

**TSB District Board Minutes  
@ Townshend Elementary School  
February 26, 2007  
DRAFT**

Present: Kathy Hege, Judy Tietz, David Dezendorf, Glen Beattie, Al Claussen, Members of the Board, Deborah Leggott, Principal, Beth Cutts, Member of the Public, Judy Hawkins, Recorder

Kathy called the meeting to order at 7:04 p.m.

**Approval of the minutes for February 12, 2007.** David made a motion to approve the minutes. David would like to include the location of the meetings. Technology Plan: February 13th-Passed and sent to the board for approval. Debt interest: Article 24 before Article 10. There was no motion. Al will work on spreadsheet not David. Members of the Public: Conclusion: bus was sent somewhere else because they were out of stickers. Motion carried with the above corrections. Judy abstained.

**Members of the Public:** Beth Cutts attended the meeting to discuss community service. Deborah will be talking with the person pertaining to community service on Wednesday and bring back information at the next board meeting. Kathy explained the purpose of the discussion re: Community Service. .

**Additions and Deletions:** Kathy would like to add: Executive Session. a) signs b) superintendent's evaluation

Al made a motion to receive a cash balance for each meeting. Motion carried unanimously. Kathy will let Andrea Royce, school treasurer, know of this request.

**Bills and Purchase Orders:** David made a motion to approve the bills and purchase orders as follows: Payroll PO # 48 \$15,604.75, Payroll PO #49-\$9,478.87, General Warrant PO # 50-\$35,123.18. WCSU bill approved but not released until one of the March board meetings. Motion carried.

**Principal's Report:** Deborah gave a comprehensive principal's report.

**Building Maintenance:** All school vents associated with the air exchange system were cleaned by Duct & Vent Cleaning of America Company on Saturday and Sunday, February 24th and 25th. JP Electric will return to install cleanable filters and set the timer for building purging at night.

**School Club:** Read-A-Thon: March 30th. This major fundraiser is a read-all-night event in which students get pledges in advance for every hour of reading they accomplish. School Club has used this money in the past to fund residencies and install new playground equipment.

**Winter Sports:** This is an eight week program that started on January 24th and will end on March 21st.

Each teacher prepared curriculum highlights as to what was happening in their classrooms.

**Superintendent's Report:** (Tina not at meeting). She sent an e-mail to Kathy regarding bus liability findings, as had been requested at the previous board meeting.

**Bus liability findings.** Tina checked with Jim Peters and John Nelson from the VSBA. She received the following responses:

The school is responsible for supervision of loading children at school and for safety of children enroute. Once children are dropped off at bus stop and are no longer on the bus, school is not liable. The school is not liable for supervision of children waiting at bus stop before pick up.

**Old Business:**

a)**Building security estimate:** Deborah has a locksmith coming next Wednesday to give an estimate concerning the issue of locking the first door in the building. Deborah will be reporting this at next meeting once she has the estimates.

b)**Town meeting strategy:** A lengthy discussion ensued. The decision was made by the board to

present at the Town/School informational meeting on Tuesday, February 27th as to what we want to do with Article 10 and 24. As a board we feel the need to explain how the taxes are effecting the taxpayers and the school.

c) **End of year financial policy:** Kathy received an e-mail from Tina regarding the question that was raised last board meeting as to some checks that had been lost and one that was 3 years old. Deborah said we did not receive anything from Frank. The decision was that there needs to be an official letter from Frank and the business manager should make a policy that anyone needs to get the request for reimbursement to the board before 90 days after end of fiscal year. This will be discussed further at the next board meeting.

**New Business:**

**Set tuition FY '08:** The allowable figure set for tuition FY 08 is \$10,147.00. David made a motion to approve the student tuition at \$10,147.00. Motion carried.

**Tech Plan approval:** Kathy asked if anyone had any questions concerning the new tech plan? No discussion. Kathy made a motion to approve the tech plan for Townshend for the time period of July 1, 2007 thru June 30, 2009. Motion carried unanimously. Kathy will take to Superintendent and ask him to read and sign it.

**Personal Property Taxes-copier lease.** We pay personal property tax on our copier. Townshend is not willing to pay anymore. No decision made at this time.

**Committee Updates:**

**Executive/Super Board-None**

**Policy-None**

**Technology-**There will be a technology meeting on March 15th @ 6PM in Newfane to finalize the job description for the Technology Int. Specialist.

**Correspondence:**

Judy said the new CEO at Grace Cottage Hospital would like to attend a board meeting. She will be invited to a board meeting on March 12th.

E-mails from Tina concerning bus liability and end of year financial policy were read by Kathy to the board. See above.

**Upcoming Meetings:**

Town/School informational meeting-Tuesday, February 27th @7PM

**Executive Session:**

Adjourn: David made a motion to take a short recess and then go into Executive Session at 8:38 p.m. Motion carried.

Call to Order: Kathy called the meeting back to order at 8:46 pm.

Executive Session: David made the MOTION to enter executive session to discuss a personnel issue. Discussion. The motion carries and the Board and Principal Leggott entered executive session at 8:47PM.

David made the MOTION to leave executive session at 8:48PM. The motion carries.

Resolution: The sixth grade students will be asked to place the crossing signs in the building at the end of the school day.

David made the MOTION to enter executive session to evaluate the Superintendent. No discussion. The motion carries and the Board entered executive session at 8:50 PM as Principal Leggott left the meeting.

Judy made the MOTION to leave executive session at 9:02 PM. The motion carries.

Resolution: The chair will forward the Interim Superintendent evaluation to the Chair of the WCSU Board of Directors.

Adjourn: David made the MOTION to adjourn. No discussion. The motion carries and the meeting adjourned at 9:03PM.

Respectfully submitted,

Judy Hawkins  
Recorder