

# RUTLAND SOUTHWEST SUPERVISORY UNION

April 30, 2008

(Continuation of April 28, 2008 Regular)

Board of School Directors Meeting

7:00 PM

Middletown Springs Elementary School

## Official Minutes

Present: Chair Clarence Haynes, Tammy Holcomb, Karen Stomski, Steve Letendre, Kimberly Mathewson, Russ North, Mary Jo Teetor, Mike Nagar, Charity Downs, Tracee Oakman Rupe, Cheryl Chedester and Brian Hampl.

---

The meeting was called to order by Chair Clarence Haynes at 7:20 PM with ten members present.

The Chair reported that this meeting was recessed from April 28, 2008 (Regular).

Technology Coordinator Job Description: Hearing no objections, the Chair moved the job description for the Technology Coordinator to the top of the agenda. Unfortunately Mrs. Folger was unavailable to attend the meeting; however Mr. Boynton had offered to be available by phone if needed.

Several comments were made and discussion ensued. Mary Jo Teetor commented that the position has evolved over the years. Network administration and housing of both the individual hired for the position, where equipment would be housed, as well as other comments. Kimberly Mathewson stated she recalled that the intent for the new job description/new model was to wipe the slate clean and start fresh. She commented that we needed to start somewhere. Further discussion ensued.

With many questions being brought up, the Chair determined that the board should phone Aaron Boynton, Principal of Middletown Springs, who is an instrumental member of the Technology Team and Lead-It Team and has an Administrative perspective on the situation. Mr. Boynton answered the boards' questions. Mr. Boynton expressed his opinion that the old system/model was not the best; but that it has had to work as best it could. He indicated that the old hierarchy doesn't make sense and needs to be considered. He stated that the new model will likely have its own problems, but that those could be worked out over time. Mr. Boynton expressed that in his opinion, having the players in place was the first priority. The details regarding location and equipment could be worked out with the new staff in place. Approving the new job description/model now does not necessarily mean that it couldn't be revisited or modified in the future. In response to a board member's question whether Mr. Boynton was familiar with the current IT Plan, Mr. Boynton indicated that he was familiar. Mr. Boynton answered, "absolutely" in response to a board member's question whether the proposed/revised job description would effectively be able to implement the SU IT Plan. Mr. Boynton indicated that the proposal makes sense. An RSWSU Technology Coordinator should be responsible for overseeing the entire system, and that person should be an RSWSU employee. If an individual school has their own person, great; if not, then the Coordinator would be able to work at the schools that may not have the availability to hire someone. It also would be important in meeting the educational goal (in the IT Plan); having the Technology Coordinator help to foster that educational aspect in order to meet one of the goals. The proposed job description will assist the Supervisory Union to meet the goals of the IT Plan.

It will make it easier to implement the Plan. After answering a few more questions, the phone conversation ended.

Motion made by Kimberly Mathewson, seconded by Tammy Holcomb to approve the Technology Coordinator Job Description as proposed. Discussion ensued.

A copy of the Technology Plan and Technology Audit is to be sent in paper form to Mike Nagar, Kimberly Mathewson and Steve Letendre. Please send same electronically to the Chair.

Motion carried.

### **Old Business:**

Late Fees Rutland Herald: Mr. Hampl relayed to the board that research had been done and reconciliation to 2005 with the Rutland Herald completed. If proper documentation has been received from the Rutland Herald, and confirmed in our system that payment had not been made previously, payments and associated late fees have been taken care of. If no documentation has been provided, then no payment has been issued. Discussion ensued. Mr. Hampl reported that there has been a long standing problem with the Rutland Herald in that they do not send appropriate invoices (mostly just statements with no details); and despite repeated attempts to obtain proper documentation (in order to clear up this account); they have only just recently provided us with some documentation. The board suggested/requested monthly reconciliation with this account going forward to alleviate any further outstanding invoices and/or late fees. They asked the business manager to determine how the late fees are assessed. The finance committee is to be provided with a copy of the reconciliation completed. Another letter/notification should be sent to the Rutland Herald which should indicate that unless and until they provide us with proper documentation, no payments will be made.

FY07 Audit questions (update): There was no Finance Committee meeting in April. The audit has been reviewed by both Brian Hampl and Cheryl Chedester and a plan has begun. There is a need for the Finance Committee to meet to discuss further and to finalize.

VAC (After School Program) Invoices (update): It was determined by the Business Office that two invoices from VAC had not been received. Upon inquiring, VAC informed the Business Office that they had switched software programs, and apparently in the process, some of the billing did not occur. They sent us three invoices all at the same time to “catch up”, thus the reason for paying two at the same time.

Title I Funding (update): In response to an inquiry from the Finance Committee; it was reported to the board that the Kelley Services temp who completed a transcribing project at the Central Office was not paid through Title I funding for this project. The time was expensed to the general funds.

Process Improvements (update): As there was no Finance Committee meeting held in April, this issue is to be tabled until the next regular board meeting, after the Superintendent and Business Manager have discussed it with the Finance Committee.

SchoolSpring.com Advertising in the Rutland Herald (update): It was determined through research that it would cost approximately \$1,000.00 (for an approximate fourteen week period) to use the SchoolSpring/Rutland Herald service (once per week). Discussion ensued.

Motion made by Kimberly Mathewson, seconded by Tracee Oakman Rupe to try listing all SchoolSpring ads in the Rutland Herald for a fourteen week period as a trial run. When this service is

being utilized, no individual advertisements shall be run directly through the Rutland Herald for the same period.

Motion carried.

Executive Committee Roles and Responsibilities: Discussion ensued. The issue was tabled until the May meeting pending further research.

Committee Assignments: The following RSWSU Board members have been assigned to the following committees:

Finance Committee:

Tammy Holcomb (Chair)  
Al Jackson (may share position with MJ Teetor)  
Francene Cone (until July 2008)  
Kimberly Mathewson  
Russ North

Human Resource Committee:

Mary Jo Teetor (Chair)  
Mike Nagar (sharing the position with MJ Teetor)  
Anne Robbins  
Karen Stomski  
Jodi Comeau

Policy Committee:

Helen Mango (Chair)  
Tracee Oakman Rupe (tentative)  
Charity Downs  
Clarence Haynes

The Human Resource Committee has been charged with two specific tasks to report back to the full board at the May 2008 meeting:

Language modification for Vendor Contracts  
Grandfathered Itinerant Teachers' benefits (TT & SK)

### **New Business:**

Job Description of Business Manager: The board worked on modifying the job description language.

Motion was made by Kimberly Mathewson, seconded by Karen Stomski to accept the Business Manager's Job Description as amended. Discussion ensued.

Motion carried.

The Chair called for a short break at 9:40 PM; the Chair called the meeting back to order at 9:52 PM.

Advertisement for Business Manager/Interim Business Manager: Motion made by Kimberly Mathewson, seconded by Charity Downs to approve the salary range of the Business Manager, for advertising purposes, of \$60,000 - \$64,000.

Motion carried.

Business Manager Resignation date update: Brian Hampl officially gave the board his two week notice. Mr. Hampl's last work day is to be May 17, 2008.

It was determined in an effort to save time, that the Finance Committee would be charged with the responsibility of hiring an Interim Business Manager; the full board specified that their first choice would be to hire Mr. Dick Stewart if he is agreeable and available. If a member of the Finance Committee cannot attend the meeting(s) regarding this matter, then he/she is responsible for seeing that another board member attend in his/her place.

Motion made by Mary Jo Teetor, seconded by Karen Stomski and Mike Nagar to authorize the Finance Committee to hire a highly qualified candidate for the Interim Business Manager position and to interview prospective candidates for the permanent position.  
Motion carried.

Discussion ensued regarding the board's prior authorization of the Contract Agreement with Mr. Hampl. Confirmation of the agreed to lump sum payment once the two week notice was given was affirmed.

### **Old Business:**

Mr. Hampl addressed the board regarding an old business item that required the board's action.

403(b) Plan Approval: Business Manager Brian Hampl presented information to the board regarding the recommendation (from the 403(b) Committee) for a Third Party Administrator for the 403(b) Plan.

Motion made by Steve Letendre, seconded by Russ North to approve Plan Solutions as the Third Party Administrator for 403(b) administration; acknowledging that it will be an unbudgeted \$1,000.00 initial expenditure.

Motion carried.

Mr. Hampl was thanked for his work and presentation.

### **New Business (continued):**

Review of overtime hours worked: A memo was distributed to the Board regarding the number of additional hours that have been worked to date. It was confirmed that the individual is an hourly (non-exempt) employee. Discussion ensued.

It was determined that further discussion would be handled during an executive session. The Chair declared that the board would continue work on the agenda and then move into executive session.

### **Approval of Warrants:**

Motion made by Kimberly Mathewson, seconded by Charity Downs to approve Warrants #23, 24 & 25. Questions were presented and answered for some warrant items.

What was the expense for Petty Cash/Bonnie Lenihan regarding? It was for expenses for a conference including rooms and meals etc. She was advance the money out of petty cash.

Who is Ellen Reiling?

She is the Reading Recovery Lead Teacher.

How much more smart board training are we going to fund?

The expense was due to a software upgrade and training of the trainers.

Hearing no further questions, the chair called for action on the motion.

Motion carried.

Motion made by Tammy Holcomb, seconded by Mary Jo Teetor to table the Policies to the beginning of the May 2008 regular meeting. Discussion ensued.

Motion carried.

Motion made by Charity Downs, seconded by Karen Stomski for the board to move into executive session for personnel, legal and contractual issues. The Superintendent, as well as the Business Manager and Recording Secretary were asked to leave the room for the first part of the executive session; and will be asked to return into the executive session afterwards.

Motion carried.

**Set next regular meeting:** The board set May 19, 2008 as the next regular RSWSU board meeting (due to the holiday); for 7:00 PM at Wells Village School.

The board moved into executive session at 10:50 PM.

Motion made by Steve Letendre, seconded by Charity Downs for the board to move out of executive session at 11:20 PM.

Motion carried.

Motion made by Charity Downs, seconded by Karen Stomski to adjourn at 11:20 PM.

Motion carried.

Respectfully submitted,

Jan Dente  
Recording Secretary