

TSB Minutes-July 9, 2007
@ Townshend Elementary School
7:00 p.m.
Draft

Present: Kathy Hege, David Dezendorf, Glen Beattie, Judy Tietz, Al Claussen, Members of the Board, Deborah Leggott, Principal, Wendy Houlihan, Superintendent, Kris Jerz, Kathy DuGreniere, Members of the Public, , Judy Hawkins, Recorder

Call to Order: Kathy called the meeting to order at 7:02 p.m.

Approval of the Minutes for June 25, 2007: David made a motion to approve the minutes as written. Glen had a correction concerning the SPCCP. He said this should be added to a future agenda. Minutes approved with the above correction.

Additions & Deletions: Kathy had an addition under Executive Session. A. Legal issues.

Member of the Public: Kathy DuGreniere attended to ask that a bus stop be added at Taft Hill Collections instead of Plumb Road for the afternoon run. Kathy asked Glen to check what the requirement is for distance between bus stops. Glen will check and bring to a future board meeting.

Bills and Purchase Orders: David made a motion to approve the bills and purchase orders: Motion to pay bills as amended. Motion carried. Payroll PO #1 \$7,666.26, Payroll PO #2 \$3,634.91, Vendor Warrant #3 \$2,168.85 Vendor Warrant #4 \$4,077.87, Vendor Warrant #5 \$13,554.95. David had some questions: Deborah needs to obtain packing slips for a couple of orders that came in. WSI Environmental Water Testing-A bill was received from them for 10/31/06. It is within the fiscal year so it is okay with our policy. David had a question re: Deborah's conference attendance. 2 round trips @ 240 miles at 44.5 cents a mile for a total of 480 miles. Deborah explained and it was okay. PO #4 being amended for CVPS \$4,087.87 and PO#5 for Vt. Principal's Association \$150.00 will be deducted for a total of \$13,404.95.

Kathy had questions concerning some health insurance issues. Deborah explained what she knew and will check on the rest.

Principal's Report: Deborah gave a comprehensive report. Heidi Russ is the new Administrative Asst. Terms of contract: \$33,000 salary, 230 work days (sick days & vacation days excluded), single health benefit (80% paid by district), 6 federal holidays paid. Cognitive Coaching Course Part 2 (days 5-8)

completed: June 25-28: Location: Best Western, Waterbury, Vt. This course focused on coaching in the educational setting.

Building Maintenance: Summer Schedule

- Building Security: Custodian Tim Sullivan will check the building daily throughout the summer as part of his cleaning shifts and on days off.
- Carpet cleaning was completed by Catamount Carpet Cleaners 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).
- General cleaning of each classroom.
- Classrooms will be finished and ready for teachers to begin setting up by August 1st.
- New shades will be installed in grades 3,4 &6.
- Community Service Probation Dept. Services: Sundays will be the day when this community service work will be done as follows:
weeding/tending the garden and painting the front steps & porch/trim.

Deborah mentioned that sub. pay is \$75/day throughout many of the schools in the district and she said Townshend is at \$70. The board discussed this issue and determined that it will be left at \$70/day for now.

Superintendent's Report: Wendy Houlihan reported that she is in the process of meeting with people, board chairs, teachers, administrators, super board, etc. She is examining protocols and looking at policies and procedures. She mentioned that the audit will begin on July 16th.

Old Business:

Administrative Assistant: Heidi Russ has accepted the position and will begin work tomorrow.

Fuel bill outcome: David and Kathy went to the Select board last week. A few days later Kathy received a call from the Select board chair stating that they had checked with the Vt. League of Cities & Towns. There are potential issues. Kathy handed the check over to the town for the amount agreed upon by the board. Kathy did receive an e-mail from the town treasurer that she would have to bill us for an additional 35 gallons of bus fuel. A discussion ensued.

Building Security Discussion: Kathy talked about installing a magnetic lock with buzzer. David said a protocol needs to be established when the door will be locked. This was discussed at a meeting earlier in the year and it was said we would discuss in the summer. A lengthy discussion ensued regarding this

issue. The board asked that Deborah get another quote to see how much it would cost to install the magnetic lock with buzzer.

New Business: Community Service Diversion Program: Deborah has made many calls and they don't return her phone calls. Kathy asked that Deborah give Rick or Tim a list of tasks so if they come by when Deborah is not available they can let them know what needs to be done.

Building Maintenance Committee: Deborah wants to start a BMC to establish some long range goals. Deborah will address this in her summer letter to contact her if they are interested in being on the committee. This will be put on a September agenda.

Summer vacations/meeting schedule: Kathy asked about vacation schedules to make sure we will have a quorum. Kathy asked each board member what their summer vacation schedule would be. It was determined that the meetings will be held as regularly scheduled.

AI asked about First Aid/CPR certification for staff: It was determined that 4 out of the 5 days of the week we have a certified staff member present.

Committee Updates:

Executive/Super Board-July 11th at BES @ 7:00 p.m.

Policy-Wendy has set up a meeting on September 4th at 5:00 p.m.

Technology: None

Correspondence: Kathy received a letter from the State of Vermont re: Septic inspection. There was nothing in the report that pertained to TES.

Executive Session: Legal Issues brought before the Townshend School Board.

11. Executive Session. -

David MOVED the motion to enter executive session to discuss legal issues brought before the Townshend School Board. The motion carries and the Board entered executive session at 8:20 PM with Superintendent Wendy Houlihan and Principal Deborah Leggott, while the remainder of the attendees left the meeting.

David made the MOTION to leave executive session. The motion carries and the Townshend School Board left executive session at 8:43 PM.

Resolution: No resolution at this time.

12. Adjourn. -

By unanimous consent the meeting adjourned at 8:44 PM.

Respectfully submitted,

Judy Hawkins
Recorder