

**THETFORD TOWN SCHOOL DISTRICT**  
**Tuesday, April 18, 2017**  
**Thetford Elementary School Art Room**

**APPROVED MINUTES**

Shannon Darrah convened the meeting at 6:52 p.m.. The following were present: Julie Acker, Charlie Buttrey (arrived 6:55 p.m.), Shannon Darrah, School Board; Kevin Petrone, TES Principal; Keith Thompson, OESU Assistant Superintendent

**PUBLIC PRESENT:** None

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

**MINUTES REVIEW:** MOTION: (Buttrey/Acker) moved/seconded to approve the minutes of the April 5, 2017 Board meeting (unanimous approval).

**REVIEW AND APPROVAL OF ORDERS:** MOTION: (Acker/Buttrey) moved/seconded to approve accounts payable order #5906 and payroll warrant #5908 (unanimous approval).

**PUBLIC COMMENT/CORRESPONDENCE:** None

**TA REPORT:** Darrah could attend only part of the last meeting. Enrollment for the 17/18 school year is projected at approximately 331 students, which is a slight decrease. The Lyme partnership agreement was discussed. It was questioned if TA should enter partnership agreements with other schools. Lyme has multiple partnership agreements with various schools. Darrah encouraged building partnerships, not dissolving them. Designation and partnership are two different things. Chelsea is going to close their high school. TA should be talking with Chelsea. The Board discussed some policies, such as the transportation policy as it relates to Thetford students. TTSD pays for transportation of TA students. Darrah asked Thompson to ask Butler Bus to do an audit of the bus routes for the merged TES/TA bus route. Darrah would like to get a sense of what the ridership would be on a typical day. A Thetford bus is picking up some Strafford TA students at a central location in Thetford. Acker commented that a combined bus during the half day for a recent snow day was really crowded.

**PRINCIPAL'S REPORT (Kevin Petrone):** Petrone presented a letter from Jacqueline Porter. She will be taking a maternity leave from the beginning of the 17/18 school year until January 2, 2018, barring any unforeseen issues. Petrone plans to fill this position for the beginning of the year. Petrone recently made his recommendation for a new 1-2 teacher. Cobb will likely bring that candidate to the Board at the next meeting. This person has a lot of multi-age experience. There were several experienced candidates. Training for the responsive classroom will happen next year for four days throughout the year. The goal is to develop a social curriculum throughout the school using common language, and for the teachers to go through the training all together. The responsive classroom can be tied into PBL. Mariah Whitcomb from Thetford Fire visited TES to review safety plans and procedures. She brought TA's protocol, which is quite thorough. In addition to grant funding for the responsive classroom training, Petrone received

grant funds for maintenance of the gardens (i.e. in the summer) and preparing produce for use in school lunches. TES also received a grant for outdoor musical instruments. These will be permanent fixtures, made for the outdoors, such as a xylophone. Grant funds were also received for a bike storage shed. Part of the shed will house bike tools and stands for maintenance. The 6th grade held their trivia night and dinner, raising \$400 for the food shelf and \$1,000 for the class trip, class gift, T-shirts, and yearbook.

Petrone has been working with a family who tuitioned their child into TES this year. They paid for the first part of the year. The second payment was due in January and is unpaid. The Superintendent's office sent the family a certified letter. The letter was unclaimed and returned. Thompson asked the Board for direction for next steps. There is no contract, but an agreement written in an email. Buttrey stated that is in writing and serves as a contract. Thompson suggested the Board write a letter asking for payment. Buttrey suggested the Board could tell the family that the child can not attend school anymore. He acknowledged the child is blame free. This sets a bad precedent for others to take advantage of the situation. Buttrey would like to send a letter indicating violation of contract. Buttrey asked Petrone if the family's financial circumstances have changed. Petrone is not sure. A payment plan could also have been arranged. Darrah summarized that this agreement was presented by the family as a temporary arrangement while they secured housing in Thetford. The family should have come forward proactively to let Board know they could not pay or ask for a payment plan. Buttrey stated the Superintendent should write the letter on the Board's behalf. Thompson added that a statement could be included specifying that unless the tuition is paid in full, the Board may refuse to allow the child to continue to attend the school. Darrah added that if the family wants the student to attend next year, the entire tuition needs to be received up front. Discussion followed regarding how to deliver the letter if the family is not picking up mail. Thompson suggested that he drive by the address in case they have moved. The family has communicated via email.

Thompson has discussed TTSD cash flow with treasurer, Jill Graff. \$200,000 was received from the State, and \$800,000 is expected at the end of this month. This is not enough to cover expenses through the end of the school year. Thompson is going to ask Graff to take a note for \$200,000 to cover payroll until June 30. Another note can be taken out until August. The Board has authorization to do so as part of Article 2. The reason for running short is partially because of unexpected bills like preschool. There will be no penalties.

**TOWN PEDESTRIAN PROJECT UPDATE (Stuart Rogers):** Postponed

**ACT 46 DISCUSSION:** Darrah stated that Downey reported the financials looked poor for the alternative structure group. Discussion followed. Buttrey stated he has discussed a possible merger with at least ten school districts.

**INTERIM SUPERINTENDENT RECRUITMENT UPDATE:** Buttrey attended the last meeting. The individual identified by the search committee accepted another position. Harry Frank is going to search for a candidate and present said person to the OESU Board. Frank knows what the committee was looking for in a candidate.

**OTHER BUSINESS:** Buttrey stated he did not receive any response from his invitation to the community to volunteer on a committee to investigate housing preschool at TES. He plans to wait for the legislative session to end, and then will send another listserv message. Petrone added there is a teacher who is possibly interested. Petrone suggested he post a message in his school newsletter.

**EXECUTIVE SESSION (Teacher Negotiation Strategy):** MOTION: (Buttrey/Acker) moved/seconded to go into Executive Session at 7:46 p.m. to discuss teacher negotiations, the premature dissemination of which may place the Board at a substantial disadvantage. Out of executive session at 7:50 p.m. No action taken.

**ADJOURNMENT:** MOTION: (Buttrey/Acker) moved/seconded to adjourn the meeting at 7:51 p.m. (unanimous approval).

**FUTURE MEETINGS:**

|         |                                       |                       |
|---------|---------------------------------------|-----------------------|
| 5/2/17  | OESU Meeting                          | 6:00 p.m.             |
| 5/2/17  | Thetford Town School District Meeting | 7:15 p.m. (tentative) |
| 5/16/17 | Thetford Town School District Meeting | 6:30 p.m.             |

Minutes Prepared By:  
Amy Bosco, Minutes Clerk

RESPECTFULLY SUBMITTED,

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Julie Acker, Board Clerk