

**Barnet School Board Meeting Minutes
Tuesday, September 9, 2014
Barnet School**

Members in Attendance: Louis Bushey, Robert Farlice-Rubio, Shellie Samuels, Mary Skovsted, David Warden; Principal Shawn Gonyaw; Superintendent Mathew Forest

- 6:14 p.m. The meeting was called to order by Board Chair Shellie Samuels.
- 6:14 p.m. A motion was made by Louis Bushey to enter Executive Session. The motion was seconded by Robert Farlice-Rubio. The motion passed unanimously.
- 6:20 p.m. A motion was made by Louis Bushey and seconded by Robert Farlice-Rubio to end Executive Session. The motion passed unanimously.
- 6:30 p.m. The meeting was called back to order by Board Chair Shellie Samuels. Ellen Hinman and Jackie Gilmour joined the meeting.

Approval of Minutes

- July 8, 2014 A motion was made by Louis Bushey and seconded by Robert Farlice-Rubio to approve the July 8, 2014 minutes as presented. The motion passed unanimously with no discussion. **Approved**
- August 12, 2014 The location of the meeting will be added to the minutes. A motion was made by Louis Bushey and seconded by Robert Farlice-Rubio to approve the August 12, 2014 minutes with that change. The motion passed with no further discussion. **Approved**
- August 15, 2014 A motion was made by Mary Skovsted and seconded by Robert Farlice-Rubio to approve the August 15, 2014 minutes as presented. The motion passed with no further discussion. **Approved**

Public Input

None at this time

Administrative Reports

Superintendent Forest suggested that the reports not be read at the meeting since they are being sent out to Board members in advance of the meeting. Any questions regarding the reports would be brought forth at this time. Louis Bushey asked if the reports would be made available to the public as well; Superintendent Forest explained the reports are not for the public but really only for the Board. Louis asked if the reports could be attached to the Board minutes; this is not required and Principal Gonyaw mentioned he attaches his report to the minutes when he distributes them.

- a. Principal’s Report. Principal Gonyaw reported there 22 new students at Barnet this school year, spread throughout the grades. Jackie asked about the volunteer pamphlet. Last year a brochure was put together with check boxes for very specific volunteer needs and it was shared at the Senior Meal Site. Many people volunteered based on that pamphlet so it will be done again this year.
- b. Superintendent’s Report. Jackie asked about school photos and if they were being consolidated to one vendor. Superintendent Forest explained Barnet School has an

existing agreement with a vendor which will be honored. CCSU will be soliciting bids for photos from other vendors. There was discussion on reasons why this was being done and benefits of exploring options for photos. Louis Bushey suggested it was a good idea to look around and to not just do what has always be done, for this service or any service the school may need. Robert Farlice-Rubio suggested the process should be made as public and open as possible.

- c. Curriculum Report. Superintendent Forest reported that work on curriculum goals is underway, units of study are being developed, and the feedback has been positive. Units of study are being grouped by grade level and based on national standards. A product should be available by March. David Warden asked about the Star Math/Star Reading assessments. These tests are based on Common Core standards. Principal Gonyaw said testing has gone well but teachers need to be sure students understand how to use the tests. Reports from this testing are available in a timely manner.
- d. Business Manager Report. CCSU is moving ahead on new financial software as discussed at the last CCSU Board meeting.

New Business

- a. Superintendent Forest advised Board members that all conversations with the public at Board meetings must go through the Chair. Board members should ask the Chair’s permission before addressing the public.
- b. Payroll Manifest Signatures. The CCSU Business Office is asking that payroll be done prior to manifests being signed and that the manifests be brought to Board meetings for signature once a month. Shellie Samuels mentioned Barnet has not moved their payroll to CCSU yet; Mary is still at Barnet. After further discussion, a motion was made by Louis Bushey and seconded by David Warden to make payroll available prior to the manifests being signed. The motion passed unanimously. **Approved**
- c. Bussing. Shellie Samuels mentioned St Johnsbury Academy will be starting at 9:30 a.m. on Tuesdays through October, beginning today. The Barnet bus picks up students at 6:30 a.m. daily to go to the Academy. There was discussion on how to deal with this and Principal Gonyaw will have a discussion with the bussing contractor. Shellie also asked about CCSU closing schools on bad weather days since weather in Walden is much different than weather in Barnet. Superintendent Forest will be making the decision to close or not and will make the decision on a school by school basis.
- d. Back to School Night. The event is planned for September 17 from 6:00 to 7:30 p.m. Principal Gonyaw suggested Board members begin around 5:00 and start serving at 5:15, starting with staff first. This gives Board members some time with staff before everyone else arrives. The bread oven will be going.

Old Business

- a. Playground Committee. This committee is still moving ahead. There was discussion whether this committee is a Board committee or a school committee because a Board committee would need to comply with the open meeting law. The same for the Facilities committee. If these are school committees, they should not be on the Board agenda.
- b. Policies. This will be discussed at the next meeting.
- c. Teacher Agreement. Will be discussed during an executive session.

Financial Update

None at this time.

Other Business

- a. Louis Bushey asked about the roof. Principal Gonyaw reported the roofing contractor presented three options – paint over the roof, patch the roof, or replace the roof. The process has not been easy due to dealing with the manufacturer and the contractor. A report will be presented by Mike Bigelow at the next meeting.
- b. Bussing for After School Program. Principal Gonyaw reported that the suggestion to run four bus routes instead of three in the afternoon would result in an increase cost for the fourth bus route. The bussing contractor asked for numbers of riders first to determine the cost. A survey will be done to determine numbers.

Future Agenda Items

- *Policies
- *Financial Report (October)
- *Union Bank interest rate information
- *Roof
- *Public Meeting law

Adjournment

A motion was made by Robert Farlice-Rubio and seconded by Mary Skovsted to adjourn the meeting. The motion passed unanimously with no further discussion and the meeting was adjourned at 7:49 p.m.

Respectfully Submitted,

Robert Farlice-Rubio, Board Clerk
Ellen Hinman, Meeting Recorder



BARNET SCHOOL *A VT Rural Partnership School Community*
163 Kid Row
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Shawn Gonyaw, *Principal*
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Barnet School Mission Statement

Barnet School strives to be a supportive community of learners in which every member meets the highest standards.

**PRINCIPAL'S REPORT
To The School Board
September 9, 2014**

• **Teachers of the Year**

This year Barnet School has two teachers, Caroline Adams and Billy Jo Roberts, representing us as teachers of the year. They were recognized as a highly functioning team dedicated to working collaboratively in the best interest of children. The University of Vermont sponsors the Outstanding Teacher program. Each supervisory union is allowed to recognize one or two teachers for their outstanding work. Later in the school year they will be honored in a special ceremony with the Secretary of Education, our Governor, and UVM staff.

• **Start of the Year**

We had a smooth start to the new school year. Teachers are working on school-wide and classroom expectations. All classrooms are reviewing our BARK expectations of *Be kind, Allow learning, Respect people and property, and Kindness in words and actions*. We recognized our new students and staff at the first community meeting of the school year. We also recognized our teachers of the year with plaques and a standing ovation!

• **Summer Reading Challenge**

We had 57 students participate in our summer reading BINGO challenge. Students who participated were treated to watermelon and a special recess the first day of school. Those students who completed all 25 boxes on the reading challenge also entered into a drawing. We gave out several gift cards to recognize excellent summer reading.

• **SWIS Behavioral Data**

Throughout the year I will report on the results of our behavioral data. This school year our data is analyzed by two teams. A team including the behavioral interventionist, school counselor, and principal analyze the data weekly to look for trends and to target interventions for specific students who are struggling. Monthly a team of teachers led by James Lamar analyzes the data to look for larger trends and make recommendations about systems within our school that can be changed/improved upon. This is a great tool that allows our school be proactive.

- **ECO (Educating Children Outdoors)**
Erica Rumball-Petre, Amanda Norton, Lindsey Stahler, Billy Jo Roberts, Caroline Adams and Shawn Gonyaw attended a fantastic course this summer to learn more about utilizing our outdoor resource as tools for learning. We were inspired to build curriculum that gets our students outdoors using the nature trails, gardens, bread oven, chicken coop, and other outdoor resources as opportunities to learn. We will continue to explore opportunities as the year progresses.
- **Enrollment**
Currently we have 190 students K-8 and 25 students in preschool. We received 22 new students in grades K-8 so far this school year.
- **PLC (Professional Learning Communities)**
As a result of the BEST Summer Institute, Cathy Browne has taken on the role of organizing our PLC work this coming school year. Our goal is to bring about greater communication among staff. This year we are focusing on the following areas – Technology, Analysis of our PBI data, Celebration of positive school behavior, ECO, Community outreach. In addition we will be working collaboratively on a weekly basis to build a strong curriculum based on the Humanities and STEM (Science, Technology, Engineering, and Mathematics) models.
- **Food Education: Integrating the Bread Oven into the School Curriculum**
We will begin a course offered by the Vermont Rural Partnership next Friday, September 12th. This course will allow teachers to create links to our curriculum that will make use of our bread oven, chicken coop, gardens, and other outdoor resources. This course will meet an additional 3 afternoons throughout the school year.
- **Volunteer Opportunities**
Within the next month we will be creating a volunteer pamphlet that will outline the many opportunities in our school for community volunteers. These opportunities range from periodic washing and organizing of our seasonal clothing to daily volunteers to read to children.
- **Open House**
September 17 is the date of our Open House from 6-7:30 pm. Again this year the school board will be grilling, we will also fire up the bread oven that evening. Students will be engaging in scavenger hunts to show their families around the school. A great time will be had by all ☺.

BARNET – DANVILLE – PEACHAM – WALDEN

Caledonia Central Supervisory Union
PO Box 216 - Danville, VT 05828 (802)684-3801x302 - Fax (802)684-1190
Dr. Mathew Forest, Superintendent of Schools
Vanessa Koch, Human Resources
Pat Amsden, Business Manager

To: Barnet School Board
From: Pat Amsden, Business Manager
Date: September 3, 2014
Subject: Financial Report

MANIFEST SIGNATURES

If the board votes to allow payroll to be processed and signed later, that is allowed. The email from the auditor allowing this is below to help you with the motion if you choose to do this. We will provide a copy of the minutes with the vote to the check signers so they will release the checks without your signature.

Accounts payable manifests will be brought to board meetings for signatures, but may require an occasional signature in between.

From: **Bonnie Lesage** <balesage@mjk-cpa.com>
Date: Fri, Aug 8, 2014 at 2:07 PM
Subject: Re: payroll warrants
To: Janice Cummings <janice.cummings@ccsuonline.org>
Cc: MJK <jhmudgett@mjk-cpa.com>

We have several client's who process payroll and the warrants are signed after the fact. ***There is no problem with that as long as the board approves that to be the procedure up front; authorizing the business office to release payroll prior to the warrants being signed.***

FINANCIAL UPDATE

The first school-year payroll has been set up and processed. We established a new system in here that contracts, account numbers and payroll journals are reviewed by me before payroll is issued. We are gearing up to issue all new contracts and revise payrolls once the union agreements are ratified.

The 21st Century Program Director, Administrative Assistant and I met on establishing procedures for purchasing, food service billings, etc. so they are done according to grant requirements. The Director will meet with Site Coordinators.

I met with Mary Collins in August about transitioning her into the CCSU office. There is a new Administrative Assistant at the school, and Mary does the student activity and petty cash accounts, which is typically an administrative assistant role. So she is going to take the month of September to transition and also set up the purchasing system there. This office is very excited about having her here to improve communication and support. It will make meeting your State requirements much easier; right now we are calling back and forth for detailed information to complete the district's STAT report for last year, which is my first priority now. I will have more of a financial report for your October meeting.

Thank you all so much for your support on new software.

**September Board Report
Curriculum, Assessment, and Instruction
Jodie Elliott
8/28/14**

Curriculum:

- Summer training outlining curriculum development work for the year
- Common Core aligned Units of Study following the UbD format
- Common Formative Assessments (pre and post)

35 Teachers from across the SU, grades PreK-12, came together at the Danville School's library to participate in the roll-out of this year's curriculum development plan. Teachers will be working collaboratively to develop Common Core aligned units of study and their corresponding Common Formative Assessments.

Assessment:

- STAR Assessments

The district has begun using the STAR Assessment system for students in grades 1-8. This system will be used as a screener for all students to determine their performance in reading and mathematics.

This is a web-based assessment system, that is computer adaptive, (like SBAC) that will support instructional planning and target intervention and extension for students.

New Math /Science Coach

- Nicole Bell

Our new math/science coach has begun visiting schools and assisting/getting to know teachers. Her focus is around quality instructional practices within math and science. She is a member of the SU-wide STEM curriculum development teams. We are very excited to have her.

CCSU Special Services September Board Report

- **Child Count**
 - We currently have 120 students ages 3-22 who are active, eligible students
 - This represents approximately 18% of our total student population
 - VT state average is approximately 15%
- **Multi-Tiered Systems of Support**
 - MTSS is a framework for prevention and early intervention which involves determining whether all students are learning and progressing adequately when provided with high quality instruction and intervention
 - I am working with the building principals as well as Mat and Jodie to develop effective MTSS systems in each school
 - One goal is to reduce the number of referrals for special education and the number of students requiring special education services in order to access and make progress in the general education curriculum
- **Section 504 of the Rehabilitation Act of 1973**
 - I am working with the building principals to make sure that we have clear process and procedures for determining students’ eligibility for accommodations under Section 504 and for managing and implementing the 504 Plans that are written
 - We will be using SpedDoc, our special education management software, to maintain and manage all 504 plans. This will allow us to make sure we are reviewing plans annually and reevaluating students regularly to determine their continued eligibility.
 - We main need to conduct professional development with teachers and 504 case managers to make sure we are compliant in this area.
- **Assistive Technology project**
 - The process of considering AT for a student, whether it is during the IEP evaluation period or anytime a student is not moving ahead academically remains a challenge for many teams. We have the opportunity to get technical assistance and professional development with AT professionals from the state and UVM. We will have an AT consultant in our SU 1.5 days/week. This individual will work with specific IEP teams to help make decisions about AT and implement the devices/tools that are chosen.
 - The project is grant-funded through UVM’s Center on Disability & Community Inclusion and the IDEA-B grant.
 - Use of appropriate technology will help us achieve our MTSS goals as well and reduce the reliance on adults for support in an effort to increase student independence.

I am very excited about our work this year and look forward to sharing our progress with you!

Respectfully submitted,

Andrea Wasson

Special Services Coordinator

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Superintendents Report September, 2014

Curriculum Work: The CCSU curriculum teams will be meeting the first weeks of September to start to develop the units of study for Math Science and Language arts, Jodi Elliot our Curriculum Coordinator will be the lead facilitator for these sessions, building principals will co-facilitate.

School Photo Consolidation: We are exploring options to consolidate to one vender for school photos. The Admin team will be looking at options. I am going to have various vendors come and present to the admin team, prior to making a final decision.

Financial Software Upgrade: Per the CCSU board’s request we are researching other software systems to see if they compare to Tyler Technologies. We hope to have some feedback to the CCSU board by the end of next week (September 5, 2014).

Union/ Administrative Meetings: The Teachers Union Executive Council and representatives from the Administrative Team will be meeting monthly to discuss, staff morale, systems procedures and other topics as they arise. These meeting are to ensure that an open line of communication remains between the union, building administrators and central office.

Technology: We will continue to operate without a technology director. I will be seeking feedback from the administrative team on the quality of Wildbranch’s is services at the next Administrative team meeting. We will explore service delivery configurations to present to the boards with recommendations as what we feel would be the best approach in January or February. We are not in a rush to make this discussion, I would prefer to take our time and explore options.

Respectfully Submitted By:

Mathew G. Forest

Dr. Mathew G. Forest
Superintendent of Schools
Caledonia Central Supervisory Union