

**TOWNSHEND SCHOOL BOARD MINUTES
@TOWNSHEND ELEMENTARY SCHOOL
6:30 PM
2-12-18-DRAFT**

Present: Eric Scott, Al Claussen, Cliff Passino, Members of the Board, Craig Roach, Principal, Bill Anton, WCSU Superintendent. Judy Hawkins.recorder

Absent: Kristina Wright, Shaun O’Deu

Guest: Kris Jerz, Heidi Russ

Call to Order: Al called the meeting to order at 6:50 pm

Additions and Deletions: None

Consent Calendar:

- a. Principal’s Report
- b. Superintendent’s Report
- c. Minutes for January 8, 2018

Superintendent’s Cabinet Report: There was a meeting of WCSU Officers and Secretary Holcombe-this meeting took place on January 8, 2018 in Barre, Vt. The WCSU officers were instructed by the WCSU Board to set a meeting with the Secretary to follow-up on the Southern Vermont Regional Governance Analysis. It was an informative meeting in which the officers posed questions that the board had and the Secretary was able to explain the current thinking and the ongoing process.

Jesse Roy from the AOE presented the Leadership Team with the WCSU IFR (Integrated Field Review) held in mid-January.

The 5 highlights were: Academic Proficiency, Personalization, Safe Healthy Schools, High Quality Staffing, and Investment Priorities.

Cliff made the motion to approve the consent calendar as presented. Motion carried.

Treasurer and Financial Reports: The board reviewed the financial reports. A discussion ensued. Incumbered \$399,000, \$178,000 left that is either not spent or is not encumbered, well over in the subs line, we basically had a full-time sub that is why the line is so high, worker’s comp is up a little over budget, as a whole looks to be in pretty good shape. E-rate has not been calculated yet, Professional Development line: Bill encouraged the staff to use this line as it is very important.

Bills and Purchase Orders: Eric made a motion to approve the bills and purchase orders as follows: Payroll PO # 49 \$13,813.17, Payroll PO # 50 \$8,996.76, Payroll PO #51 \$13,298.49, Payroll PO#52 \$9,639.92, Payroll PO# 53 \$13,844.79, Payroll PO# 54 \$7,716.61, and Vendor Warrant PO #55 \$35,644.69. No discussion. Motion carried.

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Reports of Administration and Committees: None

Unfinished Business and General Orders:

- a. Craig follow-up: audit of current policies: Craig has pulled the required policies off the VSBA website. Craig presented the Field Trip policy and procedure and Alcohol and Drug Policy that we currently have and suggested we might want to review and warn. Eric made a motion to warn the Field Trip and Alcohol and Drugs Policies as presented by Craig Roach, principal. Motion carried.
- b. Town Meeting: Pre-Town Meeting February 26th, Heidi is checking into the time. Craig will contact Laurie with the information the board wants for town meeting. Heidi will also ask Laurie to do the cost comparisons for different scenarios. When Craig gets raw data, he will make his comments.

New Business:

- a. Professional Development: Craig reported he met with teachers today and they came up with 20 actionable steps where they can increase academic performance proficiencies, 15 of those need Craig's assistance. Craig is asking that the board authorize him and the staff to have 3 ½ days for professional develop for this year and imbed 3 ½ days in the school calendar for next year. He would like to start to do some of the work this year to start to put some plans together. A lengthy discussion ensued. Craig will come with a draft for the 15-month plan and present to the board. The board directed Al to give Craig and his team time to meet on 3 ½ days this year. Al asked that Craig make it part of the Principal's Report each month so everyone knows what is going on.

Cliff read a statement from his daughter regarding a policy and her view of it. The policy was concerning a snow fort. The issue was discussed and there is no policy other than all students need to make sure any student can be included in the activity.

- b. Financial Questionnaire: Al completed the questionnaire and Heid will email to Laurie Garland.

Correspondence: January Water Report as expected. Craig was given the report to file.

Upcoming Meetings:

- a. TES Board Meeting RE-Organization, March 12, 2018 6:30 pm.
- b. Town Meeting, March 6, 2018
- c. Pre-Town Meeting February 26th @ 7pm

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Executive Session: Superintendent Evaluation; Personnel Matter

Eric made a motion to enter Executive Session at 8:04 pm. Motion carried. The board and Craig Roach entered executive session at 8:04 pm to discuss a personnel matter.

Cliff made a motion to leave executive session at 8:08 pm. Motion carried.

Personnel Matter: Resolved.

Eric made a motion to enter Executive at 8:10 pm to do Superintendent's Evaluation. Motion carried. The board entered executive session at 8:10 pm.

Cliff made a motion to leave executive session at 8:23 pm. Motion carried.

Resolution: Superintendent evaluation completed.

Adjourn: Eric made the motion to adjourn at 8:30 p.m. Motion carried.

Respectfully submitted,

Judy Hawkins
Recorder