

COVENTRY VILLAGE SCHOOL BOARD MINUTES

Wednesday August 20, 2014

There was a Regular Meeting of the Coventry Village School Board on August 20, 2014 at 5:30 PM, at the Coventry School. **These are the unofficial minutes until approved by the board.**

Present: Frank Carbonneau, Alan Desroches, Viola Poirier, Rosalie Bowen, and Matt Maxwell

Administration: Principal: Matthew Baughman, Treasurer: Deb Tanguay, Superintendent: John Castle, Glenn Hankinson

Staff: Katrina Hardt,

- I. The meeting was called to order at 5:32 pm by Frank Carbonneau.
- II. Discussion was held regarding changes to the Open Meeting Laws that went into effect July 1st, 2014. Discussion centered on the requirement to post monthly meeting Dates, Agendas and Minutes in 3 public locations. A **Motion** was made to designate The Town Clerk, School and Post Office as posting locations. Motion **Approved** (RB/MM)
- III. A **Motion** was made to approve Minutes of the June 18th School Board Meeting. (VP/ MM)
Motion **Approved**.
A **Motion** was made to approve the minutes of the Financial Committee of July 19th (VP / RB)
Motion **Approved**.
- IV. Public Comments
 - A. Whitney Brooks of Farm to Family was unable to attend the meeting.
 - B. The new Middle Grades Science Teacher, **Katrina Hardt, was introduced to the board.** Katrina comes to us from Hazen School and is looking forward to building relationships with her students over the course of their four years here at CVS. Frank invited Katrina to attend an annual School Board Meeting. **He strongly encouraged all CVS Staff to present to the board at least once annually.** Mr. Baughman commented on Katrina's work ethic and her dedication to curriculum planning and is excited to have her on the CVS team.
- V. **The Board reviewed and signed orders as follows:**

GENERAL FUND		FY14	FY15
Payroll	8/1/2014	\$22,152.25	
Payroll	8/22/2014	\$22,152.12	
Payroll	08/01/2014		\$6,048.73
Payroll	8/8/2014		\$619.80
Payroll	8/22/2014		\$3,883.36
Ap-Void/Reissue	7/21/2014	\$51.01	
GENERAL FUND cont'd:		FY14	FY15

Accounts Payable	7/21/2014		\$3,750.00
Accounts Payable	7/29/2014	\$2,867.61	
Accounts Payable	8/5/2014		\$6,000.00
Accounts Payable	8/20/2014		\$30,444.76
Accounts Payable	8/20/2014		\$196.00

Total Orders: **\$47,222.99** **\$50,942.65**

FOOD SERVICE	FY14	FY15
Accounts Payable		\$284.74
Total Orders	\$0	\$284.74

There was a lengthy discussion regarding the financial statement. A **Motion** was made to approve the July 2014 Financial Statement. Motion **Approved** (VP/AD)

A **Motion** was made to approve the FY15 Bookkeeping Contract and sign. Motion **Approved**. (VP/MM)

A **Motion** was made to sign The Abbey group contract for the 2014-15 school year. Motion **approved**. (FC/MM)

Randall Northrop of Corette's rescheduled and will be present at the September 17th Board Meeting.

Glenn Hankinson explained the 2014 budget deficit to the board. He also gave an update on the audit, he explained that it is on schedule and the trial balance will be ready for the September Board Meeting.

There was a discussion regarding consideration of developing a food service program at CVS rather than contracting with the Abbey Group. Superintendent Castle encouraged the board to do an analysis of the pro's and con's of continuing to contract with The Abbey and to consider more than just the financial aspect but the quality of the program and potential benefit that comes from having a contract with a company such as the Abbey.

VI. **Committee Reports**

SU Policy, SU Executive, SU Personnel, SU Finance, Full Board, CVS Building Cmte, VSBA West Side Grade Configuration Cmte: will not be moving forward at this time according to Superintendent Castle.

VII. **Principal's Report**

A **Motion** was made to approve the Principal's Report to the Superintendent. Motion **Approved** (VP/RB)

Matthew highlighted certain areas of his report including building and operational updates that have happened over the summer. A newly constructed CVS Handbook was presented to the board

and will be made available to parents/students. A 3D scanner/printer is being purchased using Gear-up Grant funds. Matthew also asked the board to be in consideration of what their goals are for him and the school. He also asked them to take some time to help truly define what the vision and mission of CVS should be.

VIII. **Superintendent's Report**

A **Motion** was made to approve the Principal and Superintendent's nomination to hire Katrina Hardt as the Middle Grades Science teacher at 1.0 FTE, Master's Step A. for the 2014 – 15 School year. Motion **Approved** (VP/MM)

Superintendent Castle felt that the convocation held earlier in the day at NCUHS was a great start to the new year. It gave him an opportunity to address the SU as a whole and to give them an idea of what his focus is going forward.

Discussion was held regarding where Mr. Castle would like to be placed on the agenda. The Superintendent will come directly after Public Comment and just before Financial Report (roughly 6:00 pm).

IX. **Board Business & Operations**

The board has decided to take some time to consider the questions posed to the Finance Committee by Superintendent Castle and discuss the answer to those questions at the next Regular Board Meeting.

The Board would like to establish some type of schedule for staff presentations to the Board in an effort to eliminate multiple teachers presenting in one meeting. This will allow the board to focus on and give adequate attention to each staff member that attends.

Status of plaque honoring Mary Kay Amidon's Service to CVS – Viola will put something in writing to go on the plaque and present it to the board at the next regular board meeting, for consideration and edits

Frank would like to see a place in the school hallway to recognize retired or departed staff that has worked in the building for 10 plus years. Board members present liked the idea and agreed some type of recognition should be posted in the school.

Minute review procedure – minutes will be sent to Board Chair by Friday for review and then sent to SU by Monday.

X. **Old/New/Other Business**

None

XI. **Agenda Items for the Next Board Meeting:**

Randall Northrop of Corette's: Audit
Path funds – what to do with them
What kind of school do we want?
Sup. Castles questions
Hiring practice policy

XII. **The Board adjourned by unanimous consent at 8:23**

Respectfully Submitted,
Jessica Prue

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