

COVENTRY VILLAGE SCHOOL BOARD MINUTES

Wednesday, March 18, 2015

There was a regular meeting of the Coventry Village School Board on Wednesday, March 18, 2015 at 5:30 pm. **These are the unofficial minutes until approved by the board.**

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

Administration: Matthew Baughman – Principal, Deb Tanguay – Treasurer, Debbie Brunelle – Finance Assistant, Glenn Hankinson – Director of Business for NCSU, John Castle – NCSU Superintendent

Staff: Cory Valentine, Irene Dagesse, and Jen Mason

Students: Miles Mason and Logan Sylvester

Public: Lenore Beers

- I. The meeting was called to order at 5:33pm by Chair, Frank Carbonneau.

II. Board Reorganization

- A. Elect Chairperson: Frank Carbonneau was nominated as Chairperson by Matt Maxwell. There was another call for nominations, there being none, nomination for Frank Carbonneau **Approved**.
- B. Elect Vice Chair: Viola Poirier was nominated as Vice Chairperson by Matt Maxwell, There was another call for nominations, there being none, nomination for Viola Poirier **Approved**
- C. Elect Clerk: Rosalie Bowen was nominated as Clerk by Frank Carbonneau, there was another call for nominations, there being none, nomination for Rosalie Bowen **Approved**
- D. Elect two (2) NCSU Full Board Representatives: Amanda Jensen and Viola Poirier were nominated by Matt Maxwell. There was another call for nominations, there being none, nomination for Amanda Jensen and Viola Poirier **Approved**
- E. Elect alternate member for the NCSU Full Board: Matt Maxwell was nominated for alternate member for the NCSU full board by Frank Carbonneau, there was another call for nominations, there being none, nomination for Matt Maxwell **Approved**
- F. Appoint one (1) NCSU Executive Committee member: Frank Carbonneau was nominated as NCSU Executive Committee member by Matt Maxwell, there was another call for nominations, there being none, nomination of Frank Carbonneau **Approved**
- G. Appoint NCSU Policy Committee member: Viola Poirier was nominated as NCSU Policy Committee member by Matt Maxwell.

There was another call for nominations, there being none, nomination of Viola Poirier **Approved**

- H. Appoint NCSU Negotiations Committee member: Frank Carbonneau was nominated as NCSU Negotiations Committee member by Viola Poirier. There was another call for nominations, there being none, nomination for Frank Carbonneau **Approved**
- I. Appoint CVS Finance Committee: Matt Maxwell, Rosalie Bowen and Viola Poirier were appointed to be the CVS Finance Committee.
- J. Appoint CVS Building Committee: Matt Maxwell, Amanda Jensen and Frank Carbonneau were appointed to be the CVS Building Committee.
- K. Designate an official Newspaper: **Motion** that the Newport Daily Express and the Orleans Country Record be designated as the official newspapers. **Approved [FC/MM]**
- L. Establish regular meeting dates and times: The Board agreed to keep the same date and time for regular Board meetings as the past year.
- M. Review and approve Board Code of Ethics:** The Board read and approved the Board Code of Ethics. Frank hoped each member would sign the Board Code of Ethics, but noted it was voluntary. Each member did so and the Code was posted outside the main office.

III. A **Motion** was made to approve the minutes of the February 18th, 2015 Board meeting. Motion **Approved [MM/RB]**

IV. **Public Comments - Teacher/Student Presentation**

Lenore Beers introduced herself to the Board. Lenore is interested in providing the Board with a proposal to bring the food service program for CVS back in-house. She is currently the assistant cook at Irasburg Village School. Lenore explained some of the changes she has instituted at IVS that have resulted in bringing the program out of the red. The Board explained the process of submitting a bid for the food service contract and welcomed her to do so once the opportunity to bid is advertised.

Irene Dagesse, Enrichment Coordinate for CVS, was present with two students, Miles Mason (7th grade) and Logan Sylvester (8th grade). Mrs. Dagesse explained to the Board what she does as the Enrichment Coordinator - she provides school wide enrichment opportunities as well as team teaching/co-teaching with the K-4 teachers. She also provides support for the Middle School Science teacher. In November, Irene and Matthew attended the Youth Environmental Summit with 4 students from Coventry where they were introduced to the TRY (Teens Reaching Youth) for the Environment program. Through the TRY program students are encouraged to find ways to improve their schools impact on the environment. Logan Sylvester explained to the board that effective July 1st 2015 it will be illegal to send recyclables to the dump. Miles Mason talked about a waste audit

that was performed in January. They were surprised at the food waste that was found during the audit because all students and staff are supposed to recycle food waste. They found that the majority of the waste was milk cartons. In just 2 days 127 milk cartons were collected. The Green Avengers (student environmental club) wrote an action plan to acquire a milk dispenser for the cafeteria to cut down on the waste. The TRY committee approved the action plan and provided the school with \$750 to purchase the milk dispenser. Matthew expressed how much he supports these types of enrichment activities. He feels that this is an area that CVS should be growing in because it encourages students to get involved and help to solve real world issues.

V. Financial Report

Debbie Brunelle presented the financial statement. Discussion followed.

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

Deb Tanguay presented the treasurer's report. Discussion followed regarding possible uses for the \$61, 327.88 in the Capital Improvement Fund.

VI. Committee Reports

SU Policy – Discussion was held regarding the VSBA's decision to rescind various policies.

SU Executive – Talked about the upcoming legislative summit. Leanne explained the need for SLP's in the district. Took formal action to RIF the employees at the SU Pre-K centers.

Full Board – Frank gave a brief update on the last full board meeting.

VSBA – None

Negotiations – Frank will be attending the next meeting. Progress is ongoing.

VII. Superintendents Report:

Superintendent Castle reminded the board that NCSU's Annual meeting is tomorrow and everyone is encouraged to attend and participate. There will be discussion about a resolution that will be presented to our representatives regarding house bill 31, stressing the SU's disapproval of the bill. Superintendent Castle also mentioned to the board his concern about over reliance on standardized testing in light of the SBAC window opening.

VIII. Principal's Report:

The process for instituting the Pre-K program is progressively moving forward. Matthew has applied for the initial licensure. He is in the process of putting together the portfolio to complete the final licensure process. A survey was put out to the community in regards to their feelings about a

Pre-K program here at CVS. The large majority of respondents support creation of the program.

Matthew reviewed the Principal's report with the Board which included an update on behaviors. He also mentioned that he currently plans to invite all new staff back for a second year.

IX. Board Business and Operations:

The Board discussed who would be in attendance at the informational meeting on March 26th. Matthew will present an update on what has been happening at the school as well as the fiscal information. The Board is going to make the budget information available to the community on the schools website as well as making hard copies available at the Post Office, Town Clerks Office and the School. Glenn Hankinson will try to be present at the meeting. The Board is going to ask Jean Maxwell to moderate the meeting.

The Board reviewed upcoming meeting dates and coverage.

The board again discussed the options available for the food service at CVS. Matthew expressed to the Board that he would like the opportunity to work with the Abbey group on improving the quality of the food before we look at going with other options.

Rosalie will not be at the next regular Board meeting due to it being April 15th. Rosalie also explained to the board that she has resigned from her current position at Gene Besaw's and will supply the Board with new contact information as soon as possible.

Matthew and Deb Tanguay will be in Washington D.C. for the 8th grade trip in May. They will be unable to attend the meeting as scheduled. **The Finance Committee will meet on May 14th at 5:00pm. The Full board will meet on May 20th as scheduled.**

X. New/Unfinished/Other Business

A **Motion** was made to adopt policies: A.01 Policy Development, dissemination and Administration, D.10 Public Complaints about Personnel, G11 Responsible Computer, Network and Internet Use. Motion **Approved [VP/MM]**

A **Motion** was made to rescind policies: A.02 Policy Adoption, A.03 Policy Dissemination, Administration and Review, F.47 Portable Electronic Communication Devices. Motion **Approved [MM/RB]**

A **Motion** was made to adopt policy A.04 Administrative Procedure Development. Motion **Approved [MM/RB]**

XI. Agenda Items for next Board Meeting:

Copier Contract
F.17 Admission of Non-resident Students
Review Support staff schedule
Principal contract
Custodial Bids

XII. The Board adjourned by unanimous consent at 8:46 pm

Respectfully Submitted,

Jessica Prue
Administrative Secretary

Draft