

TSB Minutes @ Townshend Elementary School

\@ 7:00 p.m. on October 22, 2007

Draft

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

Call to Order: Kathy called the meeting to order at 7:06 p.m.

Approval of the Minutes: David made a motion to approve the minutes of October 22<sup>nd</sup>. The minutes were approved with no discussion. Motion carried.

Additions & Deletions: Add under Correspondence: Communication from Beth Cutts and Heidi Russ.

Members of the Public: None

Bills and Purchase Orders: David made a motion to pay: Payroll PO #25 \$15,688.36, Payroll PO #26 \$6,605.61, Vendor Warrant #27 \$66,871.41, Supplemental Warrant CE 2007 1022A \$60.00 Supplemental Warrant CE 2007 1022B \$375.00. David asked about 2 days of bus transportation by West River Transportation. Deborah explained that Andrea had been away for 2 days. No further discussion. Motion carried to pay the Bills and Purchase Orders as stated.

Principal's Report: Deborah gave a comprehensive report. The following was discussed: Curriculum Highlights: Social Skills Instruction, Student Learning, Building & Grounds.

Superintendent's Report: Wendy gave a comprehensive report. The following items were discussed: Policy Committee Meeting: October 29, 6:30-8:30 @ Newfane Elementary School WCSU Board/Administrator Retreat: October 24, 5:30 Hennessey's in Dover. Finance: Bus/Handicap Parking/Traffic Issue and Legislative.

Old Business: Building security cost information: Deborah reported on the Building Security cost information: she spoke with Richard Frost concerning the lock and panic bar. Marty Grimes gave an estimate concerning the phone system to Deborah.

Kathy had a conversation with Heidi Russ concerning security issues. Beth Cutts had written a letter to the board concerning the board meeting she had attended previously where security had been discussed. David made a motion to secure the interior door and to go ahead and get the estimate from Marty Grimes for a telephone for admittance when the front office is not manned. Motion carries.

Business Manager agreement/CFO job duties: David made a motion to send the letter of agreement for financial services to Frank and get his input. Motion carried.

GC Septic letter: Kathy sent the letter out to Grace Cottage explaining that we needed to be involved. She will let the board know when she hears something.

Bus/handicapped parking/traffic issue update. We have not had a visit from the inspectors. Wendy has contacted them but not gotten a response.

New Business: Transportation Policy & Mandatory Drug & Alcohol Testing: Transportation Employees Policy. There was a discussion concerning these two policies. Discipline can be added to the transportation policy. Wendy and AI forwarded all the mandatory policies to the board.

Committee Updates:

Executive/Super Board: Meeting on Wednesday, October 24<sup>th</sup> at 5:30 Hennessey's in Dover.

Policy: October 29<sup>th</sup> 6:30-8:30 Newfane Elementary School.

Technology: Haven't met. Work is progressing on 4/5/6 report cards.

Correspondence: Beth Cutts sent a letter to the board concerning the decision not to lock the outside door. A discussion ensued.

Upcoming Meetings:

Board Retreat-October 24<sup>th</sup>, 5:30 at Hennessey's in Dover.

Policy Committee-October 29<sup>th</sup>, 6:30-8:30 at Newfane Elementary School

Executive Session: None needed

Adjourn: Kathy made a motion to adjourn at 8:06 p.m. Motion carried.

Respectfully submitted,

Judy Hawkins  
Recorder

