

TWINFIELD UNION SCHOOL BOARD MEETING MINUTES

Tuesday – August 14, 2012

School Library

Present: Patrick Healy, Dan Gadd, Monica Light, Anne Nadel Walbridge, and Jill Wilson

Administration: Nancy Thomas, Superintendent; Rob Billings, Business Manager; Pat Johnson Knoerl, Curriculum Coordinator; and Mark Mooney, Principal **Absent:** Michael Nobles

Call to order: Patrick Healy, Vice Chair, called the meeting to order at 6:31 pm.

Consent Agenda

- a. Approve, July 5, 2012 minutes – Correction to the July 5, 2012 minutes: Jill Wilson abstained because she believes that the board was acting against their own policy in hiring an administrator without a board interview. The board approved the minutes with the correction, voted 5-0.

Reports

- a. Superintendent Report –
 - i. Nancy deferred to Pat Johnson for a review of the Adequate Yearly Progress (AYP) Report. Pat shared with the board that Twinfield is now on a Year Two School Improvement Plan, having not met the standards in at least one cohort. Along with the plan that is in place now, there will be an addition federal requirement to provide supplemental services. This means tutoring provided by individuals on a state list outside of school hours. A percentage of federal funds will need to be put aside to accommodate the services. There is a letter that will be going out to parents before school starts. The board would like to see the information be available on the website and in Fieldnotes. Nancy and Pat have a meeting scheduled with the Department of Education next week in regards to the AYP results.
 - ii. The Administrative Leadership Team attended the annual statewide Leadership Conference sponsored by the Principals Association. Mark and Nancy attended a workshop on teacher evaluation which they found valuable. The administration will work with the Union Representatives on an evaluation system and it will be brought back to the Boards. Pat has developed a teacher mentoring program and a mentoring manual. The central office has developed an employee handbook that will be distributed to all staff at the inservice. Nancy shared that the sequestration of federal funds will not take effect until FY14. Deb Rathburn, grade ½ teacher is moving and will be submitting a letter of resignation. An advertisement for an anticipated opening has generated 40 applicants to date.
- b. Principal Report – Mark reported that the Corn Roast and Open House will be on September 18th. The high school faculty is working on some collaborative classwork. They are also reviewing protocols for grading student work.
- c. Financial Update – Rob reported to the board that an end of year review shows a FY12 deficit of \$168,000. The unpredicted/unbudgeted expense of long term substitutes and additional special education expenses are the biggest cause of the deficit. Rob would like to do a more in depth report back to the board at the September 11th meeting.
- d. Facility Projects Update – Rob updated the board on the four major projects at the school. He reported that all projects are still within the budgeted amounts. The two roofing projects will be complete within the week. The water project will be complete next week, as will the office move project.

Board Discussion

- a. WNESU Office Restructure – Nancy handed out the proposal for the reconfiguration. With the departure of Cindy Epinette, Cabot Bookkeeper, the business office will be reconfigured to include the Business Manager, Business Operations Manager, and a Data Entry Clerk (to be hired). The board was in support of the reconfiguration. The board would like to have a finance committee meeting in the near future.
- b. Volunteer Procedures- Nancy handed out a draft of the Volunteer procedures. The board was in support of the procedures.
- c. Policy Manual Revision Proposal – Nancy handed out John Nelson's, Vermont School Boards Association, policy review report and Nancy's proposal. John's recommendation is to adopt the mandatory policies following the models established by the VSBA and some select recommended policies and rescind the complete set of old policies. After much discussion, a collaborative policy committee between Cabot and Twinfield will be formed to move ahead with the proposal for these and other policies common to both schools. A group of policies will be brought to each board each of the next four months for first reading with final adoption scheduled for February.

Board Action

- a. Approve and sign water project documents – The board reviewed and signed water project documents that name Rob Billings as the authorized representative to correspond with the state.

Adjournment: The meeting was adjourned at 8:31 pm

Respectfully Submitted,

Christina Kimball
Transcriber