

**THETFORD TOWN SCHOOL DISTRICT**  
**Tuesday, March 26, 2019**  
**Thetford Elementary School**

**DRAFT MINUTES**

Shannon Darrah convened the meeting at 7:02 p.m. The following were present: Julie Acker, Charlie Buttrey, Shannon Darrah, Megan Snider, School Board; Colin McLaughlin, Interim TES Principal; Emilie Knisley, OESU Superintendent

**PUBLIC PRESENT:** None

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

**MINUTES REVIEW:** Postponed

**REVIEW AND APPROVAL OF ORDERS:** MOTION: (Acker/Snider) moved/seconded to approve accounts payable order # 6997 and payroll warrant # 7005 (unanimous approval).

**PUBLIC COMMENT/CORRESPONDENCE:** The Board received an email from Natalie Thomas from the Media and Health Behaviors Lab at Dartmouth, asking for permission to advertise their research studies at TES. Discussion followed regarding whether this is a school board issue. McLaughlin stated approval is per the discretion of the principal. At first glance, this seems like a well-intentioned request and McLaughlin is willing to include it in a future school newsletter.

**PROCEDURE FOR REVIEW AND APPROVAL OF PAYABLES:** Acker summarized that in the past the Board had discussed requiring one signature to approve payables. Acker shared OESU's resolution and proposed adopting a similar resolution specific to TTSD. Discussion followed regarding options for review and approval of payables as a Board, or authorizing the superintendent or the superintendent's designee to approve payables. Acker recalled the Board had preferred to continue to review the payables. **MOTION:** (Buttrey/Acker) moved/seconded to authorize Acker or Darrah to review, authorize and sign warrants as needed for the school district (unanimous approval). The Board requested that OESU continue to provide quarterly financial reports.

**REVIEW OF TA-TES PARTNERSHIP AGREEMENT FOR COMMENTS, UP FOR RENEWAL:** Darrah had emailed Board members the old and new draft partnership agreements with notations of the changes made. Darrah would like to bring TTSD comments back to TA. More time is needed for Board members to review these documents. TA is aligning TTSD's agreement with Strafford and Lyme's agreements. Darrah called attention to the clause about TA and TTSD faculty working together to align programming and curriculum, and bi-annual joint board meetings. Similar to Lyme and Strafford, the TTSD representative has a seat on the TA

Board, but the TTSD member is guaranteed a spot on the resource committee as well. McLaughlin commented that the description of the 6<sup>th</sup> grade transition is accurate, except there is no presentation by TA to TES parents. TA does come to TES to present to the students. There is an incoming student's open house for parents at TA. Discussion followed that TA should come to TES for a parent presentation. McLaughlin stated he thinks parents would appreciate the opportunity. Darrah suggested the agreement should specify frequent meetings between TA's Head of School and TES's principal. McLaughlin finds his meetings with Bugg helpful. With new leadership at both schools, perhaps this should be formalized in the updated partnership agreement. Discussion to continue at the next meeting.

**DISCUSSION RE: PRINCIPAL SEARCH PROCESS:** Eight teachers have expressed interest in serving on the search committee. One community member has volunteered, Amy VanderKooi, who works at the Montshire and has spent time at TES. There have been no parent volunteers yet. Committee configuration was discussed. Cynthia Odell would serve on behalf of the support staff. Kate Hill is the only teacher from the lower wing who expressed interest. Teachers Ben LaRoche and Abby Harrington from the upper wing expressed interest. McLaughlin himself is interested. Three specials teachers expressed interest: Phil Chaput (PE), Beth McGee (art), and Sara Bailey (school counselor). McLaughlin indicated his support of the school counselor serving on the committee. There is no solid date for the consultant to begin. Knisley stated she is concerned about waiting for a consultant's availability to begin the search process and suggested the Board rely on herself and Williams for support. There is a strong pool of applicants but it will dwindle as time passes. Knisley reported there are twelve applicants who are probably applying elsewhere and are already finalists elsewhere. Acker stated that last year's committee did excellent work without a consultant, and agreed to relying on Knisley and Williams for support and forgoing the consultant. Last year's search criteria is expected to be similar for this search. Downey should be able to share the timeline used for the last search.

**OTHER BUSINESS:**

**SUBSTITUTE PAY:** TES pays the OESU rate, \$83 per day, which is lower than TA (\$90/day) and surrounding towns. Buttrey is concerned subs are turning down TES jobs because of the lower daily rate as compared to area schools. McLaughlin agreed. Knisley summarized some comparables: Barre \$100/day; Central VT \$100/day; Montpelier \$100/day; White River Valley \$90/day. Knisley offered to get rates from Hartford, Hanover, Norwich, Lyme, and Fairlee. Blue Mountain is in OESU and pays more than the OESU rate. **MOTION:** (Buttrey/Snider) moved/seconded to amend the substitute teacher rate to \$14.29 per hour (\$100 per 7-hour day) beginning with the next payroll period (unanimous approval). Discussion followed between Knisley and McLaughlin regarding payroll logistics.

McLaughlin followed up on the personnel issue discussed previously in executive session, passing on the staff member's request for having her letter signed by the Board. The Board responded the contract is the most binding agreement.

**ADJOURNMENT:** MOTION: (Acker/Buttrey) moved/seconded to adjourn the meeting at 7:58 p.m. (unanimous approval).

**FUTURE MEETINGS:**

04/02/19	OESU Meeting	6:00 p.m.
04/09/19	Thetford Town School District Meeting	6:30 p.m.
04/23/19	Thetford Town School District Meeting	6:30 p.m.

RESPECTFULLY SUBMITTED,

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Amy Bosco, Minutes Clerk

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