

TSB Minutes
@ Townshend Elementary School
October 8, 2007-6:30 p.m.
DRAFT

Present: Judy Tietz, David Dezendorf, Kathy Hege, Glen Beattie, Al Claussen, Members of the Board, Wendy Houlihan, Superintendent, Deborah Leggott, Principal, Beth Cutts, Diedre Beattie, Leslie Straley, Mary Roberts, Jamie Clark, Members of the Public, Judy Hawkins, Recorder

Call to Order: Kathy called the meeting to order at 7:03 p.m.

Approval of Minutes for September 24, 2007. David made a motion to approve the minutes of September 24, 2007. David asked to have the following corrections made:

Wendy will research will Newfane School how it is working with the bus and if their students are late in the morning.

Business Manager: Al recommended a contract and job description.

The board is waiting for the engineers report to come in.

Wendy will check with Brad James to see how the school district's treasurer can get tax information not the town's treasurer.

Water purification update: Installation of the system is moving forward. A contract has been signed for engineering services to be completed by Mark Smith at Otter Creek Engineering.

Minutes were approved with the above corrections.

Minutes of October 4th. David made a motion to approve the minutes of October 4th. Motion carried with no discussion.

Additions & Deletions:

Members of the Public: Leslie Straley and Mary Roberts to discuss Early Education Services.

Correspondence: Townshend Business Association.

Members of the Public: Leslie & Mary Roberts presented a proposal for Early Education Services presently housed at Little Valley & Timpson Hill.

Bills & Purchase Orders: David made a motion to pay Payroll PO #22 \$15,277.47, Payroll PO # 23 \$10,382.40, Vendor Warrant #24, \$14, 811.31. The board opted out of being members of the Vermont School Board Association. Vendor Warrant #24 will be amended to \$13,961.31. Motion carried as corrected to pay the bills and purchase orders.

Business supplies question: Deborah reported on this issue. The question was whether the school boards supplies should be rolled into Frank's salary line. Deborah found that it was discussed and in the minutes of November 10, 2003. Deborah talked with Frank and he said he would go along with this but this is not how he would like to see it done. Deborah will fax the bill from McBee to Frank and he will pay. This will be looked at for next year's budget.

Principal's Report: Deborah gave a comprehensive report. She briefed the board on the following headings: Student Learning, Policy/Regulation Implementation, Building & Grounds, Finance/Accounting, Information, and Enrollment/staffing.

Townshend Business Association: Kathy read a letter from Townshend Business Association apologizing for some errors in the community newspaper.

Superintendent's Report: Wendy gave a comprehensive report. She reported to the board on the following headings: WCSU Position, Finance, Curriculum/Instruction Student Learning, Bus/Handicap Parking/Traffic Issue, and Tentative WCSU Board Retreat: October 24th.

Old Business: Building security discussion/October 4th forum results. David made a motion that attendance or information should be sent from TES teaching staff to TES front office electronically when possible. A bin similar to the one used for School Board messages can be put lower on the wall to allow students to bring information to the office during times with a substitute teacher.

The principal should be directed to research the following:

1. Find the cost for a door bell which can be heard throughout the school. The estimate should include a button on the hinge side of the outside door, and a button near the front office window.
2. Find a way to transfer electronic messages from the front office to the staff and from the staff to the front office. Ensure this process will work with connection to the server only (no internet necessary).

The motion was amended to when front office coverage is not available the interior doors will be locked. The rest of the time we would be following the same procedure unless in case of an emergency.

The motion passes.

Deborah was asked to look into the cost of the interior door, look at the cost of the lock to the interior doors, and check with Marty Grimes for the phone system.

Business Manager agreement/District CFO discussion:

One of Wendy's focuses is on a CFO position. Wendy is planning on having this person on board by January 1st.

Board Member Conflict of Interest and Code of Ethics: Kathy passed out the Conflict of Interest policy at the last meeting. Board Member Conflict of Interest has been approved by the board. Code of Ethics: Kathy reviewed the policy with the board. Glen made a motion to sign the Code of Ethics policy as read. Motion passed. Deborah will post on the bulletin board.

New Business:

Engineer's report on the septic manhole inspection: We did receive the engineer's report on the septic manhole inspection. One of the manholes should be replaced within 12 months.

David made a motion to have Kathy contact the hospital in writing on the board's behalf to be part of any discussion on any work to be done concerning the sewer system. Motion passed.

Committee Updates

Executive/Super Board-October 24th meeting

Policy: October 29th next meeting

Technology: Not met in house yet. Negotiation phase on report card.

Correspondence: Townshend Business Association Letter. Kathy read to the board an apology letter from Elizabeth Jones.

Upcoming Meetings:

Executive/Super Board-October 24th

Policy Committee: October 29th

Executive Session: None

Adjourn: David made the motion to adjourn at 9:13 p.m. Motion carried.

Respectfully submitted,

Judy Hawkins
Recorder