

TSB Minutes

@ Townshend Elementary School

7:00 p.m.

4/14/05-Draft

Present: Kathy Hege, Jessie Bishop, Craig Hunt, David Dezendorf, Gregg Morrow, Members of the Board, Wendy Houlihan, Superintendent, Deborah Leggott, Principal, Kris Jerz, Member of the Public, Judy Hawkins, Recorder

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

Approval of Minutes for March 24, 2008: David made a motion to approve the minutes of March 24th. No discussion. Minutes approved as written.

Additions and Deletions: Kathy asked to add under Principal's Report: Read-a-Thon and under Correspondence: Linda Lopez letter.

Members of the Public: None

Bills and Purchase Orders: David made a motion to approve the bills and purchase orders as follows: Payroll PO #61 in the amount of \$17,069.51, Payroll PO #62 in the amount of \$10, 789.52, Payroll PO #63 in the amount of \$16,352.24, Payroll PO #64 in the amount of \$7,093.37, and Vendor Warrant PO #65 in the amount of \$14,630.21. Motion carried as read. David made a motion to move 2 purchase orders 1) move general equipment to capital expenditures and 2) move general equipment to teaching supplies. Motion to move the two purchase orders approved as stated.

Principal's Report: Deborah gave a comprehensive principal's report. The report contained the following highlights: Read-A-Thon: The Read-a-Thon raised approximately \$3,500.00 to fund enrichment programs. This year's theme was "Reading Around the World". School Newspaper: Jeff Potter and Betsy Arney of The Commons will work with students to learn about newspaper writing, editing, etc. Students in grades 4-6 participate on Wednesdays from 2:45-4:00 from April 2-June 11th. Band Recital: Students performed for each other during lunch. This was so the students would be more comfortable performing in front of an audience. Cooking for Life: This was a six week course for 5-6th grade students. A University of Vermont nutritionist instructed the students and Maureen Holden, the cook at TES, how to eat healthy and how to prepare a healthy meal for their families. Kathy brought up the issue of the photographs being in the paper with names. A

lengthy discussion ensued. Deborah has taken care of making sure the pictures are removed from the web site and U-Tube. Kathy asked Wendy to e-mail each board member the policy and what the board would like to see, etc. Wendy will ask AI for the policy book to give to Craig.

Superintendent's Report: Wendy gave a comprehensive superintendent's report: She reported on the following areas: Student Learning/Curriculum/Instruction: Teachers and administrators are looking at the NECAP data and released items to identify areas that might be contributing to our students' performance on the NECAPs. Finance: On March 26th, the WCSU board of Directors approved the Agency Fund, Medicaid, EPSDT and Explorers' Camp budget. They also approved hiring the Accounts Payable/Payroll Clerk and Accountant. They would like Frank to start transitioning into the CFO position in April. Policy/Regulation: Wendy received a copy of the model policy on idling of non-school vehicles. The WCSU Policy Committee will need to consider this at its next meeting in May. At the March 26th meeting the WCSU Board of Directors approved the four policies that had been warned in December. The Board also approved the calendar for 2008-2009 school year. Human Resources: Matt Martyn has been hired as the WCSU Systems Administrator starting July 1, 2008. One of the administrative team's three goals this year was to develop a common plan for supervision and evaluation. It is hoped to have the plan to present to the administrators and teacher leaders on August 19th.

Old Business:

- a. Bus issue update: Gregg now has the full chronology from Deborah and from Twin State. Gregg and Jessie have not been down to Auto Mall as yet, but they have all the data they need.
- b. Truancy contract update: Gregg has talked with Keith Clark, Sheriff, and he can't do anything right now. The board said they would name the sheriff as the truancy officer on an as needed basis. Deborah will call the sheriff if the need arises.

New Business:

- a. Capital Expenditure Fund: Kathy transferred the money on April 3rd. It is now under the school's control. Anita has it and it has been put into a CD. At the first meeting in June it will need to be transferred to Townshend School District.
- b. Energy Audit: Kathy went over the Energy Audit that was done at the board's request. Deborah reported that the ventilation system has been changed. It is now purging all day long. It was recommended during the summer we pull cooler air in. Kathy would like to postpone a lot of the suggestions until we replace the boiler so that everything gets done all at once. The process of replacing the lights has started. The ballasts will be done next. Start next budget season putting motion sensors in the rooms. Particularly the Library and the Multi-Purpose Room, another suggestion was programmable thermostats. It

was suggested that the computers be in sleep mode. Kathy mentioned it was a deliberate move on the part of the staff at Townshend Elementary School to not make the computers in sleep mode because it causes great concern with the students. Kitchen: 2 new stoves the audit recommended they should be propane instead of electricity. The board does not want gas in the school. Replacing the windows was suggested, but the board does not want this to happen.

- c. May meeting dates-May 26th Memorial Day? Kathy asked if the board wanted to have a meeting on Memorial Day. The board all agreed to have a meeting on Memorial Day.

Committee Updates:

- a. Executive/Super Board-March 26th meeting-David reported that they did a reorganization of WCSU. They worked on policies. Wonderful presentation of NECAP data from coordinators, etc.
- b. Policy-a date has not been set but it will be sometime in late April/early May
- c. Technology-April 2nd at TES. There is software money to be spent. There will be a big class from 2nd to 3rd grade next year so the 5 older machines will move upstairs and 5 new computers will be purchased.

Correspondence: Kathy read a letter from Linda Lopez advising the board they will be leaving Townshend and moving to Newfane. She is asking the board to waive the tuition for her son to remain at Townshend Elementary School and graduate with his 6th grade class. Gregg made a motion to approve Louis remain at Townshend Elementary School for the remainder of the year. Motion carried.

Upcoming Meetings:

- a. WCSU Policy Committee-Late April/Early May
- b. Super Board/Executive Committee-May 28, 2008 @ TES, 7PM

Executive Session:

- a. Negotiations

David MOVED to enter executive session to discuss negotiations with the WCEA Teachers Union. The motion carries and the Townshend School Board entered executive session with Superintendent Wendy Houlihan at 8:10 PM.

Craig Hunt MOVED to leave executive session at 9:06 PM. The motion carries.

Resolution: None at this time.

Adjourn: David MOVED to adjourn. Motion carries and the Townshend School Board meeting adjourned at 9:07 PM.

Respectfully submitted,

Judy Hawkins
Recorder