

## CABOT SCHOOL BOARD MEETING MINUTES

Monday, August 20, 2012

School Library

**Present:** Chris Tormey, Ry Hoffman, Jackie Folsom, Sharon O'Conner, and Paul Stecker **Administration:** Nancy Thomas, Superintendent; Pat Johnson Knoerl, Curriculum Coordinator; Rob Billings, Business Manager; and Karen Stewart, Principal

**Call to order:** Chris Tormey, Chair, called the meeting to order at 6:04 pm.

**Public Input** – Lisa Olsen was present to share her concerns with the schedule. Karen answered questions in regards to the class schedules.

### Consent Agenda

- a. Approve June 18, 2012 minutes
- b. Approve July 9, 2012 minutes

Chris made a motion to accept the consent agenda, Sharon seconded. The motion carried unanimously.

### Reports

- a. Superintendent Report – Nancy reported that Cindy Epinette, Cabot Bookkeeper and minute taker, had her last day on Friday. Nancy asked for suggestions on hiring a new minute taker. Chris would like to look at alternative options for minute taking. The Administrative Leadership Team attended the annual statewide Leadership Conference sponsored by the Principals Association. Pat has developed a teacher mentoring program and a mentoring manual. The central office and administration has developed an employee handbook that will be distributed to all staff at the inservice. Nancy shared that the sequestration of federal funds will not take effect until FY14.
- b. Principal Report – Karen reported that foreign language will be incorporated into humanities time this year. The schedule now includes an “x block” – which is a time for teachers to call back students that may need additional help. This block is three times a week and is at the end of the day. This also allows for online courses and other independent studies. Karen shared with the professional development that has been completed over the summer: Ten teachers and administration attended High Tech High in San Diego, California, a project based high school. Ian Burfoot-Rochford attended Responsible Classroom. Lee Penniman is enrolled in the Goddard Residency Masters program. Karen attended a One-to-One computing workshop. Karen assigned two reading assignments for the teachers this summer, Creating Innovators by Tony Wagner and An Ethic of Excellence by Ron Berger. Five students attended the YATST (Youth and Adults Transforming Schools Together) summer institute. Karen shared with the board that there will not be a high school girls' soccer team at Cabot. Karen has arranged for the high school girls that do want to play to play for Hazen. Pete and Karen have worked out a new student drop off and pick up routine. There will be paint stripes and signs showing the new traffic pattern. This will include new designated parking spots for faculty. There are approximately 194 students enrolled at Cabot and the opening ceremony will be on August 29<sup>th</sup> at 9 am on the Common.
- c. AYP – Action Plan Update – Pat handed out information on the Adequate Yearly Progress (AYP) report. Cabot has been identified as “Needing Improvement”. Pat and Karen will send a letter home to parents explaining what this means for Cabot. They shared the letter with the board.

- d. Facility Update – Rob has met with Peter over the summer to plan and facilitate summer projects. The paving project in the front of the building is complete. Some steps around the building have been replaced, carpets have been professionally cleaned and an air conditioner was installed for the server room.
- e. Financial Update – Rob handed out a financial update for the end of FY12 and a preliminary review of FY13. As of the August review FY13 is showing a surplus of \$20,289.00. The board accepted the report as presented.

### **Board Discussion**

- a. Library Paraeducator Position- Nancy shared with the board that due to multiple changes in student enrollment, hiring the additional special educator is not necessary. However, an additional special education paraeducator is necessary. Based on the Collective Bargaining Agreement, Erica Burke will be recalled. The board was in support of this, see Board Action.
- b. WNESU Office Restructure Proposal – Nancy handed out the proposal for the reconfiguration. With the departure of Cindy Epinette, Cabot Bookkeeper, the business office will be reconfigured to include the Business Manager, Business Operations Manager, and a Data Entry Clerk (to be hired). The board was in support of the reconfiguration.
- c. Policy Proposal – John Nelson, Policy Service Manager from VT School boards Association, has recommended adopting the 28 required policies and any other policies the boards would like. He recommends rescinding the old policy book in its entirety. After much discussion, the board would like to review current policies to determine what other policies they would like to keep.

### **Board Action**

- a. Approve New Employees:
  - i. James Haugland, 0.60 FTE Music Teacher
  - ii. Shannon Casey, 0.45 FTE Preschool TeacherJackie made a motion to hire James Haugland and Shannon Casey, Sharon seconded. The motion carried unanimously.
- b. Act on Library Paraeducator Position – Sharon made a motion to recall a paraeducator, Paul seconded. The motion carried unanimously.

**Adjourn** The meeting was adjourned at 8:32 pm.

Respectfully Submitted,

Christina Kimball  
Transcriber