

TSB Minutes  
@ Townshend Elementary School  
7:00 p.m.  
10-26-09-Draft

Present: Kathy Hege, David Dezendorf, Kristina Wright, Jessie Bishop, Craig Hunt, Members of the Board, Deborah Leggott, Principal, Steven John, Superintendent, Kris Jerz, Member of the Public, Judy Hawkins, Recorder

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

Approval of Minutes for October 12, 2009: Craig made a motion to approve the minutes of October 12, 2009. No discussion. Motion carried.

Additions and Deletions: Kathy asked to add under New Business: D, Policy Limited English Proficiency Students

Members of the Public: Kris Jerz reported that Saturday, November 7<sup>th</sup> the 6<sup>th</sup> grade will be having a bottle drive and it will be held in front of TES.

Bills and Purchase Orders: David made a motion to pay bills and purchase orders as follows: Payroll PO#28 \$16,892.14, Payroll PO#29 \$10,991.94, Vendor Warrant PO #30 \$15,825.72. Kathy, Deborah and Heidi Russ had a lengthy discussion with the financial department at WCSU concerning how the dental, health insurance and life insurance premium is paid for a part time teacher. Townshend Elementary School is paying the entire bill and then getting reimbursed and she works at two other schools. Kathy asked for clarification with Deborah concerning three different food vendors. Deborah explained this is the result of branching out and using other vendors. Maureen will now be working with Sysco and U.S. Foods. Reinhardt Food Services will be discontinued. The other services that might be used occasionally will be for commodities. Kathy had a concern about a voided check for Reinhardt Food Services. She asked Deborah to follow up with this and get back to the board with her findings. Motion carried to pay the bills and purchase orders as read.

Principal's Report: Deborah presented her principal's report via e-mail. She reported a synopsis of what is going on in the classrooms. **Water disinfection system:** The disinfection is still working with only one side functioning. The left side went into distress mode on October 8<sup>th</sup>. Otter creek was informed and has communicated with Jeff Russ about the needed repair. The right side of the system continues to operate with no interruptions to the water usage. **Boiler/Chimney Update:** Tim Jeffers recommended getting estimates for a masonry chimney after they received a very high estimate from Northeastern Masonry & Chimney Services from Selkirk, N.Y. Tim will work with three masons and work with them to get separate estimates. **NECAP Assessment:** Testing has been completed. The results should be available in early winter. \_ H1N1

immunizations are scheduled for November 10<sup>th</sup> at Townshend Elementary School instead of the Dutton Gym. Rescue will be at the school in case they are needed.

Superintendent's Report: Steven presented his superintendent's report via e-mail. No discussion. Journey East group will be performing this Friday at 7:30 pm. He recommends that everyone go and see this spectacular performance.

#### Old Business:

- a. Common road traffic: Last meeting the clerk was asked to put on the agenda the following: The teachers have a concern about the traffic in front of the school and the risk to the children. They wanted to attend the select board meeting with some members of the school board to discuss this concern. Kathy wanted people to know that no one showed up. If the teacher's wanted to meet with the select board they should set up their own meeting. The teachers will make that arrangement.
- b. Water disinfection system-outlook for reliability- See Deborah's principal's report.
- c. Flu vaccinations for students-Immunization will not be at L&G it will be held at TES on November 10<sup>th</sup>. Steven and Deborah will call Dr. Shafer and let him know a memo needs to go out to try to stop rumors concerning releasing of information about H1N1 flu to concerned parents or the community. HIPAA does not allow this information to be released without proper authorization.
- d. Update for WCSU's record of Townshend policies/website inclusion: Steven sent out a document via e-mail of the policies. The information has been corrected as requested. Kathy suggested when the minutes are gone thru let her know and send her the model policy and they will go thru and re-warn them. Kathy advised Steven that the website was not for administrative work but is used for student work. Title I policy-this is not a mandatory policy. Steven will check on this and get back to the board and if it should be added to the grid.
- e. Update on chimney repair work: See Deborah principal's report

#### New Business:

- a. Distribution of FY11 preliminary budget: Deborah distributed the FY11 preliminary budget. No information from WCSU as yet. The bond is paid off ( \$45,000.) The \$45,000 for the bond has been moved into the capital improvement line. Kathy asked the board to look over the budget and be prepared to discuss at the next meeting and prepare questions you may have for November 9<sup>th</sup>. Kathy asked the board to keep in mind that the

- slate roof has to be done. The cost will have to be absorbed in the budget somehow. Frank is scheduled to come to the meeting on November 23<sup>rd</sup>.
- b. Coverage for upcoming family leave time: There is not enough money in substitute budget line to cover the upcoming family leave of a staff member. David made a motion that the Townshend School Board allow the principal to investigate the possibility of a creative way to cover maternity leave of a staff member and bring back to the board on November 9<sup>th</sup>. Motion carried.
  - c. Mandatory Drug & Alcohol Testing: Transportation Employees Policy: David made a motion to warn the Mandatory Drug & Alcohol Testing on October 26, 2009 for discussion on November 9<sup>th</sup>. Motion carried.

Limited English Proficiency Policy: David made a motion to warn the Limited English Proficiency Policy on October 26, 2009 for discussion on November 9, 2009. Motion carried.

#### Committee Updates:

- a. Executive/Super Board-October 21<sup>st</sup> meeting in Wardsboro: Did not have a quorum. Unable to pass Strategic Plan and not able to approve minutes or review and approve the Superintendent's evaluation.
- b. Steven passed out cows to all the board chairs. Every school district should have their own cow. Kathy has decided to call her cow "Charles Townshend" and asked that he reside in our trophy case. By unanimous consent the cow was named Charles Townshend.
- c. Policy: None
- d. Technology: None (No district or in-house)

Correspondence: Monthly correspondence from Grace Cottage. The average daily flow of water into the building was 536 gallons.

#### Upcoming Meetings:

- a. December 9, 2009 WCSU Super Board-Approval of SU budget

Executive Session if needed: None.

Adjourn: David made a motion to adjourn at 8:32 p.m.

Respectfully submitted,

Judy Hawkins  
Recorder

DRAFT