

**TOWNSHEND SCHOOL BOARD MINUTES  
@TOWNSHEND ELEMENTARY SCHOOL  
11-10-14-DRAFT  
7:00 P.M.**

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

**Absent:** Beth Cutts

**Call to Order:** Al called the meeting to order at 7:06 pm

**Additions and Deletions:** Additions: Al added under New Business: Special Video-Bill Gates Teacher Evaluation. Deborah would like to add under New Business: Propose to allow 3 year olds to enter in pre-K for 10 hrs a week for the next school year.

**Members of the Public:** None

**Consent Calendar:**

- a. Principal's report
- b. Superintendent's report-
- c. Minutes for October 13, 2014

Consent calendar was approved unanimously.

**Treasurer and financial reports-**Steven presented the Revenue Statement to the board as of October 31, 2014. Steven commented that we are in pretty good shape with our revenues-they are coming in.

**Bills and Purchase Orders:** Al made a motion to approve the bills and purchase orders as follows: Payroll PO#33 \$19,174.79, Payroll PO#34 \$11,263.46, Payroll PO#35 \$18,718.51, Payroll PO#36 \$8,169.15, Payroll PO#37 #37,314.58. No discussion. Motion carried to pay bills and purchase orders as read.

**Reports of Administration and Committees-**None

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**Unfinished Business and General Orders:**

- a. Discuss collaboration with Jamaica-potential meeting dates in January. Steven said the legislature will be convened and the two boards might take a little proactive role and each board could draft a letter and send to the legislators.
- b. Follow up to information request regarding establishment of a reserve fund (July 14, 2014 meeting) The auditors have not given any definite information yet. We are looking at \$100,000 for a reserve to start with. A lengthy discussion ensued. On November 19<sup>th</sup> Marlboro is asking to have Special Ed be shared across the district. This is a work in progress.
- c. Policy-**G12 WCSU Title I Comparability Policy TSB-Policy** was warned at last month's meeting and Tricia made a motion to approve the G12 policy as warned. Motion carried. **F25 Student Attendance** this policy was warned last month and Tricia made a motion to approve the F25 policy as warned. Motion carried.

**New Business:**

- a. The board watched a video by Bill Gates TED re: teacher evaluation. Districts are looking at re-vamping the way teachers are evaluated. The video showed data as to what countries are doing well and which ones are not doing so well. China came in #1 across the board. Some of the things China is doing to be successful are: the younger teachers in China have to observe master teachers, they have weekly study groups and each teacher observes and gives feedback to peers.
- b. Deborah wanted to propose to the board an idea she has: she would like to accept 3-year-olds for 10 hours a week at TES next year. Deborah said a problem might arise that TES would need to be a licensed day care provider in order to do this and Deborah does not want to do this, she is going to consult with the state regarding this issue. If 3 year olds were accept it would help the ADM with \$4,600 per child up to 10 hrs/week. Deborah is going to continue to explore this and report back to the board.
- c. Preliminary budget discussions continued (information not received by 11/3 for review prior to this meeting.)
  - i. Revenue and expenditure history/projection (excel handout)
  - ii. Special Education-detailed history/projection
  - iii. Triple E reserve potential
  - iv. Additional revenue streams we can pursue

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Al presented some data that he put together for the board to review and discuss. The purpose of this document is to look at the overall categories. Triple E and Special Ed are the two big categories. Deborah said the VPA dues should be re-classified to Principal's Line for next year. The Professional Dues should be re-classified to direct instruction line, and the Building Construction Services Cap Plan should be re-classified to the repairs line. A lengthy discussion ensued and the information will be used to help with budget preparation. Deborah said she met with Bud and their will be a preliminary budget for the December 8<sup>th</sup> board meeting. Special Education-detailed history/project-Deborah was asked to put together a timeline for special ed and EEE. Al would like to see unforeseen things i.e. 3 new students came in was not budgeted for-Deborah will try to reconstruct this.

Steven presented some figures to the board-Next week and later on this week there will be a WCSU budget to review. Future options in the budget would be to look at how we look at energy. There is a grant Windham County wide re: biomass which is wood pellets. Steven may suggest TES change from oil to biomass. There will be a preliminary budget for the December meeting which will be level funded but the total budget will need to have a reserve that will knock out some of the deficit we currently have.

b. School Safety-security camera-Deborah reported in order to have this security camera placed at the back door we would have to put a drop at the back door. This would be quite an expense. Deborah will continue to investigate and report back to the board with her findings.

**Correspondence:** Grace Cottage Water Flow Report was presented to the board and everything is okay. Deborah was given the report to file.

**Upcoming Meetings:**

- a. TES School Board Meeting, December 8, 2014
- b. WCSU Board of Directors review Superintendent's Budget and Agency Fund Proposals, November 19, 2014, @ Leland and Gray.
- c. WCSU Board of Directors vote Superintendent's Budget, December 10, 2014, @ Leland and Gray

- d. School boards evaluate the Superintendent at each school's January board meeting
- e. WCSU Board of Directors Reorganization Meeting and Agency Fund Budget Vote, March 25, 2015 @ Leland and Gray

**Executive Session** if needed: None needed

**Adjourn:** Tricia made a motion to adjourn at 9:25 pm

**Respectfully submitted,**

Judy Hawkins  
Recorder