

TSB Minutes-June 25, 2007
@ Townshend Elementary School
Townshend, Vt.—05353
7:00 p.m.
DRAFT

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

Call to Order: Kathy called the meeting to order at 7:03 p.m.

Approval of Minutes: David made a motion to approve the minutes of June 11, 2007. Motion carried with minutes being approved as written.

Additions and Deletions: Kathy had the following additions: Bills & Purchase Orders: Fuel/CDL from town. Glen asked to have the following added under New Business: SPCC (Spill Prevention Control & Counter measure plan).

Members of the Public:

Credit Line paperwork-Treasurer:

David made a motion to sign the paperwork for a line of credit from the Chittenden Bank for a sum of \$323,000, interest rate of 3.85% due and payable June 30, 2008. Motion carried.

End of year financial position-Treasurer: A crisis was averted because they took money out of a sweep account. Need to remember for next year the summer payroll will be approximately \$61,000.

Bills & Purchase Orders: David made a motion to pay Payroll PO #75 \$36,430.33, Payroll PO #76 \$24,975.24, Vendor Warrant PO #77 \$3,115.89.

Kathy received a bill from the town for bus fuel dated January 2006. A lengthy discussion ensued regarding the bus fuel bill. The consensus of the board was that we are not going to pay for the year old bill, (this would be in keeping with our policy regarding Financial invoices). CDL testing-Treasurer . The board feels this is not their bill to pay. This is for drug and alcohol testing for Andrea, bus driver's CDL. David made a motion to amend PO #77 by adding \$2,168.85 to Vendor Warrant PO #77 for a total of \$5,284.74. Motion carried.

Principal's Report: Deborah gave a comprehensive report. Deborah distributed her schedule for the next two months for the board. End of Year Field Trips: Deborah commented on the many field trips that took place the last week of school. Graduation took place on June 14th. Kris Jerz produced a wonderful photo slide show of each student's development. Deborah mentioned that the staff will be going to Judy Gould's home in Newport, Vt. to do some team building and discuss issues for the upcoming year. Carpets will be cleaned by Catamount Carpet Cleaning on Tuesday, June 26th. New stair treads will be installed by Tim Sullivan, Custodian. Formica counters around sinks in grades K&1 will be replaced (water damage). Classrooms will be finished and ready for teachers to begin setting up by August 1st. New shades are needed in grades, 2,3,4&6. Replacement shades are needed throughout the building. Deborah is attending a course in Waterbury, Vt. this week (6/25). This course will enable Deborah to become a certified cognitive coach. This course is designed to increase the capacity for those being supervised to achieve sound decision making and self-directedness as a result of the coaching process.

Old Business: Administrative Assistant's position discussion: Deborah is asking the board to make this a salary position vs. hourly and increasing the salary and health insurance. A lengthy discussion took place regarding the Administrative Assistant position. Al made a motion to pay the Administrative Assistant \$33,000/year with single payer insurance with the employee contribution of 20% and with option to buy family coverage subject to the teacher contract. This will be a salaried position with 230 days. Vacation days negotiated with administrator. Motion carried.

Superintendent's Report: Tina presented the Superintendent's report. Tina commented that she was very thankful that Joe Silver has been in the office answering questions. Frank and Joe have worked on the federal grant figures. Wendy Houlihan (new Superintendent) is stopping by on Wednesday. Kathy signed a contract for Bethany Barton to be moved over to another column on the pay scale.

Old Business: E-rate funding: There was a recalculation of Townshend's e-rate. Rick received correspondence asking if they would like the 60% or the 80%. We are asking for the 80% re-calculation. Summer mail pickup: It is very important that the mail be picked up every day. Kathy is looking for e-rate correspondence and wants to make sure it gets to them immediately. Deborah will make sure this is taken care of.

New Business: Action Plan: Deborah presented the new Action Plan for the board's review. Reading and writing goals are pretty much a roll over. There is an additional goal because the State is mandating health be added to the Action Plan. Medicaid has required that there be a goal added to see how

the money was spent from the Medicaid re-investment. Deborah discussed the Action Plan with the board. David made a motion to approve the Action Plan as written. Motion carried.

SPCCP: (Spill prevention control & counter measure plan). Glen presented some data regarding the EPA. A discussion took place regarding SPCCP. He said an engineer will be coming to talk with the board concerning this issue.

Committee Updates:

Executive/Super Board: None-July 11th at BES to meet with new superintendent to fill Tina's position.

Policy: None

Technology: Still waiting to meet with WCSU to get last recommendation and to finalize their charge.

Correspondence: None

Upcoming Meetings:

WCSU Super Board/Executive Committee-July 11th @ Brookline, 7PM Initial Board meeting with new Superintendent

Executive Session: None needed

Adjourn: Kathy made a motion to adjourn at 8:45 pm. Motion carried.

Respectfully submitted,

Judy Hawkins