

**TOWNSHEND SCHOOL BOARD MINUTES**  
**@ TOWSHEND ELEMENTARY SCHOOL**  
**10-13-14-DRAFT**  
**7:00 PM**

**Present:** Tricia Shine, Al Claussen, Cliff Passino, Beth Cutts, Members of the Board, Deborah Leggott, Principal, Steven John, Superintendent, Judy Hawkins, Recorder

**Absent:** April Chase

**Call to Order:** Al called the meeting to order at 7:03 pm

**Additions and Deletions:** Additions: New Business: Policies Review. School Safety. Negotiations -need to appoint a member to the committee, Correspondence: Request from Townshend Auditors.

**Members of the Public:** None

**Consent Calendar**

- a. Principal's Report
- b. Superintendent's Report-no written report
- c. Minutes for September 9, 2014 (Townshend board business only)

By unanimous consent the calendar was approved.

**Treasurer and Financial Reports:** Al distributed a copy of the financial report for September thru September 30, 2014. Al says we need to be flat with special ed costs since we have been burned for 2 years. Deborah said if we were to level fund our special education this year-we would have an automatic cushion in the budget-Deborah questioned whether we are allowed to do this. This will be discussed further at another meeting. Cliff asked if we budgeted according to the service plan, Deborah said we did budget according to the service plan, but did not build in a cushion. A lengthy discussion took place regarding this issue. Steven presented to the board information from the WCSU Students and Student-Teacher Ratios by School District. He also gave the board a document of the fund balance for various towns. He also presented a document explaining special ed cost which causes our budgets to go all over the place. On September 24<sup>th</sup> the Marlboro School Board presents the following motions to the WCSU Board: Resolved, that in FY16 and then going forward, the WCSU Board change its methodology for assessing special education costs (including all costs for special

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education services, as well as compensatory and remedial services) away from a system that charges the actual costs for special services directly back to each district, and instead use a system that would charge K-6 districts within the WCSU proportionally based on the number of students in each district, effectively spreading the risks and costs associated with students in need of specialized services and stabilizing the yearly budgets of individual districts. Steven pointed out on the financial documents for Townshend the School Board Dues: Two potential errors were found –Townshend Board Dues are \$800.00-he doesn't know where the \$100 is coming from-he thinks WCSU failed to put in the correct budget line, he thinks it was coded wrong and should have been on the Principal's Dues budget line and thinks next report it will be on the correct line and be around \$800.00.

**Bills and Purchase Orders:** Al made a motion to pay bills and purchase orders as follows: Payroll PO#26 \$18,514.62, Payroll PO#27 \$95,084.29, Payroll PO#28 \$23,818.74, Payroll PO#29 \$13,979.44, Payroll PO#30 \$20,263.86, Payroll PO #31 \$8,105.93, and Payroll PO#32 \$131,763.24. No discussion. Motion carried to pay bills and purchase orders as read.

**Reports of Administration and Committees:**

Tricia Shine was appointed without objection to be on the Negotiations Committee.

**Unfinished Business and General Orders:**

a. Discuss collaboration with Jamaica-joint meeting held 9/9/14 at Jamaica. Al felt it was a great meeting. There is not another meeting scheduled at this time. Cliff, Stephanie and Al talked about setting up a meeting in January once you get thru budgets.

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b. Follow up to information request regarding establishment of a reserve fund (July 14, 2014 meeting) Bud hasn't been able to get to this. Steven said the only reserve we could do would be Capital reserve. Al asked Steven to find out from Bud what the parameters might be in establishing one of these reserve funds. Al asked Steven to get to the board (at least a week before the TSB meeting) how did we budget in 2011, how did it come out, and what did we budget, etc. . Deborah asked if she will be expected to present a preliminary budget for the November meeting. If we don't have a specific direction we can't present a preliminary budget at that time. Some other things to look at would be student teacher/ratio any clarity on this year, projected FY 15-any bumps in the road, how can we as a school take in revenue. Steven thinks the topic of putting the school as a historic building should be discussed at town meeting with the public.

c. Thursday Notes questionnaire for classroom offering wish list or discussion in Wednesday morning parent meeting? (September 9, 2014 meeting follow-up): Some of the suggestions were Wish List: 6<sup>th</sup> grade class trip chaperone scholarship, foreign language, class list, DCF Books, Science Fair, Author's Night, and School Play.

**New Business**

a. Preliminary budget discussions:

1. Looking for additional revenue streams
2. Looking at FY 15 projection by dollar and enrollment
3. More detailed look at special ed funding
4. Triple E can we have a reserve for this
5. This information will be by November 3<sup>rd</sup> via e-mail prior to our November board meeting.

b. **Town Report 2015 discussion:** An email was received from the Townshend Auditors looking for information concerning the town report. They wanted to know how many pages will the budget and other financial reports need in the town report. How long will the narrative report be? The board discussed this and would like to have another page or two in order to have something else presented with graphs showing. .

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c. **Policies:** Steven presented the following policies to be reviewed by the board. **D7 Volunteers and Work Study Students**-Take under consideration. Beth made the motion to review and continue in effect D7. Motion carried. **D11 Drug & Alcohol Testing: Transportation Employees:** Beth made the motion to review and continue in effect D11. Motion carried. **F19 Limited English Proficiency Students** Beth made a motion to review and continue in effect F19. Motion carried. **F21 Weapons** Beth made a motion to review and continue in effect F21. Motion carried. **G12 WCSU Title 1 Comparability Policy-TSB-** Beth made a motion to warn. Motion carried. **F25 Student Attendance**-Beth made a motion to warn. Tricia seconded all of the above. Motion carried.

d. **School Safety:** Beth brought to the boards attention a concern she had, that the door downstairs is being propped open. Someone needs to call to Randy's attention that you can not leave the door open and a camera needs to be installed. Deborah will look into this and let the board know the findings at the next meeting.

**Correspondence:** Grace Cottage Water Flow Report: August 2014-No activity because of summer. Deborah was given the report to file.

**Upcoming Meetings:**

- a. TES School Board Meeting, November 10, 2014
- b. Executive Committee Compensation for FY15, October 22, 2014 @ LGUHS
- c. WCSU Board of Directors review Superintendents' Budget and Agency Fund Proposals November 19, 2014 @ Leland and Gray
- d. WCSU Board of Directors vote Superintendents' Budget, December 10, 2014,@ Leland and Gray
- e. School boards evaluate the Superintendent at each school's January board meeting.
- f. WCSU Board of Directors Reorganization Meeting and Agency Fund Budget Vote, March 25, 2015 @ Leland and Gray

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**Executive Session:** If needed none needed

**Adjourn:** Beth made a motion to adjourn at 8:52 p.m. Motion carried.

**Respectfully submitted,**

Judy Hawkins  
Recorder

DRAFT