

TSB Minutes
@ Townshend Elementary School
7:00 p.m.
7-27-09-Draft

Present: Kathy Hege, David Dezendorf, Craig Hunt, Jessie Bishop, Members of the Board, Kris Jerz, Member of the Public, Judy Hawkins, Recorder

Absent: Deborah Leggott, Kristina Wright, Steven John

Call to Order: Kathy called the meeting to order at 7:01 p.m.

Approval of Minutes for July 13, 2009: No discussion: David made a motion to approve the minutes of July 13, 2009 as written. Motion carried.

Additions and Deletions: None

Members of the Public: None

Bills and Purchase Orders: David made a motion to pay the bills and purchase orders as follows: Payroll PO#5 \$9,725.81, Payroll PO#6 \$4,202.10. Craig made a motion to approve the payroll purchase orders as presented. Motion carried. Vendor Warrant PO #7 \$38,262.45, David feels this needs to be pulled until such time someone has a conversation with Frank Rucker. Vendor Warrant #8 \$21,365.76. A lengthy discussion ensued. Discussion: This is the agency fund bill for the 4th quarter. David wants supporting documentation from BC/Bs so he can see the numbers match. There was a drastic increase in counseling services. Heidi reported that the amount budgeted did not represent the contract that was signed. Craig made a motion to approve Vendor Warrant PO#8 with a caveat that it be thoroughly explained as to the amount but will not disburse until released by the chair. Motion carried. Motion failed for Vendor Warrant #8 in the amount of \$21,365.76.

Principal's Report: Deborah was not present. She submitted a principal's report as follows: As had previously been requested by the board, Deborah submitted information pertaining to the cost of running the 3 freezers. The cost per month to run the 3 freezers is \$43.92 and the cost per year is \$439.20.

Superintendent's Report: Steven was not present but did present a superintendent's report which was presented by Heidi Russ. Student Learning: Summer School at L&G is being taught by Mr. Parker-Jennings and includes 19 7th and 8th graders. This is mostly funded by Title I (\$2500). The WCSU Summer Camp for elementary students is in session at Newfane Elementary School. There are between 40-50 students attending on a weekly basis. A summer session for drivers' education recently concluded at L&G. 15 students successfully completed the class. Policy & Regulation Implementation: A draft

of the support staff handbook for TES is available for review, comment and revision. Administrative procedures for screening school volunteers is in draft form and available for review, questions and comments. Finance/Accounting: Frank has prepared the fiscal year-end report for the FY '09 budget. Heidi distributed this to the board for their review. Informational Items: The WCSU Board Retreat will be held Thursday, August 13th from 4 to 8 p.m. at a location to be announced. The agenda item to be discussed will be to write a strategic plan for WCSU. The WCSU Administrative Team including all principals will retreat for two days. The WCSU office and staff will hold an Open House on Friday, August 21st.

Old Business:

a. Kitchen freezer request (refer to Principal's Report): Kathy has asked Heidi to get her an electric bill when there are a limited amount of people in the building and then one from March. The newest freezer is currently upstairs in the kitchen. The littlest freezer is currently in the basement. A lengthy discussion ensued. Craig made a motion to keep freezer #3 (the one in the basement). This is the 10 cubic foot freezer. Motion carried.

b. Non-licensed Personnel Benefits Policy: The board will review Mr. John's handbook and make comments on it. The board has not received D7 policy in electronic format as requested.

David made a motion that the Townshend School Board will offer any non-licensed employee working 26 contractual hours per week to receive single person health benefit, 6 paid holidays, 2 personal days and 3 sick days. Motion carried.

Craig made a motion to warn the policy as amended. Motion carried. Heidi will post in the school.

New Business: None. Heidi did receive a phone message from Andrea regarding the school bus. Heidi will follow up with Andrea to clarify what repairs have been done to the bus and what if any repairs need to be done. Heidi will report back to the board at the next meeting. Heidi gave an update on the UV disinfection system. The UV system reimbursement has not been received. In light of so many systems malfunctioning they are doing the reimbursements in lump sums.

Committee Updates:

- a. Executive/Super Board: None
- b. Policy None
- c. Technology None

Correspondence:

None

Upcoming Meetings:

- a. WCSU Strategic Planning Meeting-August 13, 2009 from 4-8 p.m.
location to TBA

Executive Session if needed: None

Adjourn: Jessie made a motion to adjourn at 8:22 p.m Motion carried.

Respectfully submitted,

Judy Hawkins
Recorder

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