

TSB Minutes  
@ Townshend Elementary School  
7:00 P.M.  
August 13, 2007  
DRAFT

Present: Kathy Hege, Glen Beattie, Al Claussen, Judy Tietz Members of the Board, Wendy Houlihan, Superintendent, Heidi Russ, Administrative Assistant, Judy Hawkins, Recorder

Absent: Deborah Leggott, Principal, David Dezendorf, Board Members.

Call to Order: Kathy called the meeting to order at 7:08 p.m.

Approval of Minutes for July 23, 2007. Al made the motion to approve the minutes of July 23, 2007. No discussion. Motion carried.

Additions and Deletions: Correspondence: Kathy needed to add Correspondence re: Septic.

Members of the Public: None

Bills and Purchase Orders: Glen made a motion to pay the bills and purchase orders as follows: Pay Order PO #10 \$8,733.81, Pay Order PO #11, \$3,259.93, Pay Order PO #12 \$17,384.64. No discussion. Motion carried to pay the bills and purchase orders as stated.

Principal's Report: Deborah on vacation.

Superintendent's Report: Wendy gave a comprehensive report. On August 16<sup>th</sup> and 17<sup>th</sup>, from 5-9 p.m., Laura Soares and Brent Kay will work with School Board members and administrators as follow up to the study of the WCSU carried out by Brent Kay in the fall. The sessions will help clarify roles and responsibilities in preparation for the WCSU Board's work on strategic planning. A WCSU policy committee meeting has been scheduled for September 24<sup>th</sup> at 5:00 at Townshend Elementary School. Al Claussen is Townshend's representative on the Policy Committee. The WCSU Board would like all Boards to study the job description and provide feedback for final approval of the WCSU Technology Integration Specialist job description. The Leland and Gray Building Advisory Committee held its first meeting on July 26<sup>th</sup>. The committee focused on discussing the various options for construction of the \$2.6 million plan, and is following up with the Commissioner on the possibility of using the Design/Build process. The principal search in Wardsboro has been completed, Rosemary FitzSimons has been named as the new principal. The administrator's retreat will take place

on one day this year, August 21<sup>st</sup>. August 29<sup>th</sup> is the first staff day, and letters and agendas will be going out soon.

#### Old Business:

Margaret Carusona-Association check replacement. Kathy has received another request from Margaret for the replacement of the lost checks. On April 9<sup>th</sup> she was asked to attend a meeting and she did not attend. Kathy read an e-mail from Margaret. The recommendation has been given that the board replace the checks. Check #11563 in the amount of \$344.72 issued in 2004. Check #12401 in the amount of \$534.48 issued in 2006. Wendy made the recommendation that the board re-issue the checks and make certain that the new treasurer is aware of the problem and hand them a copy of the new policy. Judy made a motion to replace the checks given the fact that they have not been cashed. Motion carried. Heidi will contact Lisa Rucker to re-issue the checks. Heidi will send them certified mail, return receipt requested.

Fuel Oil Contract: Heidi presented two contracts for fuel oil. One option would be to pay all at one time for a price of \$2.469 per gallon for 7,500 gallons, Second option would be to pay over a 10 month period for a price of \$2.569 per gallon for 7,500 gallons. The first check would be due by the end of August. Kathy suggests we don't borrow money to buy oil. A lengthy discussion ensued and Heidi will contact Kearley Fuel to see if they can match the other quote we got. Judy made a motion to go with Kearley Fuel. Motion carried. The board authorized Kathy to sign the contract.

#### New Business:

a. Bus fuel contract-Town. Consider entering into a contract with the Town of Townshend to purchase our bus fuel. Bills be sent to school board on a monthly basis. Last bill should be in the school boards' hand no later than July 31<sup>st</sup> Andrea, the bus driver will keep a log and will submit a total to the town each month.

b. End of year financial statement: Heidi went over the end of year financial statement with the board. A lengthy discussion took place.

c. Copier replacement: Kathy has received the bid specs for a new lease of a copier. A lengthy discussion took place re the copier. Heidi called other local companies to see what they could do for us. Lease vs. buy. She contacted Newton Business and All Service. Newton Business copier is a little bit of an upgrade over what we have now. All Service is out of Walpole, N.H. On September 7<sup>th</sup> the board will know if we can get out of the copier lease for this year. Kathy would like the board to consider buying one outright or the rental

option. Wendy will be talking with Frank regarding this issue and will follow-up with Kathy.

d. E-rate filing discrepancies: There were two different poverty levels used for filing e-rate filing process last year. One was 60% and the other was 80%. USAC has caught this discrepancy.

e. Financial Services contract/release payment for 1<sup>st</sup> quarter. It was decided to hold the check until the board released it. Frank has requested that the board release the check. Kathy does take serious offense to addressing Heidi rather than the chairwoman of the board. Kathy wants issues like this addressed with her. The board feels a contract needs to be drawn up for Frank. This will be postponed for the time being until Wendy has a chance to check into this in more detail. The board's decision was to continue to hold the check until David returns to discuss further.

f. Heidi-Seminar attendance: Conference for Education re: Office i.e. Microsoft Access, Nutrition & Health, First Aid, etc. Heidi will call for more details concerning the seminar. The board gave Heidi permission to sign up for the course. Judy made a motion to allow Heidi to attend the seminar. Motion carried.

g. School tax rate: The new school tax rate is \$1.12. It went down from \$2.60.

Committee Updates  
Executive/Super Board-None  
Policy-None  
Technology-None

Correspondence:  
VPA letter. Deborah was asked to write a letter about the new assessment fee. The VPA explained that the assessment fee is a new fee this year.

Septic: Kathy received the monthly report for the septic usage. The usage was 72 gallons this month. There wasn't anything in the report that pertained to TES at this time.

Upcoming Meetings:  
WCSU Strategic Planning work session-August 16 & 17<sup>th</sup> @ 5-9PM, L&G.  
Deborah, David, Kathy, and AI will attend.  
Policy Committee-September 24<sup>th</sup> @ 5PM, TES

Executive Session

- a. Legal issue: Glen made a motion to enter executive session to discuss legal issues that would place the Townshend School District at a disadvantage if discussed in open session. No discussion. The board moved into executive session @ 9:02 p.m. with Superintendent Wendy Houlihan.

AI moved to leave executive session at 9:11 p.m. No discussion. The motion carries.

There was no resolution to the executive session issue at this time.

The board entered a brief discussion concerning the language of the fuel agreement/contract with the Town as discussed earlier in the meeting.

AI made content notes for a rough draft.

By general consensus the meeting adjourned at 9:18 p.m.

Respectfully submitted,

Judy Hawkins  
Recorder

Executive Session  
Legal issue

Adjourn