

**TSB Minutes
@ Townshend Elementary School
September 8, 2008
Draft-7:00 p.m.**

Present: David Dezendorf, Kathy Hege, Craig Hunt, Jessie Bishop, Gregg Morrow, Members of the Board, Wendy Houlihan, Superintendent, Deborah Leggott, Principal, Kris Jerz, Andrea Royce, Bo Royce, Members of the Public, Judy Hawkins, Recorder

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

Approval of Minutes for August 25, 2008: David made a motion to approve the minutes of August 25th. David asked to have the time of the meeting added to the minutes, 7:01 p.m. Motion carried.

Additions and Deletions: Kathy asked to have the following added to the agenda: New Business: Kitchen equipment.

Members of the Public: None

Bills and Purchase Orders: David made a motion to pay the bills and purchase orders as stated: Payroll PO #13 (dated 8-15-08), \$8,764.84, Payroll PO #14 (dated 8-15-08) \$3,951.85, Payroll PO #17 \$13,764.88, Payroll PO #18 \$8,431.32, Vendor Warrant PO #19 \$9,622.48. No discussion regarding bills and purchase orders. Motion carried.

a. SPED Salary question/answer-\$7700 in SPED salary, Frank and Kathy had a discussion concerning the above issue. It has now been removed and it is showing in last year's budget and not this year's.

b. Lost payroll warrants-#13 and #14 to be signed: They have been found. See in purchase and payroll orders.

Principal's Report: Deborah gave a comprehensive principal's report. She gave a report on the following: Student Learning: In the first eight days of school, all classrooms seem to have been learning together for at least a month. After school programs will begin the week of September 15th. This year all students receive technology instruction from Rick Hege every other Thursday morning. Administrative Information: Grandparents Day was a great success with about 50 grandparents attending. Applied Behavior Analysis: On August 22nd, Jessica Chen met with TES staff to explore every day application of behavior analysis in classrooms. Professional Learning Communities Workshop with Bruce Wellman: On August 25th, all staff in WCSU attended an all day workshop about data-driven dialogue and collaborative inquiry. Buildings and Grounds: Window Repair: Screen mobile has completed most of the window work (80%). Efficiency Vermont: visited to do an energy audit on our lights.

They will send a report in a few weeks. Surveillance Cameras: School club has decided not to purchase/install cameras. There appears to be less loitering with the installation/repair of all lights. Current enrollment: 90 students.

Superintendent's Report: Wendy gave a comprehensive superintendent's report. **Policy/Regulation:** WCSU policy committee meeting 6:30 p.m. September 10, WCSU office 1219 Vermont Route 30. **Human Resources:** Matt Martyn, Systems Administrator, has been very busy working on various issues in our systems. **WCSU Strategic Planning:** Board members from various schools throughout WCSU along with central office administrators, met for a day of strategic planning on Wednesday, August 27th. The WCSU vision is as follows: "The collective effort of our WCSU school community is dedicated to creating and sustaining programs that result in all students being engaged, enthusiastic and successful lifelong learners."

Old Business:

- a. **Review existing Transportation Policy:** Kathy suggested that before we make any major changes we should do a major study to see where the stops are. Kathy would like to get a committee together to discuss the effectiveness of the bus service and to see what other schools are doing around the country. September 22nd at 6:00p.m. there will be a meeting @ TES to discuss all aspects of transportation within the Townshend school district. Before the transportation meeting Kathy asked Andrea to make sure we have the price of diesel fuel. In the meantime all changes will be postponed until after a discussion takes place on September 22nd.
- b. **Bus stops requests-DuGrenier and Royce:** A long discussion took place. No decision will be made until after the September 22nd meeting.
- c. **Bus radiator repair timeline:** Andrea said Twin State will be repairing the radiator on October 22nd and she will pick up the bus on October 25th. She will drop the bus off on October 22nd after her bus run.

New Business: Kitchen equipment: Deborah presented a proposal from Maureen, kitchen manager, for a new freezer for downstairs to store the commodities. Maureen told Deborah that the commodities are available more in the beginning of the year than toward the end. Deborah had gotten some prices on freezers and how much it costs to run these freezers a year. The board feels if they are going to purchase a freezer it needs to be a large freezer. Craig asked if someone could look at our

freezers and do an assessment and see what we need to purchase and what kind of quantity Maureen is looking to purchase for commodities.

Committee Updates:

- a. Executive/Super Board: None**
- b. Policy: September 10th at 6:30 PM @ WCSU**
- c. Technology: 1st Tuesday in October**

Correspondence: Kathy reported that a letter was received regarding certification for the septic system.

Upcoming Meetings:

- a. WCSU Policy Committee meeting-September 10, 2008, 6:30 p.m. @ WCSU**

Executive Session if needed: None

Adjourn: Kathy made a motion to adjourn at 8:15 pm. Motion carried.

Respectfully submitted,

**Judy Hawkins
Recorder**