

COVENTRY VILLAGE SCHOOL BOARD MINUTES

Thursday, May 14, 2015

There was a regular meeting of the Coventry Village School Board on Thursday, May 14, 2015 at 5:30 pm. **These are the unofficial minutes until approved by the board.**

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

Administration: Matthew Baughman – Principal, Debbie Brunelle – Finance Assistant.

Cynthia Diaz, Jen Cleveland – Caledonia Record, Chris Roy – Newport Daily Express, Lenore Beers, Robin Kay, Natahlie (?) – Chronicle, Justin Williams - Abbey Group, Jessica Guyette

- I. The meeting was called to order at 5:30pm by Board Chair Frank Carbonneau

The Board moved “Approve Tax Anticipation Note” from Board Business and Operations to Financial Reports. As well as taking up F.17 under Board Business and Operations.

- II. A **Motion** was made to approve the minutes of the April 15th, 2015 Board meeting. Motion **Approved [MM/VP]**

- III. **Public Comment:**

Coventry resident Cynthia Diaz asked the Board if the school currently had any tuition students. She expressed a concern about two students she believes live in North Troy but are currently enrolled at CVS. She asked for clarification on policy F.17 Admission of Non-Resident Students. She suggested that the Board have parents sign a sworn statement under penalty of perjury, verifying that they are indeed residents of the town of Coventry. The Board responded that to their knowledge all students currently enrolled are indeed residents of Coventry. The school regularly checks residency for the K – 8 students as well as high school students. The Principal and Cynthia will discuss this issue soon.

- IV. **Financial Report:**
The Board reviewed and signed orders as follows:

GENERAL FUND

Payroll	5/1/2015	\$32,736.16
Payroll	5/15/2015	\$39,240.98
Accounts Payable	5/14/2015	\$206,760.35
Accounts Payable	5/14/2015	\$918.75
TOTAL ORDERS		\$279,656.24

FOOD SERVICE

Accounts Payable	5/14/2015	\$6,560.44
Accounts Payable	5/14/2015	\$646.97
TOTAL ORDERS		\$7,207.41

Frank asked that if there are questions that come up during financial reports, only those issues that need the attention of the full board should be addressed. Questions regarding specific invoices for example, should be handled during the Finance Committee meeting.

Debbie Brunelle presented the April Financial Statement to the Board. The Board discussed the increase in expenses. Matthew explained that a large portion of the increase is due to unanticipated special education expenses. After some discussion, Matthew asked if the SU could do an audit of the Para-educators hour allocations. Viola asked for clarification as to why the SLP expense is over budget. Matthew explained that our SLP that was hired through the SU unexpectedly resigned last year, so we had to use a contracted service through Codding Hollow, which is more expensive than the salary that was anticipated.

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

Treasurer's Report – Was reviewed by the Board

Debbie Brunelle presented the Board with the bids that were received for the **Tax Anticipation Note**. She explained how each bank works and which one looked like it would provide the best return.

Coventry Town Clerk, Cynthia Diaz explained to the Board that the school could ask the Town for a "Tax Anticipation Payment", which would be paid in July. Cynthia explained that she has not spoken with the Select Board yet but they will be meeting on Monday and if the Board so chooses, they could be placed on the Agenda to discuss this option.

A **Motion** was made to speak with the Town about a Tax Anticipation Payment in the amount of \$525,000 or a third of last years tax payment, whichever is greater, and find out what the reinvestment rate is and then

compare that option with the three other bids that have been received.
Motion **Approved [FC/VP]**

A **Motion** was made to appoint Frank Carbonneau to attend the Select Board meeting on Monday, May 18, 2015 at 6:30 pm. Motion **Approved [MM/RB]**

V. Food Service Presentations –

Justin Williams from the Abbey Group explained to the Board what the vision of the Abbey Group is and what their goal is in providing food services here at Coventry Village School. He explained that at Coventry they have 20% participation for breakfast, and 70% for lunch. The Abbey group tries to use 20% of their budget on local products; at Coventry we use roughly 50% on local products. Frank thanked Justin for taking the time to come before the Board.

Lenore Beers addressed the Board in regards to bringing the food service program back in-house. Lenore went over her qualifications and experience in the food service industry and highlighted some of the changes she has implemented at her current school. Lenore highly recommends that all schools take advantage of CEP. Frank thanked Lenore for coming before the Board.

VI. Committee Reports:

SU Policy: Viola updated on policies.

SU Executive: Frank was in attendance. The committee discussed issues that are before the house.

Full Board: None

VSBA: Discussion was mostly centered around the legislative session.

Negotiations: Committee met on May 6th. The Association rep was not available, no negotiations were held. They will meet again on May 20th.

VII. Superintendents Report:

NONE

VIII. Board Business & Operations:

A. Frank requested that he be appointed to present diplomas at the 8th grade graduation.

B. Matthew explained that only about a 3rd of the parents voted at the last scheduled vote. An extensive discussion followed regarding possible options going forward. There was discussion regarding possibly holding a community forum or possibly sending a survey to registered voters.

Residents Cynthia Diaz and Jessica Guyette expressed to the Board some of the concerns they are hearing from the community that may have contributed to the failed budget vote.

A **Motion** was made to send a survey to all registered voters of Coventry by Tuesday, May 19th via mail. Motion **Approved [VP/RB]**

- There will be a special Board meeting on June 1st, 2015 to review the survey results and adjust the budget as necessary. There will be an informational meeting held on June 9th, 2015 and a tentative vote date on June 16th, 2015
- C. Approve Hot Lunch Prices – Tabled** until June – pending more guidance from the SU.
- D. Food Service - Community Eligibility – Tabled** until June
- E. A Motion** was made to accept Anna Shelow and Linda Filipp’s resignations. Motion **Approved. [FC/MM]**
- F. Working Days for Staff in the Summer - Tabled** as this item was absent from the Board packet.
- G. A Motion** was made to approve FY16 IDEA-B budget. Motion **Approved. [VP/MM]**
- H. A Motion** was made to accept WB Mason’s paper bid for FY15 - 16. Motion **Approved. [VP/FC]**
- I. Tax Anticipation Note - Addressed under Financial Reports**
- J. A Motion** was made to continue conversation regarding F.17 Admission of Non-resident Students and table until June’s agenda. Motion **Approved [AJ/VP]**
- IX. Principal’s Report:**
Matthew recognized the teacher (Linda Filipp) and Support staff person of the year (Jessica Prue). He also went over some operational issues with the plumbing in the bathrooms off of the gymnasium. Students have been busy with NECAP testing as well as SBAC’s; both assessments have been going well. There was an unannounced lockdown drill on Wednesday, May 13th, which went very well. Matthew explained to the Board that the issue reported in the Caledonian Record of Board information not being posted online was simply an issue of the sharing setting not being accurate, the settings have since been fixed. Matthew will be in Washington, D.C. from the 17th – 22nd of May.
- X. A Motion** was made to rescind policies NCSU B.1 Board Member Orientation and Education & NCSU B.2 Board Goal-Setting and Evaluation. Motion **Approved [FC/VP]**
- XI. Agenda Items for the next Board Meeting**
Time Sheet Audit Information
F.17 Admission of Non-resident Students
Tax Anticipation Payment or Note
Copier Contract
Food Service Bids
- XII. The Board adjourned by unanimous consent at 9:02 pm**

Respectfully Submitted

Jessica Prue
Administrative Secretary

DRAFT