

**Middletown Springs School District**  
**Board of School Directors (Regular) Meeting**

Date: October 16, 2008

Time: 7:00 P.M.

Place: Middletown Springs Elementary School

**Official Minutes**

Present: Kimberly Mathewson (Chair), Steven Letendre (Clerk), Jim Gilmour (Member), and Clarence Haynes (Vice-Chair). Also present: Aaron Boynton (MSES Principal), Lewis Milazzo (Business Manager), Thomas Gallagher (Superintendent).

1. Call to Order
  - Kimberly Mathewson called the meeting to order at 7:05 pm.
2. Consent Agenda: (Action)
  - a. Approval of Minutes:
    - i. Unofficial Minutes of September 15, 2008 (regular)
  - b. Report of Superintendent
  - The MS School District Board expressed concern to Superintendent Gallagher regarding the plan to use the Systems Management Committee of the Supervisory Union Board to review policies before they are adopted in the MS School District and the potential appearance that the SU would be dictating district policy. The Superintendent assured the Board that this is driven by efficiency concerns not to usurp the authority of the Districts to formulate policy.
  - c. Report of Principal
  - Principal Boynton informed the Board that progress is taking place on different aspects of the Action Plan. He informed the Board that a grant of \$1,000 for the Birth to 3 initiative was received and that Ms. Brzezinski will offer an afterschool drama program on Wednesday afternoons using funding from the 21<sup>st</sup> Century Grant. Kimberly Mathewson indicated that the Middletown Springs Justices of the Peace will offer a mock voting opportunity for MSES students and that all students will vote as part of the 2008 presidential campaign. Principal Boynton informed the Board about a surprise he received in the mail of a 100 year old reader from the MSES.
  - Jim Gilmour moved to accept the consent agenda. Clarence Haynes seconded the motion; the motion carried.
3. Report of Business Manager (Action)
  - i. Approval of Warrants:
    - Clarence Haynes moved that the MS School District Board approve Warrant # 32, in the amount of \$10,997.64, dated 9/12/08 and Warrant #33, in the amount of \$23,673.57, dated 9/26/08. Jim Gilmour seconded the motion. The motion carried.
  - ii. Financial Report
    - Business Manager Louis Milazzo asked if the Board would approve combining high school and junior high school expenses. This represents a change from the past, whereby these items were coded separately. This change is a result of new state policy. The Board agreed to the change. He also shared with the Board a variance statement, which highlights a \$30,000 variance due to tuition billback from Mill River Union High School. He indicated that he is investigating the calculations and believes that this is too high and will likely be less, but still a significant variance.
    - Steven Letendre moved to accept the Business Manager's report. Kimberly Mathewson seconded the motion. The motion carried.
4. General Public Comments (Listen and Defer Action to Future Meeting)
  - None
5. Old Business: (Possible Action)
  - a. Henderson Fund (act on applications if applicable)
    - Superintendent Gallagher informed the Middletown Springs School District Board that he had received two applications for the Henderson Scholarship Fund. Kimberly Mathewson will find how much is available for the scholarship and Superintendent Gallagher will schedule a meeting of the ad hoc committee (Superintendent, MS School District Board chair, and the Select Board Chair) that is responsible for selecting the scholarship recipients.
  - b. Building Security (update if applicable)
    - Jim Gilmour moved that we change all exterior door locks on the MSES based on the estimate that Principal Boynton received from Country Side Lock and Alarm. Kimberly Mathewson seconded the motion. The motion carried. Steven Letendre commented that a policy on how keys are distributed is needed once the installations are complete along with clear procedures. The Superintendent will bring forth a draft key policy for the MS School District Board to consider.

- c. Driver Education (update)
  - The Superintendent shared with the MS School District Board information that he obtained from the State concluding that the MS School District Board is not liable to pay for drivers education for MS students that go to a secondary school that does not provide it or students in the community that are home schooled in accordance with VT state law.
  - The MS School District Board will have our legal representative make the necessary changes to the deed wording and Jim Gilmour and Clarence Haynes will take the final draft deed to the select board for approval to finalize the MSES property deed transfer to the MS School District Board.
6. New Business (Receive Information and possible action)
- a. Water Systems Update
  - Principal Boynton indicated that the process is moving along. He indicated that the design is nearing completion and shared with the board a schematic of the proposed system design to purify the school's water supply.
  - b. FY10 Budget (Discussion)
  - The Business Manager indicated that he met with Principal Boynton to begin the budget planning process. A first draft will be ready for our November regular meeting of the MS School District Board.
  - c. Negotiations – Support Staff Agreement (Discussion)
  - Clarence Haynes moved to go into executive session for the purpose of personnel negotiations to include Principal Aaron Boynton and Superintendent Thomas Gallagher. Kimberly Mathewson seconded the motion. The motion carried. Kimberly Mathewson moved us out of executive session at 9:35. Clarence Haynes seconded the motion. The motion carried; no action taken.
7. Policies: **(Currently with Systems Management Committee for review)**
- a. 2<sup>nd</sup> Reading: **(No action to be taken at this meeting –list for reference purposes)**
    - i. D-6 Substitute Teachers
    - ii. D-7 Volunteer & Work Study Policy
    - iii. D-10 Public Complaints about Personnel
    - iv. D-12 Harassment of Employees
    - v. D-13 Health Insurance and Portability and Accountability
    - vi. E-5 Emergency Closings
    - vii. E-7 School Crisis Prevention & Response
    - viii. E-8 Tobacco Prohibition
    - ix. E-9 AIDS/HIV
    - x. F-5 Educational Records
    - xi. F-15 Student Publications
    - xii. F-17 Headlice (Pediculosis)
    - xiii. F-19 Limited English Proficiency Students
    - xiv. F-21 Firearms
    - xv. F-23 Participation of Home Study Students
    - xvi. F-24 Hazing
    - xvii. F-25 Student Attendance
    - xviii. F-27 Pupil Privacy Rights
    - xix. F-28 Wellness
    - xx. G-4 Selecting Library Materials
    - xxi. G-5 Selecting Instructional Materials
    - xxii. G-6 Complaints About Instructional Materials
    - xxiii. G-7 Educational Support System
    - xxiv. G-9 Grade Advancement: Retention, Promotion & Acceleration of Students
    - xxv. G-10 Special Education
    - xxvi. G-13 Animal Dissection
    - xxvii. H-1 School Community Relations
    - xxviii. H-2 Parental Involvement
8. Personnel and Contracts (Action)
- a. New Hires:
    - i. Susan Rosso – ASP Biller
    - ii. Sherry Lantman – Mentor (2)
  - Clarence Haynes moved that we accept these two new hires. Kimberly Mathewson seconded the motion. The motion carried.
    - b. Terminations/Resignations - None
    - c. Transfers – None
9. Anticipated Executive Session **1 V.S.A. § 313 (1-9)(b)** (if warranted)  
None

10. Other Lawful Business (Information Gathering Only)

- Clarence Haynes thanked the other MS School District Board members for their support on important supervisory union board issues.
- Jim Gilmour asked about the school absence policy. The Superintendent will bring a draft policy at our next regular meeting.

11. Set Next Meeting November 13, 2008 7:00 PM, and Agenda Building (Action)

- The next meeting will be changed to November 20<sup>th</sup>, 2008 at 7:00 pm at the Middletown Springs Elementary School.

12. Adjournment

- Jim Gilmour moved to adjourn the meeting at 9:55. Kimberly Mathewson seconded the motion. The motion carried.

Respectfully submitted by,  
Steven E. Letendre, Board Clerk