

August 27, 2007
TSB Minutes-Draft
@ Townshend Elementary School
7:00 p.m.

Present: Kathy Hege, David Dezendorf, Glen Beattie, Al Claussen, Judy Tietz, Members of the Board, Wendy Houlihan, Superintendent, Deborah Leggott, Principal, Kris Jerz, Beth Cutts, Tony Dezendorf, Kathy DuGrenier, Joe Winrich, Members of the Public, Heidi Russ, Administrative Asst., Judy Hawkins, Recorder

Kathy called the meeting to order at 7:05 p.m.

David made a motion to approve the minutes of August 13, 2007. Old Business: Strike hand them a copy of the new policy. David asked to have payroll and vendor warrants added to the PO's so they know specifically what they were for. Minutes of the August 13th meeting were approved with the above corrections.

Additions & Deletions: Kathy had an addition under New Business: C the first tax payment.

Bills & Purchase Orders: David made the motion to approve the bills and purchase orders as follows: Payroll PO #13 \$8,667.96, Payroll PO# 14 \$3,760.46, Vendor Warrant PO #15 \$2,501.51. Replacement PO #15 was a replacement check for the association. Motion carried to approve the Bills and Purchase Orders as stated.

Principal's Report: Deborah gave a comprehensive principal's report.
Administrative Activities: Administrators Retreat: August 21st at the Grafton Inn. New Staff at TES: Custodian: Francis Bailey, PE.: Carla West, Music: Charlene Morse, WCSU In Service Day: Wednesday, August 29th. TES Staff Retreat: Wednesday p.m. August 29th and Thursday August 30th in Newport, Vt. (at home of Judy Gould).

Superintendent's Report: Wendy gave a comprehensive superintendent's report. Joint School Board/Administrator Workshop Sessions August 16, 17th. Brent Kay and Laura Soares facilitated two sessions with the WCSU School Board and administrators on Thursday and Friday evenings. The first night was spent working on identifying the core values, as follows, that will serve as the first screen for decision-making. WCSU will...

- Place students at the center of our decision-making
- Build trust and respect by acting ethically, transparently, and with integrity

Operate as a community of learners, committed to developing the skills and capabilities of all

Collaborate, share and seek creative solutions.

The second session focused on Roles and Responsibilities of Board members.

Administrator's Retreat: The administrative team kept the core values at the front of their discussions and decisions at the administrators' retreat on August 21st.

Reminders: Feedback on the Technology Integration Specialist job description may be sent to Wendy. Please return to Wendy by September 11th. WCSU Policy Committee meeting September 24th at 5:00 at TES.

Old Business:

- a. Building security discussion: This will be brought to the staff, and will be discussed at the TES Staff Retreat. The community members will be invited to a public forum to discuss this issue.
- b. Taft Hill Collection-additional bus stop. Kathy DuGrenier attended the board meeting in July asking for a bus stop at Taft Hill Collection. The board had asked Glen to check and see if there are any laws pertaining to the distance between bus stops. Glen reported on his findings: There is no law or recommended distance between bus stops. There needs to be sufficient shoulder for children to safely walk on. If you have frequent stops can the driver pull over safely? Judy made the motion to take out Plumb Road bus stop, add DuGrenier driveway in the afternoon, add Dezendorf driveway. Motion was defeated. David made the motion for the Townshend School District to adopt a seasonal bus route between the dates of November 15th and April 15th. Motion passed.
- c. Financial services 1st quarter check/contract. This check had been held. The board made the decision to release the check in early September. (September 10th)
- d. Heating oil contract-At the August 13th meeting the board had okayed Kathy to sign the heating oil contract for Kearley Fuel. Heidi checked with Kearley to see what the best price could be. They dropped the price per gallon by 2 cents. The check has been signed and sent.
- e. Copier update: Heidi gave an update about the copier. TES has ended their contract with Symquest/USBankcorp and their new copier from All Service Company in Walpole, N.H. will be delivered at the end of this week.
- f. Town/School bus fuel contract: Al will draft a contract. He will bring to the board. It will be needed prior to October 1st. Kathy is going to ask the town to release their check to the school board on Friday, Sept. 28th.

New Business:

a. Sullivan & Powers-Scope of Service agreement:

AI made a motion to sign the Scope of Service agreement to Sullivan & Powers. Motion carried.

Core Values/Code of Ethics discussion: Kathy would like the board to decide a time they could set aside to discuss the Code of Ethics and Core Values Wendy had outlined. Code of Ethics is part of the Conflict of Interest Policy. This will be done in two parts. Part of this will be on the agenda for September 24th.

Committee Updates:

- a. Executive/Super Board-none
- b. Policy-September 24th @ 5 pm, TES
- c. Technology-none

Correspondence: Kathy received a letter from the Grace Cottage Auxiliary thanking TES for the use of some equipment at the Grace Cottage Hospital Fair Day.

Upcoming Meetings:

Policy Committee meeting-September 24th @ 5 PM, TES

Executive Session: None

Adjourn: Kathy made a motion to adjourn at 8:33 p.m.

Respectfully submitted,

Judy Hawkins
Recorder