

TSB Minutes  
@ Townshend Elementary School  
7:00 p.m.  
2-8-10-Draft

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

Absent: Steven John (arrived after the meeting adjourned)

Call to Order: Kathy called the meeting to order at 7:00 p.m.

Approval of Minutes for January 25, 2010: Craig made a motion to approve the minutes of January 25, 2010. No discussion. Motion carried. David asked to have the following correction to December 28, 2009 minutes: Old Business: Approved budget was \$1,363,828.000 instead of \$1,636,828.00.

Additions and Deletions: The following additions were added to the agenda:  
New Business: Tuition Rate for FY11, REMS, School Bus and under Old Business: Principal's Contract.

Members of the Public: None

Bills and Purchase Orders: David made a motion to approve the bills and purchase orders as follows: Payroll PO#51 in the amount of \$16,591.51, Payroll PO#52 in the amount of \$12,402.31, Vendor Warrant PO #53 in the amount of \$3,933.63 and Director's Warrant DW 2010 02 08 in the amount of \$300.00  
Discussion: Kathy had a question under Expense Report under the Special Education budget line; Why is this line \$825.00 over budget? Deborah will check and bring her findings back to the board. Another question: Under substitutes FICA Aides. The board wants to know whose FICA is it. Deborah will check and return with her findings to the board. David reported that part of the Vendor Warrant was \$1500 for the water heater. Kathy reported that the electricity was up 2000 kilowatt hours over January of last year; Deborah thinks it has to do with the ventilation system working properly for the first time in quite some time.  
Motion carried to pay bills and purchase orders as read.

Principal's Report: Deborah presented her principal's report via e-mail. **NECAP Results** were released on February 2<sup>nd</sup>. **Music Program**: On January 26<sup>th</sup>, our Winter Concert was held in the Multipurpose Room. **Informational**: Townshend Food Shelf and Student Activity: Students in grade 6 go to the food shelf at the Townshend Church every Thursday around 11:00AM to shelve food, break up boxes and store food. The second Thursday of the month, the students give up their recess and help to unload a shipment of food from the VT. Food Bank. **Kitchen Inspection**: On February 2<sup>nd</sup> our kitchen manager, Maureen Holden,

received a visit from an inspector from the Vt. Dept of Health. The only error he found in the entire kitchen was a fan that needed to be cleaned in the ceiling of the food cooler? **Building and Grounds:** Fuel Consumption: To update, our heating system has used approximately 500 gallons less (not 300 gallons as previously reported) of fuel than last year as of January 18<sup>th</sup>. This is due to the efficiency of the new boilers. **Water Disinfections System:** The right-hand side of the UV system continues to be turned off because of multiple red lights. The left side is displaying green lights. Deborah distributed a letter from Eric Law from the Water Division. He replied that the Drinking Water State Revolving Loan Program will fund the most cost effective solution to the current disinfection problems at Townshend Elementary School. Kathy wanted the board to be aware of the following: The USAC, a company that supplies us internet requested our free and reduced lunch participants verified. They requested a completed copy of a families financial records to allow their child to be eligible for free and reduced. Rick and Deborah put the paperwork together and whited out the family name. Kathy requests if it ever happens again Steven should handle this because it is a violation of federal student privacy act.

Superintendent's Report: Steven sent his report via e-mail.

#### Old Business:

Disinfection System letter to State: See Deborah's principal's report. David moved that we direct the superintendent and principal respectfully to contact the state to see if they can reimburse us the \$1700 they owe so we can install a Hallett disinfection unit for 60 days. Motion carried.

- b. Adopt AIDS Policy (E9): David made a motion to adopt AIDS Policy (E9) as written. Motion carried.
- c. Adopt Substitute Teachers (D6): Filled in Townshend School District. Old version with correction with school board being responsible for pay rather than Superintendent. Craig made a motion to adopt Substitute Teachers Policy (D6) with above corrections. Motion carried.
- d. Adopt Local Transportation Policy (F9): No discussion. David made a motion to adopt the local transportation policy (F9) Motion carried.
- e. Adopt Tobacco Prohibition Policy (E8): Craig made a motion to adopt the Tobacco Prohibition Policy. Add Townshend School District. Motion carried.
- f. Adopt Grade Advancement Policy (G9): Craig made a motion to adopt Grade Advancement Policy. Motion carried.
- g. Investigation of high water usage in December: Deborah reported that she discovered that in the nurses office the right hand faucet was leaking and then let loose and Deborah believes this would have been the problem.
- h. Investigation of changes to board's boiler/hot water expectations: Deborah reported her findings: Deborah went thru all of her work and

could not find a conversation she had with the board. Tim Jeffers did not want to run a domestic hot water heater off these two boilers. At the same time the chimney problem surfaced and the problem with the water heater was forgotten about. Deborah distributed the documentation from Tim Jeffers to the board.

- i. Principal's Contract: Kathy received a signed contract that Steven John was instructed to prepare. It has been signed by Deborah and Steven. David made a motion to hold off until after town meeting to have the board sign the principal's contract. Motion carried.

#### New Business:

- a. Distribute Harassment of Employees Policy (D12): This policy was distributed to the board and will be brought back for discussion at the next meeting.
- b. Distribute Harassment of Students Policy (F20): David made a motion to warn the Harassment of Students Policy (F20) as it was adopted on 11/22/2004. Motion carried.
- c. Distribute Alcohol and Drug Free Workplace Policy (D8): David made a motion to have the board take this home and reviewed and brought back for discussion at the next meeting.
- d. REMS: David said this is a federal grant for emergency management services. The grant period ends February 26, 2010. This is being worked on for next year.
- e. Tuition Rate for FY11: Pending information from Superintendent.
- f. School Bus: Craig reported that there are seven or eight small baseball size rust spots on the bus. Craig is asking if we should fix them before they get worse. Craig was asked to contact Brian Schmidt and get an estimate.

#### Committee Updates:

- a. Executive/Super Board-Super Board meeting on January 27, 2010: One thing that came out of it was the board gave the direction of a possibility of a new Governance Structure. One of the suggestions was to make one huge district and have the local boards disband. Townshend School Board not in favor of this proposal. Kathy received an e-mail from Chair of District, Rich Werner, asking for a representative from the Townshend School Board to be on the committee. Kathy gave an overview of what the committee was about. The first meeting will be on February 17<sup>th</sup> at 7:00 p.m. David made a motion that he be the Townshend School Board representative to the Governance Structure. Motion carried.
- b. Policy: None
- c. Technology: None

Correspondence; None

Upcoming Meetings: Governance Structure: February 17<sup>th</sup> @ 7:00 pm

David would like to warn the re-organization of this board directly after town meeting. Motion carried.

Executive Session if needed: None

Adjourn: Jessie made the motion to adjourn at 8:17 p.m.

Respectfully submitted,

Judy Hawkins  
Recorder

DRAFT