

NORWICH BOARD OF SCHOOL DIRECTORS  
REGULAR MEETING  
WEDNESDAY, SEPTEMBER 5, 2012  
7:00 P.M., MARION CROSS SCHOOL LIBRARY  
AGENDA

*This meeting will be convened in public session. Other topics arising after the posting of this notice may be discussed and acted upon.*

1. Call to order: 7:00 p.m., Marion Cross School Library
2. Agenda Review
3. Public Input
4. PTO Report
5. Business requiring discussion
  - a. Opening of school
  - b. Safety report
  - c. Long-range planning report
  - d. Present and discuss budget guidelines for the 2013-14 budget development
  - e. Enrollment update
  - f. Lunch program update
6. Business requiring action
  - a. Approval of minutes: August 1, 2012 regular meeting and executive session
  - b. Approval of 2012-13 parent handbook
  - c. Approval of gifts totaling \$3,650 for trips to the Hulbert Outdoor Center
  - d. Nominations/election of Vice Chair
7. Communications to the Board
  - a. Report of the Chair
  - b. Communications to the Board
  - c. Reports of Administrators
8. Future agenda topics
9. Executive session in accordance with Title 1, Section 313
10. Adjournment

NEXT MEETING: Wednesday, October 3, 2012

*Minutes of this meeting will be available for public inspection within five business days after the meeting (RSA 91-A:2). Such minutes may be reviewed in the office of the Superintendent of Schools, 41 Lebanon Street, Suite 2, Hanover, NH.*

## Norwich School Board 2013-14 Budget Guidelines

In an effort to achieve excellence, financial sustainability and public accountability in the Norwich School District, the Norwich School Board adopts the following budget guidelines for the development of the 2013-14 budget:

1. When preparing the budget, the administration should strive to control per-pupil spending in an effort to avoid the Vermont excess-spending penalty.
2. The administration should continue efforts to present creative staffing patterns that would result in fewer FTEs. In addition, the administration should use the budget process to determine if existing programs are making the most effective use of resources.
3. The administration will provide information to help taxpayers understand the relationship between the budget and the quality of education provided by the District. To meet this goal, the Board seeks a budget document that provides a written explanation of:
  - The levels of proposed spending for 2013-14
  - The reasoning behind differences in the proposed spending levels for the 2013-14 budget versus the 2012-13 budget
  - The ability of the 2013-14 budget to promote excellence in the Marion Cross School

Norwich School Board  
Approved:

**Enrollment at Marion Cross as of 8/31/12**

Kindergarten	43
Grade 1	48
Grade 2	49
Grade 3	45
Grade 4	44
Grade 5	44
Grade 6	<u>40</u>
<b>Total</b>	313

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NORWICH SCHOOL BOARD  
REGULAR MEETING  
WEDNESDAY, AUGUST 1, 2012  
7:00 PM, MARION CROSS SCHOOL LIBRARY

Minutes

Present: Board members Callaghan, Day, Odell, Rhim; Administrators Bass, Hammond; 3 members of the public. Recorded by R. Lohr

1. Call to Order – Chair Neil Odell called the meeting to order at 7:05 PM. Linda Addante recently resigned her board position and Chair Odell made a statement to recognize her for the service to the school board, the community, and in particular her support of students in the district.

2. Norwich School Board Candidates

The Board then opened the floor to hear from candidates for the open board position, and Tom Candon spoke about his related background and interest in serving the Norwich School Board of Directors.

**Carey Callaghan made a motion that was seconded by Lauren Rhim to appoint Tom Candon to complete a one-year term of the Norwich School Board of Directors. The motion passed unanimously.**

Tom Candon was appointed to the Board to fill Linda Addante's term and took a seat at the board table. He was unable to vote on Board matters because he first needs to be sworn in by the town clerk.

3. Chair's Report

Chair Odell announced that the next Board meeting will be held Wednesday, September 5, 2012, at 7 p.m. in the Marion Cross Library. Chair Odell thanked Dani Liggett, who acted as administrator for the Marion Cross School in the latter part of the school year.

Additionally, the chair stated that a new vice president will have to be elected by the Board since Linda Addante's departure leaves that office open. She also served on the Negotiations Committee and as a Norwich representative on the Dresden Evaluation Committee; those positions also will need to be filled.

4. Business Requiring Discussion

a. 2011-12 Accomplishments at Marion Cross School

Principal Hammond briefly reviewed accomplishments last year at MCS, including meeting AYP and participation requirements, the Battle of the Books, Shakespeare plays, special programs, improvements in the playground and office procedures, and the retirement of two long-term faculty members.

b. Budget Timeline

The 2013-14 budget process timeline document was cited.

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### c. Budget Guidelines

The Board cited last year's budget guidelines as a starting point for the development of guidelines for the 2013-14 budget. The guidelines for the next school budget will be discussed at the next Board meeting and approved at the October Board meeting.

Nate Stearns of Norwich is the new chair of the Norwich Finance Committee, which currently has four members and is in need of some additional participants. The Board suggested some resources for the Finance Committee to use to become familiar with the school budget and the process to approve next year's school budget. Chair Odell will send links to these resources to Mr. Stearns.

### d. Enrollment

Principal Hammond reported that the enrollment at MCS is currently 311, so enrollment is up from 304 before the summer and just short of the 314 projection. There are an additional 12 potential students (homeschoolers, legal issues, etc.) and there will be some students who enter school in the second half of the year after travel abroad.

## 5. Business Requiring Action

**Carey Callaghan made a motion that was seconded by Anne Day to approve the minutes of the regular meeting of June 6, 2012, as submitted and the minutes of the special meeting of June 12, 2012, as submitted. The motion passed unanimously.**

The Board briefly discussed the lunch program, which can be canceled at anytime during the upcoming year. The handling of lunch waste is also going to be addressed.

**Anne Day made a motion that was seconded by Carey Callaghan to accept with gratitude the gift of \$3,690 from the Milton Frye Fund to be used for the storytellers' residency and the sixth grade team-building trip. The motion passed unanimously.**

Superintendent Bass nominated Sarah Farrand Rivait as a 2nd grade teacher.

**Anne Day made a motion that was seconded by Lauren Rhim to appoint Sarah Farrand Rivait as a full-time 2nd grade teacher at an annual salary of \$46,946 (Track 4, Step 2). The motion passed unanimously.**

Superintendent Bass recommended adding .1 FTE for the reading teacher. The Board discussed various ideas to fund the new hires, and it was stated that there is less fiscal pressure than projected coming into the year.

**Anne Day made a motion that was seconded by Carey Callaghan to approve the addition of .1 FTE for reading teacher Karen Woodward to address special needs of students. The motion passed unanimously.**

## 6. Communications and Reports

### a. Superintendent's Report

Superintendent Bass reported that in accordance with Vermont Act 20, the school district has hired a mentor for the new principal — Martha Rich, former headmaster of Thetford Academy. The Board discussed the details of the mentorship, and noted that the superintendent will also be working with the new principal.

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Superintendent Bass will bring a team to the VSA/VSBA Conference October 25-26 to make a presentation about the Marion Cross Long Range Plan. He also cited an article in the *Rutland Herald* about the high turnover rate of school administrators in Vermont. He also announced that he is participating in the Hanover School District study about kindergarten, and that he will make the latest research about age-appropriate learning and the role of creative play available to the Board members.

The Board will address the issues related to passing student information from MCS to the Dresden School District at the September Board meeting.

The Superintendent reported that the Norwich School District had a \$70,000 surplus at the end of the school year due to revenues that were greater than anticipated. The expenses were also higher and will be tracked closely during the coming year. Carey Callaghan cited the Treasurer's report and noted that interest income has increased since investments have been put in new accounts.

### b. Principal's Report

Principal Bill Hammond showed a video of summer activity entitled "Marion Cross in a Minute." A teacher retreat will be held on the in-service day at the Montshire to focus on instruction and the inquiry-based method. He invited Board members to an informal potluck dinner on August 23.

### 7. Executive Session

**Carey Callaghan made a motion that was seconded by Anne Day to enter executive session in accordance with Title 1, Section 313 to discuss negotiations. The motion passed unanimously.** The Board entered executive session at 8:11 p.m.

The Board reentered public session at 8:25 p.m.

### 8. Adjournment

**Anne Day made a motion that was seconded by Lauren Rhim to adjourn. The motion passed unanimously.**

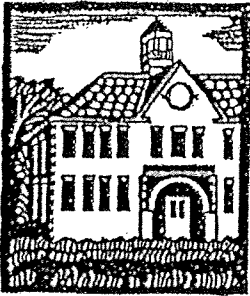
The meeting adjourned at 8:25 p.m.

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NORWICH SCHOOL BOARD  
EXECUTIVE SESSION  
WEDNESDAY, AUGUST 1, 2012  
8:11 PM, MARION CROSS SCHOOL LIBRARY CLASSROOM

Minutes

Present: Board members Callaghan, Day, Odell, Rhim; Administrators Bass, Hammond.

1. The meeting convened at 8:11 p.m.
2. The Board discussed negotiations with the support staff union.
3. Adjournment  
**Anne Day moved and Carey Callaghan seconded a motion to adjourn.**  
The meeting adjourned at 8:25 p.m.



# Marion Cross School

22 Church Street  
PO Box 900  
Norwich, Vermont 05055  
PH: 802.649.1703  
FAX: 802.649.3640

Bill Hammond  
*Principal*

August 29, 2012

Carol Edwards

SAU #70  
Hanover, NH 03755

Dear Carol,

We have received six checks, amounting to \$ 3650.00, to be used to help sponsor the 5th grade "Team Building" trip to the Hulbert Outdoor Center in Fairlee, Vt. They are as follows:

- \$ 3000.00 from the Jack and Dorothy Byrne Foundation, Inc.
- \$ 250.00 from the Mascoma Savings Bank
- \$ 250.00 from Dr. Toby Kravitz, D.D.S.
- \$ 50.00 from Dr. Christine Pinello, River Rd. Veterniary Clinic
- \$ 50.00 from Dan & Whit's Store
- \$ 50.00 from Daniel F. Grossmlan Law Office

Please enter this letter on the agenda of the next Norwich School Board meeting for their approval of these giftsl.

Thank you.

Sincerely,

Bill Hammond  
Principal

