

**TSB Minutes  
@Townshend Elementary School  
7:00 pm  
July 28, 2008-Draft**

**Present: Kathy Hege, Jessie Bishop, Craig Hunt, Members of the Board, Wendy Houlihan, Superintendent, Heidi Russ, Administrative Assistant, Judy Hawkins, Recorder**

**Absent: Deborah Leggott, David Dezendorf, Gregg Morrow**

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

**Approval of Minutes for July 14, 2008: Craig made a motion to approve the minutes of July 14, 2008. Kathy asked to have the following correction made: New Business: a. School Tax rate was set at \$1.2272.**

**Bills and Purchase Orders: Kathy made a motion to approve the bills and purchase orders as follows: Payroll PO #5 \$8,469.49, Vendor Warrant #6 \$4,175.12, Accrual for 2008 PO #7 \$410.61, Vendor Warrant PO #8 \$23,237.32, and Director Warrant 07/28/08 \$1,306.62. Motion carried as read.**

**Principal's Report: Heidi reported in Deborah's absence. Heidi contacted Richards Gates Insurance Company and asked if there would be a reduction in the insurance rate if surveillance equipment was installed. They said they would take it into consideration. The board decided not to pursue this further. Fuel: Deborah left a message for Frank to put us into a fuel bid. Heidi got a pre-buy quote from Kearley Fuel for 6500 gallons at \$4.659 and we do have a slight credit. The board will wait until they hear from Frank before they respond to Kearley Fuel.**

**Superintendent's Report: Wendy gave a superintendent's report. Wendy reported that the consolidated federal grant was approved.**

**Old Business:**

- a. Special Ed teacher aide-discussion/vote (postponed until August 11<sup>th</sup>.) Craig asked Heidi to develop a list of staff in the building for next year.**
- b. Water purification system status update: Heidi reported that the system should be ready to go on Friday. Craig made a motion to sign the construction application loan for the water purification system. Motion carried.**

- c. **Multipurpose room ventilation system update:** Heidi reported on this project concerning an extractor fan. Tim Jeffers said it can't be done. Heidi asked Tim to put his recommendations in writing and present to the board at the next meeting.
- d. **Policies for handbook update:** Wendy sent everyone the policies that need to be in the handbook. Heidi and Deborah would like to include the Student attendance policy in the handbook. Craig made a motion to warn the Student Attendance Policy (F25) as written. Date warned 7/28/08. It will be adopted at the next board meeting. Heidi will post.
- e. **Grace Cottage septic work-**This will take place on August 21<sup>st</sup>. The parsonage will need to be notified.
- f. **End of year financial statement:** Kathy mentioned that we did not get a financial statement with the revenues identified. Kathy asked that the board receive a financial statement with revenue lines, fund balance and what was bought for the year. Kathy asked Wendy to ask Frank to make sure we get an end of year financial statements with the requested items.

**New Business:**

- a. **Bus maintenance expenses/long term plan:** The bus went in to Twin State to have the oil pan and inspection done. In order for the bus to be inspect able it needed all new brakes, an upper radiator hose because the radiator is leaking and won't make it thru the winter. The radiator is going to be \$1500. \$360 would be saved if the radiator is repaired at the same time as the oil pan. A further discussion will take place. Kathy said we need to look at some options pertaining to the bus service.

**Building maintenance-front stair replacement:** Craig mentioned that we have some stairs out front that are in need of repair. It was the consensus of the board that Heidi/Deborah will contact a contractor to repair the stairs.

**Committee Updates:**

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

**Correspondence:** Laura Robertson has resigned. A short discussion took place regarding the position.

**Upcoming Meetings:**

- a. WCSU Policy Committee-September 10, 2008 @TBA, 7PM
- b. Board Retreat on August 27<sup>th</sup>

**Executive Session if needed- None**

**Adjourn: Craig made a motion to adjourn at 8:07 p.m. Motion carried.**

**Respectfully submitted,**

**Judy Hawkins  
Recorder**