

**TOWNSHEND SCHOOL BOARD MINUTES  
@ TOWNSHEND ELEMENTARY SCHOOL  
12-8-14-DRAFT  
7:00 PM**

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

**Call to Order:** Al called the meeting to order at 7:17 pm.

**Additions and Deletions:** None

**Members of the Public:** None

**Consent Calendar:**

- a. Principal's report
- b. Superintendent's Report
- c. Minutes for November 10, 2014

Remove superintendent's report from consent calendar as there isn't one at this time. Steven did mention to the board that TSB has all their policies up to date. Consent calendar was approved unanimously.

**Treasurer and financial reports:** Vincent provided the Revenue Statement for the boards review and discussion. He reported we have collected 28% of our revenue as of November 30, 2014.

Bud mentioned that he has started working on a document for the board to have an estimate of where we are going to be in January 2015. He will provide this information to the board at the January 2015 meeting.

**Bills and Purchase Orders:** Al made a motion to pay the bills and purchase orders as follows: Payroll PO#38 \$18,928.62, Payroll #39 \$11,804.38, Payroll PO#40 \$17,664.32, Payroll PO#41 \$7,810.58. No discussion. April made a motion to pay the bills and purchase orders as read. Motion carried.

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**New Business:**

- a. Draft budget discussion, to include:
  - i. Special Education-detailed history/projection (Deborah)
  - ii. Reserve establishment in budget-two year plan to reduce budgetary overspend
  - iii. Line item shifts YOY
- b. Superintendent's budget, passed on 12/3/14

Victor thinks he has the Triple EEE actual figures and budget, he will e-mail to the board members tomorrow. Victor is going to do a power point presentation of the budget at Town Meeting so the people can actually see the data.

Victor gave an overview of the budget FY16 and a lengthy discussion ensued. The projected students for next year are 73 or 74.

Al asked Deborah and Victor to come up with a list of assumptions to give to the board. All salary and benefits in the budget are a report from the accounting software. Special Ed in this budget is somewhat inflated so in case something untoward happens we have some money to accommodate that. Victor asked how much time does the board want to allocate in FY2016 to pay down the fund balance. The board wants to create a positive fund balance.

The board directed administration to present a budget of an increase of 9.6% at the next meeting in January 2015.

- c. Superintendent's budget, passed on 12/3/14

Correspondence: The water report from Grace Cottage Hospital was received and there appeared to be no problem with the information. Deborah was given the report to file.

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**Upcoming Meetings:**

- a. TES School Board Meeting, January 12, 2015
- b. School boards evaluate the Superintendent at each school's January board meeting.
- c. WCSU Board of Directors Reorganization Meeting and Agency Fund Budget Vote, March 25, 2015 @ Leland and Gray

**Executive Session:** None

**Adjourn:** Beth made a motion to adjourn at 9:50 pm. Motion carried.

**Respectfully submitted,**

Judy Hawkins  
Recorder

