

APPROVED

**TWINFIELD UNION SCHOOL BOARD MEETING MINUTES
Tuesday, May 28, 2013, 7p.m. – 9p.m. – Twinfield School Library**

PRESENT: Patrick Healy, Jill Wilson, Monica Light, Dan Gadd; Administration: Nancy Thomas, Superintendent; Mark Mooney, Principal; Student Representatives: Erin Hall; Absent: Kristin Martin, Anne Nadel-Walbridge, Michael Nobles

Call to order: Patrick Healy, Chair - 7:07 p.m.

Public Input

Consent Agenda

- a. Approve May 14, 2013 minutes- Corrections: remove Dan Gadd from the Policy Committee list, add Anne Nadel-Walbridge; in the Student Report & Superintendent's report, the Junior Prom should be referred to as the Prom; Jill moved to accept the minutes as amended, Patrick Healy seconded - unanimously approved

Presentation French Trip Report

- a. Maureen Davis, Twinfield Union School French Teacher and students presented comments and a slide show of their recent Off-Site Learning Experience to France. Maureen Davis began by thanking the Board for their approval and support of the trip.
 - Students presented their experience as they landed in Paris, visited the Louvre, saw the Mona Lisa, Le Arch de Triumph, and dined in the Eiffel Tower.
 - The group travelled to the South of France and the Mediterranean Province, they visited the Monet Gardens, enjoyed shopping and sightseeing.
 - They returned to Pairs where student experienced 5.5 days of Home Stays with French families and attended school with their host siblings. Students experienced the food, culture and language first hand in their host homes.

Policy Development

- a. Presentation and discussion with Nicole Mace, Associate Director, Vermont School Board Association -The Roles and Responsibilities of School Board Members on Policy Committees
 - Nicole Mace, Associate Director of Legal Services presented information and invited questions on developing and adopting school policies.
 - A Model Policy Manual is available on the VSBA website for guidance, outlining and detailing required and recommended policies.
 - Nicole emphasized the need to adopt the (28) required policies, rescind outdated non-required policies, and add recommended policies as necessary, as recommended in John Nelson's Policy Audit. She also recommended a single policy book for the Supervisory Union for most policies
 - Changes to required policies should happen only when there is a change in the law.
 - When crafting policy, develop broad statements of intent which allow administrators to carry out the detail and procedure.
 - Create a policy review cycle of 3 years.

Board Discussion

a. Finance Committee Report

- The Finance Committee discussed the Twinfield Lighting Efficiency Project. Rob Billings will prepare and present financing options for the Committee, which will be provided to the Board before recommending a vote from the Board.
- A \$3,500 grant from the Agency of Education will defray the cost of replacing the school's dishwasher.
- The freezer compressor is not working. The school has borrowed freezer space from Lucky Day. The compressor will be repaired.

b. Facility Walk-Through

- Patrick asked for all Board members to be present on June 25, 2013 at 7pm in order to do a facilities walk through of Twinfield Union School.

Board Action

a. Schedule Committee Meetings for month of June

- Facility Committee will meet on June 11 at 6:15 p.m.
- Finance Committee will meet on June 11 6:30 p.m. to review Rob's findings for the Lighting Project.
- Policy Committee to review Facility Use Policy on June 25 at 6:15 p.m. The Facility Committee will join the Policy Committee in this policy review.

Adjournment 8:45 p.m.

Future Meetings

1. **WNESU Board:** To be Determined
2. **Twinfield School Board:** Tuesday, June 11, 2013, 7:00pm-9:00pm in the Twinfield School Library
3. **Committee Meetings:**
 - Facility Committee, June 11, 2013, 6:16pm-6:30pm
 - Finance Committee, June 11, 2013, 6:30pm-7pm
 - Policy and Facility Committees, June 25, 2013, 6:15pm-7pm

Respectfully Submitted

Sylvia Charron, Transcriber