

**Rutland Southwest Supervisory Union  
Board of School Directors (Regular & Re-Organizational Meeting  
March 24, 2008 - Poultney High School**

**OFFICIAL MINUTES**

**Present:**

Clarence Haynes, Michelle Folger, Al Jackson, Mary Jo Teetor, Karen Stomski, Tammy Holcomb, Mike Nagar, Tracee Oakman Rupe, Francene Cone, Charity Downs, Jodi Comeau, Anne Robbins, Kimberly Mathewson , Steven Letendre.

Bonnie Lenihan, Brian Hampl, Darren McIntyre, Aaron Boynton.  
Jim Oakman, Coleen Nagar, Jim Porter, Mare Rosenthal, Chrispin White, Tammy Petty, Medrick Petty.

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Superintendent Designee Michelle Folger called the meeting to order at 7:05PM  
Superintendent Designee Michelle Folger called for nominations of Board Chair.

Jodi Comeau nominated Clarence Haynes  
Mike Nagar nominated Mary Jo Teetor

Several board members made statements in respect to the direction the board should go in.  
Hearing no further nominations for Board Chair, nominations were closed.

Voting by ballot resulted in six (6) votes Clarence Haynes and six (6) votes Mary Jo Teetor.

Hearing no objections or suggestions from the Board, Michelle Folger will attempt to contact the 13<sup>th</sup> voting member by telephone (via speaker phone) to determine if he was planning on attending the meeting and/or to seek his vote verbally if agreeable.

While Michelle obtained the telephone number to reach the board member, it was decided by consensus to have the guest speaker make his presentation.

Mark Hage, Representative from the Vermont NEA made a presentation regarding the IRS regulations for 403(b) plans, how it would impact the supervisory union, and what steps needed to be taken to comply with the regulations. Handouts accompanied the presentation with a brief question and answer session following. Mr. Hage was thanked for his presentation by the Board.

Michelle Folger informed the Board that she had been able to make contact with Russell North (the 13<sup>th</sup> board member) and that he was available via speaker phone.

Once contact was made, Michelle placed Mr. North on speaker in order that the Board could hear the conversation. Michelle first asked Mr. North if she had relayed any information regarding the nominees to Mr. North previously, Mr. North answered No. Mrs. Folger explained to Mr. North that there was a tie vote (6-6) for Board Chair and asked Mr. North if he was comfortable casting his vote verbally. Mr. North answered that he was comfortable doing so.

Mrs. Folger informed Mr. North of the nominees for Board Chair, and asked Mr. North if he would cast his vote verbally, Mr. North stated that his vote was for Clarence Haynes.

Mrs. Folger thanked Mr. North and the conversation ended at that point.

Mrs. Folger announced Clarence Haynes had been elected Chair; she congratulated him and turned the meeting over to him at that time.

Chair Clarence Haynes called for nominations for Vice Chair.

Helen Mango nominated Mary Jo Teetor.  
Kimberly Mathewson nominated Charity Downs.

Hearing no further nominations, nominations were closed.

Votes cast: 8 Mary Jo Teetor, 4 Charity Downs.

The Chair declared Mary Jo Teetor elected as Vice Chair.

The Chair called for nominations for Clerk.

Helen Mango nominated Charity Downs.  
Tammy Holcomb nominated Kimberly Mathewson.

Hearing no further nominations, nominations were closed.

Votes cast: 10 Kimberly Mathewson, 2 Charity Downs.

The Chair declared Kimberly Mathewson elected Clerk.

Appointment of Treasurer: Motion made by Kimberly Mathewson, seconded by Karen Stomski to re-appoint Patricia McCoy RSWSU Treasurer. Discussion ensued.  
Motion carried.

Identify Newspaper of Record: Motion made by Helen Mango, seconded by Charity Downs to identify the Rutland Herald as Newspaper of record.  
Motion carried.

Re-affirm Roberts Rules of Order (for small boards): Motion made by Charity Downs, seconded by Helen Mango to affirm Roberts Rules of Order for Small Boards as in the past. Brief discussion.  
Motion carried.

Identify schedule for monthly board meetings: Motion made by Mary Jo Teetor, seconded by Karen Stomski to adopt the fourth Monday of each month, 7:00 P.M. at rotating schools.  
Motion carried.

Appoint Recording Clerk/Secretary: Motion made by Helen Mango, seconded by Tammy Holcomb to appoint Jan Dente as Recording Clerk/Secretary.  
Motion carried.

Reconstitute Board Committees:

Motion made by Tammy Holcomb, seconded by Mike Nagar that each local board elect/appoint one member for each committee (separate member for each committee) in order to more fairly distribute the work. Discussion ensued. It was determined by consensus that the Finance Committee would continue as established until the next RSWSU monthly when a new committee would be established.  
Motion carried.

Discussion ensued regarding the Executive Committee and what its' role and responsibilities were. Research would be completed and presented at the April meeting.

**Consent Agenda:**

Approval of Minutes:

Motion made by Kimberly Mathewson, seconded by Karen Stomski to approve the minutes as amended. Motion carried.

**Report of the Superintendent:** Superintendent was out of town and unable to attend, therefore no report was available. The Superintendent had sent several handouts for the board which were either included in the packet or provided at the meeting. AED, Roberts Rules of Order, and Executive Session requirements (per statute), all for informational purposes.

**Report of the Business Manager:** Mr. Hampl reported that a committee had been established to work on 403(b) plan and the roll out process. Members of the committee currently consisted of one teacher from each school, the Superintendent, the Business Manager, the Payroll/Benefits Coordinator. Discussion ensued. It was suggested a board member participate on the committee as well. Mr. Hampl would keep the board informed of the committee's progress.

Mr. Hampl reported that Special Education reimbursement reporting was in process (due three times per year), Title I audit was scheduled to begin April 1 & 2; SDE 1.1 reporting was due to the state mid April for other grants; contract processing was underway for FY09. IDEIA-B grant (FY09) had not yet been reviewed by the Finance Committee, however, Mr. Hampl had worked closely with Mrs. Lenihan and other Administrators regarding the grant.

Motion made by Tammy Holcomb , seconded by Francene Cone to accept the report of the Business Manager. Motion carried.

**Report of Director of Student Support Services:** Mrs. Lenihan provided her report verbally. Mrs. Lenihan reported there would not be a Medicaid audit as the state was not able to schedule prior to the end of this fiscal year. The audit would likely be re-scheduled for the Fall. Mrs. Lenihan reported that the SIG-3 Grant that was applied for was not approved. Mrs. Lenihan requested to be placed on the Finance Committee's agenda in April.

Motion made by Mike Nagar, seconded by Al Jackson to accept the report of the Director of Student Support Services. Motion carried.

**Report of the Director of Curriculum and Instruction:** Michelle Folger indicated that her written report was included in the packet and offered to answer any questions for the board.

School Report Card - explanation given for clarification. Not Student Report Card.  
Video Streaming Technology - explanation given for clarification. Does not replace, but enhances curriculum.  
Title I Audit - explanation give for clarification. Audit is on current year (not previous year). Mrs. Folger welcomes the audit to ensure and confirm that we are in compliance with regulations.

Motion made by Anne Robbins, seconded by Tammy Holcomb to approve the Report of the Director of Curriculum and Instruction. Motion carried.

**General Public Comments:**

Q: Why was the advertisement for Superintendent not in the Rutland Herald.

A: The board in collaboration with the VSBA (facilitating the search process) decided to advertise on SchoolSpring.com and in Education Weekly as these venues are commonly frequented by professionals seeking employment.

Q: The Board identified the Newspaper of Record as Rutland Herald, why do they not advertise the position in this newspaper?

A: Identifying newspaper of record does not obligate the board to advertise in same.

Q: There is a section in the Rutland Herald in which SchoolSpring.com advertisements are posted by county, school and position; why do none of our SU openings appear here?

A: Research will be completed to determine if and how this can be accomplished and whether or not there is a fee involved.

Q: What is the status of the Search Committee (Superintendent position)?

A: To be discussed under Other Lawful Business later in the meeting.

Q: S Kinney, EEE Teacher inquired regarding her request to increase her dental/eye reimbursement to \$470.00 per year. When might she expect a response?

A: All background information to be presented to the board at April meeting.

Q: \$7,000.00 due to Poultney School District for Technology, will this be refunded in FY08 or FY09?

A: It is budgeted to be reimbursed in FY09.

Chair, Clarence Haynes called for a short break at 9:05PM

The Chair called the meeting back to order at 9:20 PM.

### **Old Business:**

Technology Job Descriptions: Middletown Springs Principal Aaron Boynton spoke regarding the process of reviewing the job descriptions for the WAN/LAN Coordinator and the Technology Specialist. Mr. Boynton expressed concern regarding the current process as directed by the board. He expressed the opinion that it was inappropriate and unprofessional to be discussed at the committee level for several reasons: the individuals holding the positions are part of the committee, it is inappropriate for them to objectively contribute and it impedes the committee's ability as it renders most if not all committee members uncomfortable and unable to be open in their discussion. This should be an administrative responsibility. He offered his assistance. Both Mr. Boynton and Mrs. Folger recommended that the Board approve the job descriptions as they are currently for the remainder of FY08; however they have a new proposal for the Board for FY09 to be presented in executive session. Discussion ensued.

Motion made by Mike Nagar to move into executive session at 9:40PM for the purpose of discussion of personnel job descriptions, seconded by Tammy Holcomb. Both Michelle Folger and Aaron Boynton were invited into the executive session with the board.

Motion carried.

Motion made by Kimberly Mathewson, seconded by Francene Cone to come out of executive session at 10:45PM.

Motion carried.

The Chair inquired whether it was the consensus of the board to complete the agenda or to postpone. Discussion ensued. It was decided by consensus to recess the meeting to March 31, 2008 at 7:00 P.M. at PHS to complete the agenda; with the exception of a brief finance committee report and screening committee decisions.

Motion made by Clarence Haynes, seconded by Anne Robbins to combine the WAN/LAN Coordinator and Technology Specialist job descriptions into one for FY09. The final combined job description will be presented to the board for approval. The reasons for taking action now (for FY09) is that it affects employees.

Motion carried.

Motion made by Clarence Haynes, seconded by Tammy Holcomb that due to the reduction in FTE for the Itinerant School Nurse, the employee must be notified prior to April 1, 2008.

Motion carried.

**Finance Committee Report (partial):** Tammy Holcomb recommended that the \$42.00 invoice from PTSD be paid by RSWSU. It is being presented back to RSWSU board for approval.

Motion made by Tammy Holcomb, seconded by Francene Cone to approve the \$42.00 payment. Discussion ensued.

Motion carried.

Bonnie Lenihan requested to be placed on the Finance Committee's agenda in April.

### **Other Lawful Business:**

Motion made by Kimberly Mathewson, seconded by Charity Downs to re-authorize the Superintendent to apply for and receive all Consolidated Federal and other grants.

Motion carried.

**Screening Committee:** Three committee members from each board (with the exception of Ira) (one board member, one administrator or teacher and one community member) were announced as follows:

Wells - Charity Downs, Linda O'Leary and Edward Pratt  
Poultney - Tracee Oakman Rupe, Kristen Caliguiri, Renee Beaupre-White  
Tinmouth - Anne Robbins (other two TBD)  
Middletown Springs - Kimberly Mathewson, Aaron Boynton, (community member TBD)  
Ira - Russell North (possibly one other TBD)  
Central Office - Joe La Rosa suggested.

Committee was established by consensus. Discussion ensued. Should know all information by March 31, 2008. A letter could be established with timeline etc.

Agreed by consensus that Kimberly Mathewson would be appointed Interim Chair of the Committee, at least until the Committee meets for the first time.

### **Employment:**

**New Hires:** Superintendent Designee Michelle Folger informed the board of two new hires:

Kathy Doyle (2 separate After School Program Activities at Middletown Springs)

Leslie Silver (1 After School Program Activity at Middletown Springs)

All three positions are funded through 21<sup>st</sup> Century Grant.

**Resignations:** None

**Terminations:** None

Motion made by Clarence Haynes, seconded by Tammy Holcomb to move into executive session to discuss personnel matters.

Motion carried.

Board moved into executive session at 11:10 PM. Bonnie Lenihan and Michelle Folger were invited into the meeting.

The recording secretary was excused.

Respectfully submitted.  
Jan Dente  
Recording Secretary