forward with adding French to the 3rd grade. We have input our present curriculum into Atlas, the district's curriculum program, and are spending one faculty meeting per month updating the curriculum and comparing it to the expectations of the Common Core. In technology, every faculty meeting has a Tech 5 component in which John Minelli introduces a new program or revisits an old one; we also hosted an all-day tech fair in October to help teachers get more comfortable with computers and iPads and apps.

3. Support and enhance the transition and development of our new principal, Bill Hammond.

Frank meets with Bill regularly.

Martha Rich, Bill's mentor, meets with him once per month.

4. To ensure that safety and security remain preeminent concerns on a daily basis and consistent with changing societal issues and trends:

Update and monitor policies, protocols and procedures on a regular basis
Ensure periodic demonstrations and practice drills for all contingencies
Continue to survey parents, students and staff
Monitor and evaluate behavior incident reports

Over the summer, Dani Ligett updated and upgraded the emergency protocols for the school. During a drill in October, we noticed a problem, and we updated that sheet in the emergency manual. We have at least one fire and/or evacuation drill every month. We have had the Norwich Fire Department come to give a fire=safety workshop to all the students. We are upgrading locks within the building. We also are investing in an automatic lock-down system for the front doors that doesn't require our going to the front doors and locking them manually.

11/30/12

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NORWICH SCHOOL BOARD
REGULAR MEETING
WEDNESDAY, NOVEMBER 7, 2012
7:00 PM, MARION CROSS SCHOOL LIBRARY

Minutes

Present: Board members Candon, Day, Odell, Rhim; Administrators: Bass, Hammond; 3 public.
Recorded by R. Lohr

1. Call to Order – Chair Neil Odell called the meeting to order at 7:03 PM.

2. PTO Report

It was reported that the PTO conducted a very successful gift-making festival.

3. Business Requiring Discussion

a. LEEEP Presentation

Details about the Learning about the Environment through Experiential Education Projects were presented that showed the interdisciplinary aspect of the program. Lindsay Putnam established the program in 1998 and has been involved ever since, giving the program continuity and passionate commitment. Some of the program details were described and included curriculum work, cleanup and green-up efforts, recycling, and energy and environmental stewardship. The Board thanked her and the program volunteers.

b. Safety

Principal Hammond spoke about the protocols that were practiced to clear the halls. Three new alarm horns have been installed and a bell ring signal has been established. The Board asked about making school volunteers more aware of safety protocols and assuring that the entire school was functional for safety needs.

c. Enrollment

Superintendent Bass reported that the enrollment at MCS is currently 311, and next year it is projected to be about the same. The enrollment projections, calculated by NHSBA, were discussed; higher kindergarten enrollments are expected compared to those that were projected. It was suggested that to project kindergarten enrollment, childcare facilities should be contacted and that school administrators stay in touch with upcoming younger siblings of current students.

d. Lunch Program Update

The MCS lunch program was discussed. Parents can now order meals and pay online, and that should make the program easier. Last week 83 meals per day were sold, but this week the number was 73. It is expected that the number will decline when online ordering begins. There are still plenty of errors in the system. The Tuck School has been invited to analyze the MCS lunch program and provide recommendations to improve it. An HHS math-modeling class has also studied the program. A survey was taken of parents and teachers, and Principal Hammond was asked to e-mail the survey results to the Board.

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f. Faculty Meetings

Principal Hammond described his approach to faculty meetings that capitalize on collaboration and celebration. This is evidenced by the walk-through process and sharing opportunities for the faculty. Teachers are applying changes to their instruction methods based on discussions in the faculty meetings, and they have spoken about the value the meetings bring to their classroom instruction. The concept has influenced long-term learning and the quality of teaching.

4. Business Requiring Action

Tom Candon made a motion that was seconded by Anne Day to approve the minutes of the regular meeting of October 3, 2012, as submitted and amended, and the executive session meeting of October 3, 2012, as submitted. The motion passed with 3 in favor and one abstention (Rhim). The changes on the regular meeting minutes include on item 3 add the teacher names to the topics Rick Newton, Allison Litten, Ruth Hall, Joy Blongewicz and Ruth Haney. The Philadelphia conference line should add “was referenced.” The next to last sentence should include that Ruth Haney did not present the Philadelphia trip at the Board meeting. On item 5d, replace the next to last word “for” with “from.” Item 6, change time the Board reentered public session to 9:41. Item 7 change the motion second to Tom Candon and the adjournment to 9:42 PM.

Tom Candon made a motion that was seconded by Anne Day to accept with regret the early retirement of Jeanne Woodward-Poor, whose last day will be June 30, 2013. The motion passed unanimously.

Anne Day made a motion that was seconded by Tom Candon to accept a gift of \$700 from the Norwich Women’s Club for the author school visit. The motion passed unanimously.

5. Communications and Reports

a. Chair’s Report

Chair Odell announced that the next Board meeting will be held Wednesday, December 5, 2012, at 7:00 PM in the Marion Cross Library. Mr. Odell also commented on the VSBA Conference that he and other Board members attended. They gave a presentation about Marion Cross’s Long Range Planning. The presentation will be posted on the MCS website.

b. Superintendent’s Report

Superintendent Bass also reported about the presentation at the VSBA Conference, where many board issues were covered in various sessions. He suggested that Principal Hammond present his strategic instructional planning faculty meetings at the VSBA spring conference.

The superintendent also mentioned that a consultant on kindergartens was scheduled to visit MCS, and he described a proposed potential program at the Tuck School educational institute for SAU 70 Board members and administrators about leadership and communication. The Quarterly Investment Report was cited.

c. Principal’s Report

Principal Hammond showed a video of recent activities at MCS and mentioned some field trips and related curriculum. The Board commented on a recent issue when there was a lack of communication from the local police to the school. Representative Cheney responded to the

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Norwich School Board regarding the opportunity for a budget waiver related to the bi-state compact. It was reported that the penalty threshold was raised for the upcoming budget season, and Norwich should be able to avoid the penalty.

6. Executive Session

Tom Candon made a motion that was seconded by Anne Day to enter executive session in accordance with Title 1, Section 313 for discussion of negotiations and personnel. The motion passed unanimously. The Board entered executive session at 8:45 PM.

The Board reentered public session at 10:00 PM.

7. Adjournment

Anne Day made a motion that was seconded by Lauren Rhim to adjourn. The motion passed unanimously.

The meeting adjourned at 10:01 PM.

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NORWICH SCHOOL BOARD
EXECUTIVE SESSION
WEDNESDAY, NOVEMBER 7, 2012
8:46 PM, MARION CROSS SCHOOL LIBRARY

Minutes

Present: Board members Candon, Day, Odell, Rhim; Administrators Bass, Aubin.

1. The meeting convened at 8:46 PM.
2. Those present discussed negotiations with the Norwich Teachers Association. The Board and superintendent also discussed negotiations with the new support union.

3. Adjournment

Tom Candon moved and Anne seconded a motion to re-enter public session. The motion passed unanimously.

The Board re-entered public session at 10:00 p.m.



Marion Cross School

22 Church Street
PO Box 900
Norwich, Vermont 05055
PH: 802.649.1703
FAX: 802.649.3640

Bill Hammond
Principal

November 27, 2012

Carol Edwards
Assistant to the Superintendent
SAU #70
Hanover, NH 03755

Dear Carol,

We have received a check, made payable to the Norwich School District, in the amount of \$800.00 from the Norwich Lions Club. This is a grant to fund the following projects for the Marion Cross School:

- The New England Math League Competition
- Transportation to Valley Terrace on five occasions this year
- A sign for the Marion Cross School.

Please enter this letter on the agenda of the next Norwich School Board meeting, for their approval.

Thank you for your help.

Sincerely,

Bill Hammond,
Principal

**Norwich Lions Club
P. O. Box 854
Norwich, VT 05055-0854**

November 21, 2012

Bill Hammond, Principal
Marion Cross School
Church Street
Norwich, VT 05055

Dear Bill,

Thank you for coming to the Norwich Lions Club meeting last evening and discussing the needs of the Cross School. After some debate, the Club voted to fund three of the proposed projects. These are:

The New England Math League Competition

Transport to the Valley Terrace on five occasions in the current year.

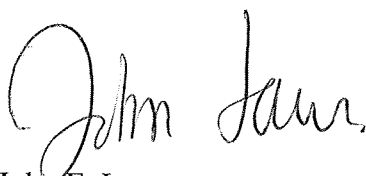
A sign for the Marion Cross School.

Together these were estimated at \$800 and our check for this amount is attached.

The Lions Club members agreed that since your figures were only estimates and we would like to see the projects completed, if the actual costs come in higher we can consider help to make sure they are properly funded. Also as our year progresses, we may be able to consider an additional gift to the School.

The funds for this donation come from the proceeds of the 2012 Norwich Fair. The members of the Norwich Lions Club wish you and the Cross School your every success in the coming year.

Sincerely,



John E. Lawe
Treasurer, Norwich Lions Club

FRIENDS OF HANOVER NORWICH SCHOOLS
OCTOBER 24, 2012

School	Proposal Title	Submitted by	Total Requested		Status/Grants requested
RAY School	Decodable Reader	Steve Toulmin	\$500	YES	\$500
Total Ray School Requests:			\$500		\$500
Marion Cross	Sibelius Music Software	Carolyn Keck	\$1,179	YES	\$1179
	Slapstic Science	Lisa Holley	\$1,375	NO	0
Total Marion Cross School Requests:			\$2,554		\$1179
Hanover High School	Drainage Dresden Baseball field	Michael Jackson	\$4,000	NO	0
	Find the Courage	Chris Seibel	\$5,000	YES-1/2	\$2500
Total Hanover High requests:			\$9,000		\$2500
Richmond School	Teaching American Civil War	Kristen Downey	\$360	YES	\$360
	Fostering a Love of Reading	Shannon Pogue	\$569	YES 1/2	\$285
	Writing Keepsakes	Elise Foxall	\$693	YES	\$693
	World War 1&2	Jennifer Haines	\$1,492.19	YES	\$1492.19
	Sadlier - Oxford Vocabulary	Jennifer Haines	\$876.37	YES	\$876.37
	Healthy Fit Students	Brian Atkinson, C. Patch, M. Rodriguez	\$975	NO	0
	World War Homes	Eng & social studies teachers	\$760	YES	\$760
Total Richmond School Requests:			\$5,725.56		\$4466.56
TOTAL ALL SCHOOLS			\$17,779.56		\$8645.56

Louisa McCann-Ledbetter

Experience:

- Bernice A. Ray Elementary School Hanover, NH
 Camp Coyote Educational Assistant July 2012
 Provided instructional and behavioral support to a social thinking skills group of 8-11 students.
- Fifth Grade Educational Assistant January 2012 through June 2012
 Provided instructional support and performed clerical duties as needed. Shared in student supervision during recess with other educational assistants. Provided one-on-one pull-out support in math to a special education student on a daily basis.
- Mascoma Valley Regional Preschool/Canaan Elementary School Canaan, NH
 Substitute Fall 2011
- Lebanon School District Lebanon, NH
 Substitute Fall 2011
- Mascoma Valley Regional Preschool/Canaan Elementary School Canaan, NH
 Preschool Teacher (self-contained classroom) August 2010 through June 2011
 *Developed curriculum to support the individual needs of students and promote mastery of student IEP goals and objectives (instructional, speech and language, motor, and social). Communicated daily with specialists regarding student needs and progress. Worked to foster consistent, positive home-school communication. Worked with Mascoma Preschool Coordinator to develop parent workshops and programs to support the needs of families.
- Indian River Nursery School Canaan, NH
 Director August 2008 - July 2010
 *Responsible for daily operation of preschool program, curriculum, program development, annual process of state licensing renewal, parent communication, enrollment, and staff development.
- Cardigan Mountain School Canaan, NH
 Teacher-Language Learning Lab September 2001 - June 2008
 *Provided content area support and remediation to boys in grades six through nine who needed help in the communication process - listening, speaking, reading, or writing.
- Bilkent University Preparatory School Bilkent, Ankara, Turkey
 Teacher - Music/ESL Support August 1998 - June 2001
 *Music Teacher for Pre-K through Grade 5 (classes taught 2x per week). Developed and implemented music curriculum and organized and directed children in winter and spring school concerts
 *Provided ESL support by pulling children out in small groups for individualized work and provided additional classroom support to teachers when possible
 *Served as a substitute in the Pre-K and Kindergarten classrooms when my schedule allowed and helped in the implementation of a music/movement/dramatic arts program for daily use in their classrooms.

Kiddie Konnection, Inc.
Assistant Director

Iowa City, Iowa
July 1997- August 1998

*Assisted the Director in day-to-day operations of daycare facility and supervised staff and operations in her absence

Kiddie Konnection, Inc.
Preschool Teacher

Iowa City, Iowa
August 1992- August 1998

*Developed and implemented curriculum for a full-day preschool program. Completed bi-annual developmental assessments in preparation for parent/teacher conferences. Responsible for weekly home-school communication, and assisted in the organization and implementation of field trips, holiday concerts, and school/family events. Supervised two student teachers for the University of Iowa Early Childhood Education Program.

Education:

University of Phoenix
Masters of Education
Cross Categorical, Special Education K-12 (GPA 4.0)

Online Degree Program
Course work completion, June 2011
(student teaching remains to be completed)

Carnegie Mellon University
3semesters towards MFA

Pittsburgh, PA

Chatham College B.A.

Pittsburgh, PA

Skidmore College
Two years of study followed by transfer to Chatham College

Saratoga Springs, NY

Volunteer Service:

Canaan Elementary School
Leader/Teacher Junior Great Books program for gifted readers in Grades 3 and 4

Canaan, NH
2005-2008

References:

Robert Stone, Fifth Grade Teacher
Bernice A. Ray Elementary School
Ph: 603-643- 6655

Cindy Valence, Special Educator
Bernice A. Ray Elementary School
Ph: 603-643- 6655

Barbara Logan, Special Education Director
Mascoma Regional School District
Ph: 603-632-5563 Ext. 3008

Kathy Lauten, M.A., CCC-SLP
Speech Language Pathologist, Mascoma Valley Regional Preschool
Home Ph: 802-763-2211

Mary Noordsy, M.Ed.
Former Colleague, Cardigan Mountain School
Home Ph: 603-277-9382

David McCusker, Headmaster
Cardigan Mountain School
Ph: 603-523-3512

Principal's Report
Norwich School Board Meeting
December 5, 2012

Accomplishments

- Marion Cross in a Minute video: student use of technology
- Parent/Teacher Conferences, November 9th
- Family History Night, 2nd Grade; Wednesday, November 14
- Underground Railroad performance, 4th Grade; Thursday, November 15
- Collection of money for Hurricane Sandy victims
- Marion Cross School mascot solicitation
- Skype conversation with the Hertogs in Scotland during Rep

Faculty Awards/Honors/Presentations

Activities

- Ledyard Bank visit, 1st grade; Tuesday, November 27
- Visit to State House in Montpelier, 4th grade; Tuesday, November 27
- HOP performance, *Martha Speaks*, 1st grade; Friday, November 30

Gifts

- Norwich Lions Club (\$800) to pay for math league, Marion Cross sign, and visits to Valley Terrace

Concerns

- Safety Features: Jonathan Brush and I have developed plans to ensure that additions to our present paging and fire-alarm systems are audible and effective. It will include the addition of well-placed horns and speakers so that all teachers will be able to hear announcements, and it will be completed in a cost-effective manner.