

**THETFORD TOWN SCHOOL DISTRICT**  
**Tuesday, November 27, 2018**  
**Thetford Elementary School**

**APPROVED MINUTES**

Shannon Darrah convened the meeting at 6:35 p.m. The following were present: Julie Acker, Charlie Buttrey, Shannon Darrah, Kristen Downey, Scott MacPhee, School Board; Colin McLaughlin. Interim TES Principal

**PUBLIC PRESENT:** Tim Briglin (arrived 7:15 p.m.)

**AGENDA REVIEW:** Agenda approved with amendments.

**MINUTES REVIEW: MOTION:** (Buttrey/Acker) moved/seconded to approve the minutes of the November 13, 2018 Board meeting as amended (unanimous approval).

**REVIEW AND APPROVAL OF ORDERS: MOTION:** (Acker/MacPhee) moved/seconded to approve accounts payable orders # 6790 and 6762, and payroll warrant # 6784 (unanimous approval). Acker reported she will meet with Cynthia O'Dell and Tracy Borst this week regarding how to make orders approval more efficient while staying compliant with the law. Acker will bring back a process for discussion.

**PUBLIC COMMENT/CORRESPONDENCE:** None

**PRINCIPAL'S REPORT (Colin McLaughlin):** It has been an uneventful two weeks since the last meeting. There have been two snow days. McLaughlin is working on the weather assessment protocol with TA. He has a good working relationship with Bugg, and so far it has been a smooth process. Deciding whether to cancel school is a joint decision between McLaughlin and Bugg with input from Butler Bus. TES no longer has a credit card. The previous card was canceled when Petrone left because his name was on it. This causes an inconvenience for the office staff. McLaughlin has requested a card from OESU but has not received one yet. Darrah will follow up with OESU.

**UPDATE ON FACILITIES:** Darrah confirmed with the superintendent that recent expenses will come out of the capital fund, and once the special education surplus is known the capital fund can be replenished. McLaughlin reported there have been no additional facilities problems. Air in the fuel lines was due to a bad seal on the fuel pump. This has been bypassed and the furnace has been working great since the repair. Boiler #1 is operating fine. The new hot water heater is working well.

**EXECUTIVE SESSION (Student Matter): MOTION:** (Darrah/MacPhee) moved/seconded to go into Executive Session at 7:00 p.m. to discuss a student matter. Out of executive session at

7:20 p.m. **MOTION:** (Buttrey/Acker) moved/seconded to approve the request for a tuition waiver (unanimous approval).

**UPDATE ON TA HEAD OF SCHOOL SEARCH (Giovanni Bosco):** The application period has ended. The committee is pleased with the number of excellent applicants. The committee will have an extended meeting on December 12 to identify semi-finalists. Once semi-finalists are identified references will be called and the finalists will be narrowed down to 4 to 6 applicants who will be interviewed by the committee on January 7 and 8 (if needed. Interviews will be in person for the applicants who can get to Thetford, and by Skype for those who cannot travel. One or two finalists will be identified immediately after the interviews. On January 29 finalists(s) will be on campus for an all day interview process. The TTSD Board is invited to participate. In the late afternoon and evening there will be an open community forum. The agenda for the day is being planned. There will be stations throughout the school with students, administrative teams, and departments, and the candidates will rotate through and interact with these groups. Consultant Bob Stevens will actively gather feedback that will be collated and shared with the Board later that evening. The full TA Board will have an hour with each candidate, and then will go into executive session to vote. A meeting is scheduled on January 31 if more discussion is needed. On November 4 the TA Board had a mini retreat. During the public session the Board reached consensus that the first priority for the new head of school is someone who is an educational leader; a person who will be an inspiration to the faculty and students. Prior leadership and fundraising experience would be great too, but educational leadership is the top priority. This is helpful feedback as the committee reads applications. Having a priority keeps the focus on why the eventual top applicant is identified as the number one choice. There have been several committee meetings and Bosco has been pleased with the process. The committee members communicate well, seem comfortable discussing difficult issues, and are taking the process seriously while having fun, too.

**FIRST DRAFT OF BUDGET FY2020 (Keith Merrick):** Merrick distributed the first drafts of the tax worksheet, FY2020 budget and one page detailing special education finances comparing OESU districts' expenditures and reimbursements. The budget is projected to go down by ~4% due to changes in special education because everything but the paras will go through the SU's service plan. Merrick led the Board through a review of the budget. The net cost of special education is up over three years (FY18- FY20), but it is difficult to compare fiscal years with accuracy because the accounting and tracking system keeps changing. An additional change is in secondary tuition (10.4%), and a 53% increase in OESU assessment (services for which TTSD pays OESU), which is separate from special education. This figure needs another look. If the budget is flat at the end of 2020, a negative fund balance of \$16,000 is predicted. Buttrey asked about the tax worksheet, noting that many of the figures are best guesses, such as the CLA and the equalized pupil figure. Merrick agreed these figures are pending. Discussion followed. Darrah summarized that all special education revenue will go to the SU instead of the TTSD and the SU will distribute it. Merrick explained for his draft calculations of teachers' salaries he gave them one step and added 0.2%. Buttrey would like to see any increase in the tax rate match the consumer price index. Discussion followed regarding many moving parts this early in budget

season. Merrick has discussed projected enrollment and tuition with TA. TA is projecting 18 additional students and the tuition rate has not been discussed by the board yet. Buttrey recalled that the estimated tax increase on the first draft is typically much higher than the final figure. Acker stated more clarity from OESU on assessments for special education and administration is needed. Darrah stated the Board should consider boosting the capital fund with a separate warned article. Buttrey asked McLaughlin about administrative support. McLaughlin stated that with Hansen out on medical leave, all of the TA LEA responsibilities are falling on McLaughlin. He does his best but it seems like a role that would be best served by someone who has specific training. This position could also be in charge of behavior. Darrah has asked OESU if an LEA position could be reimbursable. An LEA could be very beneficial to TA for assessments, for which TA is currently contracting out. There may be cost savings to TA. An LEA is not in the budget because of budget constraints, but adding this position could benefit both schools. McLaughlin stated he is learning his role as principal can be approached in a reactive way, however this limits his ability to take a proactive role and plan. Emergencies are getting the bulk of his attention as opposed to longer range planning.

**EXECUTIVE SESSION (Teacher Negotiations and a contract matter):** MOTION: (Buttrey/Downey) moved/seconded to go into Executive Session at 7:55 p.m. to discuss a contract matter and teacher negotiations, the premature dissemination of which may place the Board at a substantial disadvantage, and will discuss matters that are not subject to the open meetings law. Out of executive session at 8:07 p.m. No action taken.

**ADJOURNMENT:** MOTION: (Acker/MacPhee) moved/seconded to adjourn the meeting at 8:07 p.m. (unanimous approval).

**FUTURE MEETINGS:**

12/04/18	OESU Meeting	6:00 p.m.
12/11/18	Thetford Town School District Meeting	6:30 p.m.

Minutes Prepared By:  
Amy Bosco, Minutes Clerk

RESPECTFULLY SUBMITTED,  
Julie Acker, Board Clerk