

COVENTRY VILLAGE SCHOOL BOARD MINUTES

Wednesday, May 18, 2016

There was a regular meeting of the Coventry Village School Board on Wednesday, May 20, 2016 at 5:30pm. These are the unofficial minutes until approved by the Board.

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

Administration: Matthew Baughman – Principal, Deb Tanguay – Treasurer, Debbie Brunelle – Finance Assistant

- I. The meeting was called to order at 5:35 pm by Chair Frank Carbonneau.
- II. A **Motion** was made to approve the April 20, 2016 Regular Board Minutes Motion **Approved. [FC/VP]**
- III. **Public Comment** – None
- IV. Kathy Nolan, Director of Curriculum, Assessment and Instruction, visited the Board as part of her “Farewell Tour”. Kathy will be retiring at the end of the current school year. Kathy thanked the Board for their hard work and support. She updated the Board on Design for Learning, which includes looking at the SU’s whole reporting out system. A Committee has been formed to work on basic structures of report cards, student lead conferences, electronic portfolios and demonstrations of learning. Matthew thanked Kathy for her work bringing PLC’s and small group professional development to our SU. It has really made an impact on CVS’s certified staff.
- V. **Meet and Greet** - Dale Guisinger was present to answer questions from the Board. Dale has applied for the Middle School Math position.

The Board conducted a Skype interview with Dawn Walls-Thumma. Dawn has applied for the Middle School Language Arts position.

VI. **Financial Report**

The Board reviewed and signed warrants as follows:
GENERAL FUND

Accounts Payable	4/25/2016	\$29.29
Payroll	4/29/2016	\$36,506.65

Accounts Payable	4/29/2016	\$6,430.09
Payroll	5/13/2016	\$38,257.01
Accounts Payable	5/16/2016	\$780.76
Accounts Payable	5/18/2016	\$68,244.88
Accounts Payable	5/18/2016	\$6,080.38
Accounts Payable	5/18/2016	\$900.00
TOTAL ORDERS		\$157,229.03

FOOD SERVICE

Accounts Payable	5/18/2016	\$6,387.93
TOTAL ORDERS		\$6,387.93

Debbie Brunelle presented the April financial statement. Discussion followed.

A **Motion** was made to accept the April Financial Statement. Motion **Approved [MM/AJ]**

Deb Tanguay presented the Treasurer's report. Discussion followed.

A **Motion** was made to accept Union Bank proposal for FY17 Tax Anticipation Borrowing. Motion **Approved [MM/RB]**

A **Motion** was made to table choosing an audit firm. Motion **Approved [FC/MM]**

VII. Principal's Report

Matthew discussed with the Board the option of bringing the food service program back in-house. We currently pay \$1,000 per month in administrative fees. Bringing the program back in-house would give us more control over food quality and menu selection. Matthew is recommending that the Board allow the building administrator to form a committee that would be responsible for hiring nutrition director.

A **Motion** was made to approve the proposed in-house food service program. Discussion followed

Motion amended to bring food service in-house and approve a pay scale and job description for the nutrition director. Motion **Approved [AJ/ MM]**

Matthew presented the Board with options for repairing the staff bathrooms. The Board discussed the various options and quotes that have been received.

A **Motion** was made to table the bathroom repair proposals until next month pending answers to the questions the Board has. Motion **Approved**.
[FC/MM]

Matthew shared the current status of behaviors. We have seen a decrease due to a change in coverage for 2 students.

Three recent celebrations include Madison Bowman, Grade 4, winning second place in the statewide Civics Poster and Essay competition. Irene Dagesse, Enrichment Teacher, was nominated and selected as 2016 Wellness Rockstar by VEHI. Coventry Village School won the first round of the Vermont Breakfast After the Bell Challenge. Thanks to the hard work of Lenore Beers and Sonya Holmes our breakfast participate increased by 117%!

Michelle Warman, Paraeducator, submitted a letter of resignation to the Board. The Board accepts Mrs. Warman's resignation.

Jessica Prue, Administrative Secretary, made a request to the Board to be provided with paid time off during the school year. Currently the administrative secretary position falls under the support staff benefits, which do not allow for paid vacation time.

VIII. **Superintendent's Report** - None

IX. **Committee Reports**

Executive Committee: Katy Miller shared Encore Statistics (funding ~ grant and OCSU 50% ~ \$700 per student per year including summer programs/ Round of applause for all Katy has done for children of the SU

Learning Walks for observation and data collection. Data will be shared with Leadership Team for discussion

Casey-Boyle Eldridge wrote a grant for \$40,000 year grant for three years for Health and Wellness Coordinator. She is also asking for an additional \$30,000 per year.

Approved hiring Elizabeth (Beth) Chambers as new Encore Coordinator.

Two Special Educators hired for Derby ~ Alison Desjardins and Renee Hamel-Boudreault. 13 positions were needed of which 5 being filled

Approve one year contract with Wild Branch Solutions \$50,992 for PowerSchool tech support

IDEA-B approved

Facilities/Transportation

Newport City Counsel oppose purchase NSCU Central Office Building (would be removed from tax roll)

NCSU not yet compliant with Transportation Consolidation Act. NCSU moving forward and analyzing data.

Motion to approve Office Administrator/Specialist salaries by 2.5%

Motion to approve Support Staff and Para Professionals by 2.5% (actual \$.43 for Support Staff and actual \$.38 for non-negotiated Para Professionals.

Motion to increase Glenn's salary by \$2,500 after 2.5% increase, also accrue up to 10 days vacation time.

Motion to increase Nancy Griffin's salary to \$50,400.

X. Unfinished/New Business

A **Motion** was made to table awarding the transportation bid until June.

Motion **Approved [FC/AJ]**

A **Motion** was made to accept the bid from Mike's Electric for the annual fire inspection. Motion **Approved [FC/VP]**

A **Motion** was made to award the copy paper bid to WB Mason. Motion **Approved [FC/AJ]**

A **Motion** was made to increase the SLP-A contract to \$16.00 per hour. Motion **Approved [AJ/MM]**

A **Motion** was made to hire Dale Guisinger for the Middle School Math position. Motion **Approved [FC/MM]**

A **Motion** was made to hire Dawn Walls-Thumma for the Middle School LA position. Motion **Approved [AJ/RB].**

XI. Other Business

Matthew is requesting the portion of the support staff policy regarding RIF be removed from the policy.

A **Motion** was made to take out the RIF language in Support Staff Policy D.19. Motion **Approved [VP/MM]**

XII. Board Business & Operations

The Board agreed to change the June regular Board meeting from June 15th to June 8th at the regular time.

XIII. Executive Session

The Board entered executive session at 7:49 pm to discuss a contractual matter.

A **Motion** was made to add six (6) paid holidays to the administrative secretary position. Motion **Approved [RB/MM]**

The Board exited executive session at 8:06 pm.

XIV. Future Agenda Items

Fred's /Nadueaus toilet repair proposals
Nutrition Director
Transportation bid

The Board adjourned by unanimous consent at 8:08 pm.

Respectfully Submitted,

Jessica Prue