

TSB Minutes  
7-13-09-Draft  
@ Townshend Elementary School  
7:00 p.m.

**Present:** Deborah Leggott, Principal, Kristina Wright, David Dezendorf, Kathy Hege, Craig Hunt, Jessie Bishop (arrived at 7:50 p.m.), Members of the Board, Steven John, Superintendent, Karlie Sanderson, Member of the Public, Heidi Russ, Administrative Assistant at TES, Judy Hawkins, Recorder

**Call to Order:** Kathy called the meeting to order at 7:01 p.m.

**Approval of Minutes for June 22, 2009:** David made a motion to approve the minutes of June 22, 2009. Kathy asked that the following corrections be made to the minutes of June 22, 2009: We had 4 options for the winter sports program: 1) the school takes complete control and becomes a regular part of school. 2) School club takes over the winter sports program and school dismisses at noon. 3) The program stays as is. 4) Program is discontinued. Motion: David made a motion to have the winter sports program operate as is and all teachers will participate. Core volunteers will have criminal background checks. Old Business: Special district meeting to ask the voters for \$24,000 from capital expenditure fund. Approval of loan: June 25, 2009 with maturity date of June 24, 2010. Correspondence: Annual Grace Cottage school septic inspection. Motion carried to approve the minutes with above corrections.

**Additions and Deletions:** None

**Members of the Public:** Karlie Sanderson attended to give the school board a complete list of core volunteers as had been requested at the last board meeting. Karlie mentioned to the board that the list she submitted are parents specific to JISP. She mentioned that there are other parents that would be willing to be fingerprinted and go thru a criminal background check. Deborah developed a draft of the Criminal Record Procedure and the Criminal Records Verification Procedures. This the format the parents will follow if they want to become involved with the sports programs, etc. A lengthy discussion ensued. Kathy feels this draft needs some tweaking but it is a good start. Privacy of parent volunteers and the currency of vetting question about destroying of records need further research. Deborah will send to Steven after she has re-typed it with the necessary corrections.

**Bills and Purchase Orders:** David made a motion to approve the bills and purchase orders as follows: Payroll PO#90 \$1,888.56, Payroll PO#91 \$2,624.46, Payroll PO# 1, \$9,848.08, Payroll PO#2 \$3,136.06, Vendor Warrant PO#3 (2009 accrual) \$3,053.23, and Vendor Warrant #4 \$1,181.21. Discussion: PO#3 was an accrual from February 2009. The suggestion was made to notify this person

that she needs to submit her bills in a more timely manner. Deborah will draft a letter advising her of the above. Motion carried to pay the bills and purchase orders as discussed.

**Principal's Report:** Deborah submitted her principal's report via e-mail. Deborah mentioned that there was an error in her report regarding the number of students in the class. The final number was correct. Kathy wants to make sure the internet policy stays in the Student Handbook. Administrative Information: Procedures for Criminal Record Check: Deborah presented a copy to each board member to review. All summer correspondence from principal and staff will be ready to go to the printer by July 17<sup>th</sup>. Staff will spend two days with Rick Hege for technology work. This work will involve updating web pages for the classrooms, principal and school. Building Maintenance: Boiler replacement bid process: The bid process ended on June 19<sup>th</sup>. At the June 22<sup>nd</sup> school board meeting Jeffers Plumbing and Heating was awarded the contract for this project. On July 27<sup>th</sup> there will be a town meeting to request the use of \$24,000 from the Capital Improvements Fund. Mr. Jeffers is prepared to commence work in August provided the town vote is affirmative. Warren Beattie will be sub-contracted to provide any necessary electrical work. Water Disinfection System: Gene Williams an expert on disinfection systems from New York, will order and replace parts. He did a partial repair on June 20<sup>th</sup> and will return in July to complete the repair and turn on the disinfection system. Gene is working with Tyler Billingsley from Otter Creek Engineering and the management at Trojan (the company from which we purchased the disinfection system hardware) for a full refund on all parts needing replacement. Nancy Burke and Gene Williams will shock the well to further guarantee purity after this summer period. Cleaning: All carpets were cleaned by Catamount Carpet Cleaners. The rest of the surfaces are being cleaned by our custodian and cleaner.

**Superintendent's Report:** Steven John presented his superintendent's report as follows: Primary change: Files organized with the personnel files in H.R. office, grants in Fiscal Office, Title One, Medicaid, etc. will be in Tina's office. There has been a reorganization of office space at WCSU. There will be an open house at WCSU in August to enable everyone to see what progress has been made. Steven commented that Janine Maninnen will not be returning to her position at WCSU this year. She has taken a position at Pioneer Valley School. Political end: Legislature: The state is requiring all boards to complete a report of all 6<sup>th</sup> graders who are at risk of not completing high school. Brookline/Newfane Joint Board: The committee is now examining the joint contracts that have been developed by other joint boards in the state.

**Old Business:**

- a. JISP/winter sports core volunteers list from school club: See under Members of the Public and see Deborah's principal's report.
- b. Update boiler replacement negotiations: See Deborah's principal's report

- c. Water disinfection system update: See Deborah principal's report

**New Business:**

a. Kitchen freezer request: Deborah received a letter from the food service manager. 1/3 of freezer was being used for supplies for 6<sup>th</sup> grade fundraiser. In April the freezer downstairs was unplugged. Deborah is asking the board to reconsider Maureen's request to not get rid of the 3<sup>rd</sup> freezer. David asked Deborah to ask Maureen to get from the 2 freezers upstairs the wattage and the capacity. A lengthy discussion took place. Deborah was asked to get electrical usage off the freezer upstairs and see what it actually uses. There needs to be more information before the board makes a decision on this. There was a recommendation from Kathy that the big freezer be moved upstairs to the kitchen.

b. **Non-licensed Personnel Benefits Policy:** As discussed previously there were problems with the equity between employees who are part-time and who work less than 26 contractual hours. Sick time and paid holidays became an issue when one employee received them and the other didn't. The motion said it was good for one year so it is in place for one year. 4 holidays and 3 sick days were given for this year. Steven John was asked to research this and check with other schools in the district to see how they do it. He will present his findings to the board.

c. **Administrative procedure for ensuring background checks on volunteers:**

Deborah drafted this policy. See her procedure.

**Committee Updates:**

Executive/Super Board: None

b. Policy-None Kathy asked Steven if we were going to reestablish the policy committee. Steven will see that this happens.

c. Technology: None

**Correspondence:** None

**Upcoming Meetings:**

None

**Executive Session if needed:** David made a motion to go into Executive Session to discuss a legal issue. The motion carries and the Townshend School Board entered executive session with Principal Deborah Leggott and Superintendent Steven John at 9:05 p.m.

David MOVED to leave executive session at 9:13 p.m. The motion carries.

No resolution.

By unanimous consent the meeting of the Townshend School Board  
adjourned at 9:13 p.m.

Respectfully submitted,

Judy Hawkins  
Recorder