

THETFORD TOWN SCHOOL DISTRICT

Tuesday December 13, 2011

Thetford Elementary School

APPROVED MINUTES

Elise Tillinghast convened the meeting at 7:00 p.m. in the Art Room. The following were present: Shannon Darrah, Howard Sussman, School Board; Keith Thompson, TES Principal; Don Johnson, OESU Superintendent. Charlie Buttrey arrived at 7:35 p.m,

OTHERS PRESENT: Darren Clement, Tig Tillinghast, Joann Kruschak, TES Teacher, Sharon Stearns, OESU Business Manager

APPROVAL OF MINUTES:

Minutes from 11/29/11 board meeting were reviewed. MOTION (Sussman/Darrah) moved/seconded to approve minutes from the 11/29/11 board meeting (unanimous approval).

APPROVAL OF ORDERS:

MOTION: Tillinghast/Darrah) moved/seconded to approve payroll order # s 2652 and payable 2657 (unanimous approval).

PUBLIC COMMENT & CORRESPONDENCE:

Darren Clement was present to discuss Tuition Waiver. The board apologized that this issue is not on the current agenda. It has been delayed based on other items, including budget and personnel. A draft will be available and on the agenda for a Board Meeting in January. Elise Tillinghast stated that she would personally contact Darren to note when the issue would be discussed.

TOWN UPDATE ON POSSIBLE PURCHASE OF LEACH FIELD PROPERTY:

Tig Tillinghast appeared on behalf of the Thetford selectboard to discuss recent conversations with the Girl Scouts about the possible sale of this property, which contains the TES leach field. Discussion ensued on how best to go about exploring the desirability of purchasing this property. Swett and Buttrey will meet with Tig Tillinghast for ongoing discussion. If the school board recommends going forward with a purchase, this matter would be put before voters as a warned article in March.

REPORTS:

THETFORD ACADEMY REPORT: Shannon Darrah

Budget increases for TA were discussed. Decision making for TA budget will be at their January Trustees meeting. The overall budget will increase but the Thetford share will decrease, and currently, overall costs to the district are expected to go down.

TA recently received a commendation from the New England Association of Schools and Colleges, following a two year evaluation.

The new head search committee is now reinstated. Buttrey will again serve on this committee.

PRINCIPAL'S REPORT: Keith Thompson

Joe Minichiello, teacher of 30 years at TES, submitted a letter of resignation which was read. **MOTION:** Tillinghast/Sussman moved/seconded to accept Mr. Minichiello's resignation, with appreciation for his many years of service to Thetford Elementary School (unanimous approval).

The Outside Space committee has talked with two private land owners about the feasibility of a trail system connecting TES and TA. There may be opportunities for connecting trails.

OESU SUPERINTENDENT'S REPORT (presentation by business manager and budget discussion – Sharon Stearns):

Ms. Stearns distributed a Memorandum as regards FY 2012-13 Preliminary Budget. She reviewed the document in detail. Although currently the overall amount requested of voters is slightly lower than last year, this figure is

likely to change (up and down) as more information is developed in the next month's budgeting process.

A budget development timeline was presented. The Board will set a meeting to formally adopt the budget. Ms. Stearns advises there must be time to have all reports included.

The board acknowledged that Ms. Stearns attendance at budget meetings should not be always expected, especially given her obligations to other districts within OESU. Stearns will attend the Jan. 10th meeting.

Benefit increases are included in the new budget, but not an increase in salaries. Benefits will not increase beyond a budgeted 5%, and hopefully will be less than that. However, this is a first budget look only, and salaries have not yet been addressed

Thompson reviewed highlights increase and decreases in the budget page by page with Board discussion.

Ms. Stearns then distributed a Memorandum regarding First Financial report of FY 2011-2012. Ms. Stearns reviewed the document with the Board. It includes revenue report and expenditures for all funds. Ms. Stearns will meet with the TES Principal each year to review and update.

REVIEW OF REVISED DRAFT PRINCIPAL JOB DESCRIPTION:

A revised draft of the Principal Job Description was distributed by Sussman and Buttrey. A few amendments were made. Thompson approved of this draft.

The Principal's evaluation process should be developed, but not as a part of this document. A draft of an evaluation will be presented at the next Board meeting. Tillinghast and Thompson will work on this draft, with input as needed from Don Johnson.

EXECUTIVE SESSION: TES teacher negotiations (MOTION: Buttrey/Sussman) moved/moved to go into executive session at 9:25 to discuss personnel. Unanimous.

EXECUTIVE SESSION – OESU personnel: superintendent evaluation: (MOTION: Tillinghast/Darrah) moved/second to go into executive session at 9:50 to discuss personnel. Unanimous.

MOTION FOR ADJOURNMENT: MOTION: (Tillinghast/ Sussman) moved/seconded to adjourn at 10:00. (unanimous approval).

NEXT MEETING THETFORD BOARD MEETING: December 20, 2011 at 7:00 p.m.; January 10, 2012; January 17, 2012; January 24, 2012.

RESPECTFULLY SUBMITTED,

Lorrie Wilkes,
Minutes Clerk

These minutes were approved by the School Board on December 20, 2011