

# COVENTRY VILLAGE SCHOOL BOARD MINUTES

## Wednesday, September 16, 2015

There was a regular meeting of the Coventry Village School Board on Wednesday, September 16, 2015 at 5:30 pm. **These are the unofficial minutes until approved by the Board.**

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

**Administration:** Matthew Baughman – Principal, Deb Tanguay – Treasurer, Debbie Brunelle – Finance Assistant, Casey Boyle-Eldridge– Staff accountant, John Castle – Superintendent, Randall Northrop – Corette’s

**Staff:** Irene Dagesse

- I. The meeting was called to order at 5:28 pm by Chair Frank Carbonneau.
- II. A Motion was made to accept the minutes of the August 19, 2015 Board meeting with the following corrections: “A Motion was made to accept the *July* Financial Statement” and to clarify that non-resident pre-school students will be allowed to enroll so long as the family assumes responsibility of paying the full tuition. Also to clarify that payment for Butler’s will be going through the SU in the future, as required by Act 153. Motion **Approved** [MM/VP]
- III. **Public Comment:**  
Irene Dagesse, Enrichment Coordinator, approached the Board to request a leave of absence. Irene will be traveling with her daughter to Australia in January. She is requesting 5 days of leave which she will make up upon her return. A Motion was made to approve the requested leave of absence. Motion **Approved** [VP/MM].
- IV. **Financials**  
**The Board reviewed and signed orders as follows:**

### GENERAL FUND

Accounts Payable	8/27/15	\$1257.60
Payroll	9/4/15	\$28,660.58
Payroll	9/11/15	\$24,278.87
Accounts Payable	9/16/15	\$72,561.89
Accounts Payable	9/16/15	\$6,792.69
Payroll	9/18/15	\$33,228.43

TOTAL ORDERS		\$166,780.06
FOOD SERVICE		
Accounts Payable	9/16/15	\$923.87
TOTAL ORDERS		\$923.87

Randall Northrop from Corette's was present. He will be providing the Board with the first draft of the FY15 audit in the next couple of weeks. He feels that things look good. He does have a few ideas for improving the internal controls and will present those ideas along with the audit.

Debbie Brunelle presented the August financial statement. Discussion followed. Rosalie requested a true trial balance. A **Motion** was made to accept the August Financial Statement. Motion **Approved** [MM/VP]

Deb Tanguay presented the treasurers report. Discussion followed.

**V. Superintendent's Report**

Superintendent Castle Reminded the Board about the Full Board meeting tomorrow night... all Board members are encouraged to attend. He went over a few of the items on the agenda for that meeting. Act 46 is a topic he is focused on as far as educating Boards on what that Act entails.

**VI. Principal's Report**

Matthew explained that the staff bathrooms are still an issue despite replacing the toilets. He extended an invitation to all Board members to attend the Full Board meeting on the 17<sup>th</sup> as well as the open house and fall harvest festival tomorrow evening. Special Education services will be centralized due to act 153. Matthew is in the process of meeting with all certified staff to go over their goals for the year. He is advising the Board to consider revising the support staff wage scale due to the proposed federal increase in minimum wage. The school has adopted a new social skills curriculum, Random Acts of Kindness. The curriculum looks at areas such as conflict management, self-control etc.... CEP approval is still pending, we have a tentative approval but we are waiting until we receive written approval before notifying school families. We still do not have an Abbey Group contract, it is being held up at the state level. The pre-school is doing well; we have an enrollment of 12/14.

**VII. Board Business**

Frank made a recommendation that when looking at roofing bids; we focus more on standing seam roofing as opposed to asphalt shingles. In his

experience, standing seam will last longer and better protect the building over the long term. Frank recused himself from discussion and from the vote at 6:43pm because he does business with one of the contractors who has submitted a bid. The Board received one bid from Travis Eurbin. The Board spent a considerable amount of time asking questions about the details of the bid and discussing how best to fund the repair.

A **Motion** was made to accept Option #2 of Eurbin Design's bid for \$68,500. Motion **Approved [VP/RB]**

A **Motion** was made to adopt policies D.8 Alcohol and Drug-Free Workplace, D.11 Drug and Alcohol Testing, E.26 Tobacco Prohibition. Motion **Approved [MM/RB]**

VSBA regional meeting will be held on the 29<sup>th</sup> at 5pm

The Board reviewed upcoming meeting dates and coverage

A **Motion** was made to approve contracted services through North Country Hospital for the nurse position. Motion **Approved [MM/RB]**

The Board has requested to have Board and Treasurer salaries paid in October.

**SU Policy:** Focused on support staff wages

**VSBA:** ACT 46 implementation still be moving ahead, preparing for the annual conference, a couple of resignations.

**VIII. Agenda Items for next Board meeting**  
Support staff wage scale (Principal's Report)

IX. The Board adjourned by unanimous consent at 8:19 pm

Respectfully Submitted

Jessica Prue