

APPROVED

TWINFIELD UNION SCHOOL BOARD MEETING MINUTES

Tuesday, July 9, 2013, 7 p.m.-9 p.m., Twinfield School Library

PRESENT: Patrick Healy, Monica Light, Jill Wilson, Dan Gadd, Michael Nobels; **Administration:** Nancy Thomas, Superintendent; Mark Mooney, Principal; Rob Billings, Business Manager;

Absent: Anne Nadel-Walbridge

Call to Order - Patrick Healy called the meeting to order at 7:00 p.m.

Public Input - None

Consent Agenda

- a. Approve June 25, 2013 Minutes – Postponed
- b. Nancy Thomas added the item, Approve June 11, 2013 Minutes – Michael Nobles noted that under **Executive Session**, items should state No Action Taken. Jill Wilson referred to item under **Board Discussion d. TLC**; asking that contracts offered to TLC employees include the phrase, *This contract is dependent upon program funds available*. Michael moved to approve the minutes as amended, Jill seconded – unanimously approved.

Building Walk Through

- Custodian Room: Boilers – within the next 5-10 years will need to think about whether to repair or replace.
- Water System: Up-to-par.
- Playground: Will be fenced in this summer/fall.
- Busses: Bus #10 needs repair and will be used as a spare.
- Louvers Above Outside Front Doors: Need replacing to prevent rain/snow from entering building.
- Covers on doors: Need bracing.
- Paving: From top of hill up to the sidewalks and around the parking lot will be re-paved this year.
- Drainage: Install culvert in back possibly next year.
- Kitchen: Dishwasher being replaced, Freezer will be repaired, Hot water tank to be replaced.
- Cafeteria: New chairs on order.
- Stage: Curtain needs replacing, low priority at the moment.
- High School Hallway: Lockers to be replaced.
- Boys Bathroom: Replacing stalls, tile floor is extremely dirty.
- Girls Bathroom: Being repaired.
- Windows: Planning to install security window shades.

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Reports

a. Superintendent Report – Nancy Thomas

- The Administrative Leadership Team has been working to plan the Fall In-Service days.
- We have volunteered to be a model school with SBAC next year. If accepted, students will take the SBAC instead of the NECAPS in the fall.
- The Administrative Leadership Team attended the Model Schools Conference in Washington D.C. Nancy highlighted some of the workshops attended and will share more detail at a future meeting.
- 911 Compliance – Central Office staff is working to assure that when an emergency 911 call is placed, that call can be traced to the room of the call. Schools must be in state compliance by January 2014.
- Interviews for the Business Manager position will begin next week.

b. Principal Report – Mark Mooney

- Mark reviewed the structure of teacher assignments for the upcoming school year and class offerings.
- Math lab is taking place this week.

Board Discussion

a. Facility status and plan for improvements

- The Board discussed the information presented by Mark and Rob during the Facility Walk Through

b. New Hires

- Mark presented the Resume of Jenna Aube for the position of K-6 Reading Specialist.

c. Twinfield Facility Manager Job Description

- Nancy distributed the Job Description for review and discussion.
- This Job Description aligns both Cabot and Twinfield Facility Coordinator duties to supervise the day-to-day operations in the building, with responsibility for the physical plant being that of the Business Manager.
- Jill and Monica noted corrections to be made to the Job Description.
- Michael moved to approve the job description with amendments, Jill seconded – unanimously approved.

Board Action

a. Approve New Hires

- Monica moved to approve hiring Jenna Aube as K-6 Reading Specialist, Michael seconded – unanimously approved.

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b. **Approve Facility Manager Job Description**

- Michael moved to approve the Facility Manager Job Description with the corrections, Jill seconded – unanimously approved.

c. **Authorize Superintendent to offer professional contracts during the summer**

- Michael moved to authorize, Patrick seconded – unanimously approved.

Executive Session - None

Future Agenda Items

- Building Policy 1st Reading
- Red School Building and Tree status

Adjournment 8:33 p.m.

Future Meetings

1. **Twinfield School Board** August 13, 2013 6:30 p.m. Twinfield School Library
2. **WNESUBoard** To Be Determined

Respectfully Submitted

Sylvia Charron, Transcriber