

**TOWNSHEND SCHOOL BOARD MINUTES  
@ TOWNSHEND ELEMENTARY SCHOOL  
1-14-13-APPROVED  
7:00 pm**

**Present:** April Chase, Kim Liebow, Beth Cutts, Brian Schmidt, Members of the Board, Deborah Leggott, Principal, Frank Rucker, CFO WCSU, Judy Hawkins, Recorder

**Absent:** Steven John and Al Claussen

**Call to Order:** April called the meeting to order at 7:03 pm.

**Additions and Deletions:** None

**Members of the Public:** None

**Consent Calendar:**

- a. Minutes for December 10, 2012
- b. Principal's Report
- c. Superintendent's Report

The Superintendent's Report was struck from the agenda as there was no report.

The consent calendar was approved unanimously.

**Treasurer and Financial reports:** April reported that we currently have \$291,600.00 in the checkbook. The line of credit is fully extended at \$100,000.

**Bills and Purchase Orders:** April made a motion to pay the bills and purchase orders as follows: Payroll PO#33 \$18,055.55, Payroll PO#34 \$11,514.41, Payroll PO #35 \$15,062.34, Payroll PO #36 \$7,587.25, and Vendor Warrant PO #37 \$111,497. 85. No discussion. Motion carried to pay the bills and purchase orders as read.

**Reports of Administration and Committees:**

- a. Technology-nothing to report at this time.
- b. R.E.D.-The R.E.D. committee will meet on January 16<sup>th</sup> at Leland and Gray UHS. April reported on the previous meeting. The meeting was a time for sharing and where they are headed next. Jamaica had an informational meeting, the people in attendance felt they know something needs to happen but are not sure what at this point. April said that some residents of Windham were at the meeting in Jamaica.

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**Unfinished Business and General Orders:**

- a. Budget presentation: Frank Rucker attended the meeting to discuss the 2013-14 budget with the board. A lengthy discussion ensued. April made a motion to approve the 2013-14 budget of \$1,399,191. Motion carried.
- b. 6<sup>th</sup> Grade transition-Parent Orientation follow-up-Tabled until next meeting as Dr. Dorfman from LGUHS was ill.
- c. Approve Town Warning-April presented the Town Warning for the board to review. Kim made a motion re: Article 5 to have the board chair receive \$500 and the 4 board members receive \$250 each. Motion carried. Kim made a motion to strike Article 6 from the warning which would be to remove the line item under Capital Expenditures of \$10,000. Motion carried. Kim made a motion to accept the 2013-14 budget of \$1,399,191. Motion carried. Kim made a motion re: Article 9 to state the date and time of the Annual Meeting of the Townshend School District for the first Tuesday of March in the year of 2014 at 9:00 a.m. Motion carried.

**New Business:**

- a. Set School Tuition Rate: Kim made a motion to approve the 2013-14 school tuition rate at \$13,500 based on the budget.
- b. Townshend School District Report Approval: There was a discussion regarding the report and the board was asked to come to the school the next day to sign the document. It was shared at the board meeting that the auditors have requested that the minutes for the Annual Meeting will be abbreviated i.e. they won't re-state the question and only the resolution will be in the minutes.
- c. Security Review: Deborah presented her security review to the board. Deborah has ordered bullet proof glass for the window by Heidi's office, the door going from the hallway into the classroom areas and one at the top of the stairs. There will be a buzzer installed in the back of the building so that if children are outside they can hear the buzzer. All teachers have been well educated on the security measures Deborah has put in place.

**Correspondence:** April received correspondence from the Grace Cottage Hospital. It was the monthly Water Flow Report. The report looked okay with a few days that were a little high. Deborah was given the report to file.

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**Upcoming Meetings:**

Voluntary RED study committee 7:00 pm January 16, 2013 at LGUHS.

**Executive Session:** Superintendent's Evaluation & Personnel Matters.

April made a motion to enter executive session at 8:30 p.m. to discuss personnel matters.  
April made a motion to exit executive session at 9:04 p.m.

Resolution: The Townshend School Board approved the requests from Barbara Bedortha and Judy Gould in principle. The Townshend School Board will ask the Superintendent to explore the details of the requests as appropriate in each situation.

April made a motion to enter Executive Session at 9:05 p.m. to discuss the superintendent's evaluation. April made a motion to exit Executive Session at 9:20 pm.

Resolution: The TSB will give the completed Superintendent's Evaluation to the WCSU Chair.

Respectfully submitted,

Judy Hawkins  
Recorder