

TSB Minutes  
@ Townshend Elementary School  
7:00pm  
12-3-07-Draft

Present: Kathy Hege, David Dezendorf, Glen Beattie, Al Claussen, (entered meeting at 7:05 p.m.), Judy Tietz (entered meeting at 7:13 p.m.) Members of the Board, Deborah Leggott, Principal, Judy Hawkins, Recorder

Absent: Wendy Houlihan, Superintendent

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

Approval of Minutes of November 26, 2007: David made a motion to approve the minutes of November 26<sup>th</sup>. Motion carried as written.

Additions and Deletions: None

Members of the Public: None

Bills & Purchase Orders: David made a motion to pay the following: Vendor Warrant #35 \$20,756.44. Director Warrant: 2007 12/03A \$334.00, Director Warrant 2007 12/03B \$60.00. No discussion and the motion carried.

Principal's Report: Deborah gave a comprehensive report: The following areas were addressed: Highlights of Budget variances from FY07 actual and FY09 proposed. Revenues-expenditures Building & Grounds: Enrollment/Staffing Deborah spoke about the Townshend Tribune, the community newspaper. Deborah reported that she will be taking 2 personal days on December 13<sup>th</sup> & 14<sup>th</sup>.

Old Business:

- a. '09 Budget discussion: Tires: Glen was asked to look at tires for the bus to see if they needed to be replaced. All 6 tires will need replacing. It was felt these needed to be replaced before the 2009 budget. Revenue list: Special Education there is an increase of \$1400. Frank suggested that we charge L&G for the transport of their students. David feels based on the rider ship we need to charge them. Glen was asked to go thru the bus and see what it might need for repairs to get a figure for the budget. Glen was asked to come back with the findings for the next board meeting. Music education: now part of core staff not contracted service. Health insurance: David will have a more realistic figure for the next board meeting.

Data management: Deborah asked to increase to \$3,000.

Keewaydin: Increase Keewaydin line to \$2500.

Special Ed. will be an assessment thru WCSU instead of TES paying directly.

We will be paying off the bond within the near future.

WCSU Administrative Assessment: this is where all the new people will come into i.e. tech. position, CEO, special education. Increase of \$6,100.

Technology position may be level funded.

Administrative Assistant position: There was a substantial increase in the administrative assistant salary. The reason for the increase was due to there will be someone in the building for coverage all the time and she has taken on more responsibilities.

Treasurer Salary: It was agreed to increase the salary 5%. The question arose whether to make this a 3 year position rather than 1 year. It was the decision of the board to leave it as a 1 year position.

\$39,000 for capital improvement. Deborah included a list of items that need some focus. Kathy feels we should prioritize these items.

AI suggested we do an energy audit from CVPS. The board thought this was a good idea.

Looking at actual vs. adopted for disposal and snow removal: 2007 proposed at \$1950. Deborah was asked to check on the snow blowing. The board thinks it should be brought up to \$2500.

Transportation: Glen will come back to the board with information for next board meeting.

Food service was rolled into general funds.

The budget is up 2.2%.

Bus/handicapped parking/traffic issue: No feedback yet.

AI made a motion to have Frank provide the budget in Excel format for the board. He would also like to see any financial information be in Excel format. Motion carried.

New Business: Bus fuel remained the same for October and November.

Committee Updates:

Executive/Super Board: Budget approval-December 5<sup>th</sup> @ 7pm, Dover (Kathy and David will attend. Al and Judy can't make it).

Policy: None

Technology: Townshend Technology Committee will meet on December 10<sup>th</sup> @ Townshend Elementary School.

Correspondence: None

Upcoming Meetings:

- a. Super Board Meeting-Budget approval-December 5<sup>th</sup> @ 7pm, Dover (Kathy & David will attend. Al and Judy can't attend.
- b. TES Technology Committee-December 10<sup>th</sup> @ 5 p.m at Townshend Elementary School.

Executive Session if needed-None

Adjourn: Kathy made a motion to adjourn the meeting of the Townshend School Board at 8:20 p.m. Motion carried.

Respectfully submitted,

Judy Hawkins  
Recorder