

COVENTRY VILLAGE SCHOOL BOARD MINUTES

Wednesday, March 16, 2016

There was a regular meeting of the Coventry Village School Board on Wednesday, March 16, 2016 at 5:30 pm. **These are the unofficial minutes until approved by the Board.**

Present: Matt Maxwell, Frank Carbonneau, Viola Poirier, Amanda Jensen, Rosalie Bowen

Administration: Matthew Baughman – Principal, John Castle – Superintendent, Debbie Brunelle – Finance Assistant, Deb Tanguay - Treasurer

Staff: Megan Webster

Public: Kathleen Ahearn

- I. The meeting was called to order at 5:33 by Chair Frank Carbonneau.
- Addition to Agenda:** The Coventry Select Board would like to start emptying the Community Center recycling here at the school. Remove action item “B” under Board Business and Operations.
- A **Motion** was made to allow the Coventry Community Center to empty their recycling here at CVS. Motion **Approved [FC/AJ]**

II. **Board Reorganization**

Action

- A.** Frank Carbonneau was elected as Chairperson
- B.** Viola Poirier was elected as Vice Chairperson
- C.** Rosalie Bowen was elected as Clerk and Jessica Prue will continue as recording secretary.
- D.** Frank Carbonneau and Viola Poirier were elected as NCSU Full Board members.
- E.** Amanda Jensen was elected as alternate member of the NCSU Full Board.
- F.** Frank Carbonneau was appointed as NCSU Executive Committee member.
- G.** Viola Poirier was appointed as NCSU Policy Committee member.

H. Frank Carbonneau was appointed as NCSU Negotiations Committee member. Rosalie Bowen was appointed as back-up member.

I. Viola Poirier, Matt Maxwell and Amanda Jensen were appointed as the CVS Finance Committee.

J. Amanda Jensen, Frank Carbonneau and Rosalie Bowen were appointed as the CVS Building Committee.

K. The Board designated The Orleans Record as the official newspaper.

L. The Board designated CVS, Coventry Post Office and the Coventry Town Clerks office as posting locations for Board information.

M. Regular Board Meetings will be held on the third Wednesday of each month. The finance Committee will meet at 5:00 pm and the regular Board meeting will follow at 5:30 pm.

N. The Board reviewed and signed the Board Code of Ethics.

Information

Discussion was held regarding expectations of Board members including confidentiality and observing open meeting laws. Importance was placed on acting as one body. The Board also discussed the use of Kindles and reducing paper for Board business and working more digitally. Reminder about the chain of command for communication: Classroom teacher, Principal, Superintendent. All complaints must be made in writing and signed.

III. A **Motion** was made to approve the Minutes of the February 17, 2016 regular Board Meeting. Motion **Approved [MM/AJ]**

IV. Public Comment

Megan Webster (Preschool Teacher), requested to stay on maternity leave for the remainder of the year. She does not qualify for FMLA. This would be an addition 3 weeks for a total of 15 weeks of unpaid leave.

A **Motion** was made to approve Megan Webster's leave from March 2nd through the end of the year. Motion **Approved [AJ/FC]**

V. Financial Report

The Board reviewed and signed warrants as follows:

GENERAL FUND

Accounts Payable	3/2/2016	\$253.75
Payroll	3/4/2016	\$29,974.36
Void/Reissue	1/20/2016	\$130.66
Payroll	3/18/2016	\$34,345.98
Accounts Payable	3/16/2016	\$61,466.28
Account Payable	3/16/2016	\$10,634.97
TOTAL ORDERS		\$136,806.00

FOOD SERVICE

Accounts Payable	3/16/2016	\$6,721.34
TOTAL ORDERS		\$6,721.34

Debbie Brunelle Presented the February Financial Statement. The Board requested a copy of the management comment letter from the auditors if one has been issued. Debbie Brunelle gave the Board the bound copy of the audit report and internal control report. Discussion followed.

A **Motion** was made to move contingency funds into the line items they should be in to update the budget. Motion **Approved [RB/MM]**

A **Motion** was made to accept the February Financial Statement. Motion **Approved [FC/VP]**

A **Motion** was made to remove Viola Poirier's signature authority from all Coventry Village School accounts per recommendation of outside auditor. Motion **Approved [RB/VP]**

A **Motion** was made to pay Lenore Beers directly \$50/mo. for food through the end of FY16 – retroactively beginning in February 2016. Motion **Approved [AJ/VP]**

Deb Tanguay presented the Treasurer’s Report.

A **Motion** was made to accept the February Treasurer’s Report. Motion **Approved [RB/MM]**

VI. Principal’s Report

Matthew informed the Board that Natalie Kinsey-Warnock was working with the 4th grade all week. The Board expressed their appreciation for her work with the school and commented that she is a great lady. As was explained last month, CVS has been experiencing a rise in students with challenging behaviors.

A **Motion** was made to create a position for a behavioral interventionist. Motion **Approved [MM/AJ]**

VII. Superintendent’s Report – None

VIII. Policy & Committee Reports

SU Executive: Act 46 – Survey from SU. Discussed Act 153 implementation.

VSBA: Discussed legalization of Marijuana

Policy: D.26 Transfer of Staff ~ covered in Collective Bargaining Agreement/Not recommended from VSBA ~ voted to rescind D.17 Professional Attire ~ review another time/perhaps in Staff Handbook. D.6 Substitutes ~ Voted to accept with new wording. H.2 Community Use of School Facilities ~ send to leadership.

A **Motion** was made to adopt policy D.1 Personnel: Recruitment, Selection, Appointment and Background Checks for Staff. Motion **Approved [VP/MM]**

IX. Board Business & Operations

Information/Discussion

FY17 school budget passed 213-97. Discussion was held regarding

use of the baseball field and the expectations of leagues using our fields. The Board will draft an acceptable use policy. Brian Fecher (Math/Literacy Interventionist) submitted a letter of resignation to the Board.

A **Motion** was made to accept Brian Fecher's resignation.
Motion **Approved [FC/VP]**.

Action

A. A **Motion** was made to approve new supplemental pay rates of \$26.00/hour for licensed staff and \$14.00/hour for support staff.

Motion **Approved [VP/AJ]**

B. Removed from agenda

C. A **Motion** was made to table the award bid for transportation.

Motion **Approved [FC/AJ]**. Frank will discuss increase in bid amount with Butler's before the next regular meeting and invite a representative to come to our next meeting.

D. A **Motion** was made to table discussion on a Behavior Interventionist job description. Motion **Approved [FC/AJ]**

E. Addressed under Principal's Report.

X. Executive Session

The Board **entered executive session** at 8:44 to discuss a contractual matter. The Board exited executive session at 9:14 pm.

A **Motion** was made to hire Taeryn Robbins for the middle grades math position beginning with FY17. Motion **Approved [VP/AJ]**

A **Motion** was made to increase the guidance position from a .5 position to a full-time position for FY17. Motion **Approved [RB/AJ]**

The Board **entered executive session** at 9:16 to discuss a personnel matter. The Board exited executive session at 9:30. **No Action Taken.**

XI. Agenda Items/Date for next Board Meeting

Next regular Board meeting will be held on April 20th, 2016 @ 5:30pm.

XII. The Board adjourned by unanimous content at 9:31.

Respectfully Submitted
Jessica Prue

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