

TSB Minutes

@ Townshend Elementary School

7:00 p.m.

3-10-08-Draft

Present: Kathy Hege, David Dezendorf, Jessie Bishop, Craig Hunt, Gregg Morrow, Members of the Board, Deborah Leggott, Principal, Kris Jerz, Member of the Public, Wendy Houlihan, Superintendent (left @ 7:16 p.m.) Judy Hawkins, Recorder

Call to order: Wendy Houlihan called the meeting to order at 7:00 p.m.

Everyone introduced themselves so that everyone would know each other.

David Dezendorf nominated Kathy Hege to be Chairman of the Board. The motion carried and Kathy will be Chairman of the Board of the Townshend Elementary School.

Kathy Hege nominated David Dezendorf to be Vice-chair of the board of the Townshend Elementary School. Motion carried.

Kathy explained the role of the clerk position. Kathy nominated Craig Hunt as Clerk of the Board of the Townshend Elementary School. Gregg seconded. Motion carried.

Authorized signatures. Signatures for payroll orders. Any three of the five board members will have signing privileges. Motion carried.

Paper of Record: David made a motion to have the Brattleboro Reformer as paper of record. Greg seconded. Motion carried.

Meetings/times/dates: Mondays will be the dates of meetings at 7:00 p.m. every second and fourth Monday at Townshend Elementary School. Motion carried.

Truant Officer: Windham County Sheriff Officer will be truant officer and if we need their services we will do on a pay as we go basis. Kathy made the motion and the motion carried.

WCSU Policy Committee: Kathy asked for a representative from the board to be on the policy committee. Craig Hunt will be the representative on the policy committee from the board.

WCSU Representative: We need three representatives that will attend the Super-Board meetings. David made a motion to have any 3 of the 5 board members attend the Super Board meetings. Motion carried.

Approval of the Minutes for February 25, 2008: David made a motion to approve the minutes of February 25, 2008. Motion carried.

Additions and Deletions: Kathy had 2 additions under Correspondence: One from Town of Townshend Treasurer and One from Grace Cottage Auxilliary.

Members of the Public: None

Bills and Purchase Orders: David made a motion to pay Payroll PO #53 \$16,442.16, Payroll PO # 54 \$13,025.68, Vendor Warrant #55 \$10,804.35. Motion carried.

Principal's Report: Deborah gave a comprehensive principal's report. Deborah talked about the JISP program. Taffy Morgan has been in charge of the JISP program for 30 years, including snowboard, ski equipment and clothing gear. After 30 years, Taffy is retiring from the program. Taffy is eager and willing to pass on equipment but doesn't think it should be done at Townshend school. Deborah will be sending out a letter informing the administrators of the schools of this change. Cooking for Life Classes: In March & April on Friday afternoons from 2:30-4:30PM the 5th and 6th grade students will be learning about healthy, low-cost meals and snacks. At the end of the class they will receive a bag of groceries and be asked to go home and cook a meal for their families. Building and Grounds: On March 6th, Norm Etkind of the School Energy Management Program met with Deborah to conduct an energy audit. This is a free service. The report will be available in about a month. Kathy asked that the board members get a copy before it is distributed. Deborah will make sure this happens. Enrollment: 97 students

Superintendent's Report: Wendy presented a comprehensive report. Student Learning/Curriculum/Instructions: Janine Manninen, Math/Science Coordinator and Tina Shakespeare, Language Arts/Social Studies Coordinator, will present the WCSU NECAP scores at the WCSU meeting on March 26. Finance: The Federal Rules about 403B's have changed and as of January 1, 2009, we will need to change our practices to be in compliance. Policy/Regulation: A draft calendar for 08-09 school year is currently being read by teachers throughout WCSU. We are currently required to adopt a regional calendar within our technical center area. Human Resources: The position of Systems Administrator has been advertised with a closing date of March 17th. WCSU Board of Directors Meeting: Wednesday, March 26th, Newfane Elementary School at 7:00. This will be a required reorganization meeting and the agenda will also include voting on the Agency Funds.

Old Business: Bus repair negotiations update: Glen Beattie was asked to follow up on this. We are in the process of negotiating this bill. Gregg said he will take care of this if Glen doesn't get anywhere with Auto Mall. Glen called into the meeting and said that he had e-mailed General Motors and he will get back to the board when he hears back. Gregg has asked Deborah to let Glen know we want a letter from Twin State concerning the bus repair.

Review of March 3rd Select board discussion concerning Fund transfer: The select board has issued an order that the treasurer must cut a check for \$18,000 (with appropriate interest) and to be under school control by April 1st. This was a mandate from the State of Vermont.

Update on status on "No Parking" warning: We have had some issues with residents parking in this area and board went to select board and asked them to write a warning. The warning said "You are parking in a non-parking area, your license plate number has been recorded, if you continue to park here it will be reported to State Police." Kathy is trying to track this letter down.

Reschedule of board retreat: The board retreat will take place on March 18th at Townshend Pizza at 5:30 p.m.

Water purification project-current status: Kathy explained to the new members of the board the water purification project.

New Business:

Change of School District Treasurer: procedure-Anita Bean was elected to be the school district treasurer. Anita Bean has signed and so has Kurt Tietz. The chair and the clerk will need to sign the government bank resolution. Craig made the motion to have the chair and the clerk sign the government bank resolution. Motion carried.B

Committee Updates:

- a. Executive/Super Board-None
- b. Policy-None
- c. Technology-April 2nd will be the 1st meeting of Comments Newspaper @ 2:00 PM.

Correspondence: Grace Cottage Auxiliary. Grace Cottage Fair Day has always used telephone connection and electrical from the building. Stan Holt wrote a letter to the board asking permission to once again use the Townshend Elementary School electricity and telephone connection. A cord is run out of the school building. The board has no issue with this. A building use form will be requested and sent to Stan Holt.

Two letters from Town Treasurer. 1) When the check for bus fuel was sent to the treasurer , Mikki sent a note to the board asking why they don't use window envelopes that are pre-stamped, instead of using postage in mailing of bills. The board does use window envelopes. 2) Miki forwarded an issue she had received concerning the new part of the school pertaining to the gym floor moving. The board is aware of this issue.

Gregg commented on how good a job Frances Bailey is doing at the gym and throughout the school.

Upcoming Meetings:

- a. TES Technology Committee meeting-April 2, 2008 @ 5PM-TES
- b. WCSU Super Board Meeting-March 26, 2008-Newfane Elementary School (3 board members)
- c. WCSU Policy Committee meeting-late April/early May

Executive Session: None

Adjourn: Craig made a motion to adjourn at 8:12 PM. Motion carried.

Respectfully submitted

Judy Hawkins