

**TOWNSHEND SCHOOL BOARD MINUTES**  
**@ TOWNSHEND ELEMENTARY SCHOOL**  
**7:00 PM**  
**4-8-13 Approved**

**Present:** April Chase, Beth Cutts, Brian Schmidt, Members of the Board, Steven John, Superintendent, Deborah Leggott, Principal, Frank Rucker, CFO, WCSU, Judy Hawkins, Recorder

**Absent:** Kim Liebow, Al Claussen

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

**Additions and Deletions:** No additions and deletions to agenda.

**Members of the Public:** None

**Consent Calendar:**

- a. Principals Report
- b. Superintendent's report
- c. Warn F30 Bullying Policy

The minutes for March 11, 2013 were removed from the consent agenda: April had a correction to the reorganization meeting: During reorganization: v: Authorized Signatures: April nominated Kim, Beth and Brian as authorized signers.

Consent Calendar was approved unanimously with the above correction being made to the March 11, 2013 minutes.

**Treasurer and Financial Reports:** At the last meeting it was discussed that April should have access to the bank account information. April reported that WCSU does know that the funds are available before cutting the checks and have been verified. It was reported that \$171,000 was in the checking account prior to the meeting. .

**Bills and Purchase:** April made a motion to pay the bills and purchase orders as follows: Payroll PO#48 \$17,288.00, Payroll PO#49 \$8,083.56, Payroll PO #50 \$17,397.76, Payroll PO#51 \$ 13,857.85, and Vendor Warrant PO #52 \$22,086.92. No discussion. Motion carried to pay bills and purchase orders as read.

Steven John distributed copies of when the other boards in the WCSU meet. Steven distributed copies of next year's calendar for 2013-14 for the board to review and discuss. Steven also had a copy of a year round calendar from some of the bigger schools for the board to take a look at. A discussion ensued. Steven reported that a study will be undertaken this summer regarding what regulations public schools must have versus what an independent school has.

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**Reports of Administration and Committees**

- a. Policy-None
- b. Technology-None
- c. RED-April reported there was a meeting of the R.E.D. study committee. She presented to the board, some of the concerns that were discussed at the meeting; 1) lack of support for a R.E.D, 2) why would we invest in a new building when we have one, 3) Jamaica doesn't want to join R.E..D unless there will be a new school. 4) Concerns about the building such as capital expenditures to maintain the building. 5) The Jamaica board is receiving some concern from residents saying people are moving out of Jamaica to not have to go to Jamaica Village School or Leland and Gray. Steven said there has been a survey sent to parents of Jamaica students and he only received 1 survey back and 6) Jamaica has thought about being a choice school like Winhall. Brian stated that there is only one RED in the state, Flood Brook. At the next meeting of the R.E.D. articles will be discussed without a new building. A lot of information re: R.E.D. has not been discussed with the public at this point, there have been some preliminary meetings.

**New Business:**

- a. Review new financial reports with Frank Rucker: Frank presented formats for financial statements, cash flow, and procedure document for payroll. Revenue Statement:  
Next 4 pages: This is what is looked at budget time. The format is sorted by the function code. This complies with the state data collection requirements.  
Annual audit: Report format that has been in place for a board level review and public. Frank went over this report with the board. What is missing in this report is the budget comparison. Frank is asking the vendor to produce a report for the board with a budget comparison.  
Cash Flow: Balance sheet every month from WCSU. The cash flow process starts with the cash flow report. This sets up cash flow and cash management for the year.  
Procedure: 4 page document. Highlights are the changes and then the board can review and let Frank know of any questions or concerns. We have more detail around No. 4, the timing of the way payroll is sent into WCSU and No. 8 is who does what and when for payroll distribution. Page 3 and 4 are accounts payable, the only difference is the treasurer used to mail out all the invoices, now Heidi does it @ TES and some electronic purchase orders.

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**Unfinished Business and General Orders:**

- a. 6<sup>th</sup> Grade transition-Parent Orientation follow-up-Wednesday April 10<sup>th</sup> at 6:30 pm at L&G
- b. Security progress: There is a camera operating now. Heidi has a camera on her desk. Deborah will have a monitor in her office as well. Portland Glass said the order is about 8 weeks out. The bell has already been installed at the back of the building.

**New Business:**

- a. Review new financial reports with Frank Rucker: See above
- b. Discuss voting membership on WCSU Board if RED were formed. There was a long discussion. The options for voting would be D or B (Steven distributed this document to the board) from the Townshend Board.
- c. Table C-Policy review. Administration will present to the board the policies to review.
- d. Essential Work of VT School Boards Workshop attendance: April would like as many board members to attend this meeting as possible. It will be May 30<sup>th</sup> at BUHS.
- e. Topic for WCSU Summer Retreat Meeting: April asked the board if they had any topics to be presented at the Summer Retreat Meeting. April would like the Year Round School Calendar to be discussed.

**Correspondence:** Grace Cottage Water Flow Report: There were a couple of blips during the month. Deborah was given the report to file.

**Upcoming Meetings:**

- a. WCSU Executive Committee meeting 6:00 pm April 24, 2013 at Jamaica School.
- b. Voluntary RED study committee 7:00 pm May 1, 2013 at L&G
- c. WCSU Full Board Meeting 7 pm May 22, 2013 at L&G

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**Executive Session:**

April made a motion to enter executive session with The Townshend School Board, Superintendent, Steven John, and Principal, Deborah Leggott at 9:03 pm. to discuss a personnel motion. Motion carried.

April made a motion to exit executive session at 9:17 pm. Motion carried.

Resolution: None

Adjourn: Beth made a motion to adjourn at 9:18 pm. Motion carried.

Respectfully submitted,

Judy Hawkins  
Recorder