

APPROVED

TWINFIELD UNION SCHOOL BOARD MEETING MINUTES

Tuesday, April 14, 2015

Twinfield Union School Library

PRESENT: Patrick Healy, Dan Towner, Jack Hoffman, Jill Wilson, Scott Harris, Monica Light
Administrators: Nancy Thomas, Superintendent; Christina Kimball, Business Manager; Bob
Guilardo, Assistant Principal **Absent:** Samantha Lege, Bridget Couture, Mark Mooney

Call to Order: Patrick Healy, Chair called the meeting to order at 6:32 p.m.

Public Comment: None

Consent Agenda

- a. Approve March 24, 2015 Minutes – Dan Towner motioned to approve the minutes after changing the total amount of the air handlers installed in the gym. Patrick Healy seconded the Motion. Minutes approved following amendment

Reports

- a. Superintendent Report - Nancy Thomas
- Nancy informed the group of Laurence Carnahan's passing. He suffered a fatal heart attack while skiing on Easter Sunday. Laurence was the Special Education Director for Washington Northeast Supervisory Union.
 - Amy Sykas is filling in for Laurence until the end of the school year.
 - April 27th leaders from Everyday Democracy will be visiting and a broad team of parents, staff, students and community members will meet to discuss the Community Involvement Grant and what it will look like moving forward.
 - Cabot Board would like to meet with the Twinfield Board to see what education collaborative activities might look like in the future. Meeting date set for May 5th at 6:30 p.m. at Cabot.
- b. Principal Report – Bob Gulardo
- Successful parent/teacher conferences last week. Many parents attended.
 - Moving along with SBAC testing.
 - April 30th early Greenup day has been planned. Small groups will clean various areas with a teacher supervisor. Students will be given bags, gloves and a list of items that are safe to touch and what is not safe to touch.
 - Students who do not attend the Greenup day will stay at school and work on catching up work.
 - Scheduled day for bike/walk to school is May 7th.

APPROVED

- On May 8th Twinfield will be hosting the Vermont Rural Partnership Conference. One hundred visitors are expected to attend. The purpose of this program is to implement site learning and programs that incorporate student voice into the curriculum.
- c. Twinformation: Intervention Teachers and a para have put together an hour each day to work with students who are lagging behind in one or more area as well as students who are in need of enrichment.
- d. Student Report – None due to absence.

Board Discussion

- a. Policy Revisions: Second Reading – G9 Grade Advancement, G11 Responsible Computer, Network & Internet Use, G13 Animal Dissection, H7 Title 1 Parental Involvement.
 - Added to G9, “Retention of students is discouraged based on research indicating long-term negative impact on student success.”
 - Jack and Monica will work together and come up with a line to add to G11. This line will include that the school encourages safe internet use and will not censor students as long as they are being respectful, responsible and not view vulgar or inappropriate material.
- b. Procurement of Goods and Services
 - Christina shared information about the Purchase Order Process. Teachers fill out requests and vendor information based on the approved the vendor list. They include items they would like to order, sign it and then have the principal sign it. Once the form is authorized by the principal a portion of the slip is sent to central office and the money is encumbered. The principal and the teacher also keep copies of the form. Once the goods are received the teacher reviews their items and then signs that it is ok to pay.
 - To be added to the approved vendor list a tax exempt account must be set up, vendor must accept purchase orders,
 - New vendors are set up as needed.
 - Receive school pricing from many companies and work with one designated representative.
 - Must get bids for items over \$15,000.00
 - Looking at collaborative orders with other school districts to save money on larger orders.
 - Most purchase orders are below \$1,000.00
- c. Teacher Appreciation Day in May
 - Teacher Appreciation week May 4th – 8th.
 - TPIE group has sponsored an event in past years for Teacher Appreciation day.
 - Bob will have the Chair of TPIE e-mail the board with suggestions for Teacher Appreciation Day.

APPROVED

d. Head Start

- Head Start proposed an expansion of services that are available in the area.
- Currently Capstone Community Action Head Start offers Home-based programs in the Plainfield/Marshfield area. They are now looking to offer a collaborative preschool at Twinfield.
- The Head Start Teacher will Co-teach with Twinfield Pre-K teacher, Elaina Foxx.
- The Head Start Teacher will not cost Twinfield anything.
- Will have a preschool program in the morning and in the afternoon.
- The morning session will be a 3.5 hour program and will include breakfast and lunch.
- Ten students in the morning session will need to be children enrolled in Head Start.
- In order to be enrolled in Head Start children must meet certain guidelines. Children are eligible for Head Start if the family receives Reach-Up, SSI, are homeless, falls within poverty guidelines tier 1, 2 and 3.
- There will be two teachers and one para-educator along with 15 students in the morning session.

e. State Board Meeting May 19th to be held here at Twinfield

- Traditionally the May State Board meeting is held at the school of the graduating student representative to the board. Graduating senior Morgan MacIver has served as the student representative on the State board, therefore, Twinfield will host the meeting.
- Patrick is currently working with Mark on finding the space for the meeting.

Executive Session: None

Adjournment : Meeting was adjourned at 7:52 p.m.

Respectfully Submitted

Amanda LeBlanc, Transcriber