

**TSB Minutes**

**@ Townshend Elementary School**

**7:00 p.m.**

**1-26-09-Draft**

**Present: Jessie Bishop, Kathy Hege, David Dezendorf, Craig Hunt, Gregg Morrow, (arrived at 7:55 p.m.), Members of the Board, Kris Jerz, Member of the Public, Deborah Leggott, Principal, Wendy Houlihan, Superintendent, Judy Hawkins, Recorder**

**Call to Order: Kathy called the meeting to order at 7:02 p.m.**

**Approval of Minutes for January 12, 2009: Craig made a motion to approve the minutes. No discussion. Motion carried.**

**Additions and Deletions: Add to Correspondence: Letter from Governor's Office and a letter from Richard Merrick.**

**Members of the Public: None**

**Bills and Purchase Orders: David made a motion to pay bills and purchase orders as follows: Director's Warrant 20090126, \$120.00, Payroll PO#52 \$14,571.09, Payroll PO#53 \$6,662.41, Vendor Warrant PO#54 \$8,255.99. Discussion: West River Transportation bill: David asked to be very careful about bus use. Deborah explained that the school club paid for the performance and the school paid for the bus, but would keep in mind to be careful of the bus use. Mac Rand Systems: A bill was received in the amount of \$300.00 for services from Jill MacMenimen for the previous fiscal year. It was 6 months late. Kathy will be speaking with Jill personally. Motion carried to pay bills and purchase orders as read.**

**Principal's Report: Deborah presented a comprehensive principal's report. She reported on the following: Second meeting of the month Deborah reports on Student Learning. This month she presented a report from the Special Teachers. Administrative Information: WCSU Professional Development Day: January 20, 2009. All teachers attended math and literacy grade level meetings at the Newfane School. Building and Grounds: Heating Issues: During Martin Luther King weekend the heating fuel line either froze or the valves inside the tank disintegrated as a result of age. Enrollment: 93 students.**

**Superintendent's Report: Wendy presented her superintendent's report. She said the NECAP scores will be available Wednesday. MAPs testing is very informative and you can get the results immediately. Wendy presented the Act 68 Projected Tax Rates & Statistics: This is preliminary as of 1/23/09.**

**Wendy went over the document with the board. There was a lengthy discussion that ensued.**

**Old Business: a. Pre-K information and survey: Deborah presented the pre-k survey with the requested revisions. Kathy feels that this survey is not addressed to the populous. It is more directed to the population that has children under the age of 5. There was a lengthy discussion that ensued. Wendy gave some ideas of what you should be asking the community members. For town meeting the board will go with the warning and forget the survey for now. If the board is told to go forward at town meeting the survey would be given to the parents that would be using the services.**

**New Business:**

- a. Principal's contract: Kathy has the contract with the requested changes. Her salary is spelled out and the length of the contract is added. It has been signed by Deborah Leggott and Wendy Houlihan. David made a motion to approve the principal's contract. Motion carried.**
  
- b. Heating problems: See Deborah's principal's report.**

**Committee Updates:**

- a. Executive/Super Board None**
- b. Policy: None**
- c. Technology-TES technology committee, January 22 (E-rate/tech plan discussion). The committee did decide to allow WCSU to see what is going on with E-rate. TES will file on their own. David did caution that we need to look at this very closely next year. E-rate-3 year appeal has been granted. Tech Plan: TES will file their technology plan independently from WCSU.**

**Correspondence: a. A letter was received from the Governor's office. Kathy e-mailed the board for their review. B. A letter was received from Mr. James Merrick. Kathy distributed copies of the letter to the board. Kathy will draft a letter and invite him to attend a board meeting. She will give him some dates the board will be available and he will be asked to come at 6:30 p.m., before the board meeting.**

**Upcoming Meetings:**

- a. Executive Committee-January 28, 2009-7PM @ Central Office**
- b. Reorganization meeting-March 25, 2009-6:30PM in Marlboro**
- c. WCSU Annual meeting-May 27, 2009-7PM in Windham**

**Executive Session: Superintendent's evaluation.**

David MOVED to enter executive session to discuss a personnel evaluation. The motion carries and the Townshend School Board and Principal Deborah Leggott entered executive session at 8:15 P.M.

David MOVED to leave executive session at 8:16 P.M. The motion carries.

Resolution: The Townshend School Board left executive session because of the need to discuss recent issues with JISP (The Junior Instructional Ski Program).

JISP Discussion:

Principal Leggott explained three students had been recently injured during or following JISP activities. One student injured a wrist during a lesson the student's parent was teaching. The other students suffered sprains.

Kathy asked who would be liable for injuries? Deborah reported both Stratton and Townshend Elementary School require participants to sign a waiver prior to participating. During the JISP activities the students are also supposed to be supervised until the lifts close.

Gregg asks that the responsibility of the parents chaperoning students be clarified. Townshend needs to ensure all students are supervised during JISP activities. Gregg also asked if a rotating schedule could be setup to ensure all students are chaperoned.

A brief discussion on student and chaperon activity occurred.

Craig recommended the policies used by other school districts to cover JISP activities be researched. Deborah will gather information and report back to the Townshend School Board.

David MOVED to enter executive session to discuss a personnel evaluation. The motion carries and the Townshend School Board entered executive session at 8:41 PM as Principal Leggott left the meeting.

Kathy MOVED to leave executive session at 9:02 P.M. The motion carries.

Resolution: The Superintendent's evaluation will be sent to the Chair of WCSU.

By general consent the meeting adjourned at 9:03 P.M.

Respectfully submitted,

Judy Hawkins  
Recorder