

**TSB Minutes**  
**@ Townshend Elementary School**  
**7:00 pm**  
**6-10-13 Approved**

**Present:** Al Claussen, April Chase, Brian Schmidt, Kim Liebow, Beth Cutts, Members of Board, Deborah Leggott, Superintendent, Steven John, Superintendent, Judy Hawkins, Recorder

**Call to Order;** April called the meeting to order at 7:09 pm

**Additions and Deletions:** April asked that Additions under New Business: C Bank Resolution and Beth asked to add under New Business D: Drop Off Policy

**Members of the Public:** None

**Consent Calendar:**

- a. Principal's Report
- b. Superintendent's Report
- c. Minutes for May 13, 2013

Superintendent's Report will be struck from the consent calendar-no current report for this month.

The consent calendar was approved unanimously.

**Treasurer and Financial Report:** April reported that we currently have \$58,000 in the checking account. Deborah reported on a meeting she had with Frank R. regarding a deficit that was not budgeted for and why this happened. On Page 5 of the Financial Report it looks like we have a \$100,000.00 deficit but it actually will be about \$70,000.00. Deborah can account for this deficit as follows: Triple E expenses are one of the big ticket items that were unbudgeted about \$45,000 and the increase in Special Education about \$20,000 unbudgeted. Triple E is not reimbursable. We do not have the fund balance to off set some of this. On the positive side we did generate about \$20,000 from the 3 Triple E students we have.

A lengthy discussion ensued re: the new financial reports.

**Bills and Purchase Orders:** April made a motion to approve the bills and purchase orders as follows: Payroll PO#60 \$19,463.93, Payroll PO #61 \$12,882.96, Payroll PO#62 \$17,753.80, PO#63 \$8,294.40 and Vendor Warrant PO#64 \$183,324.71. Discussion: None. Motion carried to pay the bills and purchase orders as read.

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**Reports of Administration and Committees:**

- a. Policy: (Unfinished Business and General Order) Policy review
- B. Technology- Steven reported that the fiber optic is in the building, just a matter of getting it turned on. E911 doesn't match up in some school districts.
- c. RED- Stephen reported on the RED meeting. The committee met on June 5<sup>th</sup> and the RED Committee voted to send the proposed articles to the State of Vermont. The articles are not in final form yet. Jamaica did appoint another member to the RED committee. There was an issue regarding the decision to send the articles including the new building, An addition to the article will read as follows: if the building were to be built the building would be offered back to the respective town for \$1. The proposed vote would be October 8<sup>th</sup>. The joint study with the two SU's report should be out in a couple of weeks. The next RED meeting will be on August 7<sup>th</sup>, @ 7 pm at LGUHS. This meeting will touch on such things as how things will work, how the information will get out to the public, etc. Windham made a written request to the RED stating they don't want to have any part in it, don't want to be mentioned in the articles, etc. Emily will write a letter to Windham to make them aware that they are required to be a part of any RED articles under law.

**Unfinished Business and General Orders:**

- a. Security progress- See Principal's Report. Deborah reported that we are still waiting for the safety glass; it will be about 6-8 weeks.
- b. New Financial reports: See under Treasurer and Financial Reports
- c. Policy review GO7 Educational Student Support systems and F28 and F29 Wellness and Nutrition.

Kim made a motion to adopt **G07 Education Support System**. Brian seconded. Motion carried to adopt GO7. **F07 Educational Support systems** was entered in error on the agenda it was previously adopted May 13, 2013.

Kim made a motion to adopt **F28 Fitness Policy**. Motion carried.

**F29 Nutrition** The board reviewed the nutrition policy and made some revisions. 1) Keep the first two paragraphs and remove Appendix A, B, C and any mention thereof. 2. A la carte food includes all goods sold by the food service program that are not part of a reimbursable meal. A la carte food shall conform to the a la carte guidelines. 3) Foods sold through vending machines shall conform to the vending guidelines. Kim made a motion to warn the policy as amended. Motion carried. **G13 Animal Dissection** Reviewed with no change on 6/10/13 by unanimous consent. **G11 Electronic Use- Acceptable Use Policy** Reviewed with no change on 6/10/13 by unanimous consent. **F5**

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**Education Records** Kim made a motion to warn F5 Education Records. Motion carried to warn F5. **H03 Use of Facilities** Deborah presented to the board two policies that relate to the same topic but are different language. H03 reviewed with no change on 6/10/13 by unanimous consent.

**New Business:**

- a. WCSU start time for FY 13-14: No changes will be made. Stephen did pursue it but at this time there will be no change for next year.
- b. Summer Maintenance projects: See Principal's Report
- c. Bank Resolutions: Kim made a motion to accept **Resolution 1**: to approve a current expense note in the amount of \$40,000 to cover FY 2013 operating expenses and funding available to Townshend School District June 19, 2013, payment to the bank July 10, 2013. Motion carried unanimously. Kim made a motion to accept **Resolution 2**-To approve a tax anticipation note in the amount of \$275,000 to fund FY2014 operating expenses. Term of note: funding available to Townshend School District July 3, 2013, repayment to the bank June 30, 2014. Motion carried unanimously. The board chair will sign the note when it becomes available.
- d. Drop off Policy: Beth asked what the Drop Off Policy is. Deborah said we don't currently have one. Kim made a suggestion to Deborah that at her 1<sup>st</sup> day of school talk, she include the importance of children becoming independent.

**Correspondence:** April presented a monthly report from Grace Cottage Hospital re: water flow report. There also was an annual report from SVE re: water flow report. June and July were the highest usage of water. Monthly report was deemed acceptable by the board chair. Deborah was given the reports to file.

**Upcoming Meetings:**

Red Committee Meeting on August 7<sup>th</sup> 7:00 pm at LGUHS

**Executive Session:** None

**Adjourn:** Kim made a motion to adjourn at 8:45 pm. Motion carried.

Respectfully submitted,

Judy Hawkins  
Recorder