

TSB Minutes  
@ Townshend Elementary School  
7:00 p.m.  
11-9-09-Draft

Present: Kathy Hege, David Dezendorf, Jessie Bishop, Craig Hunt, Members of the Board, Deborah Leggott, Principal, Kris Jerz, Carley Sanderson, Michelle Sanderson, Kim Liebow, Megan Richardson, Judy Gould, Tammy Greenwood, Barbara Bedortha, Beth Cutts, Beth Beattie, Members of the Public, Steven John (arrived at 7:10 p.m.), Superintendent, Judy Hawkins, Recorder

Absent: Kristina Wright-(ill)

Call to Order: Kathy called the meeting to order at 7:01 p.m.

Approval of Minutes for October 26, 2009: Craig made the motion to approve the minutes of October 26, 2009. No discussion. Motion carried.

Additions and Deletions: Add under new business: b. Busing schedule.

Members of the Public: See Old Business: (d)

Bills and Purchase Orders: David made a motion to approve the bills and purchase orders as follows: Payroll PO#31 \$15,954.84, Payroll PO#32 \$6,337.42, Director Warrant DW20091109 \$300.00, Vendor Warrant PO #33 \$15,645.58. Discussion: Kathy talked about ways to get the electrical bill down since there was a significant increase this month. David requested to hold a check for \$500.00 for Otter Creek Engineering for preparation of an O&M manual. Deborah Leggott contacted Tyler Billingsley at Otter Creek and as of today there will be no more repairs done to the disinfection system. The State of Vermont will act on everyone's behalf concerning the malfunctioning water systems. The \$500.00 for Otter Creek will be held thus bringing the total to \$15,145.58 for Vendor Warrant PO #33. The board received a bill a year later from Winston Prouty Center. David would like the bills to be sent quarterly. Steven was asked to follow up with this issue with Winston Prouty. Motion carried to pay bills and purchase orders as discussed.

- a. Withholding procedures for shared personnel. Last meeting Steven was asked to follow-up on the withholding procedure for shared personnel. A discussion ensued. BC/BS bills the employee's highest paying school and then is reimbursed from the other schools.

Principal's Report: Deborah sent via e-mail. She presented her report as follows:  
**Student Learning: Penny Carnival:** On October 30<sup>th</sup>, the 5<sup>th</sup> and 6<sup>th</sup> grade students set up the gym as a carnival that students enjoyed by spending their change on games. These pennies will be sent to UNICEF. **H1N1 Immunization:** The schedule for immunizations is still the morning of November 10<sup>th</sup>. **Building and Grounds: Chimney Update:** Tim

Jeffers, project manager has suggested obtaining estimates for a masonry chimney. He has contacted a number of masons and will work with them to deliver separate estimates. **Water Disinfection System**: The disinfection system is now operating with both sides working. Jeff Russ responded to Ottercreek Engineering's call to repair the system. On November 6<sup>th</sup> an orange warning light has appeared on the right side of the system. Ottercreek was notified. **Water System**: A sanitary inspection was done by the state on October 30<sup>th</sup>. A report will be forthcoming about any needed corrections. **Air Handler**: The thermostat on the air handler that warms the incoming air has been turned off because it has never functioned properly and is now overheating air coming into the classrooms. **Fuel Received**: On November 4<sup>th</sup>, Fleming Oil delivered 250 gallons of fuel that was won in the Rescue raffle.

Superintendent's Report: Steven presented his Superintendent's Report via e-mail. Steven distributed a report that was in the Brattleboro Reformer re: Vermont sets high standards for students. He also distributed an article from Brad James from Executive Director of Vermont Superintendent's Association. The end of the article says that Vilaseca, Commissioner of Education, is going to recommend that they don't fund small schools next year. He also distributed a chart on the effect of closing schools on the teacher/student ratio. Steven also talked about the principal's discussing equity and efficiency. This was an article he gave to principals at an ATM discussion. Purpose of article is to realize how difficult it is to come up with a good budget.

#### Old Business:

- a. Flu vaccinations for students: These will take place on November 10<sup>th</sup>. Ruth and 2 nurses from Vermont State Dept. will be arriving with the vaccine. They will be given in the Art Room. The state has requested that parents do not attend this clinic. Rescue will be parked in front of the school and will be available if they are needed. It was solely the shots no live viruses or nasal spray.
- b. Water disinfection system update: See Deborah principal's report
- c. Chimney repair work update: Deborah has not received estimates yet. Tim is working with masons. See Deborah's report. He will report to Deborah when he is ready to go.
- d. Suggestions for coverage of upcoming family leave time: Deborah had the following recommendations: Deborah told the gallery that there was a motion two weeks ago from the board to cover Megan Richardson's family leave. This is an attempt to level fund the budget this year. There is a \$3,000 budget line for subs. There have already been some corrections that have been made to level fund the budget next year. Title I funds can't be used for substitute teaching. Para's can't be used. There are 2 small classes with 8 students each. Deborah's suggestion is to combine 1<sup>st</sup> and 2<sup>nd</sup> grade with Judy Gould as their teacher and then Barbara Bedortha is going to be asked to go upstairs to teach 4<sup>th</sup> grade. David made a motion that Townshend School Board accept the principal's recommendation to combine 1<sup>st</sup> and 2<sup>nd</sup> grade teachers during family leave. Motion carried. A lengthy discussion ensued.

- e. Mandatory Drug & Alcohol Testing: Transportation Employees Policy-adopt. This was warned at the last meeting. (D11) Motion carried to adopt the Mandatory Drug & Alcohol Testing: Transportation Employees Policy.
- f. Limited English Proficiency Students Policy-adopt. Motion carried to adopt the Limited English Proficiency Students Policy (F19).

New Business:

- a. Preliminary budget discussion-FY11: Kathy went over the preliminary budget for FY11 page by page. A lengthy discussion ensued. David made a motion for the administration to develop a plan to cut \$60,000 from the current draft budget and return to the board with a recommendation to do so and bring back to the board on November 23<sup>rd</sup>. Motion carried.
- b. Busing schedule: Bus driver initially had said she was unable to drive bus on Thursday and Friday. They have been trying to get a substitute bus driver when she is unavailable to drive. A notice went out to parents that there is a possibility there will be no bus service on Thursday and Friday of this week.

Committee Updates:

- a. Executive/Super Board: None
- b. Policy-None
- c. Technology-None

Correspondence: Kathy DuGreniere sent correspondence to Kathy requesting to re-do the stop at Taft Hill for winter mode. David feels based on the economics of it; don't put the bus stop in place. Jessie made a motion that we deny the request for an additional Taft Hill Collections bus stop. Motion carried. Jessie received correspondence from Andrea that she tried to contact Deborah that a flashing yellow light went out on the bus. West River Transportation allowed us to borrow a light and that it has been replaced to West River Transportation.

Upcoming Meetings:

- a. December 9, 2009 WCSU Super Board-Approval of budget @ Leland and Gray. Kathy mentioned that three board members from TSB need to be present and to please make sure we have three in attendance at that meeting.

Executive Session if needed: None

Adjourn:

David made a motion to adjourn at 9:26 p.m.

Respectfully submitted,

Judy Hawkins  
Recorder

