

COVENTRY VILLAGE SCHOOL BOARD MINUTES

Wednesday, September 17, 2014

There was a Regular Meeting of the Coventry Village School Board on September 20, 2014 at 5:30 PM, at the Coventry School. **These are the unofficial minutes until approved by the board.**

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

Administration: Principal: Matthew Baughman, Treasurer: Deb Tanguay, Superintendent: John Castle, NCSU Finance Assistant: Debbie Brunelle.

Staff:

- I. The meeting was called to order at 5:27 pm by Frank Carbonneau.
- II. A **Motion** was made to approve Minutes of the August 20th, 2014 School Board Meeting with corrections (clarify committee reports to reflect that only the WS Grade Configuration will not be moving forward) Motion **Approved** (VP / MM)
- III. **Public Comments/Teacher/Student Presentations**
None
- IV. **Superintendent Report**
Superintendent Castle discussed several items that will be brought to the full board meeting on Thursday, September 18th including: a strategic plan and the direction that the leadership team and SU will be going in this year, instructional approaches and learning outcomes. The leadership team will spend the first half of the year digging into learning outcomes, then spend the second half of the year looking at instructional approaches.

Superintendent Castle also recommends that all board members use their NCSU supplied email account due to risks that may occur later on.
- V. **The Board reviewed and signed orders as follows:**

GENERAL FUND		FY15
Accounts Payable	8/25/2014	\$317.25
Payroll	9/5/2014	\$33,592.96
Payroll	9/15/2014	\$11,553.28
Payroll	9/15/2014	\$12,725.59
Accounts Payable	9/17/2014	\$69,552.09
Accounts Payable	9/17/2014	\$522.09
Payroll	9/19/2014	\$34,625.63

TOTAL ORDERS **\$162,888.89**

FOOD SERVICE FY15

Accounts Payable 9/17/2014 \$284.74

TOTAL ORDERS **\$284.74**

A. Randall Northrop of Corette's presented an update on the progress of the audit. Randall reports that they have begun the audit for CVS. He also reports continued improvement in the clarity of CVS's books. There is a possibility that the audit will be completed this week. Inter-fund borrowing was mentioned which was a finding from last years audit. Randall recommended to the board that the SU continue to give trial balances as often as possible (preferably monthly). The board requested that Corette's provide them with a draft of the adjusted journal entries. There was a discussion surrounding assigning old PATH funds back to the general fund. A **Motion** was made to assign prior year PATH funds. Motion **Approved**. (RB / VP)

B. Time was spent discussing several line items on the August 2014 Financial Statement. A **Motion** was made to transfer \$3416.88 from line item 5000-5350 to 3100-5440, Motion **Approved**. (RB / VP)

A **Motion** was made to approve the August 2014 Financial Statement, Motion **Approved** (MM / VP)

VI. Committee Reports

None

VII. Principal's Report

A **Motion** was made to approve the Principal's Report to the Superintendent. Motion **Approved**. (MM / VP)

Principal Baughman shared information regarding the recent water damage to the school with the Board. He also discussed technology curriculum, student achievement, as well as the formation of a new vision for the school. Principal Baughman asked the board to approve a change in the payroll procedure. A **Motion** was made to continue the current policy of handling payroll, Motion **Approved**. (MM / RB)
Principal Baughman has asked the board to make a decision as to whether they will follow in practice the hiring policy.

VIII. Board Business & Operations

In response to the questions posed by Superintendent Castle in July; the Board wanted him to know that Coventry Village School offers Foreign Language, Health, Library and adherence to quality standard.

Principal ~ is a great leader; maintains accountability for staff as well as students.

Staff ~ well qualified, dedicated and caring.

Board Members ~ dedicated, support student learning, staff and sounding board for community, effective fiscal managers.

Building Committee ~ dedicated, support of fellow colleagues.

We take pride in our building.

Our needs from SU:

Instrumental Leader: promotes student learning at high levels, supportive of teacher.

Communicator: visits to schools, through media & reports.

Manager: directs & partners with administrators to reach goals; evaluates administrator's performance.

Knowledgeable: state mandates, funding, common core requirements, and meaningful professional development.

A **Motion** was made to not offer the early retirement incentive. Motion **Approved**. (FC / MM)

The Board would like to ensure that the monthly Meeting Minutes are posted in the hallway and placed on the table in the staff lounge.

Frank suggests that the board has a meeting to talk about board vision, as well as goals for the Principal and Superintendent. He asked the rest of the board if they have interest in doing this. A board planning session will be set sometime in October.

IX. New/Unfinished/Other Business

None

X. Agenda Items for Next Board Meeting

Building and Planning

XI. The Board adjourned by unanimous consent at 8:20 pm

Respectfully Submitted,
Jessica Prue