

**TOWNSHEND SCHOOL BOARD**  
**Meeting Minutes**  
**June 23, 2008 7:00 P.M.**  
**Townshend Elementary School**

**Attendance: Kathy Hege, Jessie Bishop, Craig Hunt, Gregg Morrow (arrived at 7:36), David Dezendorf, Townshend School Board; Deborah Leggott, Townshend Principal; Wendy Houlihan, WCSU Superintendent; Kristina Jerz, Townshend resident.**

1. **Call to Order:** Kathy called the meeting to order at 7:00 P.M.
2. **Approval of Minutes for June 9, 2008.** David MOVED to approve the minutes of the June 9, 2008 meeting of the Townshend School Board. Discussion. Jessie asked for her name to be corrected to Bishop in the attendance. Kathy amended item 2c under Old Business to show Craig made a motion to warn the Non-Licensed Personnel Policy not approve the policy. The motion carries and the minutes are approved as corrected.
3. **Additions and Deletions.**
  - A. David added a Water Purification discussion under New Business.
  - B. David added Multipurpose Room ventilation discussion under New Business.
  - C. Deborah added Handbook policy recommendations under New Business.
4. **Members of the Public.** The member of the public visiting the School Board brought no business before the board.
5. **Bills and Purchase Orders.** - David MOVED to pay payroll PO 80 in the amount of \$38,686.70, payroll PO 81 in the amount of \$27,151.47, and vendor warrant PO 82 in the amount of \$23,881.28. Discussion: The motion carries unanimously.
6. **Principal's Report.** Deborah walked everyone through the Principal's report packet:
  - A. She brought the meetings attention to the first edition of the TES News, mentioning everyone might want to look through it later.
  - B. Action Plan. The Action Plan can be reviewed between now and the next meeting for review during the next meeting. The goals are titled the same as they were next year. The Action Planning budget is \$3,000.00. The school surveys' are not included, but data from the spring has been received.
  - C. The Technology Workshop days are provided for the teaching staff by Rick Hege.
  - D. The Water Disinfection is ready to be discussed and is soon to be installed.
  - E. The estimate from the Screen Mobil has been received. Kathy asked if the Board wanted to approve the down payment tonight with the stipulation of the check not being delivered until after the beginning of the year. Kathy then asked for the Administrative Assistant to enter a purchase order for the down payment of the window work, after the start of the new fiscal year. The Board should be able to approve the expenditure at the July 14 School Board meeting.
  - F. Catamount Carpet cleaning will be cleaning carpets on July 9<sup>th</sup>.
  - G. The current school boilers are 79 to 82% efficient. Deborah handed out the estimates to replace the boilers. The School Board will store these estimates for reference in the coming years.
  - H. Deborah commended Kris Jerz on the work she did on the 6<sup>th</sup> Grade graduation.
  - I. The weather was wonderful for the Field Day & School Club Picnic. Retiring Teacher Lesley

Straley was honored for her work at the school.

- J. The teacher in service days are June 25 through June 30.
- K. Deborah met with Frank Rucker and was able to discuss the revenue forecast for the end of the 2008 fiscal year. More information will be available once the revenue from the state is finally resolved.
- L. Deborah brought everyone's attention to the supplies and services of the food service which had been under budgeted by \$17,656.84. It appears the local food program and federal reimbursement have offset the loss. During next years budget we need to add a line to account for the food service equipment repair.
- M. Either the Principal or the Administrative Assistant will be in the office at the school every day during the summer. Kathy asked for the vacation schedule to be posted internally in the school.

## 7. Superintendent's Report.

- A. Wendy asked for responses to the possible dates of the WCSU Board retreat meeting to be relayed to her after the dates are sent out to the boards.

(Gregg Morrow entered the meeting at 7:36pm.)

## 8. Old Business

- A. Review/adopt Non-Licensed Personnel Policy - David move to adopt the Non-Licensed Personnel policy. The motion carries and the policy is adopted.
- B. Additional boiler estimate. The boiler estimates will be held for advisory use by the School Board in future years.

## 9. New Business

- A. Action Plan approval. The Action Plan of Townshend Elementary School will be discussed and approved during the July, 14 meeting.
- B. Bus fuel issues.
  - I. Last year the Town and School Board agreed the School Board would provide fuel usage at the end of each month, then the Town would submit a bill to the school district.
  - II. Kathy read a note from the Select Board asking why they had not received payment since the end of the year. After several individuals researched the payments and provided proof of payment, it was found the Town Treasurer had not yet posted the receipts from March.
  - III. Kathy asked the Board for approval to discuss the quarterly payments and bus payments with the Select Board during their next meeting. The Board gave approval for the School Board Chair and Vice-Chair to meet with the Select Board to negotiate billing and payments.
  - IV. Craig asked who determines what fuel is used by the school bus. Kathy replied the bus fuel usage is sent to the town each month by the bus driver. The Select Board then sends the school a bill after they receive the fuel used.
- C. Financial discussion/Borrowing agreements approval –
  - I. 2008 Bridge Note.
    - a) Kathy explained the Townshend School Board faced an unanticipated summer payroll and did not have enough funds to pay the bills until June 30, 2008. The Townshend School Board has been offered a contract for \$25,000 effective tomorrow June 24, 2008, with terms of 2.75% interest for 30 days to end on July 23, 2008. This bridge note will cover expenses until July 2008. No discussion.
    - b) David MOVED to sign the current expense note. The motion carries and the Townshend School Board signed the current expense note.
  - II. 2009 Line of Credit.
    - a) Kathy explained the line of credit dated June 30, 2008 for \$260,000 running from July 1 2008 to June 30,2009 with Chittenden Bank at an interest rate of 2.75% annual.
    - b) David MOVED to sign the Tax anticipation note for the Townshend School District from

Chittenden Bank for fiscal year 2009. The motion carries and the Townshend School Board signed the 2009 Tax anticipation note.

- III. Kathy stated the initial projections show a slight surplus. This does not show the transportation reimbursement from Leland and Gray. More information will be received later in the summer.
- D. Water Purification discussion. Kathy relayed the Board received from the State of Vermont paperwork asking for a construction permit to install the Water Purification system.
  - I. David MOVED to have the Board sign the water purification construction permit based on reimbursement from the state. The motion carries and the Townshend School Board signed the construction permit.
- E. Multipurpose Room ventilation discussion.
  - I. David mentioned that several parents felt the multipurpose room was warmer than necessary. Gregg agreed some parents won't attend functions at the school. Gregg mentioned having a large ventilation system at his business that provides ventilation.
  - II. Craig felt an air-conditioner sized to the room might help reduce the temperature. By unanimous consent the Board requested Deborah research installing on demand air-conditioning in the multipurpose room with a locked down controller.
- F. Handbook policies. Deborah asked the Board what policies should be included in the handbook. Wendy will find out what policies the school should be sending to the parents and respond to Deborah and the Board. Any policies needing to be ready will be approved during July and early August.

**10. Committee Updates.**

- A. Executive/Super Board – The next meeting of the WCSU Executive Committee / Board of Directors is scheduled for July 10.
- B. Policy – The next meeting of the WCSU Policy Committee is scheduled for September 10.
- C. Technology – No Summer meeting has been scheduled for the Townshend Technology Committee.

**11. Correspondence.** No correspondence was received.

**12. Upcoming Meetings**

WCSU Executive Committee – July 10, 2008 @ L&G, 5-7 PM  
WCSU Policy Committee – September 10, 2008 @ TBA, 7PM

**13. Executive Session if needed.** No executive session was necessary.

**14. Adjourn.** David MOVED to adjourn. The motion carries and the Townshend School Board meeting adjourned at 8:30PM.