

APPROVED

**TWINFIELD UNION SCHOOL BOARD MINUTES
Tuesday, March 12, 2013 - 6:30 – 8:45 p.m. – School Library**

PRESENT: Board Members: Patrick Healy, Jill Wilson, Michael Nobles, Dan Gadd, Monica Light, Anne Nadel-Walbridge **Administration:** Nancy Thomas, Superintendent; Mark Mooney, Principal; Pat Knoerl, Curriculum Coordinator; Rob Billings, Business Manager.

Call to order: Nancy Thomas, Superintendent called meeting to order at 6:32pm

A Moment of silence was called by Mark Mooney for the sudden death of Ravenne Browman.

Public Input - None

Reorganization of the Board

- a. Elect Chair - Michael Nobles nominated Patrick Healy, Dan Gadd seconded the nomination –Patrick was unanimously elected.
- b. Elect Clerk/Vice Chair - Dan Gadd nominated Monica Light, Michael Nobles seconded the nomination-Monica was unanimously elected.
- c. Elect 3 WNESU representatives - Patrick Healy, Jill Wilson, and Dan Gadd volunteered to serve again. Monica Light moved to accept them Anne Nadel-Walbridge seconded the motion-Patrick, Jill and Dan were unanimously elected.
- d. Select regular meeting date and time - Michael Nobles moved to hold meetings on the 2nd and 4th Tuesday of each month at 6:30p.m., Jill Wilson seconded the motion. Patrick Healy asked that the 4th Tuesday meeting be set aside for Committee meetings-unanimously approved
- e. Select official newspapers and posting locations - The Board agreed that Board postings will be submitted to The Times Argus, The World and The Hardwick Gazette. The Board agreed Board Postings will be displayed at the school, town clerk offices, Tim's, the post office, the village store, gas station, co-op, website and front page forum
- f. Committee Assignments - Tabled for the next meeting, March 18, 2013.
- g. Appoint representative to Barre Tech Advisory Committee - Patrick Healy volunteered to be the representative to the Barre Tech Advisory Committee-Patrick was unanimously elected.
- h. Authorize Superintendent to sign employment contracts on behalf of the Board - Michael Nobles moved that Patrick Healy and Nancy Thomas sign initial contracts and that Nancy sign contracts as needed throughout the school year, Anne Nadel-Walbridge seconded the motion-Nancy and Patrick were unanimously approved.

Consent Agenda

Approve February 12, 2013 minutes-Corrections: Under **Consent Agenda** remove "4-1"; under **Board Action** name Monica for abstaining in the Montreal Trip request; under **Board Action** name Jill for voting against Bullying Policy Michael Nobels moved to approve minutes as amended, Jill Wilson seconded the motion-unanimously approved.

Reports

- a. Auditor's Report: John Mudgett, Auditor
- Rob Billings introduced John Mudgett and Tyler Kimberly from Mudgett, Jenett & Krogh-Wisner, P.C. John pointed out that the Governance letter within the audit report, walks through the steps of the audit. John asked for questions from the Board
 - Patrick Healy asked for future audits to be completed by December 1. John noted this was the first year he performed our audit; typically the first year is the most time consuming. John plans to have a draft of next year's audit presented to the Board in November in order to complete by December.
 - John outlined items that caused delay in this audit: 1) previous auditor made adjustments that Rob Billings was unaware of, and Rob made adjustments that Auditor was unaware of; 2) re-organization of financial statements to comply with reporting standards; 3) adjustment to break-out entries i.e. long term debt, capital assets, depreciated funds and student activities, etc.; 4) over the past three fiscal years, the movement of funds from general fund to reserve fund was reported as government funds; 5) Recommended the surplus fund balance go into reserve fund.
 - Patrick asked who decides the fund balance policy, voters or Board. John stated that It is within the Board's power to adopt policies that define fund equity.
 - Michael asked John to visit the Board again for a mid-term report.
 - Patrick asked the Board to review the Auditor's Report for further discussion during the Finance Committee meeting.
- Rob informed the Board of a deficit in the FY12 Hot Lunch Program. New procedures are being implemented and SU staff is working to collect delinquent student accounts. Monica Light pointed out that it is difficult for parents to locate lunch program meal balances. Christina will work to link the "My Meal Time" information to the website.

- b. Financial Report: Rob Billings, Business Manager
 - Rob distributed FY13 Budget Projection, pointing out savings in heating costs through the mild winter, no major equipment break downs.
 - SU staff working to implement NEMRC system to be utilized in the schools to support budget management.
 - Rob will be providing budget projections more frequently to the Board in the future.
- c. Superintendent Report: Nancy Thomas
 - Nancy commended the administration's efforts and positive response to the sudden death of Ravenne Browman, and noted that Washington County Mental Health also commended the administration. She has been working to address suicide prevention, risks and challenges. Schools across the state reached out to WNESU.
 - Town Meeting Day votes were a success. Budgets in both schools were approved and the article proposing the closing of Cabot School was defeated.
 - A Representative from Homeland Security met with the Leadership Team to discuss school security. He will return in the Spring for a walk through to identify additional safeguards and facility priorities.
- d. Principal Report: Mark Mooney
 - Mark informed the Board that Ravenne Browman's memorial service will be held on Saturday, March 16 at the Norwich Armory. The community and businesses have raised a great deal of money to assist the family with the funeral. Twinfield students visited Raven's family throughout the day on Tuesday, March 12.
 - The Advisory Council has identified that Semester grade reporting is not working well. Twinfield will move to Quarterly reports cards, immediately.
- e. Student Representative Report: None
- f. NECAP Report: Pat Knoerl, Curriculum Director
 - Pat presented a power point presentation detailing the results of NECAP scores from fall 2013 and plans to address areas of need
 - The information can be found on the Twinfield Union School Website, click on *Administration*, in the drop down, click on *Curriculum*, this will provide links to "Results" and "Reports".
 - Discussion concerning Math: Pat stated that better math alternatives are needed, she also assured the Board that the teachers are very aware of the need to improve and are identifying gaps in student learning sooner, Mark stated that Algebra will be re-aligned to begin in Middle school and Geometry to begin in grade 9, Pat will report math statistics to the board more regularly.

Board Discussion

- a. Committee organization and planning: Finance, Facility, Policy, Negotiations, web-site input (goals, timelines) – Tabled for next meeting.
- b. Annual Report, Meeting and Hearing: changes/suggestions – Tabled for next meeting
- c. Annual Calendar –Patrick asked the Board to review the annual calendar for discussion next meeting

Board Action:

- a. Act on tuition waiver requests – Nancy presented two tuition waiver requests 1) Gabriel Malloy 2) Miguel Gonzalez, recommending they both be approved. The Board went into Executive Session at 9:08p.m.- returned at 9:20p.m. Jill moved to approve the tuition waiver for Gabriel Malloy, Patrick seconded, The motion was defeated 5-1 with Jill voting in favor. Jill moved to approve the tuition waiver for Miguel Gonzalez, Anne seconded-unanimously approved.
- b. Act on sick bank request – The Board went into Executive Session at 9:23 p.m. to discuss two sick bank requests-returned at 9:27p.m. Anne moved to open sick bank, Michael seconded-unanimously approved.

Executive Session: Negotiations - The Board went into Executive Session at 9:30p.m. The Board came out of Executive Session at 9:45 p.m. No action was taken.

Future Agenda items: School Improvement Plan

Adjournment - 9:46 p.m.

Future Meetings:

1. **Washington Northeast Supervisory Union:** Thursday, March 21, 2013 6:00 – 7:30 pm in the Twinfield School library
2. **Twinfield School Board:** Tuesday, March 26, 2013, 6:30 – 8:30 pm in the school library

Respectfully Submitted

Sylvia Charron