

**BERKSHIRE TOWN SCHOOL DISTRICT**  
**BERKSHIRE, VERMONT**  
**Regular Meeting of Board of Directors**  
**September 8, 2009**  
**7:00 P.M.**

\*\*\*\*\*UNAPPROVED MINUTES\*\*\*\*\*

Board Members Present: Lucy Ramsay, Edmund Garrow, and Mark Choquette

Administrators Present: Lynn Cota-Caforia, Jay Nichols, and Bill Samuelson

Board Chair, Lucy Ramsay, called the meeting to order at 7:01 p.m.

1. Consent Agenda:

Mark Choquette made a motion to accept the consent agenda; Edmund Garrow seconded the motion, with all in favor.

2. Agenda Preview & Prioritization: None

3. Financial Reports:

Bill Samuelson gave the monthly financial update.

Bill Samuelson discussed the FY09 Year-End Fund Balances and FY09 Budget vs. Actual.

Bill Samuelson discussed the FY11 Budget Development Schedule.

Edmund Garrow made a motion to accept the FY11 Budget Development Schedule; Mark Choquette seconded the motion with all in favor.

Bill Samuelson gave an update that the Asbestos Removal Project has been completed.

Bill Samuelson discussed the Water System Project Update and discussed replacing the existing neutralizer.

Bill Samuelson discussed the Water System Loan Resolution.

4. Recognition of Visitors: None.

5. Board Business:

Questions were raised about a King's Property Maintenance bill.

Lucy Ramsay gave a VSBA update.

6. Principal's Report:

Lynn Cota-Caforia gave Board Members a tour of the project updates.

Lynn Cota-Caforia presented the staff, student and substitute teacher handbooks.

Mark Choquette made a motion to accept the staff, student and substitute teacher handbooks; Edmund Garrow seconded the motion, with all in favor.

Lynn Cota-Caforia showed and explained to the Board the Master Schedule including reteach/enrichment time.

Lynn Cota-Caforia distributed a handout of the After School Program opportunities.

Lynn Cota-Caforia discussed the school alarm system.

7. Superintendent's Report:

Jay Nichols informed the Board of the Board Member Appreciation event on October 1, 2009. There may be a possible date change depending on presenters.

Jay Nichols discussed the appointment of Paul Hatch to replace the position vacated by Cheryl Donlon.

Jay Nichols presented the Principal's Goals for the 09-10 school year and explained the evaluation process used.

Mark Choquette made a motion to enter Executive Session at 9:30 p.m. for negotiations; Edmund Garrow seconded the motion, with all in favor.

Edmund Garrow made a motion to exit Executive Session at 9:45 p.m.; Mark Choquette seconded the motion, with all in favor.

There were no motions resulting from Executive Session.

Jay Nichols discussed Principal negotiations for a 2010-2011 contract.

The Food Service Program was discussed about how to improve efficiency and a state audit.

8. New Business: None

9. Adjournment: Mark Choquette made a motion to adjourn at 9:58 p.m.; Edmund Garrow seconded the motion, with all in favor.

Respectfully submitted,

Jay Nichols  
Superintendent