

THETFORD TOWN SCHOOL DISTRICT
Tuesday December 20, 2011
Thetford Elementary School

MINUTES

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

OTHERS PRESENT: Joe Minichiello, TES teacher

APPROVAL OF MINUTES:

Minutes from 12/13/11 board meeting were reviewed. MOTION (Sussman/Tillinghast) moved/seconded to approve minutes from the 12/13/11 board meeting (unanimous approval).

APPROVAL OF ORDERS:

MOTION: (Swett/Buttrey) moved/seconded to approve payroll order #2661 and payable #2668 (unanimous approval).

PUBLIC COMMENT & CORRESPONDENCE:

Joe Minichiello voiced a concern regarding one body, i.e. the Board to control hiring, firing and the evaluation of administrative personnel. The history of this concept in the past has proved to be dangerous without several groups participating in the evaluation process. Board members do not necessarily have any education background and those with 'agendas' could be a problem. The Board discussed the concept that per the State, the Superintendent will solely evaluate administrative personnel, i.e. the principal. The Board is concerned as regards this State level decision and that one person only is evaluating the principal. The Board would prefer to process the principal's evaluation with input from the Superintendent.

A few parents approached Thompson as regards early applications for kindergarten. Thompson has not yet responded to those parents and thus this topic is not ready for the executive session of the Board. If the requests are denied by Thompson then the parents may elect to request a waiver which would then come before the executive session of the Board for a decision.

REVIEW OF REVISED BUDGET (including discussion of timeline for completion and annual report):

Johnson distributed a revised budget document for 2011/2012. Since Sharon Stearns was not present to discuss amendments Johnson and Thompson highlighted changes between last meetings' budget document and this week's revised document. There was discussion as regards all amendments.

Timeline for completion of the budget and annual report was distributed by Tillinghast. The timeline was reviewed by the Board.

It was decided that the Annual Report would include photos and artwork of the students in any blank spaces a quarter page or more.

TA votes on budget 1/12/12

Final Review of budget by the Thetford Board 1/13/12

Johnson distributed school food services reports from other OESU schools. TES would like to have something similar of their own as regards food services.

REPORTS:

THETFORD ACADEMY REPORT: Shannon Darrah

No report.

Buttrey advised as to the "Head" search in process at TA. There are new applicants with excellent qualifications. A timeline has been set for a decision to be made by the end of February 2012.

PRINCIPAL'S REPORT: Keith Thompson

No report.

OESU SUPERINTENDENT'S REPORT: Don Johnson

No report.

FINAL REVIEW OF PRINCIPAL JOB DESCRIPTION AND FIRST REVIEW OF DRAFT PRINCIPAL EVALUATION FORM:

The latest draft of the Principal Job Description was distributed. The Board discussed more changes and amendments. Another draft will be submitted at a subsequent Board meeting.

Tillinghast distributed a first draft of a Principal evaluation. There was much discussion as to the document itself and how an evaluation would be conducted to include staff, community and OESU Superintendent's input. It was discussed that the evaluation should be done annually in and around the time of the Principal contract negotiation in December/January.

The next step for drafting an evaluation tool will be for Tillinghast, Johnson and Thompson to draft a leadership section for the tool. The tool will also undergo 'word-smithing' before the Board review.

Thompson indicated that any evaluation tool for the Principal must include personal goals for continued growth in the role.

Johnson will distribute at the next Board meeting an evaluation tool based on national standards.

EXECUTIVE SESSION - OESU personnel: superintendent evaluation

EXECUTIVE SESSION: TES teacher negotiations

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

NEXT MEETING THETFORD BOARD MEETING: January 10, 2012;
January 17, 2012; January 24, 2012.

RESPECTFULLY SUBMITTED,

Lorrie Wilkes,
Minutes Clerk

These minutes were approved by the School Board on January 10, 2012.