

**THETFORD TOWN SCHOOL DISTRICT**  
**Tuesday, December 6, 2016**  
**Oxbow High School**

**APPROVED MINUTES**

Shannon Darrah convened the meeting at 8:01 p.m. The following were present: Scott MacPhee, Charlie Buttrey, Kristen Downey, Julie Acker, Shannon Darrah, School Board; Kevin Petrone, TES Principal.

**PUBLIC PRESENT:** Sandra Stanley (Director of Student Services, OESU), Keith Merrick (Business Office, OESU)

**AGENDA REVIEW:** Agenda approved.

**MINUTES REVIEW:** MOTION: (Downey/MacPhee) moved/seconded to approve the minutes of the November 15, 2016 Board meeting (unanimous approval).

**REVIEW AND APPROVAL OF ORDERS:** MOTION: (Acker/Buttrey) moved/seconded to approve accounts payable order #5754 and payroll warrant #5740 (unanimous approval).

**PUBLIC COMMENT/CORRESPONDENCE:** Darrah received an email letter from Joanna Waldman on December 1, giving notification of her intent to retire at the end of this school year. A separate retirement letter in compliance with her contract, was received and Darrah distributed this to Board members.

Correspondence was received from Jennifer Clogston regarding the special educators' transition to the OESU contract, noting some of their benefits would be significantly different. It was suggested that Board members attend the upcoming OESU negotiations committee meeting on December 7. No Board members are available to attend. OESU human resources representative, Melanie Elliott, will attend. This meeting is specifically to discuss the health and dental portion of the benefits. Buttrey suggested responding to Clogston to acknowledge receipt, and specify that these matters will be considered during the merged negotiations.

Correspondence was received from teachers regarding salary and movement on the grid. This information is supposed to be communicated to the Board before December 1. Darrah received email communication from Sara Bailey after this date, asking for consideration after the deadline. Darrah told Bailey she would discuss with the Board. Then, Petrone inquired of Darrah if she had heard from another staff member; who had communicated with Cobb on November 21, but not with Darrah. Discussion followed.

A letter of resignation was received from Sarah Metz, TES Social Worker, asking to be excused from fulfilling the remainder of the contract, effective immediately. Petrone stated that in order to fill the position, it might be more successful to advertise it as a guidance counselor/social worker. He would like to cast a wider net in the mental health field. The priority is a good fit with the school. It is a full time position. Beth Tilden was hired in food service. Darrah signed the contract.

**PRINCIPAL REPORT (Kevin Petrone):** Petrone welcomed Beth Tilden to the staff. She was a former substitute in the kitchen. Petrone has been meeting with student council and the TES climate and culture committee. The goal is to have behavior expectations for throughout the building, not just the classrooms. Petrone met with an Agency of Education consultant and the leadership team for guidance on how to roll out these expectations. Petrone will use the ski Friday afternoons to focus on climate and culture committee work. In the contract for teachers, it now states that the teachers will have input in providing their own professional development days, and encourages them to take on leadership roles. December 13 is the senior citizens' luncheon. December 21 is the holiday concert at 1:15.

**TRAILHEAD PROJECT UPDATE:** Darrah and Petrone attended the public concerns meeting. This Thursday is the local options meeting, when the design options will be presented. The town had money from the federal government to design a trail to go from Thetford Center to Thetford Hill, but the town couldn't get all the necessary easements. The town then proposed to TES to use the money to create a trailhead at TES for Mimi's Trail, redesign the parking lot, create overflow parking, and add some signage for the trails to TA and to Mimi's trail. The TA trail could be extended to the edge of the parking lot. Overflow parking would not be paved, but would be a reinforced area suitable for parking, but still playable for the kids. The location could be between the former sledding hill and the parking lot. Downey will attend the meeting. The three design options have already had input from Petrone, Thompson, and Darrah. Construction will likely take place the summer of 2018.

**FY17 FINANCIAL STATEMENT:** Janet Mitchell reviewed the year to date numbers of the statement. Discussion followed. There is a spending overage in pre-K expenses, and the guidance/social worker. There is a \$10,661 deficit in food service for FY16. Darrah asked about covering this food service deficit in future budgets. Merrick indicated there is a plan. The other funds all have a positive balance. The new auditor has been easy to work with. There was brief discussion about the deficit plan that is in place as of the end of FY16. TTSD has until FY18 to get rid of the deficit. Stanley copied the original warning for Board review. The projected deficit is \$127,848 at the end of FY16. Merrick added that \$86,000 was added to the budget to recover some of the original deficit, which is what this warning is about.

**FY18 2nd DRAFT OF BUDGET:** Merrick distributed the budget and explained some figures are missing: TA hasn't introduced their tuition rate yet, and the CLA and equalized pupil numbers are still pending. Barring any large changes, Merrick predicts less than a 1% increase in the tax rate. This includes a telephone system upgrade and 3% was plugged in for teacher salary increases. Downey reported she spoke with Norwich Technologies, who said the solar area needs to be brush hogged on a regular basis.

**TEACHER NEGOTIATION UPDATE:** Buttrey reported he and Downey are meeting later this week with Petrone and Melanie Elliott (HR) to discuss the proposals made by the teachers. The teachers proposed a 4% salary increase plus a step for three years. Buttrey stated it is his impression that statewide, the NEA wants teachers to take the stance that any savings from healthcare premiums should return to them. Buttrey reported that at the OESU Board meeting tonight, they agreed to a 2% increase for staff. The teachers are asking for something that averages out to a 7-8% increase. If the grid is not changed, most teachers will get 2-3% increase. The teachers also want a three year contract. TTSD wants a one year contract. Acker pointed out the uncertainty of Act 46.

**EXECUTIVE SESSION (Special Education Services):** MOTION (Buttrey/MacPhee) moved/seconded to go into Executive Session at 9:01 p.m. to discuss special education services as they related to specific children. Out of executive session at 9:41 p.m. No action taken.

**EXECUTIVE SESSION (Student Matters):** MOTION (Downey/MacPhee) moved/seconded to go into Executive Session at 9:42 p.m. to discuss student matters. Out of executive session at 9:52 p.m. No action taken.

**ADJOURNMENT:** MOTION: (MacPhee/Buttrey) moved/seconded to adjourn the meeting at 9:53 p.m. (unanimous approval).

**FUTURE MEETINGS:**

12/20/16	Thetford Town School District Meeting	6:30 p.m.
1/3/17	OESU Meeting	6:00 p.m.
1/3/17	Thetford School District meeting	6:30 p.m.

Minutes Prepared By:  
Amy Bosco, Minutes Clerk

RESPECTFULLY SUBMITTED,

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Julie Acker, Board Clerk