

**THETFORD TOWN SCHOOL DISTRICT**  
**Tuesday October 25, 2011**  
**Thetford Elementary School**

**MINUTES**

Elise Tillinghast convened the meeting at 7:05 p.m. in the Art Room. The following were present: Shannon Darrah, Howard Sussman, Lisa Swett, Charlie Buttrey, School Board; Keith Thompson, TES Principal; Don Johnson, OESU Supervisor; Sharon Stearns, OESU Business Manager

**OTHERS PRESENT:** Phillip Chaput, teacher, Virginia Stone, admin asst for TES, and Marty Bouchard, reading teacher

**APPROVAL OF MINUTES:**

Minutes from 10//11/11 board meeting were reviewed. MOTION (Tillinghast/Sussman) moved/seconded to approve minutes from the 10/11/11 board meeting (unanimous approval). Faith Alexandre noted a mistake in the TA Report – Thursday November 10<sup>th</sup>, three finalists will visit the school. The minutes will be amended to reflect the same.

**APPROVAL OF ORDERS:**

MOTION: (Tillinghast/Swett) moved/seconded to approve payroll order #2586 and payable order #2592 (unanimous approval).

**PUBLIC COMMENT & CORRESPONDENCE:** None

**REPORTS:**

**THETFORD ACADEMY REPORT: Shannon Darrah:**

The Thetford Town School District Board was at the last TA Trustee meeting so there is not much to report. Later in the meeting other towns who send children to TA expressed a desire to have some sort of joint meeting with the TA Board of Trustees.

After the Thetford Board left there was discussion regarding the Headmaster Search. On November 10<sup>th</sup> the three final candidates will be interviewed by

the full TA Board of Trustees and it is expected that a decision will be made that same evening on the final candidate choice.

Tom Yurkowsky went to a conference on private academies. Of particular interest to him were some presentations by two other town academies that were in similar situations as TA is now and how they moved forward and became very successful. They also discussed how they bolstered enrollment and built sizable endowments.

**PRINCIPAL’S REPORT: Keith Thompson**

OESU In-service at TES: This in-service went very well. The morning was TLC (Teacher Learning Communities) groupings and second half of the day was working in their content groups, pieces and next steps for the groups in the curriculum areas. Reports back were that the attendees loved the school. Other principals within the OESU were here.

Roof: The roof is complete. Last payment of \$4,700 is due and owing. KT is holding on payment until the warrantee paperwork is received.

MOTION (Buttrey/Darrah) approved to transfer \$47,640 from the capital approval into the operating fund – approved (unanimous).

High Fields Composting: They are visiting with each class after lunch for about 15-20 minutes to go over the composting process. Cynthia Odell has set TES up for fuel - manure. TES could use more leaves for fuel. There are five bins, three are fuel and one is dry material. Tomorrow, in the afternoon, James from Highfield will work with the 4<sup>th</sup> grade and 5<sup>th</sup> grade will be doing temperature readings. Public and staff can come at 3:30 for a presentation of the process.

**OESU SUPERINTENDENT’S REPORT including business manager report:**

Contract Addendum with Darla LaRoche: MOTION (Tillinghast/Buttrey) to approve the contract addendum for Darla LaRoche.

Administrative Performance Review: A review process for all principals was distributed. This is a combination of many national standards including the Kim Marshall rubric. This was distributed for the Board's information. Tillinghast asks for sources of Keith Thompson's review. KT provides evidence of his progress. Some of that evidence may be from other sources. Don Johnson will share KT evaluation with the board and get input from them before it is finalized. The Board wants to be sure the Board's thoughts are incorporated into this evaluation. It is utilized for professional development and accountability of his performance. The Board does not want an evaluation that is in conflict with the Board's perception of the principal. The Board inquired as to the mentoring process for principals. There is formal, informal and State of VT mentoring for all new principals. Don may procure a formal mentor for Keith in the future. There will be an executive session of the Board with KT in the future to discuss this and other matters as regarding the strategic plan.

Monthly meetings: Don Johnson is making rounds with principals on a monthly basis.

Law regarding open meeting executive session: Don distributed to the Board the State law regarding open meetings.

Sharon Stearns Business Manager Report: The report was distributed to the Board. The auditors will be here this week. Ms. Stearns described her process for the report and the audit. She reviewed her 'book' for each school and what is incorporated there. Ms. Stearns distributed the 2010-11 Fund Balance document and explained the content provided. Discussion regarding the same ensued. Ms. Stearns discussed going forward in fiscal year 2012. Ms. Stearns will return for the meeting on November 29<sup>th</sup>.

MOTION: (Sussman/Tillinghast) moved/seconded to express profound thanks for all Ms. Stearns' hard work and progress (unanimous approval).

### **TES RECRUITMENT OF TUITION STUDENTS:**

ETillinghast suggests that the Board discuss some parameters for recruitment with a process. CButtrey volunteers with ETillinghast to work on this project along with Keith Thompson. This is a priority. A PR plan would make a lot of sense. SDarrah feels we need a policy in place with parameters before going forward. The Board needs to know the legal requirements. The Board needs to update the recruitment policy which will

address criteria for a tuition cost and the number of children for enrollment. Keith Thompson can come up with student numbers.

**VSBA: Annual meeting re-cap from breakout session.** This was a great meeting. Board members learned a great deal. There was discussion regarding sessions attended.

**GOVERNANCE:** Strafford is still very interested and they are talking with their Board regarding this concept.

**EXECUTIVE SESSION:** Executive session as regards personnel and student matter.

**MOTION FOR ADJOURNMENT: MOTION:** (Buttrey/Sussman) moved/seconded to adjourn (unanimous approval).

**NEXT MEETING:** November 8, 2011, 7:00 p.m. Thetford Elementary School

RESPECTFULLY SUBMITTED,

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Lorrie Wilkes,  
Minutes Clerk

*These minutes were approved by the Board on October 25<sup>th</sup>, 2011.*