

Townshend School Board
@ Townshend Elementary School
7:00 p.m.
11-8-10-Draft Minutes

Present: Kim Liebow, David Dezendorf, Craig Hunt, April Chase, Beth Cutts, Members of the Board, Deborah Leggott, Principal, Steven John, Superintendent (arrived at 7:46 p.m.), Kristina Wright, Carly Sanderson, Deidre Beattie, Michelle Sanderson, Tammie Claussen, Claire -----, Paula Newton, Elizabeth Linder, Kathy DuGreniere, Members of the Public, Judy Hawkins, Recorder

Call to Order: David called the meeting to order at 7:00 p.m.

Additions and Deletions: David requested to add under New Business: Payment for School District Treasurer and School Board, Deborah requested to add under Old Business: What to do about the \$500.00 for Otter Creek.

Members of the Public: See under 2010 Budget.

Consent Calendar: A. Principal Report
B. Superintendent's Report
C. Approval of Minutes for October 11, 2010

By unanimous consent the consent calendar was approved.

Treasurer and Financial Reports: David received the statement from the treasurer this morning and reported on the findings. The Townshend School District currently has a balance in their account of \$106,727.49. There is a credit line of \$200,000 with \$100,000 used and \$100,000 remaining on the line of credit.

Bills and Purchase Orders: Craig made a motion to pay the bills and purchase orders as follows: Payroll PO #23 \$16,247.69, Payroll PO #24 \$11,336.05, Payroll PO #25 \$16,097.01, Payroll PO #26 \$7,589.95, and Vendor Warrant PO #27 \$22,325.76. Discussion: David asked about Vendor Warrant PO #27 in the amount of \$775.00 for re-keying of the elevator. Deborah explained that the reason for the bill was that the key was upgraded to a universal key. All fire departments have keys to the elevator. David asked about the Reinhardt Commodity Storage fee. Deborah explained that every year they bid on the commodities and this year Reinhardt got the bid. David asked about the \$850 for the Dept of Labor which was for the Vermont School Board Association Dues. David explained that for the last 4 years the Townshend School Board has not been a member of the Vermont School Board Association. The motion was amended to remove \$850.00 for Vermont School Board Assn. dues out of Vendor Warrant PO #27 making it \$21,475.76. Motion carried to pay bills and purchase orders as modified.

Reports of Administration and Committees
A. Policy: No meeting

- B. Technology: No meeting until Wednesday, November 10th
- C. Negotiations: Two meetings coming up. November 17th and December 1st

Unfinished Business and General Orders:

- A. Class Size Policies: Craig made a motion to adopt Class Size Policies (G14). Motion carried.
- B. Townshend Fire Department/Septic: David is continuing to work with Townshend Fire Dept. to make sure they have a septic system that meets their needs.
- C. 2012 budget from Principal and Superintendent: Deborah and Steven presented the 2012 budget with the requested cuts. They presented two budgets: 1) with \$70,000 cut with no RIF and 2) \$70,000 cut plus 1 RIF. There was a lengthy discussion. David asked that Kristina come back to the December meeting with numbers for the pre-k program. The board will continue to work on the budget at their December meeting.
- D. 21st Century Grant: David moved to set aside Roberts Rule and move onto 21st Century Grant and then go onto 2012 budget from Principal and Superintendent when Steven arrives. Motion carried. Five principals are working together on weekends to put together a proposal for their schools. On December 2nd Deborah will be presiding with another principal at L&G so that Doreen can write the grant. The letter has been accepted.
- D. At the November 9, 2009 meeting a \$500 check to Otter Creek was withheld because we did not have the Operations Manual and the system was not working. Deborah said we have received the Operations Manual and the system is now working. The board requested Deborah to check to make sure the check has not cleared and if it has not cleared the bank then void the check. Kim made a motion to pay Otter Creek \$500 only if the old check is voided. Motion carried.

New Business:

- A. Pre-school Presentation for Board: Kristina presented the information to the board that she has gathered and information concerning the bridge grant. She is working with Bettyann Runge, who has been appointed as the district early education coordinator. Frank Rucker would like to see the program be put in our school rather than outside of the school because he wants the school to get the money. The deadline for the grant to be written would be March 2011. Deborah is in favor of having the program at TES and have a pre-k in with kindergarten. A lengthy discussion ensued. Deborah and Kristina will do a bit more research and bring back to the December meeting.

B.NIMS Adoption Policy: This is a grant from the Dept. of Education which provides funds to the schools for their emergency management plans. David developed this policy for the board's review. Kim asked if this policy will cost the school anything. The only cost will be for someone to complete the paperwork for

the grant. Craig made a motion to adopt the NIMS Adoption Standard. Motion carried. It will not be called a policy it will be called a standard. Deborah has taken it to be filed.

David reported that the school board has been remiss in paying the school district treasurer \$1,790 and \$130 FICA and the school director's their budgeted amount. David made a motion to pay the school district treasurer \$1,790 and \$130 FICA and to pay the school director's the budgeted amount. Motion carried.

Meter Reading: Deborah reported that every time someone comes in to read the water meter Heidi records it. The meter reading has gone down since this process has been developed.

Deborah also reported that October was the highest breakfast count ever. They brought in \$3,000.

Correspondence: Steven presented to the board two pieces of correspondence with his Superintendent's Report. Steven also gave a copy and reviewed with the board the WCSU budget.

Upcoming Meetings

A. November 17, 2010 6:30 p.m. Negotiations Committee @ Leland & Gray UHS room A11

B. December 1, 2010 6:30 pm Negotiations Committee @ Leland & Gray UHS room A11.

April asked if there could be a special meeting to discuss the budget. The board will meet on Monday, November 29th at 6:00 p.m.

Executive Session:

April MOVED to enter executive session to discuss contractual matters. The motion carries and the Townshend School Board entered executive session with Superintendent Steven John and Principal Deborah Leggett at 9:20pm.

April MOVED to leave executive session. The motion carries and the Townshend School Board left executive session at 9:47pm.

No Resolution.

Beth MOVED to adjourn. The motion carries and the Townshend School Board meeting adjourned at 9:47pm.

Respectfully submitted,

Judy Hawkins

