

**Townshend School Board Minutes**  
**@Townshend Elementary School**  
**7:00 pm**  
**6-11-12-Draft**

**Present:** Al Claussen, April Chase, Kim Liebow, Brian Schmidt, Beth Cutts (arrived at 8:09 pm) Deborah Leggott, Principal, Steven John, Superintendent, Joe Winrich, RED Committee meeting, Judy Hawkins, recorder

**Call to Order:** April called the meeting to order at 7:04 pm.

**Additions and Deletions:** Deborah requested to add under New Business: Budget Forecast and Tech Spending.

**Members of the Public:** None

**Consent Calendar:**

- a. Principal's Report
- b. Superintendent's Report
- c. Minutes for May 14, 2012

By unanimous consent the calendar was approved

**Treasurer and financial reports:** April reported that we currently have \$91,837.52 in our checking account. On June 6, 2012 a payment in the amount of \$15,000 was made on our line of credit.

**Bills and Purchase Orders:** April made a motion to approve the bills and purchase orders as follows: Payroll PO#58 \$16,116.16, Payroll PO#59 \$10,358.68, Payroll PO #60 \$6,363.28, PO#61 \$7,010.55 and Vendor Warrant PO#62 \$32,613.55. Discussion: April said there was a bill from Kindle Farm for transportation and she wondered what it was for. Deborah said we have been paying tuition on a student to Kindle Farm and transportation was included. April asked Deborah to follow up on this purchase order for transportation. It will be approved and then Deborah will follow up on this issue. Motion carried to pay bills and purchase orders as read.

**Reports of Administration and Committees:**

- a. Policy: Boards Conflict of Interest Policy: April asked Steven to check into sub-contracting i.e. a board member being employed in the district. Steven will check and return to the board with an answer. This policy was reviewed with no changes being suggested or made. Personnel Recruitment Policy: This policy is not mandatory. Kim made a motion to warn the Personnel Recruitment Policy with the following revision, the appointment by the board of non-license employees.

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b. The board made this revision to be in compliance of the recently passed legislation. Motion carried. Student Conduct and Discipline Policy: Kim made a motion to warn F1 Student Conduct and Discipline VSBA recommended policy. Motion carried. Next meeting D1 Personnel Recruitment and F1 Student Conduct and Discipline will be looked at. F03 Search and Seizure Policy and F07 Drugs and Alcohol Policy will be looked at in July. Deborah will get copies of the policies to the board members for their review.

c. Technology- Kim handed out a copy of the Technology Meeting for the board's review. The committee is looking at things that will be needed. Laptops will be ordered all at once since it will be more beneficial as far as cost. Deborah presented a budget planning document for the board's review. This will go into next year's budget and will be ordered now and received in July. Al feels that we need more money put aside for technology in the budget. A lengthy discussion ensued. This is something that will be looked at in the fall. The board feels that the board has outgrown the need for the charter for the technology but they continue to endorse the technology committee. Kim made a motion to rescind the Townshend Technology Committee charge 5/24/10 but continued the committee in an advisory capacity. Motion carried. Kim made a motion to purchase at least 14 laptops in the FY 13 budget for a total of \$6,650. Motion carried.

d. Negotiations: Nothing has changed since the last board meeting.

E. RED-Joe Winrich reported on RED committee meeting. Draft articles are posted on the website. All board members should have received an invitation to the next RED meeting on July 25<sup>th</sup>. The committee is now looking for input from all the boards involved. After the July meeting the RED committee will be sending a report to the Vermont Dept. of Education.

**Unfinished Business and General Orders:**

- A. Discuss policy updates: See under Policy reports of Administration and Committees
- B. Year round school calendar: Steven will put on the agenda for the board retreat in the summer. April has sent an e-mail to Emily but as of yet not heard any response.

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C.WCSU start time: LGUHS-Steven put out an e-mail re: bus schedules and cost, the morning worked out well but the afternoon did not. We do not have the money so it will have to be put off until 2014. They will continue with the current schedule for next year.

D.Communication and Discipline: Follow-up: This will be followed up this summer and Deborah reported it is on the agenda for the staff member meeting at the end of the year. Deborah will let the staff know she has had this discussion at the board level.

**New Business:**

a. Action Plan: Deborah sent out via e-mail a copy of the Action Plan to the board members for their review. This action plan is a 2 year plan and the reason being she included School Wide Title 1 and Townshend Elementary School Action Plan all together. There are now 5 goals: Math, Technology, Science, Writing, and Reading.

Kim made a motion to approve the 2012-2014 Action Plan. Motion carried.

b. Budget-Deborah had an extensive meeting with Frank Rucker re: revenues. This is a favorable forecast. We are favorable around 1 per in a \$1.2 million budget. Frank asked that a separate check run be done before June 30<sup>th</sup> to avoid accruals and the board will go thru approval process at the July meeting. Deborah will send out an e-mail to board members when they are ready. Some of the highlights are: direct teacher reimbursement for them taking courses, this will be offset by Federal jobs money which will be about \$8,000 and the total amount would be around \$10,000. E-rate revenue \$5,656.00 in two payments,(the total e-rate revenue is \$5,656.00). Special Ed private tuition: EEE and special Ed have implications on the budget. We do not have a fund balance at this time.

**Correspondence:** April received the Water Flow Report from Grace Cottage Hospital. It all looks good. Deborah will file the report. April received correspondence from SVE stating they had received a report and they submitted it to the state for an Indirect Discharge Permit. Deborah was given this document to file.

**Upcoming Meetings:**

- a. WCSU Summer Retreat meeting August 22, 2012. Al & Brian will attend the meeting.
- b. Voluntary RED study committee 7:00 pm July 2012 at L&G

**Executive Session:** None

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Adjourn: Kim made a motion to adjourn at 9:16 pm

Respectfully submitted,

Judy Hawkins  
Recorder

DRAFT