

## **TOWNSHEND SCHOOL BOARD MINUTES**

### **@ TOWNSHEND ELEMENTARY SCHOOL**

**7-24-17-Draft**

**7:00 pm**

**Present:** Kristina Flynn, Cliff Passino, Al Claussen, Eric Scott, Shawn O'Dou, Members of the Board, Craig Roach, Principal, Bill Anton, Superintendent, Heidi Russ, Administrative Assistant, Judy Hawkins, Recorder

**Call to Order:** Al called the meeting to order at 7:07 pm

**Additions and Deletions:** Executive Session

**Members of the Public:** None

**Consent Calendar:**

- a. Principal's report
- b. Superintendent's report
- c. Minutes for June 12, 2017

Craig Roach gave his Principal Report: Craig reported that Roberta, one of the cleaning staff members, brother died in a motorcycle accident and a sympathy card is being sent to Roberta expressing their condolences.

The school has rearranged the pre-K and kindergarten rooms. Twenty-twenty five years of "stuff" has been thrown out. WCSU is in need of a nurse. Radon passed this month, they have a low low number. Air circulation units in Pre-K rooms needs to be fixed two motors need to be replaced, moving some of electric and plumbing, the bill will be around \$2500.00. This will be done during the summer hopefully. Side hall door, fire exit, needs to be fixed. Couple of slates need to be replaced, Color of the gym needs to be addressed maybe, this is just an observation it doesn't have to happen but since it is a very used space it should be a calming color. Jeff Russ is replacing the zone valves as some of the rooms are calling for heat this summer. There will be a bill for the replacement of zone valves.

Cabinet report from Superintendent: The legislative Veto Session created a staff in negotiations, we are looking to continue working over the summer with the State Budget passed and new information regarding healthcare. Windham and Marlboro continue to move forward with Alternative Structure Proposals working with their community to prepare a presentation. The West River Modified Unified Education District met at L&G Library on Monday, June 26<sup>th</sup>. Much of the month has been dedicated to wrapping up our Consolidated Federal Program (CFP) grant and gathering the needed paperwork for the grant, finalizing budgets, and using this information to plan for next year.

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Bill met with Bob Thibault and a gentleman from New York who lives in Andover and will be the mentor for Craig for 2 years, as this is a Vt. Law that any new principal must have a mentor for 2 years.

Minutes for June 12, 2017. Amendment to the minutes: Al made a motion to amend the minutes for June 12, 2017 regarding Executive Session as they were not sent until after the minutes were posted. Motion carried.

The board, Bill and Deborah entered Executive Session at 9:10 pm. The board, Bill and Deborah left Executive Session at 9:40 pm. Motion carried.

Resolution: 1) Bill Anton recommended a contract be released to Kathy Gatton Gurney for the Pre-K position.

2) Bill informed us that a contract had been offered to a new music teacher.

3) Bill informed us that we need to ratify the decision to hire Jessica Mowery who is taking over as the new cook at the school

4) We discussed a contractual amendment for TES administrative assistant and it was approved to make the amendment to her contract.

The consent calendar was unanimously approved.

**Treasurer and financial reports:** None

**Bills and Purchase Orders:** Al made a motion to approve the bills and purchase orders as follows: FY 2017 Payroll PO #75 \$27,146.78, Payroll PO #76 \$23,894.71, Payroll PO# 77 \$15,433.08, Payroll PO# 78 \$13,337.20, Payroll PO#79 \$1,689.48, FY 2018 Payroll PO # 1 \$3,555.35, Payroll PO#2 \$1,180.67, Payroll PO #3 \$7,285.86, Payroll PO #4 \$3,856.31, Payroll PO #5 \$3,928.21, Payroll PO #6 \$1,271.36. No discussion. Cliff made a motion to pay the bills and purchase orders as read. Motion carried.

**Reports of Administration and Committees:** None

**Unfinished Business and General orders:** None

**New Business:**

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Welcome Craig.

Craig will have more of a community event and everyone will be in the gym and Craig will talk about what is happening at the school. He feels that the staff have proved they are very dedicated, he is feeling very comfortable with the staff already. Craig wants to do a 1<sup>st</sup> day celebration and bring back some of the old Townshend traditions. Craig is very interested in behavior in the school and has removed the quiet room, he will increase proper behavior and get it under control.

Craig would like to change the format of the school website, he wants to communicate thru this. If the whole school had an Instagram page Craig thinks this would work. Heidi reported that there was a Grant filled out for a new stove for our kitchen. The Grant is for \$650 and we have to match it. We will be purchasing a new stove for our kitchen and will initially come out of the budget and then we will be reimbursed for half of it.

School Club: Kristina mentioned that new gravel is needed for the playground. She said there will be a thermometer done to let people know where we are at for fundraising and what things are needed to be funded.

FY 17 YE review-August agenda

**Correspondence:** Grace Cottage Water Flow Report: The report was fine was for the month of June. Heidi took the report to file.

The meeting will be changed to 6:30 pm. for the second Monday of the month.

**Executive Session:** Eric made a motion to enter executive session at 8:27 pm with the board, Craig and Bill to discuss a personnel matter. Motion carried.

Eric made a motion to leave Executive Session at 8:35 pm. Motion carried.

Resolution: The board took the advice of the superintendent regarding the personnel matter.

Respectfully submitted,

Judy Hawkins

Recorder