

**APPROVED**

**TWINFIELD UNION SCHOOL BOARD MEETING MINUTES**

**Tuesday, February 10, 2015, 2015**

**Twinfield Union School Library**

**PRESENT:** Patrick Healy, Monica Light, Dan Towner, Dan Gadd, Jill Wilson, Anh Ducharme

**Administrators:** Nancy Thomas, Superintendent; Mark Mooney, Principal; Christina Kimball, Business Manager  
**Student Representatives:** Bridget Couture, Samantha Lege

**Call to Order:** Patrick Healy, chair called the meeting to order at 6:30 p.m.

**Public Comment:** None

**Consent Agenda**

- a. Approve January 27, 2015 Minutes – Dan Towner made a motion to accept the minutes following amendments. Dan Gadd seconded the motion. Minutes accepted.

**Reports**

- a. Student Report- Bridget Couture, Samantha Lege
- February vacation is coming up so classes are gearing up for winter carnival and spirit week. Spirit week will occur the week of February 16<sup>th</sup> and Winter Carnival is planned for Friday, February 20<sup>th</sup>.
- b. Principal Report – Mark Mooney
- Work is being done with Bill Rich on early release days. Currently building scales as we move forward to proficiency based learning and how students will be assessed. Examples will be shared at the next board meeting.
  - Will learn more on Thursday about the League of Innovative Schools Grant and what we are able to use it for.
- b. Superintendent Report – Nancy Thomas
- Thursday February 12<sup>th</sup> will be the first meeting with our coach from The League of Innovative Schools. This time the meeting will be held at Twinfield.
  - Superintendents in the area met with Scott Wilson the new State's Attorney.
  - The Legislature has established a few new bills in regards to education.
  - Currently there is a push to eliminate Small Schools Grants.
- c. Twinformation:
- Planning time and collaboration time built into teachers schedules each day. The day starts with a staff meeting at 7:30 and ends approximately at 8:10. Mark shared some information about the meetings that occur each day.

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### Board Discussion

- a. Food Service Financial Report
  - Report is as of January 31, 2015
  - Food Service came in with approximately a \$31,000. deficit in FY14. This was reported last year.
  - When budget was built we had not yet received the directive from the Agency that a full time cashier was needed and so the position was not built into the budget.
  - For FY15 the estimate is an additional \$9,000. deficit as the budget stands. Hoping to reduce this with revenues received from the a la carte option as well as adult meal purchases.
  - Christina recommends looking into paying for the food service program through the general fund.
  
- b. TLC Financial Report
  - Carried \$7,000. forward from last year. The program has dipped some into this amount but still in great standing.
  - Should end fiscal year in the good \$4,000.
  
- c. Review – FY14 Draft Audit
  - Draft Audit was reviewed, signed and sent back to auditors. Should receive final, official copy in a few weeks.
  - Christina reviewed the findings from the audit.
  - THE RECOMMENDED Fund Balance Policy was adopted in September, 2014.
  - Christina is addressing the other issues regarding uncollected food service accounts and recording items on the general ledger.
  
- d. Policy Revision: The current policies will be sent to the Board for comparison.
  - F5 Education Records
  - F7 Student Alcohol and Drugs
  - F9 Transportation
  - F19 Limited English Proficiency Students
  - F21 Firearms
  - F23 Participation of Home Study Students
  - F24 Hazing
  - F25 Student Attendance
  - F27 Pupil Privacy Rights
  
- e. Plan Information Meeting: February 23, 2015
  - The meeting will be held in the library.
  - Will use the presentation that was shared with the community during the input session.
  - Include plans and goals from administrators for the upcoming year. Such as work with The League of Innovative Schools.

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### f. How the Agenda gets set

- Patrick reviewed with the Board how the agenda is set.
- Requests can come from administrators, board members and the public.
- Information is shared with the Board Chair and Vice Chair. They approve the agenda items and then send it back to administrators.
- At the beginning of the board meeting the board should review any changes that need to be made to the agenda.
- Public comment is a time when the public is given an opportunity to speak with the board. Recommending that a policy be written for public comment.
- Discuss what expectations are for public comment through-out the meeting.
- Dan Towner suggested that public could speak for a reasonable length at the discretion of the Board Chair.

**Board Action: None**

**Executive Session : None**

**Adjournment : Meeting adjourned at 8:00 p.m.**

Respectfully Submitted

Amanda LeBlanc, Transcriber