



DEPARTMENT OF DEFENSE
WEST POINT SCHOOLS
UNITED STATES MILITARY ACADEMY
WEST POINT, NEW YORK 10996-1196

REPLY TO
ATTENTION OF

MAPA-E

3 October 2012

MEMORANDUM FOR RECORD

SUBJECT: Minutes of West Point School Board Meeting, 5 September 2012

1. **Call to Order:** The first regular meeting for SY 2012/2013 of the West Point School Board of Education was called to order by Mr. AB, Command Representative, on Wednesday, 5 September 2012, at 4:31 PM in the Superintendent's Conference Room, Building 705.

2. **Members Present were:**

BC, Vice President
CK, Board Member
EL, President
AP, Board Member (departed 1755)

JZ II, Board Member (arrived 1645)
Michael Gould, District Superintendent, NYVAPR DDESS
AB, MWR

Others Present:

NS, Elementary School Principal
DR, Middle School Principal
LM, PTO Liaison
LD, USACE
SD, USACE

Colonel DR, Garrison Cmdr.
Mrs. NR, Community Member
CSM KF, Office of the GC
GC, SMSS
EE, Recorder

3. **NOMINATION OF PRESIDENT:** AB, Command Representative, opened the floor for nominations for School Board President. CK nominated EL. The nomination was seconded. There were no additional nominations. The formal election took place by secret ballot and the vote was unanimous. EL was elected as School Board President.

4. **NOMINATION OF VICE PRESIDENT:** EL, Board President, opened the floor for nominations for the position of Vice President. CK nominated BC. The nomination was seconded. There were no additional nominations. The formal election took place by secret ballot and the vote was unanimous; BC was elected as School Board Vice President.

5. **APPROVAL OF AGENDA:** A motion was made to approve the agenda. The motion was seconded and approved as written.

6. **APPROVAL OF PAST MINUTES:** The minutes from the 6 June 2011 meeting were reviewed. A motion was made to approve the minutes. The motion was seconded and the minutes were approved as written.

7. **INDIVIDUALS WISHING TO ADDRESS THE SCHOOL BOARD:** None

8. **BOARD PRESIDENT COMMENTS:** EL thanked the board for her nomination, thanked everyone for being present and looks forward to working together. She stated she was very open and folks may contact her at anytime.

9. REPORTS:

- a. **Superintendent's Reports:** Mr. Gould thanked everyone for being here and that we had a very successful and smooth opening of school, enrollment numbers are up and stabilizing. He will keep the board abreast of any changes that take place.

(1) Welcome Back Video Message – Marilee Fitzgerald, DoDEA Director: Mr. Gould stated this year will be a year of focus on excellence. He opened the meeting with the Welcome Back video from Marilee Fitzgerald. Mr. Gould stated the bar is set very high for DoDEA schools and in particular we look towards expanding our approach in AdvancEd, our focus on School Improvement, and continuing the emphasis on individualized instruction across the curriculum. We look toward Ms. Fitzgerald supplying the resources and support. He added that she is very committed and passionate about what the DoDEA schools do. He mentioned the video is available on the website and stated it will be helpful to go back and listen to it from time to time. In addition, he mentioned the new Community Strategic Plan will be announced in the near future.

At this time, Mr. Gould took a moment to thank Colonel DR and his wife for being present at tonight's meeting as well as CSM KF. He added the support of the Garrison Commander has always been a cornerstone of success for our schools and we know it will continue as we go forward. Colonel DR thanked Mr. Gould very much and stated the schools are very important and he wants to give back. He appreciates all the work the School Board does for the school in their volunteer positions. He emphasized that his office will do what they can do to assist and support the schools. Mr. Gould added that we appreciate the partnership.

Mr. Gould took a minute to mention one aspect of the school board training. He stated the agenda for the school board meeting was something that the board will control. He stated that a draft agenda will be established each month and sent out ahead of time for their review. He wanted them to feel welcome and empowered to request or suggest items they would like to see on the agenda. He stated that it is truly the board's meeting and that we facilitate the support with clerical staff. Mr. Gould will place key items under the Superintendent's Reports.

(2) Logistics Report: **WPMS MILCON:** Mr. Gould introduced Mr. LD and Mr. SD to provide a MILCON update. LD gave an overview of all work that has taken place to include the basement and first floor slabs were installed and the block work is well underway. Mechanical, electrical and plumbing rough-in work was on-going at all levels of the new wing, the new elevator construction began by removing the existing handicap ramp and excavation for footings started, steel work was 90% complete, and the water loop system was complete and operational. He added that the visitor parking lot entrance was widened, they installed the storm drain, the brick and limestone caps were cleaned, the electrical transformer was installed and brought on line, and they began the modifications on Barry Road by relocating the sidewalk. Mr. Gould reviewed additional items to include the tentative timeline/schedules. He explained the dates were changed due to unexpected delays at the start of the project and they cause us to get into the building at a later time than originally expected. The beneficial occupancy date for the new construction was originally scheduled to be July 2013, with the building being ready for the return of students in August 2013. He added that this is an issue and is being looked at very closely. AB stated it was important to keep his office informed of any changes to help keep the community informed. There were questions and discussion in regard to the crosswalks and the partial sidewalk put in place over the summer. It was noted that this was observed to be a safety issue. LD asked to provide him with the safety concerns in writing and the Corps will work it with the contractor. It was hoped to have it corrected sooner than later before the weather gets bad. There was additional discussion in regard to changes in the Phasing Plan and to keep the schools informed. Mr. Gould reviewed the interior work done over the summer. **WP Maintenance Support Contract:** Mr. Gould mentioned that we went to a maintenance contract last year for the overall maintenance and repair of the three buildings. However, there was a need to put additional items on the contract which caused the contract to be re-solicited. The Technical Exhibit Review Board met 27-29 August to review solicitations. The current contractor did not submit a proposal for the new contract. The current contract ends on 25 September 2012 and the new contract will be awarded by 30 September. Mr. Gould explained this will cause a gap until the new contractor is on site. Issues that arise will be taken care of on GPC, if under \$2,500, DPW will be approached for interim support, or a stop-gap safety net will be put in place with a private contractor to fill the void. We are hoping the gap will be very minimal. Mr. Gould reviewed projects above the \$2500 amount that were completed during the past year under this contract. The new contractor will be required to complete a full facilities assessment within the first 90 days to continue bringing the buildings up to acceptable standard. Projects above the \$2500 will be submitted to DDESS staff for approval and the ACE in Norfolk will process and QA all projects. He reported some other projects that are awaiting funds with the next contractor. **UFR's Funded as of 31 Aug 2012:** Mr. Gould gave a rundown of all items purchased through UFR's as of 31 August 2012. **Safety and Security:** The safety and security committee met on 28 August and items discussed were reviewed. The next meeting will take place on 13 November. **PreK Bus Update:** Mr. Gould reported the PreK bus began on Monday, 27 August transporting students on the regular buses with students in grades K-4. He added the contract was modified to have a mid-day PreK bus, with a Safety Attendant, effective 4 September. EE rode the bus and reported students were adjusting well and will continue to monitor the buses. **Elementary**

School Roof Project: This project has been funded with FY 12 dollars and work will begin Spring/Summer 2013. More information will be shared in the future.

(3) **School Updates:**

- Middle School: DR reported the WPMS was off to a great start, Open House was 28 August and there was a solid parent turnout. A Gifted Ed Parent meeting was held and ten families attended. He gave an update on Continuous School Improvement, and reviewed dates for September.

- Elementary School: NS reviewed the Elementary School Mission, Vision and Goals 1 and 2 of the Continuous School Improvement Plan. She gave an overview of what was happening in the Elementary School during September.

(4) **Staffing Update:** Mr. Gould reviewed the staffing report to include one resignation, one transfer, one promotion, two reassignments from the Elementary School to the Middle school and a total of seventeen new employees at the Elementary School. There are two vacancies at the Elementary School, a part-time ESL Teacher and a part-time Education Aide. In addition, there was a recent .5 Special Education Teacher announced for the Elementary School due to an increase in numbers.

(5) **Enrollment Report:** Mr. Gould reported the numbers are beginning to climb and are right where we would like them to be. He added the MS is at the highest figure in the last six years. The ES has come up since last year and we hope to see it hit the 500 figure so we can get the Assistant Principal position back.

Elementary School – 483
Middle School – 251

(6) **Common Core Standards:** DoDEA is committed. We are expecting more information on the phase- in plan that will occur over the next two years. More information will be coming via the board and other avenues.

(7) **NY/VA/PR District Newsletter:** Each board member was given a copy of the District Newsletter for their information. He added this newsletter is for staff and not distributed further.

(8) **DoDEA Safe Schools Newsletter:** The September newsletter was shared.

b. **PTO Report:** LM reported the Read-a-Thon preparations have begun, Box Tops for Education will hold a quarterly contest to the classroom with the highest numbers of Box Tops. The prize will be a pizza party for the classroom. PTO now has a Facebook page. School Pictures will be taken on 18 September.

c. **School Liaison Report:** MC was unable to be present for tonight's meeting and AB reported on her behalf. He stated she continues to work closely with the Equal Opportunity and Simon Center for the Professional Center for Military Ethics (SCPME). He gave some examples of upcoming events that she is involved with to include STEM and USMA Projects Day. He stated it is all good! MC was sorry she could not be here.

10. Continuing Business:

a. **School Board Meeting Dates, SY 2012-2013:** A listing of meeting dates was placed in the board packets for review and approval. The first Wednesday of each month, with the exception of no meeting in the month of January, were listed. Mr. Gould stated by regulation the board is required to have nine meetings per school year. Before the board voted on these dates, Mr. Gould stated it was possible the November date might be a conflict for him as the Worldwide Superintendent's Conference might be scheduled the week of 5 November. If so, he suggested the meeting be held the week before. There was discussion of holding the meeting on Thursday, 1 November, opposed to a Wednesday, 31 October. It was decided to vote on the listed dates at this time and if there is a need to change the November meeting, a discussion will take place in October. A motion was made to approve the dates, the motion was seconded, four were in favor, one opposed the meeting February date for personal reasons and stated he may not be present.

b. **Milcon Project:** This item was discussed earlier in the meeting.

11. New Business: None

12. **ANNOUNCEMENT OF NEXT MEETING:** The next regular meeting will be held on 3 October 2012, 4:30 PM, in the MS Conference Room.

13. **ADJOURN MEETING:** A motion was made to adjourn the meeting and the motion was seconded. The meeting adjourned at 6:12 PM.

Approved by:

Signed by/MG

Michael Gould
Superintendent, NY & VA DDESS

Signed by/EL

EL
President, West Point School Board