

# THETFORD TOWN SCHOOL DISTRICT

**DATE: Tuesday, September 27, 2011**

**TIME: 7:00 p.m.**

**PLACE: Thetford Elementary School Art Room**

## MINUTES

### **Convening:**

Elise Tillinghast convened the meeting at 7:05 p.m. in the art room. The following were also present: Howard Sussman, Lisa Swett, School Board; Keith Thompson, TES Principal; Don Johnson OESU

**Staff Members Present:** Cheryl Paine & Cynthia O'Dell

**Approval of Minutes:** Minutes from Tuesday, September 13, 2011 board meeting reviewed. One Amendment – corrected date of Joint Board meeting from October 18<sup>th</sup> to October 13<sup>th</sup>.

**MOTION:** Sussman/Swett moved/seconded to approve minutes from the edited September 13<sup>th</sup> board meeting (unanimous approval).

**Approval of Orders:** **MOTION:** Swett /Sussman moved/seconded to approve payable orders 2537, 2538 and 2540 (unanimous approval).

### **Public Comment & Correspondence:**

Don presented intent to bargain letter from Ted Pogacar, OEAA President, requesting to negotiate jointly with teachers and support staff.

Correspondence received from TES para-educators and staff expressing their interest to negotiate directly with the Thetford School Board.

Sharon Stearns, OESU Business Manager, and Hope Hutchinson, OESU Early Childhood Programs, arrived at 7:15.

**Hope Hutchinson, Partner Preschool Agreement reviewed.** The only changes to the contract from the previous year's contract were regarding new confidentiality language and tuition fairness. Hope noted that Thetford is very fortunate to have Caring Community here. We currently have 7 students there, 4 of which receive special education (Thetford budget) and 3 others that receive funding from a state grant. These efforts are publicized through doctors' offices, Children's Integrated Services, home day care, Maple Leaf, newsletters and the list serv.

Charlie Buttrey arrived at 7:25.

**MOTION:** Sussman/Swett moved/seconded to accept the terms of the new Partner Preschool Agreement; Motion approved (Buttrey abstained).

**Strategic Plan** – Howard and Charlie made the edits recommended at the September 13<sup>th</sup> meeting. Lisa will post the new version around Town and on the ListServ in hopes of discussing and approving this version at our next meeting (October 11<sup>th</sup>).

Shannon Darrah arrived at 7:40 and Elise Tillinghast left.

**TES Principal Report – Keith Thompson:**

- **Leadership Advisory Team (LAT)** has been working with the American Red Cross on the Pennies for Power (students collecting money for donations to the victims of Irene), collecting the pulse of the Staff at TES and addressing issues
- **Curriculum Team** – has been completing the science notebooks, updating the Katie Woodray writing curriculum and social studies curriculum
- **POA & Fontas and Pinella assessments** are in process
- **NECAP** testing coming up, snacks are provided
- **TES roof** – BRJones has been hired to do the resealing of the roof as we are currently battling numerous leaks. The project will cost approximately \$47,000.00, be completed within 10 days and have a 10 year warranty (these are part of the capital improvement budget funds)
- **October 21** - OESU-wide in service will take place at TES
- **October 5** – PTO Taco Night at 5:30

**OESU Report: Don Johnson**

- **Beth Cobb** continues to implement the TLC (Teacher Learning Community) and work on professional development
- **Education Jobs Fund** – Thetford will receive \$113,219.00 of this fund to be used between August 10, 2010 and September 30, 2012 towards salaries & benefits. Don will review our budget and provide recommendations for the spending of these funds.
- **Sharon Stearns** – the Year End process has taken considerably longer than anticipated as she's had to go back as far as 2007 to double check and correct entries for income and expenses; she's implementing a New Year process, which requires prior approval for spending and requisition forms (she needs to maintain invoices at OESU for special education spending – currently these are located at TES); she has not needed Jane Burroughs' services as of yet (for which Thetford budgeted a one-time allocation of \$50,000.00) but Jane is coming to OESU late October; Sharon will have a draft report in December; budgeting timetable – draft in November; Sharon acknowledged that despite all these changes the OESU staff and Keith Thompson and Jinny Stone have been very gracious and extremely helpful.

**TES teacher & para-educator negotiations** – Charlie and Howard will begin direct negotiations with the teachers on October 5<sup>th</sup> at 4:30; Paras & staff negotiations will begin at a later date, having just received their letter of intent to negotiate directly with the Board.

**TA Report – Shannon Darrah:**

- **Joint Meeting with Thetford School Board on Thursday October 13<sup>th</sup>, 7:30 in the TA Library** (on the agenda from 7:30 to 8:15)
- **TA is also beginning negotiations**
- **Head Search update** – anticipate wrapping up interviews and offering a job early November

- **TA is beginning the budgeting process**

Cheryl Paine and Cynthia Odell left at 8:37

**Policies** – All mandatory policies have now been updated and OESU will be providing new policy books to all board members and TES. Lisa noted that four of the policies in the new student handbook are not the current ones and would like these uploaded to the TES website.

**Other Business:**

- **TSB's Letter to the Community** – The Board to review and submit any edits to Howard as soon as possible.
- Don is working on his evaluation of the principals within the OESU and Thetford needs to update and finalize it's job description for principal, as Keith is currently working from a draft

**Adjournment:** MOTION: Sussman/ Buttrey moved/seconded to adjourn (unanimous approval). The meeting ended at 8:56 p.m..

**Next Meeting: October 11th, 2011 at Thetford Elementary School 7:00 p.m.**

RESPECTFULLY SUBMITTED

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Lisa Swett, Clerk

*These minutes were approved by the School Board on October 11, 2011.*