

TSB Minutes
@ Townshend Elementary School
January 14, 2008 @ 7:00 P.M.
Draft

Present: Kathy Hege, Judy Tietz, David Dezendorf, Glen Beattie, Al Claussen, Members of the Board, Wendy Houlihan, Superintendent, Deborah Leggott, Principal, Judy Hawkins, Recorder

Call to Order: Kathy called the meeting to order at 7:07 p.m.

Approval of Minutes for December 17, 2007: David made a motion to approve the minutes of December 17, 2007. Kathy asked to have the following changed: Bills and Purchase Orders: Vermont School Board Assn. should have read was not approved. Under food purchases the amount should read \$14,000 not \$1,400.

Additions and Deletions:

- a. Judy made the motion suspend the motion to consider correspondence first. Motion carried.
Correspondence: Kathy received a letter of resignation from Leslie Strahley. David made a motion to regretfully accept Leslie Strahley's resignation. Motion carried.
- b. Vt. Dept. of Taxes-CLA (Common Level of Appraisal): Kathy reported that the CLA last year was 120% and next year it will be at 106.98%.

Members of the Public: None

Bills and Purchase Orders: David made a motion pay bills and purchase orders as follows: Payroll PO #39 \$16, 129.90, Payroll PO # 40 \$8,991.80, Payroll PO # 41 \$15,006.27, Payroll PO # 42 \$7,773.76, and Vendor Warrant # 43 \$15,058.20. No discussion and the motion carried.

Principal's Report: Deborah presented a comprehensive principal's report. Highlights were: Special Student Learning, Math Olympiad and Elk Club gifts, Building and Grounds: Environmental Assessment/Energy Audit, Financial: We would like to replace the used unit with a new one. Last Wednesday there appeared to be an electrical surge. Marty Grimes installed a used control box for the phone system. The board asked Deborah to check with Marty Grimes to see what the warranty would be for a new system. David asked Deborah to have an electrician check the line. The Loan agreement paperwork for the final design engineering phase of our water supply project was returned to TES from the Facilities Engineering Division. Michael Smith, from Otter Creek Engineering, said we are eligible for a non-bid process for work completion. Deborah did the principal's letter for the Town Report.

Superintendent's Report: NECAP scores will be announced on February 5th. Finance: This FY 2009 budget you are just completing will be the base year and the 2 vote process will begin with the FY 2010 budget adoption process. Act 62 requires that school districts identify how they will count pre-school students. Brad James sent a spreadsheet with his recommendations and an extraordinarily short timeline just before the December break. Townshend's best option was option 2, which will be the number resulting from: One plus the average ,etc. Policy/Regulation: The administrative team will make the first cut at the WCSU calendar for 2008-2009 at the January 25th meeting. WCSU Policy Committee: February 13, Supervisory Union Office 6:30-8:30 p.m. Next WCSU Board Meeting: January 30, 2008 at Marlboro Elementary School. The Executive Committee will meet at 5:00 p.m. to discuss the superintendent evaluation. The WCSU Board of Directors will meet at 7:00 p.m. for the primary purpose of the next steps in the strategic planning process.

Old Business:

- a. Finalize budget: General classroom aide position moved to Special Education. A second special education aide will need to be added to this budget. Kathy asked Deborah to make sure to get the revenue stream settled and to find out how the board will be able to identify the revenue. The CLA was corrected on the last page. Bus repair issues: Glen went over the bus and found the following problems: oil pan, radiator, exhaust, rust on the bottom part of the service doors, he reported that for the age of the bus it is in real good shape both inside and outside. Glen recommended to increase the transportation line from \$3,000 to \$5,000. David made a motion to adopt the 2008-2009 budget in the amount of \$1,287,326 an increase of 7.7%. Motion carried.
- b. Water purification system: See Deborah's principal's report.

New Business:

- a. Staff sabbatical request: Wendy received a written request for a sabbatical from Julie Dolan. A lengthy discussion ensued. David moved to have the superintendent request additional information about the sabbatical regarding the Townshend teacher. She was asked to respond before the first board meeting in February. Motion carried.
- b. Bus repair issues: Glen took the bus to Auto Mall for inspection. They also ordered parts to fix antifreeze and adjust the clutch and check for a fluid leak. When Andrea went to pick it up she couldn't get it out of gear. Auto Mall said they couldn't adjust the clutch because it was too rusty. The bus ended up at Twin State because Auto Mall couldn't fix it. There appeared to be a rear seal leaking. This was repaired by Twin State and they fixed the clutch. Issues: it cost the district employee time spent with Auto Mall, the board feels we should negotiate

concerning the time and the bill for Auto Mall. Kathy would like to see some sort of compensation for all this expense and would like the board to pursue this.

- c. Professional audit report: The board received the professional audit report. Overview: Kathy said there was nothing that appeared to be a problem. This was an excellent report.

Committee Updates:

- a. Executive/Super Board: None
- b. Policy: Nutrition and Wellness was discussed. Alcohol and Drug Free Workplace, Harassment of Employees, Limited English Proficiency Students, HIPAA. These policies were discussed and are in draft form.
- c. Technology: None

Correspondence:

- a. Staff resignation: See under Additions and Deletions
- b. Vt. Dept. of Taxes-CLA See under Additions and Deletions

Upcoming Meetings:

- a. January 28th-Joint meeting with the Select Board to sign warning @ TES, at TES board meeting on January 28th at 6:30 p.m.
- b. January 30th-Executive Committee-5PM@ Marlboro, Super Board-7PM @ Marlboro (3 members) David, Kathy and AI/Judy will attend.

Executive Session

- a. Personnel/Contractual:

David MOVED to enter executive session to discuss personnel contractual issues. The motion carries and the Townshend School Board entered executive session with Superintendent Wendy Houlihan and Principal Deborah Leggott at 9:14 p.m.

David MOVED to leave executive session. The motion carries and the Townshend School Board left executive session at 9:28 p.m.

Resolution: David MOVED to eliminate the Special Education Teaching position at Townshend Elementary School starting with 2008-2009 school year due to the restructuring of Special Education positions to WCSU. The motion carries.

Adjourn: By general consent the Townshend School Board meeting adjourned at 9:30 p.m.

Respectfully submitted,

Judy Hawkins