

MEETING OF THE  
MONTPELIER ROXBURY SCHOOL DISTRICT

May 1, 2019  
MINUTES

Minutes Approved: *May 15, 2019*

Present

Board: Bridget Asay, Becky Bowen, Michele Braun, Lisa Frost, Steve Hingtgen, Tina Muncy, Jim Murphy, Andrew Stein, Ryan Zajac  
Administration: Superintendent Libby Bonesteel, Principals Pam Arnold and Mike McRaith, Assistant Principal Matt Roy  
Student: Hope Petraro  
Public: Nancy Reid, Sarah Truckle  
Absent: Emma Harter

1. **Board Training**

2. **Call to Order** The meeting was called to order at 6:32 p.m. New teacher and a co-curricular contract were added to the consent agenda. An update on afterschool programming and an MSMS increased FTE request were added to the board discussion portion of the agenda. The learning focus section was moved upward on the agenda.

- Public Comment - MSMS parent Sarah Truckle spoke about the facilities at MSMS and its impact on culture and learning at that building. She also spoke about the ongoing use of detention at MSMS and encouraged the Board to look at more restorative practices.

3. **Consent Agenda**

- Minutes of April 3, 2019 and April 10, 2019 Meetings
- Warrants for Payroll and Accounts Payable for May 10, 2019
- FY19 Third Quarter Financial Report
- Policy Monitoring Report
  - Budget Execution
- Superintendent's Report
- New Teacher Contracts
- Co-Curricular Contract

Mr. Stein moved, seconded by Ms. Muncy, to approve the consent agenda including minutes of the April 3, 2019 and April 10, 2019 regular meetings, Warrant FY19 - 23 dated May 10, 2019 in the amount of \$1,008,715.83, the FY19 third quarter financial report, the policy monitoring report, the superintendent's report, the recommendation to offer teaching contracts to Melissa Anderson (social/emotional learning - UES), Brigitte Savard (French - MHS) and Mariah Hostetter (math - MHS), and a co-curricular contract (see listing). Motion carried unanimously.

**4. Learning Focus**

- Students: Hope Petraro and Emma Harter

Student representative Hope Petraro reported on recent student celebrations and ongoing student needs and concerns.

**5. Board Discussion**

- Roxbury Kindergarten Age Cut Off Date - Jon Guiffre [RVS parent]

Mr. Guiffre presented his request for the Board to reevaluate its policy in regard to the September 1 cut off date for entry into kindergarten. Following discussion, there was consensus to maintain the current policy as written.

- MSMS Increased FTE Need
  - Resiliency Center Facilitator

A handout was provided (copy attached). There was discussion about restorative practices, professional qualifications of proposed hire, and timing of request. Following said discussion, the Board requested further data, including subgroup data, and denied Principal Arnold's request to hire a full-time resiliency center facilitator.

- MHS Increased FTE Needs & District Data Management
  - English, Social Studies, MHS Data Manager

Principal McRaith presented his request for increased staffing of 0.2 FTE in English and 0.1 FTE in social studies due to significant enrollment increases in the incoming freshman class for next year. Following discussion, Ms. Asay moved, seconded by Mr. Stein, to approve the request from the superintendent and the high school principal for the increased FTEs in English and social studies. Motion carried unanimously.

The MHS data manager request was cancelled.

- Update on Afterschool Programming

Mr. Murphy provided an update. The committee received four responses to its RFP. The proposals were reviewed and scored. Interviews and site visits were conducted. The committee had extensive discussions in regard to what was seen at the site visits. Following that work, a unanimous recommendation was made to begin negotiations on a contract with Part 2. Mr. Hingtgen expressed the hope that the contract include provisions that it is equally affordable to families and that it is not subsidized with employees. He went on to say that he would be opposed to any contract that does not include a livable wage provision.

- Enrichment Coordinator Position

Superintendent Bonesteel explained that one of the overwhelming themes to come out of the afterschool programming process was the desire to keep afterschool enrichment programming at MSMS in particular, with a slight connection to MHS. As such, Superintendent Bonesteel presented an updated proposal to hire a full-time enrichment coordinator. Job description, contract, and potential monetary stream information was provided (copy attached). Following discussion, Mrs. Braun moved, seconded by Mr. Stein, that the District hire an enrichment coordinator as described in the superintendent's proposal. Motion carried unanimously.

6. **Policy Discussion**

- Fiscal Management Policy [update]

Passed over.

7. **Adjournment** On a motion duly made and seconded, the Board voted unanimously to adjourn at 9:20 p.m.

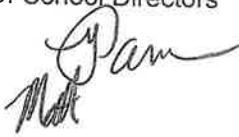


Heather Michaud  
Recorder

Co-Curricular Appointment

|                  |                        |      |
|------------------|------------------------|------|
| Thorsen, Michael | Ultimate Frisbee Coach | MSMS |
|------------------|------------------------|------|

To: Libby Bonesteel, MRPS Superintendent  
Members of the MRPS Board of School Directors  
From: Pam Arnold, Principal  
Matt Roy, Assistant Principal  
Date: May 1, 2019



Thank you in advance for your consideration of this request on behalf of the Resiliency Team and the faculty and staff of Main Street Middle School as we work collectively to support the many needs of all of our students.

Request: To hire a full-time Resiliency Center Facilitator.

Current status: The Assistant Principal, School Counselor, Social Worker, Nurse, and Guidance Administrative Assistant are scheduled into student plans (EST, 504, IEP, behavior). These student plans identify specific times in the school day where the aforementioned adults provide oversight for necessary sensory, movement, and health check-in breaks that students need in order to be able to access their learning. There are also students who are supported through behavior plans where they earn breaks as a component of their success plan. These earned breaks also require adult supervision. We have experienced that this is not a sustainable structure as each of the identified adults have job specific responsibilities and cannot be available at all times to cover scheduled breaks. This structure has also required these adults at times to either cancel a break, find another adult to cover, or have to tell a different student in need of support that they will have to wait. It is important to note that these adults have been doing an amazing job at trying not to miss a scheduled break. These scheduled breaks have taken priority and are therefore limiting other students who may need to access these adults.

Our data for individual students demonstrates that the scheduled breaks and earned breaks are helping these students to better access their learning and we believe that through the creation of this Resiliency Center and the support provided by the facilitator that the faculty and staff of Main Street Middle School will be able to better meet the needs of all of our students.

We had originally planned to request this position during the FY21 budgeting process however our teachers are communicating that they need more help now to meet the diverse needs of students. The Resiliency Team is working to develop more effective systemic systems to address these needs. This position would allow the consistency of supports for students who are having difficulty engaging in their learning and maintaining behavioral and emotional regulation. Teachers are sharing that in their continuing efforts to support these students, there is a regular level of disruption to the learning environment for all students.

Our Resiliency Team (Principal, Assistant Principal, Nurse, School Counselor, School Social Worker, School Resource Officer, and Guidance Administrative Assistant) has been working together this spring to identify behavioral and social and emotional supports currently in place at Tiers 1, 2 & 3 as well as what we feel needs to be added to our systems of support. One significant benefit to adding this position is that it would provide designated time for our school counselor and social worker to collaborate around ways to better serve more students in need and to begin to design an age-appropriate social and emotional curriculum with the help and support from the soon-to-be-hired District Social and Emotional Coordinator. This position would also allow the Principal and Assistant Principal uninterrupted time for instructional leadership, classroom observations and visits, feedback and reflection conversations, support with the development and implementation of common units of study (UbD), guidance with

Universal Design for Learning (UDL) strategies and practices, and support with the facilitation of Professional Learning Community meetings.

By having a dedicated position for the responsibilities listed below there will be a significant increase with consistency around classroom and school-wide expectations and immediate consistent support for students. In addition, the office administrative assistants will no longer be burdened with the responsibility of monitoring students when they are removed from class for behavioral reasons and administrators are unavailable. Nor will parents and the public who are visiting our school need to witness student behavior that requires adult intervention and processing. Maintaining student confidentiality will also greatly improve.

Data from the Resiliency Center will support the ongoing work of the Resiliency Team and will help this team identify themes, needs, and concerns for either individual students, groups of students or school-wide needs. Main Street Middle School continues to grow in student enrollment which is fantastic and we are currently maximizing the majority of our space. We have been able to identify an appropriate location for the Resiliency Center that will not require additional funds.

Initial List of Resiliency Facilitator Responsibilities:

- Monitor the Resiliency Center.
- Monitor and support students as they access the Resiliency Center for sensory breaks, movement breaks, behavior processing, or are in need a quiet work space .
- Support students with learning and practicing proactive strategies to reduce or prevent misbehavior that may stem from, for example, anxiety, oppositional defiance, attentional/focusing challenges.
- Provide sensory and movement breaks as identified in student plans.
- Work 1:1 or with small groups on academic work.
- Process behavior referrals with students and log entries into PowerSchool.
- Facilitate restorative conferences with students that have been sent to the space and oversee the follow-through of restorative processes with teachers and students (making plans with students to repair harm).
- Consult on a regular basis with administration and other members of the Resiliency Team.

We sincerely appreciate your consideration of this request. The anticipated cost for this position will be between \$21,000.00 - \$39,000.00. The range includes health insurance plans. This figure was provided by the business manager.

We will be creating the Resiliency Center independently from the decision for this request. If we are unable to add this position for the 2019-2020 school year, members of the Resiliency Team will need to be assigned to the space during identified times so that the space can be available to students in need.

### Job Description:

The Enrichment Coordinator will:

1. Develop, organize, and monitor enrichment opportunities for students
  - a. Includes advertisement, fee collection (set up online component), registration, etc...
  - b. Contract services to be provided during inservice, vacation days, and summer
  - c. Manage, organize, budget, staff and provide the Bolton Ski and Ride opportunity for MRPS students grades 5-12
2. Contract services to provide enrichment opportunities for students
3. Liaise between buildings to create more transitional opportunities and internal mentoring for enrichment opportunities
4. Collaborate with Athletic Director, Flexible Pathways Director, and licensed after school programming to ensure seamless transitions between schools and multiple opportunities for students
5. Organize and house web-based clearinghouse of current co-curricular district offerings with schedule, fees, times and contact points
6. Create and maintain a community resource page of area experts, volunteers, or providers for district use in and out of school day
7. Work directly with students to attach enrichment data/evidence to their personalized learning plan
8. Collaborate and organize and run student committees like TRY, Green Team, Nurture Your Neighbor, and grow said opportunities during the school day
9. Search and apply for grants to ensure costs are kept low
  - a. Keep demographic and participation data
10. Facilitate Parent/Community/Student Advisory Committee for future programming
11. Survey student and parent group bi-annually for program monitoring

### Contract for Enrichment Coordinator:

- 1.0 FTE
- 185 Days
- \$25/hour (~\$37,000/year)
- Hours: 9:00-4:00 or 8:00-3:00 if providing services to students
  - If providing enrichment opportunity directly to students, stipend for service
- Health benefits
- Supervised by Libby Bonesteel w/ support from Matt McLane

### Program Potential Revenue/Costs:

- Clubs: \$50/club (parent contribution)
- 10 clubs/7 week cycle

- Instructor Stipend = \$25/hour

|   | <b>Revenues</b> | <b>Costs</b>   |
|---|-----------------|--|
| <i>District Contribution</i>                  | \$37,000        |  |
| <i>Parent Contribution</i>                    | \$37,500        |  |
| <i>Enrichment Coordinator Salary/Benefits</i> |                 | \$43,000   |
| <i>Stipends/club</i>                          |                 | \$19,600<br>\$280/club (includes estimate for Fica) x 70 (clubs offered over the course of the year grades 7-12) |
| <i>Scholarships</i>                           |                 | \$6,000  |
| <i>Supplies</i>                               |                 | \$5,900  |