

COVENTRY VILLAGE SCHOOL BOARD MINUTES

Wednesday, April 15, 2015

There was a regular meeting of the Coventry Village School Board on Wednesday, April 15, 2015 at 5:30 pm. **These are the unofficial minutes until approved by the board.**

Present: Frank Carbonneau, Amanda Jensen, Viola Poirier, and Matt Maxwell
Administration: Matthew Baughman – Principal, Deb Tanguay – Treasurer, Debbie Brunelle – Financial Assistant, John Castle – Superintendent, Kathy Nolan- Director of Curriculum

- I. The meeting was called to order at 5:42pm by Chair Frank Carbonneau
- II. A **Motion** was made to approve the minutes of the March 18th, 2015 Board meeting. Motion **Approved [MM/AJ]**
- III. **Public Comment:** None
- IV. **Financial Report:**
The Board reviewed and signed orders as follows:

GENERAL FUND

Payroll	04/03/15	\$37,903.71
Void	04/01/15	\$0.0
Void	04/01/15	\$0.0
Accounts Payable	04/06/15	\$291.90
Payroll	04/17/15	\$38,068.13
Accounts Payable	04/15/15	\$62,241.94
Accounts Payable	04/15/15	\$3,060.75
TOTAL ORDERS		\$141,566.43

FOOD SERVICE FUND

Accounts Payable	04/15/15	\$7,668.00
TOTAL ORDERS		\$7,668.00

Debbie Brunelle presented the financial statement for March. As of the end of March we are over budget by roughly \$35,000. It appears to be a result of receiving less anticipated revenue as opposed to overspending. The Board asked Matthew about budgeting for printing costs as well as the cost of RCT. They also discussed the importance of submitting invoices in a timely manner.

Matthew presented the Board with an idea to help offset a portion of salary expenses for next years budget. He proposes using Medicaid funds to pay for portions of salaries for individual teachers who provide interventions to students. Mr. Castle expressed that he would like to work through that with Matthew to be sure that this was a viable option.

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

Deb Tanguay presented the Treasurers Report.

- V. The Board moved to take a 10-minute recess at 6:00 pm to walk through the Showcase of Learning. The Board reconvened at 6:10 pm
- VI. **Committee Reports:**
Full Board – reorganization was done and the annual report was presented. A resolution was presented by Superintendent Castle rejecting bill H.361.
Policy - Policies B.1 Board Member Orientation and Education and B.2 Board Goal – Setting & Evaluation where rescinded and will be replaced with an update version of Policy B.3 Board Member Ethics. Policies and updates are available on the NCSU website. There was also discussion about providing board members with tablets in the interest of saving on postage, ink, paper and environmental considerations.
VSBA – Frank gave an update on the items the VSBA has been looking at.
Negotiations – Progress is being made – There are a few dates coming up in May.
- VII. **Superintendents Report** - None
- VIII. **Board Business and Operations**
Information and Discussion:
A. Frank discussed the Boards role in the principals review process. Frank also discussed the possibility of a Board work session being held in July. This would be a good opportunity for communication regarding the Board goals and give direction to the principal.
B. Nancy at the SU cannot do any staff contracts until the budget passes. For support staff, the board would like to proceed with a 3% increase as already set out in the support staff salary schedule. A **Motion** was made to move ahead with the schedule that has already been established for support staff. **Motion Approved [VP/MM]**
C. F.17 – Tabled Until May.
D. Meeting dates and coverage were reviewed.

Action:

- A. A **Motion** was made to nominate Frank Carbonneau and Viola Poirier for Full board membership and Amanda Jensen as alternate. Motion **Approved [FC/VP]**
- B. A **Motion** was made to hire Three C's Cleaning for the custodial contract for FY16-17 & FY17-18. Motion **Approved [VP/AJ]**
- C. New Board member training will be held on May 14th at 6pm at the SU. Discussion was held regarding rubbish removal expense. Casella no longer picks up trash and recycling and is being done by a local contractor. The new contractor is now charging to pick-up our recycling and the base rate has gone up \$100 per month. A **Motion** was made to have Matthew solicit recycling and rubbish removal bids. Motion **Approved [FC/AJ]**

IX. **Principals report**

Matthew gave an update on building and operations. He explained that he has contacted Nadeau's about obtaining some type of discount considering the amount of business we do with them. He also updated the Board on the behavioral issues during the last month. He explained that we are in a holding pattern on the Pre-K program pending the approval of the school budget. There is a pre-k teacher candidate that the committee is very interested in. She has interviewed twice. Matthew has been contacted by OSV regarding the copier contract that is up for renewal in June. He provided the board with the new contract options from OSV. Discussion on excessive copies was discussed as well as ideas for conservation. Matthew is in communication with staff. Copier contract discussion is tabled until May.

X. **Presentation – Kathy Nolan**

Kathy Nolan – Director of Curriculum for NCSU, was present to discuss SBAC's. She is the point person for the SBAC's within the Supervisory Union. Kathy explained that the process of the SBAC's as a whole is much different from what students and staff are used to with the NECAP's. Because this is the introductory year, the test results will not affect schools annual yearly progress. She also discussed the Learning Design Council, which consists of roughly 20 teachers and few administrators. The goal of the group is that they will be able to give input on how they would like to see professional learning happen in the future.

XI. **New/Unfinished Business**

Possible increase for hot lunch rates – Tabled until May

XII. **Other Business**

A **Motion** was made to adopt Policy F.2 Limited English Proficiency Students and G.12 Title 1 Comparability Policy. Motion **Approved [VP/AJ]**

XIII. **Agenda Items for next Board Meeting**

Copier Contract
Food Service Options
Possible Increase for Hot Lunch rates
F.17 Admission of Non-resident Students

XIV. The board moved to enter **Executive Session** at 8:09 to discuss a contractual matter. Action: Table approval of Principal contract until May.

XV. **The Board adjourned by unanimous consent at 8:45 pm**

Respectfully Submitted,

Jessica Prue
Administrative Secretary

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