

TWINFIELD UNION SCHOOL BOARD MEETING MINUTES

Tuesday – December 13, 2011

School Library

Present: Michael Nobles, Amy Darling, Patrick Healy, Pat Boyle, and Jill Wilson **Administration:** Nancy Thomas, Superintendent, Mark Mooney, Principal; Carol Amos, Associate Principal and Rob Billings, Business Manager **Student Representatives:** Erin Hall and Cristin Martin
Absent: Monica Light

Call to order: Michael Nobles, Chair. The meeting was called to order at 6:30 pm.

Consent Agenda

- a. November 8, 2011

Michael made a motion to approve the consent agenda, the motion carried unanimously.

Reports

- a. Superintendent Report – Nancy reported that Dean has installed the cameras and Wildbranch is working on the security server. The security system should be recording by this weekend. Black River design has given estimates for relocating the school office. Nancy reported that there are grants available for this type of work and she will pursue them. There is a need for additional custodial work on the weekends. The administration is requesting up to three hours a week of additional work. The board agreed. Jeff Rubin has collected the teacher information for Twinfield's new website. Nancy anticipates that the website will be ready in early January. Nancy would like to postpone the idea of a shared maintenance director between Twinfield and Cabot. Bids have gone out for transportation for both schools and are due back on January 6th.
- b. Roofing Report – Rob reported that six firms are interested in bidding on the roof, bids are due on December 22nd.
- c. Principal Report – Carol reported that the new Parent Group has an official name, Twinfield's Partners in Education (T-PIE). The group would like to receive a list of fundraising events; they will look at the possibility of consolidating some of them. They will also be compiling a list of volunteer needs at the school. Mark reported on work done on the Teacher Evaluation Forms. The administration and faculty have created a four year evaluation cycle. The faculty is aware of where they are on the evaluation plan. Mark reported on the presentation to the Orange School regarding the possibility of Twinfield becoming the designated high school for Orange High School students. His presentation was very well received. He expects the Orange School Board to be making a decision in the spring.
- d. Student Representative Report – The first community meeting was held, and is called Trojan Time. During this meeting there was some team building games and awards given out. Students who didn't necessarily hang out together got to know other students. Student council is putting together some ideas to raise money for the Winter Carnival. The annual Penny Challenge has started. The students and faculty raise money to benefit the food shelf. Basketball season has started. The students really appreciate the work done on the gym floor. There are new plans in place to ensure students are not walking across the gym, such as having one set of double doors locked. Yearbooks went on sale today. The students like being able to check their grades and assignments on Power School. Friday night movie nights are getting a big turnout.
- e. Other Board Updates
 - i. Facility Committee Report – The new hot water heater is in and has the latest energy efficiencies. There will be an engineering review on the mechanical

systems in the boiler room and in the cafeteria. The Green Team is looking into ways to reduce the energy being used at the school.

Board Discussion

- a. Water System Project: Michael Carey, Construction Engineer for the Agency of Natural Resources, gave the board an overview of the Water System Upgrade project. Michael explained that Twinfield is at the point of going out to bid for the project. The upgrade is necessary due to State regulations. The upgrade will allow for a “stand by” disinfection system. The state is offering forgivable loans up to \$25,000, for which Twinfield is already approved. The total cost of the project is between \$50,000 and \$65,000. Michael recommended having an authorized representative and an alternate appointed to make the day to day decisions. The board agreed and appointed Rob Billings as the primary and Nancy as the alternate. The public will need to vote on the project on Town Meeting day. The article will have to be for the full amount of the project and there can be a notice on the forgivable loan portion. The work should begin next summer and should take about 30 days.
- b. Security Camera Policy: First Reading – The board reviewed and agreed with the Security Camera Policy presented. The board would like to send a notice home with students to inform the community that the cameras are up and recording.
- c. FY13 Budget: Review 2nd draft – Rob presented the 2nd draft of the FY13 budget to the board. He highlighted the health insurance premiums rising 4% and increases to special education expenses. The board discussed the substitute teacher expense and how to increase faculty attendance. The board would like to revisit the substitute teacher process at a future meeting. The board discussed the technology budget and would like to have a presentation on how technology is being used in the classrooms. Patrick suggested reviewing other options for increasing Co-Curricular revenues. The board was in agreement with the 2.95% increase over FY12 budget. The board would like to be prepared for cutting some of it. Patrick thanked Rob for his work on the budget.
- d. Pat Boyle announced that she will not be running when her current term ends in March 2012. The board expressed their appreciation for all that she has contributed to Twinfield Union School.

Future Agenda items:

- a. Budget Planning

Adjournment The meeting was adjourned at 8:47 pm

Respectfully Submitted,

Christina Kimball
Transcriber