

TOWNSHEND SCHOOL BOARD MINUTES
@TOWNSHEND ELEMENTARY SCHOOL
10-17-16-DRAFT
7:00 pm

Present: Al Claussen, Cliff Passino, Manse Jennings, Brud Sanderson, Members of the Board, Deborah Leggott, Principal, Bill Anton, Superintendent, Kris Jerz,, Erin Ruth
Members of the Public, Judy Hawkins, Recorder

Call to Order: Al called the meeting to order at 7:09 pm.

Additions and Deletions: Executive Session: Deborah has a topic to discuss in Executive Session.

Members of the Public: Kris Jerz and Erin Ruth.

Erin attended the meeting because she is in a class and has to do an observation of a meeting.

Kris attended to report on the L&G Study Committee.

Consent Calendar:

- a. Principal's Report
- b. Superintendent's Report
- c. Minutes for September 12, 2016

Al mentioned to Deborah that he would like to see the TES facebook page used more by teachers. Some teachers do use the page but others don't use it as much. Deborah will relay this to the teachers.

The consent calendar was unanimously approved as written.

Treasurer and financial reports:

The Townshend Quarterly Report was distributed to the board for their review. The quarterly report reflects the time frame (7/1/2016-9/30/16) for expenses. Revenues are not reported this early in the year as there are not many that have come in as of 9/30.

It is important to point out that the encumbrances reflect ONLY salary and benefits. There are other line items in the functions that are not encumbered.

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The balancing account is a placeholder for the first two months of health benefits paid and will zero out by the end of the year.

Bill reported that Special Ed budget is up for everyone. Al asked to have unencumbered versus encumbered number. Bill will relay this to Laurie Garland.

Laurie will be attending the November meeting. Deborah and Laurie will be meeting in 2 weeks to do a preliminary budget.

Bills and Purchase Orders: Al asked to have a motion to pay bills and purchase orders as follows: Payroll PO #28 \$15,479.15, Payroll PO#29 \$10,742.28, Payroll PO #30 \$17,541.85, and Payroll PO #31 \$7,333.54. No discussion. Manse made a motion to pay the bills and purchase orders as read. Motion carried.

Reports of Administration and Committees:

- a. L&G Towns Study Committee, recent meeting recaps. Action taken at the L&G Towns Study Committee: Retain Anita Rafael as Public Relations Consultant, Tabled for Discussion: Draft Article of Agreement, and Alternative if voters do not approve unification. Kris Jerz, who is a member of the study committee, attended the board meeting and said she didn't think that the committee was progressing because people weren't open to others ideas and were being disrespectful. She found it very frustrating to be on the committee and not be moving forward.

Unfinished Business and General Orders:

- a. Act 46 (See above)

New Business:

- a. Principal Transition-timeline, action steps: Bill requested that we do a needs assessment for a principal search. Deborah would like to have it done on paper. Deborah composed a questionnaire for 1) Parents 2) Teachers 3) Students and 4) School Board to ask what they would like to see in a principal. Deborah would like this to go out with Thursday Notes. The results of the findings will be sent to Bill and he can develop a job description. The timeline will be as follows: Advertise for Principal at TES in December. Bill would like to have someone hired so they can work with Deborah and do a crossover. Deborah

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will send out the questionnaire in Thursday Notes this week and give them a week to get back. Bill can bring a draft job description and an interview process at the November meeting. The questionnaires must be returned to Deborah's office by October 28th. This information is private and confidential and will remain anonymous and will help with the principal search. There will be 4 envelopes in Heidi's office. Bill said you do not need to have the full board on the interview process, five to seven members on a steering committee is the norm. There would be two board members, with a make up of teachers, students, community members, and parents. Bill will come to the board with a couple of models and the board can decide on which model they want. There could be an interview committee and a resume review committee. Some board members had asked Bill and Deborah to look at a model to see what it would look like to have a shared principal. They will bring their findings to the next meeting.

FY 18 Budget prep-with/without Act 46 transition. Go forward as planned.

CLA Discussion-Primer and initial CLA Committee agenda attached.

Bill reported that there is a task force to discuss what CLA look like in bigger catchment areas.

Correspondence: September 2016 Grace Cottage Hospital Water Flow Chart: Report looks good. Deborah was given the report to file.

Upcoming Meetings:

- a. TES School Board Meeting, November 14, 2016
- b. Leland and Gray Towns Study Committee 10/19 and 11/2-all at L&G 7 pm

Executive Session: Personnel

8:42 Al, Cliff, Brud, Manse, Bill and Deborah entered executive session to discuss personnel matters.

Left executive session at 9:12 pm

No decision made.

Cliff made a motion to adjourn at 9:13pm. Motion carried.

Respectfully submitted,

Judy Hawkins