

Approved

CABOT SCHOOL SPECIAL BOARD MEETING MINUTES
Monday, August 17, 2015
Cabot School Library

PRESENT: Chris Tormey, Sharon O'Connor, Ry Hoffman, Jackie Folsom **Administrators:** Nancy Thomas, Superintendent; Dave Schilling, Principal; Christina Kimball, Business Manager **Absent:** Lisa Olson

Call to Order Chris Tormey, Chair called meeting to order at 6:06 pm.

Public Comment: none

Consent Agenda:

Approve minutes of July 1, 2015 meeting. Jackie Folsom moved to approve the July 1, 2015 minutes following an amendment. Ry Hoffman seconded the motion. Minutes approved.

Reports:

- a. Principal Report – Dave Schilling
 - Dave is thrilled to be starting the new school year with a nicely painted high school.
 - The new 5/6 teachers have been working on their classrooms. Will also be exploring some content area specialization to bridge gap between middle school and elementary school.
 - There will be a 1 to 1 computer use at the high school level with students taking home their devices. The middle school students will not be taking laptops home. Computers will stay at school unless specifically signed out for the evening.
 - Dave shared a beginning of the year packet going out to faculty which includes a letter and a professional reading.
 - A letter of intent was given to Dave today by a student interested in being a student representative on the school board.
- b. Superintendent Report- Nancy Thomas
 - The summer is a busy time for central office.
 - Administrative group met several times during the summer as well as attend a leadership conference together.
 - There have been changes regarding the mandated reporting law as well as changes to the bullying/harassment/hazing policy. Nancy will bring to the board information in future meetings.
 - The grant from the League of Innovative Schools is paying stipends for faculty to work this summer on developing plans for moving forward with proficiency based learning and personalized learning at Cabot and Twinfield. There wasn't much participation by secondary staff as hoped for in the summer due to limited staff numbers and other commitments.
 - Act 46 information is still being developed by the AOE and state organizations.
 - Nancy is preparing for the next Community Engagement meetings in August and early September.

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c. Financial Report-Christina Kimball

- The year ended with a \$24,000 deficit. This is less than anticipated in the spring due to careful management of current expenses. The main cause of the deficit was the reduction in revenues including fewer tuition students.

d. Building Projects Update –Pete Ackerman

- Pete will work with Christina to develop a plan for the next few years.
- Working on installing three new water fountains.
- New white boards are being installed.
- There was a broken waterline by the gym. Damages should be covered by the insurance.
- The girls' bathroom across from the gym had some repairs done to the sheetrock. During the repairs it was discovered that there is a leak from the roof running down the walls. This is something that Pete is hoping he can repair next year on his own with Mark and Eric.
- There are some heating problems in the satellite buildings. The air-handler in one building is not working and in another the heater is oscillating on and off constantly.
- Pete is looking into pricing out Alliance and Central Heating and Ventilating for jobs at both Cabot and Twinfield.
- He would also like to use the same company for paper products at both schools in hopes of saving some money.
- Cabot should be all set for bus drivers this year with back up drivers available.
- The professional painting of the high school is wrapping up and Pete did touch up painting on the satellite buildings.
- Play ground certified woodchips will need to be purchased for the playground. Pete is hoping to do some excavating to the playground as well to help with water drainage. Estimated cost of chips and excavating would cost around \$4,200.00. The Board discussed options to pay for the chips.

Board Discussion:

a. Act 46 Update and next steps

- Nancy has been working with the superintendent from Caledonia Central Supervisory Union. The CCSU Board has proposed holding a meeting to bring Chair and Vice Chairs from school boards together to discuss possible collaboration. Meeting date is proposed for September 1st at 7:15 pm. Some points to examine include: how can resources be shared and how can we work together to best meet the needs of the students? What opportunities would be available if there were greater numbers at the high school level?

b. Budgeting for FY16 and FY17

- Food Service FY14 ended with a surplus of \$28,944.00. Equipment was purchased and FY15 ended with a Surplus of \$16,580.00
- Vermont Agency of Education staff will review Cabot's food service program this year.
- This year Cabot will begin serving "Provision 2 breakfasts". Due to high numbers of students eligible for free and reduced meals, free breakfast will be provided for all students.

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- Reserve Fund Undesignated FY15 ended with \$0.55 in the account. FY16 will start with a negative balance due to the transfer of the general funds deficit of \$24,000.00.
- The Reserve Fund – Bus ended FY 15 with a balance of \$2,715.00. These funds are available for the purchase of a new bus or other items in transportation.
- The Endowment fund ended with a balance of \$1,750.00. The Endowment Fund is available to use at the discretion of the board. This is available to use to reduce the deficit, pay for wood chips for the playground, etc.

c. Fund Raising

- Teachers will be requested to submit a request when planning a field trip or other school event. These requests will include goals of the event/trip, cost for entire trip including students, teachers and paras, number of students attending and fundraising plan, date of culminating presentation.
- Request certificate of insurance for groups using the school grounds for events.
- There will also be guidelines for cleanup in regards to peanut allergies.

d. Community Engagement process

- Meetings are scheduled for Thursday, August 20th and Thursday, September 2nd. The September 2nd meeting will include goal setting.

e. Planning the year

- Tabled until next meeting.

Board Action: none

Executive Session: none

Adjournment - Meeting adjourned at 8:42 pm.

Respectfully Submitted,

Amanda LeBlanc, Transcriber