

Poultney School Board
Official Minutes
March 18, 2008

Attending: Mary Jo Teetor, Board Chair, and Board Members Tracee Oakman Rupe, Al Jackson, Pat Davenport and Michael Nagar, Cheryl Chedester, RSWSU Superintendent, Brian Hampl, RSWSU Business Manager, Jean Oakman, PHS Principal, Kristen Caliguiri, PES Principal, Anne Colpitts, recording clerk, Shayron Bill, Beverly Fedolfi, Tammy Petty, Medrick Petty, Mare Rosenthal, Linda Roberts, Michelle Folger, Nancy Schwaner, Wanda Stiles, Michele Harmon, Melissa Kristiansen, Barbara Mulholland, Christie Gloss, Marie Kerber, Dale Kerber, Linda M.W. Smith, and Bonnie Lenihan.

Executive session ended at 6:45 pm. Mary Jo Teetor called the public meeting to order at 6:50 pm.

Consent Agenda:

a. Approval of Minutes: Board considered unofficial minutes from 1/15/08 (regular), 2/26/08 (regular), 2/26/08 (continuation), 2/28/08 (special) and 3/5/08 (special). Michael Nagar moved to approve minutes from 1/15/08. Al Jackson seconded. Motion carried. Al Jackson moved to approve minutes from 2/26/08, 2/28/08, and 3/5/08. Mike Nagar seconded. Motion carried. Revised minutes will reflect changes.

b. Superintendent's Report: Superintendent Chedester presented a written report. She addressed concerns about changes to 1/15/08 minutes and said that she had merely flushed out sentences. She announced that a demonstration of software designed to look at test score data will be held at the April 28th meeting of the RSWSU at Middletown Springs. The demonstration will not address specific students' test scores, but will look at school-wide data. The RSWSU central office has been making internal refinements to the criminal records check process; Jan Dente has processed 209 individual records this year. Central office continues to work on implementing the NEMRC HR module and will try to ensure contracts are issued in a timely manner. Superintendent Chedester said central office would ask principals to verify contract information with staff. Due to the large number of employees, Tracee Oakman Rupe suggested that it would be more efficient to send draft contracts to each employee to verify by a certain date. Brian Hampl said he will mail them out. Principal Oakman asked that central office check with principals to see if there are any contracts they want held before issuing contracts. Superintendent Chedester congratulated PHS cheerleaders and football team for their success. She also requested an executive session to discuss additional issues, and thanked the Poultney community for supporting her son in Iraq.

c. Principals' Written Reports:

PES Report: Principal Caliguiri reported that Dr. Seuss week was a success, with lots of community support. She passed out an overview of NECAP results. There were increases and some decreases, and PES is currently addressing issues through professional development, particularly at grades 3 & 4. PES is planning a VIP luncheon for 4/10/08, where students invite parents or community members to

share lunch at the school. A PES student won a recent Odyssey of the Mind competition; there will be a front-page article in the Lakeside News. PHS Report: Principal Oakman reported that Kim Babcock has applied for reimbursement for recalled beef. She handed out an overview of NECAP scores. Poultney resident Stacy Devino has been chosen as Vermont History Day Advisor, and the hiring committee recommends Denise Rainville as long-term French sub. The Slate Valley Math Competition has been rescheduled due to bad weather for 4/23 at GMC. Administrators had a VCAT training on 3/6, and the PHS training will take place on 3/26. Many PHS seniors have already completed their PDC's; the goal is to have 100% completion by graduation. The Senior Class Trip to Myrtle Beach is planned for April. PHS cheerleaders and football players were recognized in Montpelier on 3/18 with resolutions in honor of their state championships. Principal Oakman reported that she was impressed with their responsible and respectful behavior at the state capitol. PHS parent/teacher conferences will be held on 3/20 from 12:45-8:00pm and on 3/21 from 8:00am-3:00pm, and the Dodgeball Tournament on 3/7 was a success. Principal Oakman also presented a letter from parent Todd Prior recommending a change in wording in student handbook regarding drug and alcohol counseling, to require a "qualified counselor" and "up to 10 hours" of counseling. She asked to put this issue on the agenda for next month's meeting, to examine the policy manual, handbook, and Fair Haven's policy. Melissa Kristiansen reported that PHS's Odyssey of the Mind team recently won 2nd place and qualified to go to world, but conflicts with other activities may mean they can't continue on to the next round. Principal Oakman reported that Fitz-Vogt, the PSD Food Service, worked with the PTO to write a check for \$250 to Home Depot for water cooler and cups for wellness center.

d. Business Manager's Report:

1. Approve Warrants:

- a. #20 in the amount of \$120,947.25, dated 2/22/2008
- b. #21 in the amount of \$2,193.75, dated 2/26/2008
- c. #22 in the amount of \$23,916.36, dated 3/7/2008

Al Jackson asked about 2 bills on Warrant #20 from AFLAC, and wondered if PSD was billed twice. Brian Hampl said he would look into it. Al also asked about GMC tuition in Warrant #22 and whether students whose parents work at the college get tuition remission. Beverly Fedolfi answered that PSD pays the reduced rate of \$150 for the first class, and that additional classes are covered by tuition remission. Mary Jo Teetor asked why some Rutland Herald advertisements are paid for through the Supervisory Union and others through the PSD. Brian Hampl answered that it depends on the position. Mary Jo also asked about past-due bills from 2005, and Brian answered that Kathy Marino is working on cleaning up any past-due bills with the Rutland Herald.

2. Financial Reports:

- a. Draft auditor's report discussion: Brian Hampl reported that he will go over reconciliation discrepancies with principals to come up with plan of action, and will work with the financial committee to resolve these discrepancies. Al Jackson questioned why there is a negative amount on the balance sheet. Brian answered that he doesn't post entries to the payroll account until he reconciles the statements, which results in a temporary deficit.

b. Stafford Tech Tuition for FY 2009: Brian Hampl passed out a spreadsheet showing the PSD has underbudgeted for Stafford tuition by \$7,521.51 for FY 2009. Mary Jo Teetor questioned why the updated Stafford tuition numbers she had passed on to Brian in early December had not been used in creating the budget. Reducing enrollment would not solve the problem because billing is based on the prior 6 semester rolling average enrollment, and Mary Jo pointed out the PSD cannot cap enrollment. Brian also underbudgeted for Stafford tuition for FY 2008 by \$8300. He said that he was not aware of these deficits until recently.

Old Business:

- a. Support Staff Practices: STF.3.2.B (revised 2/6/08, tabled from February): Revisions were made to hours and to clarify dental/eye care. Al Jackson moved to accept changes. Mike seconded. Motion carried.
- b. Class and Clubs Follow-up: Final reconciliation is almost done. Regarding question from senior class re \$250 deficit, Tammy Petty, senior class advisor, reported that this year's senior class paid \$500 for last year's prom because \$250 was taken from their account twice, the second time in error, and that no one signed off on the second check. Kathy Marino found the error and issued a check for \$250 from the old Class and Clubs account. Tammy Petty received the check at the meeting. Brian Hampl will check with Kathy to clear up why there is still an old Class and Clubs account, when most accounts have been transferred to Pattie McCoy.
- c. Follow-up on contract distribution: Contracts will be mailed to each employee for verification.

New Business:

a. Purchase Order Procedure: A PO for the reimbursement of \$41 out of Title 1 funds to pay for water and snacks for open gym was recently brought before the RSWSU board. It was sent back to the PSB for clarification as to whether or not this was a legitimate Title 1 expense. Michelle Folger, grant administrator, said that as long as Title 1 students are involved, it is a legitimate expense. Superintendent Chedester said that Title 1 funds are to be spent for remediation of students who have low scores in math and language arts, and Brian Hampl said he was concerned about the upcoming audit because the consolidated federal grant proposal does not specifically include funds for the open gym program. Principal Oakman said that the open gym program was submitted to the state and it falls under Title 1 because it works to engage students in school activities who are at-risk of not graduating. She said she had repeatedly requested information of Michelle and Cheryl about the amount of money left in the PHS Title 1 budget, but had received no response. She also said that an amendment to the grant proposal was not needed because David Baroudi, state director of Title 1 programs, said the expenses are allowable and Michelle recently confirmed that there is money in the budget. Principal Caliguiri requested that administrators regularly be given copies of the Title 1 budgets so that they can see how much has been spent and what is allocated. Brian also raised the

issue of money being spent without a PO and then reimbursed, and asked for a clarification of the policy. Mary Jo Teetor said that reimbursement is a common policy, and Al Jackson pointed out the several of the warrants already approved in this meeting included reimbursements. Brian said he would run the \$41 expense by the budget committee at its next meeting on 3/19.

Al Jackson moved to move up public comment. Pat Davenport seconded. Motion carried.

Public Comment:

- a. Linda Smith asked why the ad for superintendent has not been in the newspapers. Mary Jo Teetor responded that the ad was put out through School Spring and another on-line service. School Spring puts an ad in the Rutland Herald, although the superintendent ad has not appeared yet. RSWSU decided to advertise this way.
- b. Medrick Petty asked if PSD is \$15,000 in the hole because of budgeting errors. Mary Jo Teetor said she would ask Brian Hampl to give an update on the total budget balance at the next meeting.
- c. Mare Rosenthal asked if other schools in the RSWSU have similar budgeting errors with Stafford. They do not, because districts without high schools would not be responsible for Stafford tuition – the school the child attends would be responsible.
- d. Melissa Kristiansen, PHS art teacher, reported that PHS student Rodman Jones curated his first show at the Chaffee Art center. He recruited artists among PHS students, chose pieces, and coordinated framing, hanging, and all other details for the show.
- e. Medrick Petty asked about results of Tom Mauhs-Pugh's proposal to secede from RSWSU. Mary Jo Teetor answered that it a 2-3 year process that also requires a vote at town meeting.
- f. Dale Kerber asked if the reimbursement for \$41 had become such a big deal because the money came from a grant. He also asked if the budget that Poultney voters recently approved is now fraudulent because of the \$7000 discrepancy. Mary Jo Teetor answered that PSD will have to take the money from something else or have a deficit.
- g. Beverly Fedolfi, PHS Executive Assistant, clarified that the first time food was purchased with Title 1 funds for the open gym the PO process was followed. When those supplies ran out, they needed more food immediately, and that was when the \$41 purchase in question was made. She also said that she resents her name being taken in front of the RSWSU board connected with the implication of impropriety, and she believes anyone with a question about this purchase should have come to her directly.

Pat Davenport moved to begin executive session. Al Jackson seconded. Motion carried at 9:25 pm.

Al Jackson moved to reject superintendent's recommendation for personnel action. Mike seconded. Motion carried 4 to 1. Tracee Oakman Rupe voted against the motion because she wished to seek legal counsel before any action was taken. Patty Davenport moved to

set up a time and a date to meet with Superintendent Chedester after her return to continue the meeting held on 10/2/2007. Mike seconded. Motion carried. Tracee moved to seek legal counsel re the issue discussed in executive session. Patty seconded. Motion carried.

Action on Personnel Contract:

- a. New hires: None
- b. Resignations:
 - 1. Resignation of Shayron Bill, guidance counselor, effective end of 2007-2008 school year. Al Jackson moved to accept her resignation. Mike Nagar seconded. Motion carried.
 - 2. Resignation of Nancy Rivers, 1-to-1 instructional assistant. Al Jackson moved to accept her resignation. Patty Davenport seconded. Motion carried.
- c. Terminations:
 - 1. Termination of at-will instructional assistant, Brittney Barrows.

Continuation of New Business:

- b. RSWSU Screening Committee – Board chose 3 members from PTSD:
 - 1. Board member – Tracee Oakman Rupe
 - 2. Administrator or teacher – Kristen Caliguiri
 - 3. Community member – Renee Beaupre White
- c. Smile Club: Smile Club is a long-established club, but is not included in the extra-curricular section of the teachers’ contract. In order to have a Class and Clubs account, it must be a board-sanctioned activity. Tracee Oakman Rupe moved to make Smile Club an officially sanctioned school activity. Al Jackson seconded. Motion carried. This does not change the status of Smile Club in the teachers’ contract.
- d. College Course Grades for Students: There is currently no set policy for translating college-issued letter grades to the number grades used by PHS. Principal Oakman proposed asking the college to provide a percentage grade. Al Jackson suggested sending a form with the students to ask professors to provide a number grade. PHS will start requesting number grades in fall 2008.
- e. PHS NECAP Scores: Presentation will be given at next meeting.

Other lawful business:

- a. Mary Jo Teetor asked when the guidance counselor ad could be published. Principal Oakman said they will add that to the ad already out for the music teacher.
- b. Next meeting date: Changed to 4/22/08, 6:30pm, due to vacation.
- c. Board only will meet on 3/20/08 at 6:00pm in PHS conference room.

Respectfully submitted,

Anne Colpitts, Recording Clerk