

TSB Minutes  
@ Townshend Elementary School  
7:00 p.m.  
01-12-09-Draft

Present: Kathy Hege, Gregg Morrow, David Dezendorf, Craig Hunt, Jessie Bishop, Members of the Board, Deborah Leggott, Principal, Paula Newton, Rebecca Holmes, Members of the Public, Wendy Houlihan (arrived at 7:47 p.m.), Superintendent, Judy Hawkins, Recorder

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

Approval of Minutes for December 22, 2008: David made a motion to approve the minutes of December 22, 2008. No discussion. Motion carried.

Additions and Deletions: David made a motion to move the Superintendent's evaluation to the January 26<sup>th</sup> board meeting. The board asked for paper copies of the evaluation. Motion carried.

Members of the Public: None

Bills and Purchase Orders: David made a motion to pay the following bills and purchase orders: Payroll PO#47 \$15,346.10, Payroll PO#48 \$5,875.38, Payroll PO#49 \$604.39, Payroll PO#50 \$174.95 and Vendor Warrant PO #51 \$129,600.37. Discussion: There was a bill received from Special Education at WCSU for a 504 and it did not mention that it was a 504. The board wanted to know how they would know it was a student on a 504 plan? Also Kathy mentioned that bills can't be coming thru 6-8 months or longer for payment. There was a question concerning the Assessed Program Services-WCSU. David was under the impression that the board would be billed quarterly. Wendy was asked by the board to make sure accounting services at WCSU is notified TSB should be billed on a quarterly basis starting in July. Motion carried to pay bills and purchase orders.

Principal's Report: Deborah presented the principal's report. She reported on the following: Student Learning: After School Programs begin next week: Valley Cares on Monday, Karate on Tuesday, and Cooking for Life on Thursday (these are additions to the schedule for January). Winter Sports begins on January 14<sup>th</sup>. Hansel & Gretel Opera in Weston on Thursday, January 15<sup>th</sup>. All students will be attending. TES New Year Concert: January 27<sup>th</sup> at 6:30 p.m. Administrative Information: Kris Jerz applied and was accepted to travel to

China with the Journey East Program in April. The board asked Deborah to check regarding coverage while she is gone and in the future the board would like prior knowledge of a request so they can budget for it. Building and Grounds: During the holiday vacation, Warren Beattie installed electronically programmed thermostats in all of the classrooms and several other rooms. Sensors were installed in the multi-purpose room by Mike's Electric.

Superintendent's Report: Wendy e-mailed a comprehensive report to the board members. Student Learning: Vermont will join with New Hampshire, Maine and Rhode Island in a regional project focused on transforming secondary education. The project will be funded by the Bill and Melinda Gates Foundation, and the Nellie Mae Education Foundation. Finance: Wendy attached a copy of the Tax Commissioner's letter to the Legislature, in which he urges them not to accept his recommendation for a \$.85 education tax rate. Human Resources: The superintendent evaluation process will take place at board meetings in January with the results (by Board) sent to Rich Werner by February 1<sup>st</sup> for compiling. Matt Martyn is in the process of detaching us from Learning Networks, the company which has provided host services for our FirstClass email and web pages. We will be hosting FirstClass ourselves. WCSU Executive Committee Meeting: 7:00 January 28, 2009 @ WCSU office. WCSU Reorganization Meeting March 25, 2009 @ 6:30 in Marlboro.

Old Business: a. Town Meeting Warning: Kathy presented 2 sample town meeting warnings. David made a motion to approve the town meeting warning with the Article 8 changed to say: consider taking rather than take on. Motion carried.

Deborah presented a draft of the survey re: Planning for our Children's Early Education. Kathy asked Deborah to talk with Bruce Garrow and ask about how many students they have in their Early Education Program, how much is the pay, what is the parents share and what is the school's share. Kathy asked Deborah to report back to the board. Wendy explained the process of counting pre-K children and the money and tuition. A lengthy discussion took place concerning this issue.

b. 403 (b) Resolution: Kathy presented the 403b resolution to the board. David wants Deborah to make sure the teachers know they need to monitor their plan. David made a motion to approve the 403b resolution proposed today January 12<sup>th</sup>. Motion carried.

New Business: Treasurer Checkbook: David made a motion to ask the treasurer to have a small set of checks to pay the bills of the Townshend School District in case of emergency in the event normal procedure would not suffice. Motion carried.

Committee Updates

- a. Executive/Super Board: January 28<sup>th</sup> to go into Executive Session re: contract for Superintendent. The meeting will be held at WCSU office at 7:00 p.m.
- b. Policy: None
- c. Technology: None

Correspondence: None

Upcoming Meetings:

- a. WCSU Reorganization meeting-March 25<sup>th</sup> in Marlboro, time 6:30 p.m.
- b. WCSU Annual meeting-May 27<sup>th</sup> in Windham, time 7:00p.m.

Executive Session:

- a. Principal's evaluation/ salary discussion
- b. Superintendent's evaluation (if time permits) Scheduled for January 26<sup>th</sup> meeting.

Gregg made the MOTION to enter executive session to discuss personnel contracts. The motion carries and the Townshend School Board entered executive session with Superintendent Houlihan and Principal Leggott at 8:43 P.M.

David MOVED to leave executive session at 9:14 P.M. The motion carries.

Resolution: Gregg MOVED to extend a three year contract to Deborah Leggott commencing July 1, 2009 through June 30, 2012, with a first year annual salary of \$72,836.00. The motion carries.

Craig MOVED to adjourn. The motion carries and the Townshend School Board adjourned at 9:18 P.M.

Respectfully submitted,

Judy Hawkins  
Recorder