

NORWICH BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
WEDNESDAY, NOVEMBER 7, 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. Report on LEEEP
 - b. Safety measures at Marion Cross
 - c. Enrollment projections
 - d. Lunch program update
 - e. Faculty Meetings: Strategic Instructional Planning
6. Business requiring action
 - a. Approval of minutes: regular meeting and executive session of October 3, 2012
 - b. Acceptance of resignation of Jeanne Woodward-Poor
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 for upcoming teacher negotiations
10. Adjournment

NEXT MEETING: Wednesday, December 5, 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.

DRAFT
NORWICH SCHOOL BOARD
REGULAR MEETING
WEDNESDAY, OCTOBER 3, 2012
7:00 PM, MARION CROSS SCHOOL LIBRARY

Minutes

Present: Board members Candon, Day, Odell; Administrators Bass, Aubin, Hammond;
8 members of the public. Recorded by R. Lohr

1. Call to Order – Chair Neil Odell called the meeting to order at 7:05 PM and welcomed a freshman Civitas student to the meeting.

2. PTO Report

The PTO reported a very successful membership drive with 75% participation. A pumpkin sale is scheduled for Thursday and the Rainbow Rep day will be celebrated to enhance school spirit with students in different grades wearing the colors of the rainbow. The Haven food drive has been completed and the Halloween candy drive will begin. The PTO newsletter has been shortened and a principal newsletter will be sent to parents and the community to help improve communication.

3. Business Requiring Discussion

a. Enrichment Grant Presentations

Details about five enrichment grant trips were presented. These were:

- National Physical Education Institute Conference for PE
- TPRS Conference for teaching proficiency through reading and storytelling for foreign language
- Colonial Williamsburg Teacher Institute and Boston national endowment conference for history
- International Learning Communities Conference in Boston for use of the Internet
- Philadelphia conference about the integration of math and technology.

Each of the faculty members involved in these trips described what they learned and how they can apply it in the school among students and other teachers.

The explanation of the iPad math project will be forwarded to Board members and posted on the school website.

b. Long Range Planning Update

Principal Hammond said that the LRP Steering Committee roster has been streamlined to include liaisons to each of the goal groups. Each of the goal groups has selected a chairperson, reviewed last year's accomplishments and considered future objectives. The steering committee met, and it will help to avoid duplication of goal-group efforts. The Board requested that the Steering Committee's purpose and function be documented by Principal Hammond.

DRAFT

c. Enrollment

Principal Hammond reported that the enrollment at MCS is currently 311 and next year is projected to be about the same. School-enrollment numbers will be forwarded to the NHSBA so it can deliver enrollment projections for the future.

d. Communication Systems

An unannounced fire drill was held and everyone heard the alarms so it appears there are not any problems with the system. It had been thought that those in the first grade wing and the room near the gym would have problems hearing the alarm. A decibel test could be conducted for \$1,200, but it was felt that this was unnecessary at this time.

The PA system works but it should be improved. Facilities Director Jonathan Brush is considering options for the PA system. An unannounced drill has not been conducted to test the PA system's effectiveness and it was suggested that such a drill be conducted.

e. Lunch Program Update

The MCS lunch program has begun with cold meals being made at HHS, transported to MCS and distributed to students. The program has increased from 40 to 80 meals per day, but it has been very time-consuming for the MCS office staff. The Tuck School has been invited to analyze the MCS lunch program to consider recommendations to improve it. The cost for lunches provided free to some students is double the previous cost. Getting the menu and payment online in a reliable manner would be helpful. Still, there are always a number of people who require personal assistance with the meal program, and that is time-consuming for staff members. The administrators will meet to discuss the MCS lunch program and report to the Board at the November Board meeting. The Board expressed its appreciation to the MCS office staff for making the trial lunch program work for everyone.

4. Business Requiring Action

Anne Day made a motion that was seconded by Tom Candon to approve the minutes of the regular meeting of September 5, 2012, as submitted and amended and the executive session meeting of September 5, 2012, as submitted. The motion passed unanimously. The changes on the regular meeting minutes include on item 4, the 1st motion should remove the last question about the Executive session minutes. On the 4th motion, it should read "the parent handbook as amended to be posted." On item 7, the time of adjournment was 8:40 PM.

Anne Day made a motion that was seconded by Tom Candon to approve the 2012-13 Norwich School District budget guidelines as submitted. The motion passed unanimously.

5. Communications and Reports

a. Chair's Report

Chair Odell announced that the next Board meeting will be held on Wednesday, November 7, 2012, at 7:00 PM in the Marion Cross Library. He also announced that some of the Board members will be attending the VSBA Conference to give a presentation.

DRAFT

b. Superintendent's Report

Superintendent Bass reported that the MCS faculty meetings have focused on sharing instructional practices that are linked to classroom observations. It was suggested that the concept could be duplicated at the other SAU 70 schools and presented at a VSBA Conference.

The superintendent visited Yale University for his Hanover Kindergarten Committee work and he realized after hearing about examples of quality programs that the MCS kindergarten program is very well run and perhaps should be showcased. It was also announced that a Tech Fest will be held at MCS on Friday.

c. Assistant Superintendent's Report

Assistant Superintendent Aubin reviewed the quarterly financial report in the Board packet and noted the significant budget variances in special education. There will be increased state aid reimbursement to correlate with the increased special education expenses.

He also discussed a document from the Vermont Insurance Exchange for School Districts that states school districts are exempt from requirements of the national Affordable Care Act.

d. Principal's Report

Principal Hammond briefly reviewed the school activities with his *Marion Cross in a Minute* video. There is an effort to track reading and math skills for learning capabilities of K-2 graders to consider different assessment systems. He announced some trips, awards and honors, and noted that new benches installed near the playground were a gift for parents.

6. Executive Session

Anne Day made a motion that was seconded by Tom Candon to enter executive session in accordance with Title 1, Section 313 for discussion of negotiations and personnel. The motion passed unanimously. The Board entered executive session at 9:05 PM.

The Board reentered public session at 10:41 p.m.

7. Adjournment

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

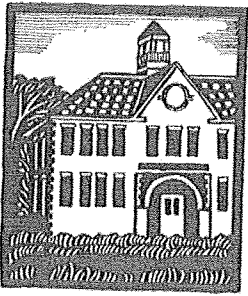
The meeting adjourned at 10:42 PM.

DRAFT
NORWICH SCHOOL BOARD
EXECUTIVE SESSION
WEDNESDAY, OCTOBER 3, 2012
9:05 PM, MARION CROSS SCHOOL LIBRARY

Minutes

Present: Board members Candon, Day, Odell; Administrators Bass, Aubin.

1. Call to Order – Chair Neil Odell called the meeting to order at 9:05 p.m.
2. Chair Odell updated the Board on the status of negotiations with both teachers and support staff.
3. The Board reviewed the goals of Principal Bill Hammond and his progress thus far.
4. The meeting adjourned at 10:41 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

October 25, 2012

Dear Frank,

I would like to notify you of my plan to retire at the end of this school year. It is my understanding that I will qualify for the early retirement benefits as described in our contract on page 17.

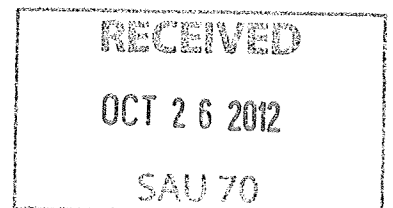
I couldn't be happier about the situation the school is in right now. I feel it is the right time for me to move aside and make way for a younger more recently trained learning specialist. I have had a wonderful career here at Marion Cross School.

Sincerely,

A handwritten signature in cursive script that reads "Jeanne".

Jeanne Woodward-Poor


Cc: Bill Hammond



NORWICH SCHOOL DISTRICT QUARTERLY INVESTMENT REPORT 9/30/2012

	Rate / APY	09/30/12 Bank Balance	Quarterly Interest
Mascoma Savings Bank:			
Collateralized Bus Chkg/Sweep	Average 0.13%	\$ 3,907,520	\$ 640.09
 Mascoma Savings Bank:			
VT Construction Aid Funds - Collateralized CDs			
11-month CD Matures 5/18/2013	0.55%	\$ 250,000.00	
2-Year CD Matures 6/18/2014	0.90%	250,000.00	
3-Year CD Matures 6/18/2015	1.15%	250,000.00	
4-Year CD Matures 6/18/2016	1.25%	250,000.00	
5-Year CD Matures 6/18/2017	1.75%	1,201,417.22	
		\$ 2,201,417.22	
Total Invested/Collateralized balances on 9/30/2012		\$ 6,108,937	
Less: Outstanding Checks		(102,914)	
Total Cash on 9/30/2012 Balance Sheet		\$ 6,006,023	\$ 640.09

Treasury Bill rates:
 26 week - 0.14%
 1 year - 0.125%
 Wall Street Journal Prime = 3.25%


Cheryl A. Lindberg, Treasurer

Principal's Report
Norwich School Board Meeting
November 7, 2012

Accomplishments

- Marion Cross in a Minute video: student activities
- Tech Faire: October 5th; full day of tech learning at Marion Cross School for teachers
- Safety Drills: we did an unannounced "Clear the Halls" drill using the paging system. Only 63% of the adults heard the page, so we're developing an alternative system to ensure that all people can respond to alerts.
- Lunch Program is changing so that families order online. We have a dedicated computer in the MCS lobby for those without internet service.
- First graders proudly paraded to each classroom in their costumes for Halloween.
- Continued, dedicated work by students developing their reading, math, social studies, science, French, music, art, library, and PE.

Faculty Awards/Honors/Presentations

- Bill Hammond spoke at the regional conference of the National Council of Teachers of Mathematics in Hartford, CT, on 10/26/12
- John Minelli: spoke 11/1 at Tech Night at the Richmond School
- Joy Blongewicz will be speaking on 11/9 at the Killington VT Fest
- Norwich Historical Society accepted an award from the Vermont Historical Society on 11/2/12 recognizing the spring collaboration between MCS and NHS.

Activities

- Source to Mouth, 2nd grade; students studied Blood Brook from beginning to end (3 separate days)
- Mount Cube, 3rd grade; students climbed the mountain together; October 11
- Hulbert Outdoor Center, 5th grade; Thursday and Friday, October 11 and 12
- Billings Farm, 2nd grade; Tuesday, October 16
- Cedar Circle Farm, kindergarteners; students picked pumpkins, then used them for science experiments; Thursday, October 18
- Halloween Parade, 1st grade; Wednesday, October 31

Gifts

- None this month.

(over)

Concerns

- Lunch Program: Hanover HS math modeling and Tuck School of Business both are working on improvements; we also did a survey of parents to get information about how to improve the experience for all
- Safety Features: We're doubling up the use of alert systems to ensure all can hear and respond to them.