

TSB Minutes  
@ Townshend Elementary School  
7:00 p.m.  
8-10-09-Draft

**Present:** Kathy Hege, David Dezendorf, Jessie Bishop, Craig Hunt (arrived at 7:09 p.m.)  
Members of the Board, Steven John, Superintendent, Heidi Russ, Administrative  
Assistant, Judy Hawkins, Recorder

**Absent:** Kristina Wright, Deborah Leggott

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

**Approval of Minutes for July 27, 2009:** David made a motion to approve the minutes of July 27, 2009. Kathy asked to have the following corrections made: Vendor Warrant PO #7 \$38,262.45 This is the agency fund for the 4<sup>th</sup> quarter. David wants supporting documentation from BC/BS so he can see the numbers match. Craig made a motion to approve Vendor Warrant PO#7 with a caveat that it be thoroughly explained as to the amount but will not disburse until released by the chair. Motion carried with above corrections.

**Additions and Deletions:** None

**Members of the Public:** None

**Bills and Purchase Orders:**

a. **New review protocol:** Heidi will notify all board members via e-mail when the bills arrive. David and Kathy will come in on the weekend to go over the bills (this does not mean they will come in at the same time). Any board member can review bills; it doesn't need to be just Kathy or David. They will put sticky notes on any bills with questions. If no questions they will sign off preliminarily. Heidi will notify WCSU that they are okay. If there are questions concerning the bills, administration at the appropriate level will be contacted.

David made a motion to approve the bills and purchase orders as follows: Payroll PO#8 \$9,726.39, Payroll PO#9 \$3,673.14, Vendor Warrant PO #10 \$22,545.65, and Vendor Warrant PO#11 \$3,838.15. Motion carried to pay the bills and purchase orders as read. Discussion: A bill was submitted for \$400 for the band to play for the opening of the first day of school. This was a pre-payment to the individual. Kathy wants to make sure people are more careful next time and there should be no pre-payments in the future.

**Principal's Report:** Deborah was not present thus no principal's report was submitted.

**Superintendent's Report:** Steven presented a comprehensive superintendent's report. He reported as follows: **Student Learning:** The WCSU Summer Explorers' Camp is in session at Newfane Elementary School. Ms. Van Pamelan is the director of the camp working with 40-50 students weekly. Explorers' Camp is funded by tuition fees and

private donations. Wardsboro Elementary School will host a week-long summer school next week. **Policy/Regulation:** Administrative procedures for screening school volunteers is in draft form and available for review, questions and comments. The Course Credit Approval and Reimbursement form has been revised to implement the teachers' Master Agreement. **Finance/Accounting:** The audit team from Sullivan and Powers completed their on site examination the week of July 20-24<sup>th</sup>. The Special Education Funding DOE data collection has been completed as of 08/01/09. This will secure reimbursements to all WCSU school districts for FY09. The Fiscal Year End FY09 Statistical Report DOE Data Collection is being prepared this week and next for the eleven districts in the WCSU districts. Following the re-direction and correction provided by the DOE, Frank and Steven resubmitted the Consolidated Federal Grant and ARRA Funds application for FY10. The IDEA Grant was approved as previously submitted. **Enrollment/Staffing:** The WCSU Administrative Team is examining the job description and work of the two Curriculum Coordinator positions. Using FY10 funds available, Steven has contracted some additional clerical help to clean and better organize personnel files at WCSU. Mr. John Doty will be appointed as Windham School Principal (.2FTE) on August 10<sup>th</sup>. **Informational Items:** A joint committee appointed by the Brookline and Newfane School Boards has submitted a draft Joint School Board Contract to legal counsel for review. The WCSU Board Retreat will be held Thursday, August 13<sup>th</sup> from 4 to 8 PM at the Three Mountain Inn. This meeting will be to work on the Strategic Plan. The WCSU Office and staff will host an Open House on Thursday, August 20<sup>th</sup> from 4-7:00 p.m. and the next morning from 8:00-10 on Friday, August 21<sup>st</sup>.

**Old Business:**

- a. **Support staff handbook discussion:** The handbook was reviewed in detail by the board. A lengthy discussion took place. Kathy mentioned we need detail for the part-time people that don't receive benefits.
- b. **Non-Licensed Personnel Benefits Policy approval:** A discussion ensued: This is being done in conjunction with the policy that was done. The paragraph grandfathering people already covered should be removed. The policy should be changed to say health and other benefits. David made a motion to warn the Non-Licensed Personnel Benefits Policy as amended as of today. Motion carried. Heidi will post this to warn.
- c. **Administrative procedures for D7 requirement:** A lengthy discussion ensued. This policy seems to be okay.
- d. **Bus repairs:** The repairs are as follows: Front air brake cam completely rusted. There is only one for the front and one for the back. The back brakes needed repair last year. Heidi made copies of the bus repair bills for last year, as had been requested by the board. Heidi has done the bus route and it will be posted by Wednesday.
- e. **Update on UV disinfection system:** Heidi reported that the UV system wasn't working. The UV person from New York was able to get some parts and they were replaced. According to Jeff Russ everything was working when they left on Sunday. On Monday the system was not working. Nancy

Burke, water operator and Jeff Russ will shock the system. The testing will be done before school starts. Heidi will keep the board apprised as to the status of the UV system.

**New Business:**

- a. **Update on boiler installation:** Heidi reported that the boilers and tanks were installed. While Tim Jeffers was installing the boilers it was discovered that the bottom of the chimney flu has disintegrated and doesn't meet code. Tim can't install the boiler system because of this issue. A lengthy discussion ensued.
- b. **Consideration of winter fuel contract:** Kearley Fuel did transfer the oil into our new tanks. The entire amount was transferred. Heidi was asked to contact Kearley Fuel and have a conversation about getting a contract for the monthly budget plan for 4,000 gallons of fuel. Heidi was asked to come back to the board with this information. Heidi will also get prices and plans from one or two other dealers and report back to the board.
- c. **Clerk signature on minutes for special meeting:** Jessie signed the minutes for the special meeting. These will go to the town clerk tomorrow via Kathy.

**Committee Updates:**

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

**Correspondence:** Frank Rucker gave a letter to Steven John concerning a grant for bus replacement. Steven read this letter to the board. Any public school can apply. The board thanked him for the information but they can't buy a bus at this point.

**Upcoming Meetings:**

- a. WCSU Strategic Planning meeting-August 13, 2009, 4:00 p.m. until 8:00 p.m. @ Three Mountain Inn in Jamaica
- b. Open House at WCSU Central Office Thursday, August 20, 2009 from 4:00 p.m. until 7:00 p.m. and Friday, August 21, 2009 from 8:00 a.m. until 10:00 a.m.

**Executive Session if needed:** None

**Adjourn:** Craig made a motion to adjourn at 8:57 p.m. Motion carried.

Respectfully submitted,

Judy Hawkins  
Recorder