

Twinfield Union School Board Retreat

Saturday, August 3rd, 2024 10am-2pm

**Location: Caledonia Central Supervisory Union Conference Room 10
Route 2 W Danville, VT 05828**

Theme: The vision for Twinfield in 1 year and Beyond
“Being Small, Living Big”

Approved Meeting Notes

10AM Welcome: Select a Facilitator [Erin Barry](#), Scribe [Steph Ainslie/Matt Foster](#), Time/Vibe Checker [Janna Osman](#)

Introductions: Name, Years you have been on the board, A hope for the future of Twinfield.

- [Erin Barry](#) since 2019, hope to utilize outdoor campus even more
- [Rachel Hartman](#) elementary principal, at Twinfield for 12 years in multiple positions, hope: positive community engagement
- Janna Osman, 8 year board member, hope: identify pillars of success in all areas of curriculum
- Kendra -waiting for approval from select board -1 year in Plainfield, hope: make sure towns know about the awesome things happening at Twinfield
- Mark Kaufman: 3rd year on board, hope: district becomes innovative curricular thought-cross-content opportunities, exceeds academic expectations
- Sara Cain: 1.5 years on board, hope: more community engagement, streamline factual information sharing
- Matt Foster, new superintendent, continue to do great things
- Patrick Healy: 16 years on board, hope: pushing for the best for all students (including life skills in Plainfield/Marshfield beyond)
- Stephanie Ainslie: 12 years at Twinfield in various capacities, hope:

Flood Update:

- Some damage done to softball field -currently roped off
- Lower soccer field was covered with debris again
- \$24,000 to clear debris + build up softball fields
- Will be able to apply for FEMA support if state of emergency is called
- VISBIT doesn't cover flood related land damage

Twinfield Board Share:

- What are 3 aspects of Twinfield that you are familiar with and can share insights about.

(ALL)

Janna	<p>Career Center- Twinfield rep to career center board</p> <ul style="list-style-type: none">• Joy, passion <p>Possibility about establishing a central vermont high school</p> <ul style="list-style-type: none">• Reality: small schools with declining enrollment <p>Curriculum Programs</p> <ul style="list-style-type: none">• Literacy instruction <p>Systems Change</p> <p><i>Does not have a day to day connection with Twinfield</i></p>
Kendra	<p>Mentoring Program</p> <ul style="list-style-type: none">• Was a mentor this year <p>Early Grades</p> <ul style="list-style-type: none">• Literacy: curriculum + assessment• Volunteered in 1st grade classroom once a week <p>Programs (at early grades)</p> <ul style="list-style-type: none">• PBIS
Mark	<p>Collaboration re: Student Support/Discipline</p> <ul style="list-style-type: none">• Teacher to teacher, teacher to student, student to student <p><i>Concerned:</i></p> <ul style="list-style-type: none">• <i>not enough ties into the community for life skills</i>• <i>Basal skills continue to decline (ex: make change, crosswalk, public transportation, audience participation) Exposure to different opportunities</i>
Sara	<p>Peace Place</p> <ul style="list-style-type: none">• Developing conflict resolution skills with support• Regulation skills <p>Renaissance Program</p> <ul style="list-style-type: none">• Amazing for high schools students• Want it to go younger <p>Mentoring Program</p> <p><i>Wants:</i></p> <ul style="list-style-type: none">• <i>Affinity groups at younger grades (ex: QAF)</i>
Patrick	<p>History of the Board</p> <p>History of Past Student Successes (late 90s-early 2000s)</p> <p>Youth Sports</p> <ul style="list-style-type: none">• Was basketball coach + ref <p>Community Connections</p>
Erin	<p>Elementary Wing</p>

	<ul style="list-style-type: none"> • Teacher collaboration • Daily schedules • Allied arts <p>Preschool Program Student Experience</p> <ul style="list-style-type: none"> • Kids are now in high school, middle, and elementary
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- What information would you like from the administration throughout the year?

Janna	<p>Twinfield highlights: What's happening at Twinfield?</p> <ul style="list-style-type: none"> • Micro annual meeting presentation <p>Transparency around Challenges Assessment Information + Next Steps Curriculum Information for Each Grade Level Student voice Teacher goals + passion Teacher evaluation process</p>
Kendra	<p>Curriculum (and why)</p> <ul style="list-style-type: none"> - Standards - Programs <p>Updates to practices based on experiences</p>
Mark	<p>Failures + What we can learn from them? Behavior Information</p> <ul style="list-style-type: none"> - Data - Processes
Sara	<p>Budget</p> <ul style="list-style-type: none"> - Timeline + process <p>Clarity around decision making</p> <ul style="list-style-type: none"> - What decisions are made by the board? What is that process?
Patrick	<p>More frequent + diverse communication <i>*Acknowledging that this is a process- all of this won't happen overnight</i></p>
Erin	<p>Data broken down by grade grade clusters Student testimonials -from multiple areas of the school Grants + programs being pursued</p> <ul style="list-style-type: none"> - Academic programs <p>Staff Committees + Collaboration</p> <ul style="list-style-type: none"> - Purpose - Active work

Roles + Responsibilities:

Board Members	Administrators
<u>Chairs</u> <ul style="list-style-type: none"> Run the meetings <ul style="list-style-type: none"> Maintain process including public comment ← explain structure at each meeting Public comment: for items that are not on the agenda Board discussion: board gets first round of discussion Public can comment after board discussion <i>Limit back and forth between board and public during meeting</i> <u>Members</u> <ul style="list-style-type: none"> Come to meeting prepared to discuss the items on the agenda Invest time in VT School Board Association website + training <i>3-5 year learning curve</i> Some members participate in multiple boards (CCSU board, CVCC board) Bring concerns/voices of the community to the meeting or to the administration 	<u>Superintendent</u> <u>Principals</u> <i>Participation at meeting depends on level of experience/expertise with certain topics</i>

Discussion:

- **Internal Vision for Twinfield-** 1yr and long term.

<p><i>From principals</i></p> <ul style="list-style-type: none"> - <i>Increase alignment and expertise with best practices for reading and math K-8</i> - <i>Increase use of data (assessment, behavior, attendance) to support student growth</i> - <i>Collaborate as Twinfield HS team and CCSU HS team to build up specialized programs (civic engagement and sustainability) to retain and draw students in</i> - <i>Increase community engagement: events, learning showcases, beginning of year mailing</i> - <i>Community-Based Learning</i> <p>From board members</p>
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- Increase communication to families about academic expectations + practices including “ways to help at home” **School to Home Connections**
 - Increase communication about social/behavioral concerns
 - Informational sessions
 - Rethink Open House as an opportunity for information sharing
 - Being mindful of teacher capacity throughout the year
- Communication about how we are addressing state expectations

- **Beyond Twinfield/Central Vermont/Global Vision-** 1yr and long term.

Communication + Strategic Planning re: Regional HS

Additional Flood Updates

What do we do with the lower fields?

- Legally, we have to remove the debris -Patrick would like us to get in writing from the state information about fines if we don't remove the debris
- FEMA is our first option for getting money to pay for the removal
 - Matt is connecting with other options for payment
- Soil testing should happen
- **Much debate about next steps:** Matt + Brandon Lawrence are getting answers and options
 - **Do we need to clear the debris? Why does the school need to clear debris but not other areas? What if we don't?**
 - **Do we legally need a fence near the gap in the outfield?**
 - **Cost analysis of removing/relocating the fence**
 - **Can FEMA buyout that land?**

11:45 AM LUNCH

Teacher Appreciation Year Plan

- Donut days
- Board members “adopt” a set of staff members ← Steph will send updated staff list to Erin/Patrick

Actionable Goals- what and whom

- *Cell Phone Policy: Putting a form in the Welcome Packets.

<u>Policy</u>	<u>Procedure</u>
<ul style="list-style-type: none"> • Set by the board • Based on reality of school • Legal enforcement of policy • Most TUS/CCSU policies are based on VTSBA model policy <ol style="list-style-type: none"> 1. Get community input 2. Multiple readings and revisions -has to be available for review by community for 30 days 	<ul style="list-style-type: none"> - No legal back-up to uphold procedures - Day to day practices in school

- Quarterly “Field Notes”/ Hard copies of the weekly newsletter?
 - Sara will post newsletter on FrontPorch Forum
 - Sara will communicate to community members using Signal
 - Steph/Rachel will post updates on the Twinfield Facebook page
 - Patrick will post school board meeting updates on Plainfield People + Marshfield Stove Talks on Facebook
 - Printed information in the community: libraries, Co-op/MapleFields
 - Kendra will connect with Rachel/Steph to facilitate printed communication plans
 - *evaluate effectiveness of paper copies at Town Meeting Day (frequency, amount, locations)
 - Erin + Sara will help distribute
- Involving the Community- Thoughts/Plans
 - From principals:*
 - Goal: monthly community events
 - Inform community how to volunteer
 - How to volunteer information to families
 - From board members*
 - Musical concert series
 - Food vendors
 - Workshop series
 - *Capital Improvement Plan- Due date
 - By December 1, 2024 -Matt’s on it -Brandon is working on prioritizing action steps

Chain of Public Communication

- Community members reach out to board members. → Board members should redirect community members to appropriate teachers/principal.
- Board members also need to follow up with principals/super with any questions

Subcommittees for targeted topics (cannot be a quorum)

- Regional high schools: Janna

Lingering

- Assessment procedures + data
- What do we do in 2030?
- Policy development process

Assessment, data and the decision-making process/actions

Board Meeting Topics for the FY 25/26 Calendar year- For the board to research and to be shared with the public.

*Honorable Mention each meeting.

Closing:

Month <i>Budget updates from Sept on</i>	Topic Bd. Member Honorable Mention
August	Communication + Engagement *Kendra
September	Budget process + timeline *Patrick + Sara Capital Improvement Plan re: budgeting and projected costs Lower field updates *Matt Honorable Mention: Patrick Healy -Nurse Alice <u>Warn Future Items</u> <ul style="list-style-type: none">• Cell phone policy
October	Review sample cell phone policies *Jana/Erin <ul style="list-style-type: none">• Invite community input• Review current procedure Assessment Data *Des/admin Honorable Mention: Erin Barry

November	Emergency Operation Plan *Mooney Honorable Mention: Janna Osman -Mary Cecchinilli
December	Long-term Capital Improvement Plan *Matt + Brandon Lawrence Honorable Mention: Kendra
January	Regional High School *Janna Honorable Mention: Kaufman
February	Assessment Processes *Kaufman Honorable Mention: Sara
March April	Honorable Mention: Patrick
May	Honorable Mention: Erin
June	Honorable Mention: Janna

Cell Phone Policy

-Form for families into Welcome Packets- *How and if it will affect your family. Please share your thoughts.

-15 minutes during PD days at the beginning of the school year to alert teachers, hear comments/feedback.(Tell teachers to redirect community/familial questions to the board.)

-Allow for medical exemptions.

Policy:

- Completely turned off and away, in locker or backpack, NOT on your persons, from 8:15-2:45
- First offense- A warning- recorded so all teachers have access and it isn't a repeat warning.
- Second offense- Phone is taken away and brought to the office to be picked up by a guardian.
- Third offense- The student is not allowed to bring the phone to school at all.

2:00 p.m. Adjournment

Future Meetings: Tuesday, August 13th, 2024 at 6 p.m. - Regular Meeting

You are invited to a Zoom webinar.

When: Aug 3, 2024 10:00 PM Eastern Time (US and Canada)

Topic: Twinfield School Board Retreat

Please click the link below to join the webinar:

<https://ccsu.zoom.us/j/83378045446?pwd=biK4xZOy1bpTreDOXSZJolcD6vHbG0.1>

Passcode: 310669

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