

**Barnet School Board
Meeting Minutes
September 13, 2011**

Members in Attendance: Louis Bushey, Shellie Samuels, Lori Werdenschlag, Principal Shawn Gonyaw, Business Manager Jan Ouellette, Superintendent Martha Tucker.

- 6:05 p.m. The meeting was called to order by Chair Samuels. Lori Werdenschlag made a motion to enter Executive Session to discuss personnel issues; seconded by Shellie Samuels. **Approved**
- 6:21 p.m. Executive Session adjourned.
- 6:40 p.m. The public portion of the meeting began.
Members of the public present: David Warden

Superintendent Tucker asked for an adjustment to the agenda. She requested the Principal's Report, which will be a tour of the school, be postponed until Jan Ouellette arrived.

Approval of August 9, 2011 Minutes

Principal Gonyaw suggested two changes to the minutes. In the first item under the Principal's Report, it should read "...Tyler *Scher* from Greensboro..." The last item under the Principal's Report should read "Due to job reassignments, many teachers had to move their classrooms." Louis Bushey made a motion to accept the minutes as amended; seconded by Lori Werdenschlag.

Approved

Public Input

There was no public input.

Superintendent's Report

CCSU Board of Directors Meeting will be held on Thursday 9/15/11 at the Peacham School (Shellie Samuels, Louis Bushey, and Jim Schenck will be attending.) The consolidation requirements under Act 153 need to be discussed. Act 153 requires the centralization of certain services (such as transportation, curriculum, purchasing, SPED). There is a transportation issue at Walden and Peacham that needs to be addressed. Implementation of Act 153 has been moved back to 2013 but there is a lot of work to be done which may influence the 2012/2013 budget.

Principal's Report

Principal Gonyaw gave a tour of the school. The lower grade classrooms all have a meeting space, word wall, alphabet chart, job chart, and follow Handwriting without Tears. There are also goal charts, "Hopes and Dreams" board, student bulletin boards, and each room has a Smart Board. David Warden suggested having a public open house to show off the school.

Financial Report

Jan Ouellette presented the 2011 financial update. The school has a deficit in both General Fund and Food Services at this time. Special Ed was higher than budgeted due to IEP services being higher than anticipated. Some salaries were higher than expected and some tech support was needed that was not budgeted. Professional Development costs were higher than budgeted. There are three or four teachers on the Master's Degree Track. Professional Development was also over budget in FY2010/11 so this item may need to be increased. Plant and Operations was high, partially due to the new water heater, the purchase of a snow blower, and a portion of the new generator. Busing

was also higher than budgeted. The cost of the snow blower could have come out of Long Term Maintenance (\$8,500).

An audited deficit has to be put in the budget. This deficit is not an audited deficit. CCSU's consultant and the Department of Education are urging CCSU to do annual audits. Advertising for bids could be done and there is a chance of a discount if all four schools in the Supervisory Union go with the same auditor. Superintendent Tucker suggested doing this advertising soon and also suggested changing audit companies; it is good business practice to change periodically.

Future budget management and ways to avoid future deficit were discussed. CCSU does not have access to the school's financial information and has to request it. CCSU would like remote access to the information. This would be beneficial and would make it easier to work as a team on managing the budget. Lack of access has been a real obstacle. The cost of hosting the financial software (NEMRC) is an issue. This could run about \$1,700 a year and could possibly be split between the schools if everyone is on board.

Next month's financial report will focus on how the school is doing so far, with information on tuitions provided. Ways to address the deficit need to be discussed as well as ways to control spending.

Superintendent Tucker discussed the budget process and timeline. Moving too quickly in the process with discussions of money may be preventing discussions of what the instructional priorities should be. Superintendent Tucker proposed spending October and November discussing instructional priorities, programs, professional development, etc. In December the remaining budget items could be discussed and discussions of revenues should be held as late as possible, perhaps in January. This would involve holding more meetings in January. Shellie Samuels mentioned Barnet's Budget Committee; this committee reviews the budget and would need time to review the budget before it went to print. The committee only meets once. Principal Gonyaw suggested getting the committee involved before the end of the process. Superintendent Tucker suggested the timeline as follows – one meeting in October, one or two in November and December, and two to three meetings in January. October and November is the time to discuss how the school is going to do business.

New Business

Policy Review – Superintendent Tucker reported the handbook does not address the policies that were rescinded. The procedures manual needs to be done first. There are still policies that need review; in particular, the two transportation policies and the acceptable use policy for technology. The acceptable use policy has been drafted and will be reviewed by the Technology Team. Administrators will review it at their next meeting. Other policies are old and may need updating. Danville is working on a policy regarding substance abuse and discipline that will apply to the high school first and then filter out to the other schools.

Facebook Request – Chair Samuels received a request for a Barnet School Facebook page. Danville has a page that allows posts but not comments. Further information regarding a school Facebook page is necessary for discussion to continue. Principal Gonyaw said he was hesitant to have such a page that would allow comments but a page to post school events etc. might be possible. Superintendent Tucker suggested finding out more about managing a network like this first. There should be a policy in place before anything is done. Principal Gonyaw suggested the person making the request talk to him regarding the issue. There is a committee looking at communications that could look at this issue as well.

Old Business

Procedures for Recruitment, Selection and Hiring of Teachers – Superintendent Tucker would like to be consistent at all schools with the procedure. Peacham has reviewed the procedure. Comments can be sent to Superintendent Tucker until the end of the first week in October. There were questions regarding the role of the committee. In the past, Barnet has had Board review at the committee level; this procedure is different. Since two Board members were not present, this item will be discussed again at the October meeting.

Other Business

Principal Gonyaw shared a request for subdivision from an abutting property owner (Ronald Tabor).

Principal Gonyaw reported that Eric Bogie is a teacher of the year candidate and an article will appear in the next newsletter. The school board would like to congratulate Eric on his award and thank him for his dedication the students in the Barnet Community.

Lori Werdenschlag requested items for the next newsletter. Information needs to get to Lori by October 5th and to Jim Schenck for formatting by October 15th and to Angel by October 19th.

- How to communicate with the Board (Shannon Larocque)
- How to raise an issue with the Board (Jim Schenck)
- Budget process (Shellie Samuels); this will include the dates for budget discussion.
- Executive Session (Lori Werdenschlag) The school board handbook or VSBA website would have information on this.
- Principal Gonyaw said he could provide some pictures if there is space.
- Introducing the CCSU Staff. Superintendent Tucker suggested this might be best for the January issue.

Principal Gonyaw suggested doing an alert now message with information on the budget.

Superintendent Tucker asked if Shannon Larocque would be able to attend meetings via conference call if he cannot attend in person. His input may be needed during budget discussions.

Future Agenda Items

- Procedures for Recruitment, Selection and Hiring of Teachers
- Instructional Program for Budget (background on changes, why we are changing)
- Year to Date Projections
- Update on Census Information (student information will be needed – total enrollment and enrollment by grade)
- Strategic Plan (Principal Gonyaw can get information from staff who have worked on pieces of the plan)
- Five-year Goals, Where are we in the Budget Process (November meeting)

Adjournment

At 8:59 p.m., Louis Bushey made a motion to adjourn the meeting; Lori Werdenschlag seconded the motion.

Approved

Respectfully Submitted,

Ellen Hinman