

Townshend School Board Minutes

Townshend Elementary School

3-8-10-Draft

7:00 p.m.

Present: David Dezendorf, Craig Hunt, April Chase, Beth Cutts, Kim Liebow, Members of the Board, Steven John, Superintendent (arrived at 7:36 p.m.) Deborah Leggott, Principal, Kris Jerz, Member of the Public, Judy Hawkins, Recorder

David called the meeting to order at 7:02 p.m.

Reorganization of the Townshend School Board:

- a. Vermont Open Meeting Law overview (I V.S.A. 310-314): David distributed this document to the board members. A lengthy discussion ensued. He discussed the various types of meeting i.e. regular meeting, special meetings, emergency meetings, etc.
- b. Ratification of elections: Craig made a motion to ratify the reorganization of March 2nd meeting following Town Meeting. David Dezendorf, Chairman of the Board, April Chase, Vice Chair, and Craig Hunt as Clerk of the board. Motion carried.
- c. Time and Place of regular meetings: Craig made a motion to continue with the schedule of 2nd and 4th Monday of each month. Motion carried. This will be revisited again on the 12th of April.
- d. Authorized signatures: Craig made a motion to have the three officers of Townshend School Board designated as signatories for the board. Motion carried.
- e. Paper of record: Craig made a motion to use the Brattleboro Reformer as Paper of Record. Motion carried.
- f. Appointment of truant officer: Craig made a motion to appoint Mitch Putnam as the TES truant officer. Motion carried. This will be revisited at the April 12th meeting.
- g. Representative to WCSU Policy Committee: Craig nominated Kim Liebow to be the representative to WCSU Policy Committee. Motion carried.
- h. Representative to WCSU Board of Directors: Kim made a motion to appoint David Dezendorf, Beth Cutts and April Chase as the representatives to WCSU Board of Directors. Motion carried.
- i. Representative to WCSU Executive Committee: April made a motion to appoint David Dezendorf as the representative to WCSU Executive Committee. Motion carried.
- j. Representative to WCSU Negotiations Committee: Craig made a motion to appoint David Dezendorf as the representative to the WCSU Negotiations Committee. Motion carried.
- k. Representative to WCSU Governance Committee: Craig made a motion to appoint David Dezendorf as the representative to the WCSU Governance Committee. Motion carried.
- l. Representative to WCSU Technology Committee: Craig made a motion to appoint David Dezendorf as a representative to the WCSU Technology Committee. Motion carried.
- m. Representative to Townshend Technology Committee: Craig made a motion to appoint David Dezendorf as representative. Craig withdrew motion. Craig made a motion to appoint Kim Liebow as the representative to Townshend Technology Committee. Motion carried.
- n. Signing of Payroll: Craig nominated Beth Cutts to sign payroll. Motion carried. Beth will be the primary with Craig her back-up.
- o. Representative to TES Action Planning Committee: Craig nominated Kim Liebow to be the representative on TES Action Planning Committee. Motion carried.

Additions and Deletions: Craig asked to have a letter concerning open meeting law under Correspondence. Correspondence: Letter from Otis Health Care concerning water usage.

Member of the Public: None

Approval of the Minutes:

- a. Minutes for February 22, 2010: Craig made a motion to approve the minutes of February 22, 2010. No discussion. Motion carried.
- b. Minutes for March 2, 2010: Craig made a motion to approve the minutes of March 2, 2010 as ratified. Motion carried.

Bills and Purchase Orders:

David made a motion to pay the bills and purchase orders as follows: Payroll PO #57 \$16,166.31, Payroll PO#58 \$11,384.99 and Vendor Warrant PO #59 \$13, 415.35. Craig mentioned to the new members of the board that the bills and purchase orders are reviewed the week before the meeting. David had a question concerning the placement of the elevator certificate. Deborah said she had consulted with the elevator company and they said the certificate should be placed on the outside of the elevator. April asked about the procedure for payroll and benefits. A lengthy discussion ensued. David asked about the cost for the front door repair. Deborah explained that this was an antique door and it had pulled away from the molding and the hinge at the top had broken. Motion carried to pay bills and purchase orders as read.

Reports of Administration and Committees:

- a. Principal's Report: Deborah sent her report via e-mail. No discussion.
- b. Superintendent's Report: Steven sent his report via e-mail. Steven distributed documents for the board to review. A lengthy discussion ensued.

Unfinished Business and General Orders:

- a. State reimbursement of water disinfection system funds: Deborah received a letter from Eric Law. A lengthy discussion ensued. Eric Law received word from Otter Creek, Michael Carey, and Dave Webb that the most cost effective solution to our current disinfection problems is installing a single Hallett unit for a 60-day period. If the unit functions better than the Trojan under the same conditions the next recommended move would be to install the second Hallett unit and remove the Trojans. The final cost to the school would be the installation of one Hallett unit and the purchase price of the two Halletts. The board asked Deborah to contact Eric Law and have a discussion with him and bring back her findings for the March 22nd meeting. Motion carried with general consent.
- b. Tuition rates for FY 11: This information will be available for next meeting on March 22nd.
- c. Distribute Harassment of Employees Policy (D12): David distributed this policy to the board members. There are 2 different versions in the book. 6/14/2004 was adopted by Townshend and the other was the template from VSBA. These will be discussed at the next meeting.
- d. Discuss Alcohol and Drug Free Workplace Policy (D8): This one was warned at the February 2010 meeting. This will be reviewed by the board and discussed at the next meeting.
- e. Distribute Participation of Home Study Students in School Programs and Activities Policy (F23): David distributed this policy to the board to review and discuss at next meeting.
- f. Distribute Hazing Policy (F24): David distributed this policy to the board to review and discuss at the next meeting.
- g. Distribute Educational Support System Policy (G7): David distributed this policy to the board to review and discuss at the next meeting.
- h. Google fiber optics application: David is waiting for Vermont Telecommunications Authority to draft their letter. Craig made a motion to have David Dezendorf draft a letter of application on behalf of the district to Google Fiber grant program. Motion carried.

New Business:

- a. **Distribute School Board Conflict of Interest Policy:** (B3) David distributed this policy and will discuss at the next meeting and sign for posting.
- b. **Overview of Robert's Rules of Order:** Townshend School Board meetings will be conducted by Robert's Rules of Order.
 - i. **Discuss Large or Small Board procedure.** David distributed a brief overview of Robert's Rules of Order. A discussion took place. April made a motion to stay with the small board procedure. Motion carried.
 - ii. **Distribute consent agenda information:** This will be discussed at the next meeting to see if the board wants to go with a consent agenda.
- c. **Board review of Principal's contract:** At the February 8th board meeting David made a recommendation to hold off signing the contract until after town meeting. The point of this was that if there was opposition to the budget at town meeting then it would need to be looked at this meeting.

All board members reviewed the principal's contract. Craig made a motion to direct the board chair to sign the contract with the proper language. Motion carried.
- d. Craig made a motion to instruct Steven John to seek a waiver for Beth Cutts to substitute in the kitchen as a paid employee. Motion carried.

Correspondence: David distributed a letter to the board from Dover School Board protesting the pro-state meetings. A discussion ensued.

Craig made a motion to send a letter to Commissioner Armando Vilaseca extending their support to the Dover School Board in protest of the closed meetings scheduled between the Vermont Department of Education and the Challenges Design Team. Since policy development concerning and effecting taxpayer-funded public education should not be deliberated and decided upon by public officials, privately, the Townshend School Board urges you to abide by Vermont's open meeting laws. The board all reviewed and signed this letter. Motion carried.

Intake water flow for the Townshend School as read and reported from Grace Cottage Hospital. The water reading for the month of February was 9950.

Upcoming Meetings:

- a. WCSU Governance Committee March 16, 2010, 7pm @ Leland and Gray
- b. WCSU Reorganization meeting March 31, 2010, 7pm @ Leland and Gray
- c. WCSU Governance Committee March 25, 2010, 7pm @ Leland and Gray

Executive Session if needed: None

Adjourn: Craig made a motion to adjourn at 9:30 p.m. Motion carried.

Respectfully submitted,

Judy Hawkins
Recorder