

**THETFORD TOWN SCHOOL DISTRICT**  
**Tuesday, January 22, 2019**  
**Thetford Elementary School**

**DRAFT MINUTES**

Shannon Darrah convened the meeting at 6:37 p.m. The following were present: Charlie Buttrey, Shannon Darrah, Kristen Downey, Scott MacPhee, School Board; Colin McLaughlin, Interim TES Principal; Bruce Williams, OESU Assistant Superintendent

**PUBLIC PRESENT:** None

**AGENDA REVIEW:** Agenda approved.

**MINUTES REVIEW:** MOTION: (Buttrey/MacPhee) moved/seconded to approve the minutes of the January 8, 2019 Board meeting (unanimous approval).

**REVIEW AND APPROVAL OF ORDERS:** MOTION: (Darrah/MacPhee) moved/seconded to approve accounts payable order # 6924 and payroll warrant # 21884 (unanimous approval).

**PUBLIC COMMENT/CORRESPONDENCE:** The Board received correspondence regarding a tuition waiver. Darrah has been in contact with the family. The hearing will likely be during the February 12 meeting. Buttrey will be absent. Darrah plans to forward the family the tuition policy.

**TA REPORT:** The last meeting was short. The Board updated policies and discussed the upcoming Head of School interviews and logistics for January 29, which is interview day for the two finalists. There will be a community forum in the evening. McLaughlin is on the schedule to interview the candidates, and Darrah will be involved as a TA Board member. The search committee hopes TTSD Board members will attend the forum. Darrah is working with Lindsey Klecan on the TTSD / TA partnership agreement and will bring it back for review.

**PRINCIPAL'S REPORT (Colin McLaughlin):** The staff is working on delegating and sharing responsibilities for annual school wide events, such as assemblies and concerts. This is timely given some staff members are changing roles or retiring. Discussion has focused on which traditions to keep or change, and spreading events out over the school year. The staff also worked on a new plan for monthly assemblies. The monthly all school meetings have been on hold. The staff decided to resume monthly assemblies with a focus on a shared behavior matrix for the school, done through teachers collaborating together. It is related to positive behavior systems. Over the upcoming months characteristics that are valued by the school will be identified and will be the focus of each assembly with skits and modeling. There will also be time for classes to share projects. Last Friday parent, Rachel Cook, presented a behavior workshop for the teachers that focused on basic fundamental classroom management techniques. This was a good refresher

and connects to the responsive classroom model. McLaughlin is trying to focus on school culture, manners, and general every day behaviors that kids should show throughout the day. Expectations for student behavior and a common language to address it should be consistent between staff members. A survey of teachers at the end of last year indicated culture and behavior issues are areas that need attention.

**UPDATE ON FACILITIES:** Boiler #2 is fixed and is on an alternating schedule with boiler #1. Darrah stated Rogers is going to see the septic project through until the end of the school year and then will give a summary to John Brown. Brown has been on site several days this week to assess the facilities.

**DISCUSS FY20 BUDGET AND SIGN WARNING:** The base education rate from the state was edited and resulted in a 0.7% increase in the local tax rate. The equalized spending per pupil was edited. The equalized pupil figure is an estimate and will not be firm until after the budget is warned. If that number goes down it will hurt the budget. The librarian is being paid 0.8. If \$50,000 is added to the capital fund as a separate warned article, the local tax rate will increase by 1.3%. Darrah expressed concern that once the school is inspected by John Brown improvements and repairs will be needed. Merrick experimented with various changes to the equalized pupil figure to see the possible effects on the local tax rate. Five fewer students would raise the local tax rate by 1%.

**MOTION:** (Buttrey/Downey) moved/seconded to sign the warning as set forth and as amended, that the voters are asked to approve the budget of \$8,642,983 in Article IV, and to raise an additional \$50,000 for the Capital Improvement Fund in Article V (unanimous approval). Board members signed the warning.

**SCHOOL REPORT PLANNING:** Darrah met with Merrill regarding the Act 46 update for the school report. Downey is writing the message from the Board.

**UPDATE ON OBTAINING FEEDBACK ON PRINCIPAL PERFORMANCE:** Downey reported a parent community forum is scheduled for January 30 at 6:30 in the TES library. Downey will post this on the listserv and the school will send out the announcement to the parent email list.

**EXECUTIVE SESSION (Teacher Negotiations):** **MOTION:** (Buttrey/MacPhee) moved/seconded to go into Executive Session at 7:52 p.m. to discuss teacher negotiations, the premature dissemination of which may place the Board at a substantial disadvantage. McLaughlin was invited to participate. Out of executive session at 8:23 p.m. (\*\*No action taken\*\*).

**ADJOURNMENT:** **MOTION:** (Buttrey/MacPhee) moved/seconded to adjourn the meeting at 8:24 p.m. (unanimous approval).

**FUTURE MEETINGS:**

|          |                                       |           |
|----------|---------------------------------------|-----------|
| 02/04/19 | OESU Meeting                          | 6:00 p.m. |
| 02/12/19 | Thetford Town School District Meeting | 6:30 p.m. |
| 02/26/19 | Pre-Town Informational Meeting        | Time TBD  |

RESPECTFULLY SUBMITTED,

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Amy Bosco, Minutes Clerk

*These minutes are not official until approved by the School Board.*