

TSB District Board Minutes  
Townshend Elementary School  
March 12, 2007  
Draft

Present: Kathy Hege, Glen Beattie, Al Claussen, David Dezendorf, Judy Tietz, Members of the Board, Tina Shakespeare, Interim Asst. Principal, Deborah Leggott, Principal, Judy Hawkins, Recorder

Tina S. called the meeting to order at 7:02 p.m. She entertained a motion to nominate Kathy Hege as Chair of the Townshend Board. Motion carried. Kathy made a motion to have David Dezendorf as Vice-Chair. Motion carried. Judy made a motion to nominate Glen Beattie as Clerk of the Board. Motion carried. Authorized signatures. David made a motion to have 3 of the 5 members of the board have authority to sign official board documents. Motion carried. Paper of Record: Judy made a motion to have the Brattleboro Reformer. Motion carried. Days and time: Kathy made a motion that official meetings will be 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month at TES at 6:30 p.m. Motion carried. Truant officer: David made a motion to use Windham County Sheriff as truant officer as needed. Motion carried. WCSU representatives: Any 3 of the 5 board members can attend the meetings. Motion carried.

Approval of Minutes February 26, 2007: Kathy made a motion to approve the minutes of February 26<sup>th</sup>. Correction: There is no longer a personal property tax in the town of Townshend. Motion carried with above correction.

Additions/Deletions: Kathy would like to add two new items for discussion under New Business: L&G transportation and Power School Data Management.

Members of the Public: None

Bills & Purchase Orders: We have received from Andrea, school treasurer, a cash balance for each meeting.

David made a motion to pay PO # 51 \$12,935.78, Payroll PO \$5,798.10, General PO#53 \$267,445.50, General PO # 54 \$8,683.58. We have a quarterly lease bill for Symquest for \$642.97. David made a motion that the check be held until personal property tax issue for the copier is solved. A question arose re: Bethany Barton re-imburse \$650.00 for a course. Deborah checked with Bethany and she has not received anything for the second half. Check #13216 was made out to the wrong vendor for the amount of \$18.00 PO #54 is the correct PO. PO#47 is the incorrect vendor.

Principal's Report: Deborah gave a comprehensive report: We have had 3 snow days. Jump rope for Heart: On March 5<sup>th</sup>, this event was held in PE class and organized by Rebecca Sweeney, PE teacher. Forest Community Service: At Townshend Town meeting on March 6<sup>th</sup>, Barbara B. and Julie D. with students from their classes made a presentation about a survey about forest use to the community. They requested that citizens fill out the survey, which discussed use of Townshend State Forest/Park and other recreational use of woodlands. Building Maintenance: Ventilation System: All school vents associated with the air exchange system were cleaned by Duct & Vent Cleaning of America company on Saturday, February 24<sup>th</sup>. Security Door Buzzer System Estimate: Deborah got two estimates for both lock/buzzer installation and its electrical hookup. (Dick's Lock Repair and Sparky Electric). Total for inside entrance and front office: \$1,384.00. This will be tabled until the end of the year. Community Service Volunteers (Dept. of Probation): D. Leggott has phoned Alex Bartlet, Community Service Team Leader for Brattleboro Probation and Parole (2/16,2/21,3/8,3/12). To date no calls have been returned. Custom Room Darkening Shades Estimate: Shades have been a long-standing problem in various classrooms. This estimate from American Blind & Shade Co. represents the minimum needed: Grades 3&4, 1,2,6 and Library. Estimate: \$18,050. This will be tabled until end of the year.

Read-A-Thon: March 30<sup>th</sup>. This major fundraiser is a read-all-night event in which students get pledges in advance for every hour of reading they accomplish. Winter Sports: An eight week program involving downhill skiing, cross country skiing and swimming will commence January 24<sup>th</sup> and will continue on eight consecutive Wednesday until March 21<sup>st</sup>.

Deborah was asked to contact Jeff Russ re: fixing the toilets. He needs to be told to tell us if he will come this weekend and if not we need to get another one.

Kathy asked Tina re: the audit. This is the year for the audit. Kathy would like to find out if this is going out to bid to an auditing firm. The audit takes place every 3 years.

Superintendent's Report: Informational Items: The first school board meeting after the Annual Town Meeting is held often means we have said good-byes and a huge "Thanks" to people who have put time, energy, and heart into serving Townshend in the interest of our youth. Recently, questions have come up about the team-building efforts among our administrators. We have set a goal of strengthening the unity and cohesiveness of our administrators across the SU. The administrators at the Central Office are hard at work, designing an evaluation instrument for each of a number of support staff positions that currently exist in our schools. The important work of identifying the professional development offerings for our educators in the 2007-08 academic year is well underway. Among the seventeen new initiatives taken on by the WCSU administration, we believe curriculum renewal to be high on the priority list. All WCSU administrators and school board members have been reminded of the need to complete the superintendent evaluation instrument and send directly to WCSU Board Chair Richard Werner at the address provided. The regional presentation of Commissioner Cate's White Paper was held at the Jamaica Village School on Wednesday, March 7<sup>th</sup>, at 6:00 p.m. This meeting was open to the public. The WCSU Central Office asks that you not feel discouraged if you must leave a voice mail message for the

person you need to speak with. They experience a large volume of calls throughout the day and are quite often on the phone, helping another person. On the subject of cancellation due to weather-related factors, please recognize that there are clear guidelines that go into effect, but that being successful with these decisions is an inexact science.

#### Old Business:

Building security estimate: See Deborah Leggott report

End of year financial policy: Kathy asked David to bring to next board meeting a draft to start a policy re: financial.

Replacement of lost Association checks-correspondence from M. Carusona. Kathy received the following e-mail. Margaret C. asked that the board re-issue checks that were either lost or never received. Frank recommended that they be re-issued. The decision by the board was to ask Margaret C. show her records so they can see that she did or did not receive the checks. David will e-mail her to bring the copy of the records. Community Service information: See Deborah Leggott report

#### New Business:

Date to meet new Grace Cottage CEO: Judy will invite the new CEO to the April 9<sup>th</sup> board meeting.

Financial discussions/documentation with new Select Board. Kathy would like the board to be thinking about the cash flow and the tax payment schedule. Quarterly payments will also be pursued with WCSU payments. Kathy would like to get the yearly financial data so we have all our facts together. Al will e-mail Frank Rucker to give us our financial data in a spreadsheet.

L&G Transportation: L&G board would like to invite boards to discuss how to allocate transportation re: L&G. There needs to be a joint meeting for 6 boards to discuss transportation. It is requested that Jim Peters facilitate the meeting.

Power School Data Management: Tina read an e-mail from Jill MacMenimen regarding who is responsible for maintaining Power School, etc. A lengthy discussion ensued regarding this issue. This will be brought up at an WCSU meeting.

Deborah brought up the issue of a general music teacher. The staff would like to try again for a general music teacher. The reason being that the residencies have not been music totally. Deborah would like to advertise to see what we get for responses. The board will support the principal in finding someone to fill the position of music teacher.

On April 23<sup>rd</sup> board meeting Tina will invite Casey & Janine to attend.

#### Committee Updates

Executive/Super Board-sometime in the next 30 days

Policy: None

Technology: Newfane Elementary at 6PM on Thursday to finalize the job description for District Integration Specialist. There will be a vote to approve it

#### Upcoming Meetings:

WCSU Tech Committee-March 15<sup>th</sup>, 2007 at 6PM-Newfane Elementary School to finalize District Integration Specialist job description.

Correspondence: See e-mail from Kathy Hege

Executive Session if needed-none

Adjourn: Kathy made a motion to adjourn at 9:21 p.m.

Respectfully submitted,

Judy Hawkins