

TSB Minutes
@ Townshend Elementary School
7:00 p.m.
8-24-09-Draft

Present: Kristina Wright, Kathy Hege, David Dezendorf, Craig Hunt, Jessie Bishop, Members of the Board, Deborah Leggott, Principal, Heidi Russ, Administrative Assistant, Joyce Barry, Kris Jerz, Beth Cutts, Kurt Bostrom, Barbara Bedortha, Julie Dolan Members of the Public, Frank Rucker, CFO, Steven John, Superintendent, (arrived at 8:20 p.m.) Judy Hawkins, Recorder

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

Approval of Minutes for August 10, 2009: David made a motion to approve the minutes of August 10, 2009. Steven John asked to have corrected the following: Administrative Policy should read procedure instead of policy. Motion carried with above correction.

Additions and Deletions: None

Members of the Public:

- a. Kurt Bostrom-bus storage-Kurt attended to discuss the storage of the bus. There is no storage for any of the highway equipment at this time due to construction at the site. This construction is planned to last a few months and there will be limited lighting at the town garage during this time. Kurt recommends that the bus be moved to the school until the construction is complete. David thinks Andrea should have input into where she would like to park the bus during this period of construction. Andrea will be contacted concerning this matter.
- b. Frank Rucker-end of year financial overview/amended 2010 budget plan:

Frank Rucker attended to discuss the year end financial overview. June 2009: Front page balance sheet. These are the resources at the end of the period. Frank went over each page and gave a financial overview. There is a \$21,000 deficit going into the new budget year. There was a lengthy discussion that ensued.

Bills and Purchase Orders: David made a motion to approve the bills and purchase orders as follows: Payroll PO#12 \$9,247.53, Payroll PO#13 4,111.55, Vendor Warrant PO#14 \$25,030.53. Discussion: Craig mentioned the high cost of the phone bill. Kathy asked Deborah about the hoops purchased for P.E. Deborah said these were purchased for a game. Motion carried to pay the bills and purchase orders as read.

Principal's Report: Deborah presented a principal's report via e-mail as follows:

Administrative Retreat: All WCSU administrators met together on August 17&18th to work on various WCSU initiatives.

Building Maintenance:

- i. Boiler/chimney update: Deborah and Heidi met with the chimney doctor. In all 3 flue's there were cracks. He felt he could not certify the chimney. It was much too large a job for him to take on. He advised them to get Labor and Industry involved. Frank feels the board should engage a design engineer. We need to come up with a temporary solution and contact Brud Sanderson to see if he can assist us. As for assistance from Brud, Craig recommended we contact a chimney doctor and see if they can give us some direction. There needs to be a written bid from Tim Jeffers about the power vent. The air shaft is wide open and Jeff Russ put some Styrofoam in one of them. Deborah will report back to the board with her findings.
- ii. Water purification system update: Heidi talked with Tyler Billingsley from Otter Creek Associates. He is organizing a meeting with various people concerning the water purification system. He has found a Trojan rep. out of Canada who is willing to come down and meet with various people.
- iii. Air exchange malfunction update: Warren Beattie has repaired our air exchange (2) and in the process found that the exchangers must run on a timer while students are in the building.
- iv. Bell malfunction update: this is a very important part of our security system. This is out-of-date. The estimate from Warren to hard wire all the bells: \$1,243.00. There are 5 bells and Heidi will be able to activate 3 bells. Wireless system \$4,365 will put in an up-to-date wireless system. This is something that needs to be addressed very quickly. Kathy doesn't want to go wireless she wants hard-wired into the building.
- v. Plumbing clog update: Roto-Rooter has successfully repaired/unclogged the sink by cutting out pipes and creating a clean-out that had not been installed.
- vi. Potential fuel contracts: Heidi obtained a new contract from Kearley Fuel. 4000 gallons @\$2.479/gallon=\$9916. She also contacted Fleming Oil. They were a little higher. Cota and Cota did not return her call. David moved that the Townshend School District purchase 4,000 gallons of fuel from Kearley Fuel @ 2.479/gallon with their payment plan. Motion carried. Heidi will take care of this.
- vii. Additional all-weather entrance mat for front hall: request: Because of high traffic in the front hall lobby during the morning bus drop-off, the custodian has requested another mat to complete coverage of the lobby. To get another mat would cost \$272. Deborah is asking the board for permission to purchase this matt. The board asked Deborah to check to see what the larger matt will cost and bring back to the board.

Superintendent's Report:

- a. Options for resolving problems with the water purification system: See Deborah's report.

Steven sent this report via e-mail to the board members: **Student/Staff Learning:** Steven met with the WCSU professionals on August 24th. There was a guest speaker; Diana Watson presented short workshops built on last year's initiative to begin building Professional Learning Communities. Fourteen members of the Administrative Team of WCSU met for two days 8/18 & 8/19. The Administrative team reviewed the Strategic Plan as approved by the Executive Committee on the 13th. They collaborated to develop common action steps and activities to support the goals of the WCSU Strategic Plan. **Policy/Regulation:** Steven has directed the principals to follow the administrative procedure clarifying our implementation of the "Criminal Background Checks" policy (D7). **Finance/Accounting:** Following the redirection and correction provided by the DOE, on 8/15 Frank and Steven resubmitted the Consolidated Federal Grant and ARRA Funds application for FY10. The IDEA Grant was approved as previously submitted. **Enrollment/Staffing:** Laurie Garland will serve as federal grants administrator for WCSU. The WCSU Administrative Team discussed the job descriptions and work of the two Curriculum Coordinator positions. As a result, Steven will be contracting services for a consultant to "coordinate professional development for improved student learning". Informational Items: The WCSU's first day back from summer break meeting was held on August 24th. All professional employees were required to attend. The WCSU Office and staff hosted an Open House on Thursday, August 20th and Friday, August 21st.

Old Business:

- a. Non-licensed Personnel Policy-Approval (effective immediately?) David made a motion to approve the non-licensed personnel policy to be effective July 1, 2010 for existing employees and any new hires would be effective immediately. Motion carried.

New Business:

- a. Meeting with Select Board to discuss tax payment schedule to the school: There is a brand new select board that has never done this before. Kathy will attend the Select board meeting on September 8th and ask them to pay the school 20 days after date of collection of taxes.

Committee Updates:

- a. Executive/Super Board-Adoption of WCSU Strategic Plan: Steven sent the board a copy of the Strategic Plan electronically.
- b. Policy-None
- c. Technology-None

Correspondence: Kathy said we received the monthly water report. She reported that 50 gallons of water were used in the month of July.

Upcoming Meetings: Governance Committee on September 10th at Newfane Elementary School.

Executive Session: Personnel/contractual issues: Craig made a motion to go into executive session to discuss personnel contractual issues. The motion carries and the Townshend School Board entered executive session with Principal Deborah Leggott and Superintendent Steven John at 9:14 p.m.

Craig moved to leave executive session. The motion carries and the Townshend School Board left executive session at 9:45 p.m.

No resolution at this time.

Adjourn: By unanimous consent the August 24, 2009 meeting of the Townshend School Board adjourned at 9:48 p.m.

Respectfully submitted,

Judy Hawkins
Recorder