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**TWINFIELD UNION SCHOOL BOARD MEETING MINUTES**

**Tuesday, August 12, 2014, Twinfield School Library**

**Present:** Board members, Ahn Ducharme, Jill Wilson, Patrick Healy, Monica Light, Dan Gadd, Dan Towner; Administration, Christina Kimball, Business Manager, Nancy Thomas, Superintendent, Mark Mooney, Principal, Bob Gulardo, Assistant Principal.

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

**Public Comment:** No members of the public members were present.

**Consent Agenda:** Minutes: Monica noted the misspelling of Trevor Tait's name. Dan Towner moved and Patrick seconded approval of the minutes of June 10, 2014 with the correction. Board approved unanimously.

The Board reviewed the meeting norms. Dan Towner volunteered as time keeper.

Sylvia Charron, transcriber, is on vacation today. She is also resigning from taking minutes in the future because she wants to concentrate on her primary job responsibilities at the SU offices. She is willing to continue until we find someone. Will Walters suggested, asking the Marshfield Town clerk's office about talking with the minute taker for the many town committees.

Monica asked that Sylvia post the agenda and minutes on Front Porch Forum.

**Reports**

a. **Superintendent Report** – Nancy Thomas

- The Supervisory Union office is now fully staffed with the addition of Amy Renaud who started July 1<sup>st</sup> as Fiscal Services Clerk. Christina and her staff are very busy with end of year wrap up. George Cormier has continued to mentor Christina and do the end of the year report called the stat book for the Agency of Education. The auditors have already spent a week at central office and will return in October.
- Leadership team met for 2 days in June and last week at Killington for the Annual Vermont Leadership Academy. The team worked in the Higher Ed Collaborative strand on Brain Based Learning for Leaders. The information is being used to help design in-service days and follow up through the year.
- Many staff participated in summer professional development:
  - ✓ Culture of Wellness : year-long project sponsored by PATH, the VEHI(Vermont Education Health Initiative) program designed to promote wellness. Cabot and Twinfield are 2 of 6 schools selected for the program. Staff from PATH will help us look at data from a staff survey taken last year and design activities to address the building's wellness goals.

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- ✓ Mahesh Sharma: Math professional development for teachers who haven't taken the course yet. Follow-up will continue during the year. Mahesh will come to our schools on October 16<sup>th</sup>.
- ✓ League of Innovative Schools Institute planning will help continue the changes at the high school and help us move from Carnegie units toward proficiency based graduation as required by Act 77. These teams will work with staff, board, students and community to continue work on multiple pathways, individualized learning and other aspects of the new law.
- ✓ Many individual teachers have also taken courses over the summer.
- Leadership team prepared for in-services next week:
  - ✓ Orientation for mentors and mentees will be on Wednesday, August 20 and will be held at Cabot. The afternoon will have Act 1 training on prevention of child sexual abuse for new teachers as well as anyone who hasn't yet had the initial training.
  - ✓ Thursday, August 21<sup>st</sup> is the Supervisory Union In-service day for both schools and it will be held at Twinfield. Nancy described the day, part of which will focus on proficiencies and the anticipated follow up work throughout the year.
  - ✓ Friday, August 22<sup>nd</sup> is classroom set up day. New teachers have already come in to get materials and begin summer planning.
  - ✓ Monday, August 25<sup>th</sup> is Building day and students begin Tuesday, August 26<sup>th</sup>.
- b. Principal Report
  - Mark and Bob shared information about TUS staff working at multiple institutes this summer.
    - ✓ BEST (Building Effective Strategies for Teaching) Institute, the team worked on PBIS Action Planning, revision of TUS Behavioral Expectations and the Comprehensive Discipline Plan. The work included improvements to the already successful TA Buddy system which spans all grades.
    - ✓ Culture of Wellness Institute team will do a brief presentation at the inservice and then will work with the PATH team at the September 29<sup>th</sup> inservice.
    - ✓ League of Innovative Schools (LIS) team participated in the planning session at Stowe.
    - ✓ Mark is excited about all the new faculty and staff coming on board. Our supervisory union schools now have strong math and writing programs for grades k - 6. Twinfield now has a 3 person intervention team and intervention space. Good training program. Middle school is implementing good brain based research. LIS work in high school moving with cutting edge educational work. He will present prototype to School Board at a future meeting. Mark shared student involvement with many aspects of planning and operations.
  - Jan Danziger has said she can no longer continue with Field Notes. Mark has suggestion for next steps for the newsletter. Thanks Jan for all her work on it over the years.
  - Dan Gadd asked about Roots. Mark replied it has gone well. He will bring it back for future Board discussion at the next Board meeting.

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- There is a new refrigerated water fountain in the hallways. They will encourage students to bring in water bottles.
- Act 77/League of Innovative Schools work included model which will be presented with the team at the next board meeting.

### **Board Discussion:**

- a. FY 14 Financial Report: Christina Kimball, Business Manager, distributed updated report. Unaudited report shows a deficit at approximately \$58,000. There is a reserve fund of approximately \$80,000 which can be used to cover the deficit. Changes from previous report included changes in special education costs and revenues, increased use of substitutes in the last 2 months of the year, including long-term subs, subs for professional development and j-term activities. Tuition for pregnant and parenting teens had not been budgeted. Additional expenses include under-budgeting for salaries, substitute coordinator, heating and ventilating repairs, bus driving position, homeless transportation as required by law. In addition, Washington Northeast Supervisory Union expenses were over budget due to legal costs, phone replacement when it failed, and professional services.

The lighting project net cost was higher than anticipated for this year due to the fact that the savings were lower when the project was completed much later than anticipated. In addition, there is a "base load" problem with excess energy being drawn off from other areas outside of school hours. Christina is working with electrician Dean Deasy to change a variety appliance and circulating pumps to reduce use after school hours.

Christina shared the preparations made with principals for the coming year to stay within the budget and how the budgeting process for FY 16 can be adjusted to more accurately reflect costs.

Monica noted that there is currently .0087% variance from the budget and appreciates the work that Christina is doing to address the issues that have led to the net balance.

- Deficit refunding note: Christina explained the process required by the bank to ratify the action approved at Town Meeting to borrow money for deficit reduction.

Patrick moved to ratify the board poll taken by phone on June 26, 2014, adopting the Merchants Bank Resolution, approving the borrowing of \$153,703.00 for deficit refunding and authorizing the execution of loan documents. Dan Towner seconded. The Board voted unanimously to approve the motion.

- b. Hiring update: Math teacher, Claudia Thurston, has asked for a year-long leave of absence. Mark and Nancy are recommending authorizing the leave. Mark and Bob are working on seeking a teacher for the year.

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Dan Towner offered that he would like to foster good teachers through support of the leave. Dan moved and Jill seconded to approve a one year leave of absence.

- c. Plan Goal setting: Nancy proposed that the board work with the administration Jill suggested seeking facilitation from the VSBA. Patrick asked that Nancy talk with the VSBA and the Board will plan for a retreat in September.
- d. E 14 Fund Balance Policy, First Reading. Christina reviewed the proposed policy as recommended in the FY 13 Audit. Jill asked that we add clarification to which body makes the formal action regarding allocation of fund balances.
- e. Grounds Maintenance: Patrick expressed concern about some trimming. The Board discussed options, including contracting college students or corrections teams or diversion people in the summer. Mark and Bob discussed issues and options to improve the grounds keeping.

**Executive session:** Jill moved at 9:20 to go into executive session for a personnel issue. The Board came out of executive session at 9:25 pm.

**Adjournment:** The Board adjourned at 9:26 pm.

Respectfully submitted,

Nancy Thomas, Transcriber