

**TOWNSHEND SCHOOL BOARD MINUTES
@TOWNSHEND ELEMENTARY SCHOOL
SEPTEMBER 11, 2017-DRAFT
7:00 PM**

Present: Shaun O'Deau, Al Claussen, Eric Scott, Cliff Passino, Kristina Wright, Members of the Board, Craig Roach, Principal, Bill Anton, WCSU Superintendent, Judy Hawkins, Recorder

Call to Order: Al called the meeting to order at 6:45 p.m.

Additions and Deletions: New Business: Al added School Year kickoff

Members of the Public: None

Consent Calendar:

- a. Principal's Report
- b. Superintendent's Cabinet Report
- c. Minutes for August 14, 2017

Craig presented his Principal's Report: September will be very important to get benchmark assessments done. He is working with staff making sure they get done on time. He is working with them to make sure the benchmark scores and data are in.

Setting up school culture. Know the 5 B's. Friday mornings have been an all school sing. Craig lets students and staff know what is going on in the school.

5-6 going to high school doing ropes course. 4 Winds continuing throughout the year.

Building Maintenance Report: Vt. Dept of Water and Conservation. They looked at our water system booster pump replacement, smooth pump configuration, check water tank. Every two years they come and do a scheduled inspection. The report said the booster pump needs to be replaced, there is something called hammering going on with the pump. The pump is 25 years old. The plan to replace the pump is to be completed around vacations. Jeff said it could be several thousands of dollars. The water storage tank needs to be checked and a certified scuba diver will perform this task. This is being scheduled before December.

Air Circulator in the kindergarten room has been replaced. Intake and circulation and major overhaul in the hallway has started. Warren Beattie is working to get the piece fixed. He thinks it will be easier than originally expected.

Al asked Craig to do an excel spreadsheet over the year to put the projects out there so people can see what is happening. He will keep this updated as things need to be added.

Craig felt the first day celebration went great.

**TOWNSHEND SCHOOL BOARD MINUTES
@TOWNSHEND ELEMENTARY SCHOOL
SEPTEMBER 11, 2017-DRAFT
7:00 PM**

September 22nd 4th Friday, parents, community members, students and staff can come and Craig will give announcements, and the sing will start at 8:15.

Open House October 5th, 6:7 pm all parents can come and visit their child's classroom. Parent conferences are on October 19th.

Enrollment: 80 students now enrolled at TES.

Superintendent's Cabinet Report: Leadership Team Retreat: 3 New Principal's. New Special Ed Director. This was a very energetic, very powerful, good exchange and good professional development for teachers. September 18th, TES will have a safety review of the building, each district school will have the review, they will give a report to Bill to see what we can do better, etc. Windham County Sheriff, Rescue and Vermont State Police will be given a copy of the report to read so they are aware of what is going on at the schools.

West River Education District, Al is Vice-Chairman they are up and running. 3rd Monday of every month, they meet. River Valley Dover and Wardsboro will create their district next Friday. October 2nd, they will meet.

Minutes for August 14, 2017: The minutes for August 14, 2017 were approved without objection

Treasurer and financial reports: 18.5% is actual of our budget. The budget is over on telephone because we don't have E-rate right now. Custodian worker's comp: check this out to see what is going on with this. The board reviewed the report. Budget next year for the balancing account, what is the account, Heidi will check with Laurie Garland to see if this will go away.

Bills and Purchase Orders: Al made a motion to approve the bills and purchase orders as follows: Payroll PO#21 \$11,860.23, Payroll PO #22 \$305.77, Payroll PO#23 \$553.86, Payroll PO#24 \$7,513.85, Payroll PO#25 \$14,513.52, Payroll PO#26 \$6,210.44, and Vendor Warrant PO #27 \$37,541.49. Cliff made a motion to approve the bills and purchase orders as presented. No discussion. Motion carried.

Unfinished Business and General Orders:

- a. FY17 YE review. Tabled until next month (October 2017)

**TOWNSHEND SCHOOL BOARD MINUTES
@TOWNSHEND ELEMENTARY SCHOOL
SEPTEMBER 11, 2017-DRAFT
7:00 PM**

New Business:

- a. Engagement letter for auditor: Eric made a motion to have Al engage the auditors. Motion carried.
- b. Re-allocation Clause Email from Laurie about solar credits. Al read the email to the board. The cap will be 85%. This is so if some school closes or something happens this protects Townshend. The board reviewed the email and the board okayed.

Correspondence: Al received the August water flow report: 0 throughout. Heidi was given the report to file.

Al received the 2017 annual inspection report for the Waste Water Report. The system from the school connection is in good working condition.

Heidi will contact Anita Bean for the TES minutes for June 13th which were never sent out. These minutes should go to Bill and Meg at WCSU. A copy of the June 13th minutes will be sent to the board members and a copy will be put in the correspondence box.

Upcoming Meetings:

- a. **TES Board Meeting, October 9, 2017, 6:30 pm**
- b. **WRMUUED Meeting, September 18, 2017, 7 pm**
- c. **Windham Regional Meeting VSBA September 26, 2017, 5-8 @ BUHS**
- d. **WCSU Retreat, September 27, 2017 5-8 pm @ Mt. Snow Grand Summit**

Executive Session:

The TES Board Members, Craig Roach, Principal and Bill Anton WCSU Superintendent went into Executive Session. Shaun made a motion to enter Executive Session at 7:49 pm.

Discuss: Personnel issue.

Cliff made a motion to leave Executive Session at 8:01 pm. Motion carried.

No action was required.

Kristina made a motion to adjourn the meeting at 8:05 pm.

Respectfully submitted,

Judy Hawkins
Recorder

Draft