

**TOWNSHEND SCHOOL BOARD MINUTES  
@ TOWNSHEND ELEMENTARY SCHOOL  
9-10-12-DRAFT  
7:00 PM**

**Present:** Al Claussen, April Chase, Beth Cutts, Kim Liebow, Brian Schmidt, Members of the Board, Frank Rucker, WCSU, Deborah Leggott, Principal, David Dezendorf, Member of the Public, Judy Hawkins, Recorder

**Absent:** Steven John

**Call to Order:** April called the meeting to order at 7:10 p.m.

**Additions and Deletions:** There were no changes to the agenda.

**Members of the Public:** A grandparent attended the meeting and made the comment that he was in attendance at the Grandparents Day celebration at the school and said it was a wonderful experience. Deborah reported that the event was the biggest and best the school has ever had.

**Consent Calendar:**

- a. Minutes for August 13, 2012
- b. Principal's report
- c. Superintendent's report-none

The Superintendent's report was taken off the agenda as there was no report.

By unanimous consent the consent calendar was approved with the striking of the Superintendent's report.

**Treasurer and financial reports:** Anita reported to April that we currently have \$66,360.00 in our account.

Frank went over the financial report with the board. He said the new format is more in line with the State's reporting system. The legislature is requiring from Principal's and business offices more data and make sure what is supporting student learning and what is budgeted for student learning. The new format will be a more standardized reporting system. Al asked Frank to develop a key code for the budget line items and give to the board. A lengthy discussion ensued.

**Bills and Purchase Orders:** April made a motion to approve the bills and purchase orders as follows: Payroll PO#15 \$36, 939.01. No discussion. Motion carried.

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**Unfinished Business and General Orders:**

- a. Discuss policy C06, G03- C06-Notice of Non-Discrimination G3 Field Trips  
Neither of these policies is mandatory. Deborah reported that she feels there is no need to have either one of these policies. She feels they are covered in other policies we currently have. The board agrees with Deborah's recommendation. These policies will be rescinded. Kim made a motion to rescind C06 Notice of Non-Discrimination and G03 Field Trip for the next meeting. Motion carried.
- b. Year round school calendar- Nothing to report at this time. Deborah distributed a calendar from another school for the board to review.

**New Business:**

- a. Early payment from Town-David Dezendorf- David attended the meeting (representing the Townshend Selectboard) to discuss the issue of the school receiving an advance of \$50,000 within 10 days after the property taxes are due at the end of each quarter. This has been an issue since the town went to 4 tax payments a year. Selectboard members felt it would be nice to have a written agreement for an advance of \$50,000 for 10 days after the taxes due for each quarter. This would allow the schools to not have to carry so much debt. April was asked to compose a letter, which she did and brought to the board for their review since she feels that the board should have been involved in the writing of the letter and have their signatures on it. April will do another letter to be brought to the board for their review and signature. In years past this has reduced the amount of borrowing for the school.
- b. Frank distributed a copy of the WCSU Retreat for the board to review. There was not a quorum at this meeting. The idea of meeting with Windham Southwest on the 26<sup>th</sup> of September was discussed.
- c. Breakfast fruit- Al commented on the breakfast fruit and how wonderful it is and the presentation is also superb. Al also asked about the Hood milk, Deborah reported that it was a lot of waste and not cost effective.

Steven asked Frank to distribute the Vermont Superintendent's Code of Ethics. The board will review.

Deborah needed signatures allowing her to be on the school account as a signer. The board authorized by signing the document to allow Deborah to be a signer on the account.

Deborah had a question concerning the presentation of her principal's report. The board had previously asked that her report focus on academics. Deborah asked the board how

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they would like to see this presented, they feel it should be by grade and each month have a different grade reporting.

**Correspondence:** Grace Cottage July water flow report was all 0's because the doors were locked when they came to get the data.

**Upcoming Meetings:**

- A. WCSU and WSSU boards to meet September 26, 2012 at Dover Elementary School
- b. Voluntary RED study committee 7:00pm October 3, 2012 at Leland & Gray UHS
- c. WCSU Executive Committee to meet 6:00pm October 24, 2012 at Newbrook Elementary School
- d. WCSU Full Board to meet 7:00pm October 24, 2012 at Newbrook Elementary School

The next Townshend School Board meeting will be changed to October 17<sup>th</sup> at 7:00 p.m.

**Executive Session:**

April made a motion to enter executive session at 8:16 pm to discuss student issues.  
Motion carried.

April made a motion to exit executive session at 8:45 pm. Motion carried.

Resolution: None

April made a motion to adjourn the Townshend School Board meeting at 8:45 p.m.  
Motion carried.

Respectfully submitted,

Judy Hawkins  
Recorder