

## **COVENTRY VILLAGE SCHOOL BOARD MINUTES**

### **Wednesday, November 19<sup>th</sup>, 2014**

There was a Regular Meeting of the Coventry Village School Board on Wednesday, November 19<sup>th</sup>, 2014 at 5:30 PM. **These are the unofficial minutes until approved by the Board.**

**Present: Frank Carbonneau, Matt Maxwell, Rosalie Bowen, Viola Poirier**  
**Administration: Matthew Baughman – Principal, Deb Tanguay – Treasurer, John Castle – Superintendent, Glenn Hankinson – District Finance Mgr.**  
**Staff: Jennifer Mason, Jaime Comtois, Melissa Souliere**  
**Community Members: Sonya Brasseur, Matt Hancock, Sarah Baughman**

- I. The meeting was called to order at 5:35pm by Frank Carbonneau
  
- II. A **Motion** was made to accept the minutes of the October 8<sup>th</sup>, 2014 Board Meeting with the correction that “Harry Frank was in attendance”, in the Full Board Committee Report. Motion **Approved** [FC/MM]  
A **Motion** was made to accept the minutes of the October 21<sup>st</sup>, 2014 building committee meeting. Motion **Approved** [MM/FC]

### **III. Teacher/Student Presentations & Public Comment**

Students from 7<sup>th</sup> and 8<sup>th</sup> Grade presented a debate regarding whether the U.S. mint should continue to produce the penny. Students have recently been learning about this topic as part of their Current Events in Mrs. Souliere’s Social Studies Class. The 8<sup>th</sup> grade students held the position that the penny should remain in production, while the 7<sup>th</sup> grade students offered their rebuttal on why it should be discontinued. Several Students read essays they had composed concerning this topic. Mrs. Souliere expressed to the students how proud she was of their efforts in this presentation.

Sarah Baughman and Jaime Comtois approached the board regarding reinstating a benefit that would allow staff to enroll their children at Coventry Village School. Sarah outlined the reasons why they feel this would be a great time to revisit this benefit. Jaime provided the board with letters from community members who support this request as well as a letter signed by multiple staff members. Sarah pointed out that regardless of the board’s decision on this topic, it speaks volumes about the quality of the school that staff want their children to attend. Frank thanked them both for their attendance at the meeting

Frank also used the opportunity to thank Sarah Baughman for her efforts in getting the newsletter off the ground as well as her work with CVS's Facebook page and website.

#### **IV. Superintendents Report**

Superintendent Castle gave a brief description of Act 166, (essentially universal access to Pre-K) and how it will affect the Pre – K programs in the district. He pointed out that this piece of legislation makes pre-school an obligation of the public school system. Under this Act, the Supervisory Union can no longer use Title One funds to subsidize center-based programs. Because of this, at the district level, it was decided that it would be most cost effective to initiate the transition to move Early Ed to the local school communities. If CVS Chooses to offer Pre –K classes for more than 10 hours per week, additional Title One funds would become available as well as additional Medicaid funds. Schools are not required to provide the Pre-K program in-house however, funds would have to be available to provide these services at alternate locations for community members. Superintendent Castle encouraged the Board to communicate with local childcare providers to keep the possibility of a collaboration open.

Frank asked Superintendent Castle what he feels his role is in terms of finances. Superintendent Castle stated he would like to meet with each principal, along with Glenn, to discussion the process of budgeting in general. He aims to provide support and council in the budgeting process. He views his role, along with principals, as a partnership.

#### **V. Financial Report:**

**The Board reviewed and signed orders as follows:**

GENERAL FUND		FY15
Payroll	10/17/14	\$35,554.08
Accounts Payable	10/15/14	\$1,150.00
Accounts Payable	10/28/14	\$52,925.00
Payroll	10/31/14	\$35,943.20
Accounts Payable	10/15/14	\$1,000.00
Payroll	11/14/14	\$35,647.35
Accounts Payable	11/19/14	\$381,931.86
<b>TOTAL ORDERS</b>		<b>\$544,151.49</b>

## FOOD SERVICE FUND

Accounts Payable	10/29/14	\$1,248.35
Accounts Payable	11/19/14	\$9,199.55

<b>TOTAL ORDERS</b>		<b>\$10,447.90</b>
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Randall Northrop of Corette's was unable to attend. He will be added to the agenda for December. Glenn will email the completed Draft Audit to the Board.

Glenn asked if there was clarification needed regarding the invoice to the SU that was held for payment at the last meeting. The invoice in question was for VCAT, which is assessment software used by the district. The board was satisfied with the explanation that Glenn presented and directed the Treasurer to release the check.

A **Motion** was made to accept the October 2014 Financial Statement. Motion **Approved**. [MM/RB]

## VI. Committee Reports

**SU Policy** – Nicole Mace was present. She explained that we had too many policies. There should be 50 policies; she explained that if a policy restates the law we do not need it. She also advised that the policy manual must be accessible to the public and be indexed. It was a very productive meeting.

**SU Executive** - They had a quorum, General council from the VSBA was present and went over several laws.

**Full Board - None**

**CVS Building Cmte** – Jim Cobb from Restoration Unlimited gave the Committee an update on the work being done to repair the water damage done to the building. Jeremy Caswell was also in attendance from Gosselins to present a proposal for an epoxy floor in the mechanical room. The discussion regarding a road sign continued and will be addressed again after the results of the community poll are received.

**VSBA** – Recently held a two-day conference where they held a student debate. There was also a video presentation of an interview with Joe Blanchette and Nicole Mace of the VSBA regarding negotiations. The VSBA Board also met last week to discuss focuses for the upcoming legislative session as well as the many factors involved with upcoming budgets, negotiations and well as health care & tax reform.

**Negotiations** – proposals have been exchanged. Next negotiation meeting may be on December 17<sup>th</sup>, the same night as the school board meeting. Frank proposed the board meet on Tuesday December 16<sup>th</sup> if that happens. All in attendance agreed to the proposed date change.

## VII. Principal's Report:

Matthew updated the Board on some of the work that has been done to complete the repairs needed due to the water damage that occurred in September. Nadeau's came and installed the new circulators. A new fire panel is on order and will be installed as soon as it is received. The gym floor installation will be completed the week of December 8<sup>th</sup>. He also gave an update on Curriculum and Student Achievement. Teachers and classes have been uploaded to our new database driven curriculum-mapping software- Rubicon Atlas. This will allow teachers to create and assign standards to unit plans, share curricular materials across grade levels and schools, and generate helpful reports to help assess and evaluate curriculum. Students in technology are learning: Scratch computer programming, presentation software and skills, and Google Tools. They are also involved in presenting to students from earlier grades.

**Pre-K Discussion** – Matthew's initial thoughts regarding Pre – K programing would be to offer a 5 day per week program at 3 hours per day. He feels that Pre-K is essential for being Kindergarten ready. Matthew has spoke with Kathy Taplin (Kindergarten teacher) who informed him that 100% of her current class attended Pre-K last year. Matthew would like to offer childcare after the first 3 hours, this would allow students to arrive on the bus in the morning and leave on the bus in the afternoon under our current bussing contract. Matthew would like to get approval from the board to pursue starting a Pre-K program. Sonya Brasseur (Circle Time Friends Childcare), spoke to the importance of having a full day available. She noted that it is difficult for working families to participate in a half-day program due to transportation issues. Frank would like Matthew to get ahold of the projections and make them available to the board. Frank would also like to look at comparable programs. The board is interested in Matthew pursuing a Pre-K program at CVS.

**Other Principal Business** - Areas that Matthew will be looking at in budgeting will be Pre-K, Technology, phone system upgrades and MTSS (Multi tiered systems of Support).

## VIII. Board Business & Operations

**Road Sign** - The Board agreed to address this topic at the next building committee meeting.

**Plaque Estimate and Acceptance** – The board approved the mock-up provided by PJ Nadeau. A **Motion** was made to authorize Matt Maxwell to authorize PJ Nadeau to engrave the plaque at a price of \$300. The Motion was **Amended** to allow Matt to authorize a small increase for a potential font change. Motion **Approved. (VP, RB)** The board would like to be in receipt of the plaque by the 4<sup>th</sup> of December.

**FY15 Budget Parameters** – A Conservative approach will be necessary. The Board scheduled the first budget meeting for December 9<sup>th</sup> from 5:30 – 7:30pm.

**IX. New/Unfinished/Other Business**  
None

**X. Agenda Items for Next Board Meeting**

Policy F.17 – Admission of Non-resident Students  
Pre –K Program  
Randall Northrop

- XI. The Board **entered Executive Session at 8:53 pm** to discuss the Principal's Contract because doing so in open session would place the board at a substantial disadvantage.
- XII. The Board **exited Executive Session at 9:20 pm** and adjourned at that time by unanimous consent.

Respectfully Submitted,

Jessica Prue  
Administrative Secretary