

**TSB Minutes  
@ Townshend Elementary School  
7:00 p.m.  
July 14, 2008-Draft**

**Present: Jessie Bishop, David Dezendorf, Kathy Hege, Craig Hunt, Gregg Morrow, Members of the Board, Deborah Leggott, Principal, Kris Jerz, Member of the Public, Abigail Dillon, Director of Special Education, Deidre Beattie, Carlie Sanderson, School Club Members, Mike from Amity Alarm & Security Systems, Judy Hawkins, Recorder**

**Absent: Wendy Houlihan, Superintendent**

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

**Approval of Minutes for June 23, 2008: Kathy made a motion to approve the minutes as written. No discussion. Motion carried.**

**Additions and Deletions: Additions: Old Business: Grace Cottage septic work. Members of the Public: School Club**

**Members of the Public: Abby Dillon attended to discuss a core staff para-educator for next year (this is a full time position). WCSU is being monitored this year for least restrictive environment. The goal will be to get more and more SPED students in the classroom. Abby reported that Special Education is being scrutinized for every minute of service. The new rule is 80% of the time a SPED student will be in the classroom all the time. This is called an inclusion model. A lengthy discussion ensued concerning this model and the need for a core staff para-educator.**

**School Club: The school club presented a proposal for cameras to be installed in the area that has been of concern to the school community. They had Mike from Amity Alarm and Security present his proposal to the board. The school club would like to purchase vandal proof dome cameras. They would face three sides of the playground and one will face the problem area. The recording equipment will be housed in the tower. The recording of events will be recorded on a hard drive not on VCR. This could be retained for at least a month and achieved on a USB stick. These would be high risk color cameras and network able. A lengthy discussion took place concerning the security cameras. Gregg asked the question about any savings on our insurance? Deborah will ask the insurance company about this and report back to the board. This camera would be in use after school hours and hooked into our network and installed in a cabinet. David made a motion to allow the school club to pursue the camera system. Motion carried unanimously.**

**Bills and Purchase Orders:** David made a motion to approve the bills and purchase orders as follows: Payroll PO #1 in the amount of \$10,431.28, Payroll PO #2 in the amount of \$4,779.18, Vendor Warrant PO #3 in the amount of \$9,848.65, Vendor Warrant PO #4 in the amount of \$19,880.30. **Discussion:** Vendor Warrant PO #4 involved retiring kindergarten teacher's dental, life insurance, and long-term disability insurance still being listed, which should have been removed as of June 30, 2008. Kathy suggested we hold the insurance in question until it gets clarified. It will be re-submitted to WCSU after corrected. Deborah will follow-up on this issue. PO #4 was amended to \$19,271.91 with \$608.39 being removed from the PO. Motion carried as stated.

**Principal's Report:** Deborah presented a comprehensive principal's report. **Action Plan 2008-09:** The Action Planning Committee met several times and approved a draft to present to the School Board for approval. **Technology workshop days:** July 7, August 11, 18. Rick Hege will work with TES teachers on special curriculum projects for use with eBeam and webpages. **Vermont Humanities Award:** Deborah applied to the Vt. Humanities Council to receive 50-100 copies of the Vermont Reads annual choice: Delight and Wisdom: The Life and Poetry of Robert Frost. The application was accepted. **Building and Grounds:** UV Disinfection System: Plumbers completed the installation of the UV Disinfection System on July 7, 8 & 9<sup>th</sup>. The state water inspector visited the site on Tuesday, July 8<sup>th</sup> and photographed the installation. He assessed the work as satisfactory. **Air Conditioning Estimate for Multi-purpose Room:** See under old business. **Water Testing:** Previously the water testing had been done by John West at WSI Environmental Services. Deborah received a proposed contract from WSI, with dramatically increased rates. Deborah contacted a local water operator, Nancy Burke, who has agreed to test our system for substantially less money than WSI. She will begin in August at a flat rate of \$100.00 a month inclusive of all collections and lab fees.

**Superintendent's Report:** Wendy was on vacation, thus no Superintendent's Report.

**Old Business:**

- a. **Action Plan approval:** David made a motion to approve the Action Plan as written. Motion carried.
- b. **Bus fuel billing:** Kathy went to the select board and asked the bookkeeper to give us the bills for the bus fuel.
- c. **Pay off of the 30 day bridge notes:** Anita did pay off the bridge note so interest is not being paid on both notes.
- d. **Water purification system update:** Deborah reported it is installed but is not fully running yet.

- e. **Multipurpose room ventilation update:** Deborah presented a proposal from Jeff Russ for an air conditioner for the multi-purpose room. A discussion ensued. The board decided an attic fan would be what is needed. The board asked Deborah to get an estimate on an extractor fan.
- f. **Policies required for handbook policies:** Wendy was going to work with the principals to see what policies we need to have in order to publish the handbook. Deborah said she doesn't have anything to report at this time.
- g. **Grace Cottage septic work:** Third week of August this work will take place. The tanks will need to be pumped at Grace Cottage. They need 4 hours to do this. The parsonage needs to be notified as soon as we know.

#### **New Business:**

- a. **End of year financial status:** Kathy went over the following: Took music teacher and moved her up as a teacher out of WCSU. Special Ed Aide: This is reimbursable. Blocked out the whole triple E. Blocked out Heidi's salary. \$21,000 overage in the food service. There is revenue to off set this but they aren't seen in the statements. It is looking like the board is right on target for the budget. A kitchen repair line and water testing line need to be added to the new budget. Deborah will follow up with Frank and let him know we want the final year end report with the revenues in it.
- b. **School tax rate:** \$1.59 is the new school tax rate.

#### **Committee Updates:**

- a. **Executive/Super Boards-July 10<sup>th</sup> meeting** –David reported the WCSU had a meeting to go over a draft of the evaluation of the Superintendent. The Superintendent should be sending it out to all the boards to get comments. This should be done by the end of July. The evaluation should go out by beginning of January and be back to the WCSU board chair by February 1<sup>st</sup>, it can then be compiled and ready for the WCSU reorganization meeting.  
**Strategic Planning Meeting-August 27<sup>th</sup> from 8:30 a.m. to 3:00 p.m.**  
Greg, Craig, David and Kathy will attend this meeting.

- b. **Policy:** No meeting, it is scheduled for September 10<sup>th</sup>.

**c. Technology:** Maps workshop: Deborah and Kris gave an overview of MAPS testing. DRP and G-Made testing are the local assessments, which MAPS will take the place of. You will get immediate test results. There will be a baseline even at Kindergarten level. It takes about 1 hour for the total battery. Deborah will get back to the board with any additional information concerning the MAPS testing as it becomes available.

**Correspondence: Deborah requested that the board contribute to the cost of the cameras for the security of the playground. There was a lengthy discussion concerning this issue. The school board's decision was as follows: the board will pick up the additional cost beyond the contract. and the school club will pick up the contract with Amity Alarm & Security Systems. Deborah will let the school club know what the boards decision was.**

**Upcoming Meetings:**

**a. WCSU Policy Committee-September 10, 2008 @ TBA, 7PM**

**Executive Session:**

Kathy MOVED to enter executive session to discuss contractual issues. The motion carries unanimously and the Townshend School Board entered executive session with Principal Deborah Leggott at 9:27 P.M.

David MOVED to leave executive session at 9:42 P.M. The motion carries unanimously and the Townshend School Board left executive session.

Resolution: No resolution at this time for the contractual issue.

Kathy MOVED to enter executive session to discuss contract negotiations. The motion carries unanimously and the Townshend School Board entered executive session at 9:43 P.M. as Principal Deborah Leggott left.

David MOVED to leave executive session at 10:05 P.M. The motion carries and the Townshend School Board left executive session.

Resolution: No resolution at this time for the negotiation issue.

David MOVED to Adjourn. The motion carries and the Townshend School Board meeting adjourned at 10:05 P.M.

Respectfully submitted,

Judy Hawkins  
Recorder