

Poultney Board of School Directors' (Regular) Meeting
Date: November 15, 2011
Time: 5:30PM (Executive Session); 6:00 PM (Open Session)
Location: Poultney High School Library

Official Minutes

Present: Mary Jo Teetor, Chrispin White, Pat Davenport, Alicia Marcy, Teresa Coker (Board Members); Superintendent Joan Paustian, Principal Kristen Caliguiri, Principal Tom Fitzgerald, Dean of Students Joe DeBonis, Jr., Business Manager Louis Milazzo; (Administration); Cade Pratt and Conor Tougher (Student Board Representatives).

The Meeting was **called to order** at 6:00 PM by Chairperson Mary Jo Teetor and began with the Pledge of Allegiance.

Student Presentation: Principal Kristen Caliguiri introduced SSgt. John Herriman from the Vermont National Guard and sixth grade students Hannah McClellan, Justine Mulholland, and Robbie Brill. The presentation was for the "Stay on Track" program offered free of charge through the VT National Guard. Staff Sergeant Herriman gave an overview of the program and the students spoke regarding what they have learned from the program. The Board thanked the presenters for their efforts.

Consent Agenda:

Approval of Minutes:

- **Motion made by Pat Davenport, seconded by Chrispin White to approve the minutes of October 18, 2011.** There were no amendments requested. **Motion carried.**

Report of the Superintendent: Superintendent Paustian's written report was included in the Board's packet, in addition she highlighted/reported:

- The writing curriculum has been finalized and will be rolled out by mid-December.
- Math curriculum will begin in June.
- The make-up day (for August 29th) will be in June at the end of the year on a common date for all schools.
- There are two board seats coming open in March; Pat Davenport's 3-Year seat, and Teresa Coker's 2-Year seat.
- Dr. Paustian handed out information pertaining to Student Board Representatives (from the VSBA School Board Resource Directory) for the Board's information.
- Stafford Technical Center has reported 12 students enrolled this year from Poultney.
- Two teachers have notified us of their intent to move horizontally in FY13; Mr. Milazzo is aware and has incorporated the calculations into the budget.

A board member inquired regarding what plans are in place or anticipated if students do not master the strategies. Principal Caliguiri gave explanation regarding the anticipated plans to be implemented.

A board member inquired regarding the storage of documents. Mr. Milazzo explained that the transition would need to take place by the end of this month, and he was in discussion with both Kristen and Tom regarding possible space.

Report of PES Principal: Principal Caliguiri's written report was included in the Board's packet, in addition, she reported/highlighted:

- Principal Caliguiri again, thanked SSgt. John Herriman of the VT National Guard and the students who presented on the "Stay on Track" program. She complimented the students on a wonderful job presenting and expressed appreciation to SSgt. Herriman and the VT National Guard for offering the program.

- Emergency Preparedness Plan meeting went very well. We do have a good plan in place; however, one area we will need to implement is evacuation out of town, in the event that it is necessary. Principal Caliguiri is working on that piece now.
- There are currently 30 students being served in the Challenge Program; 30 students are also being served in the Title I Reading Labs, and 45 students are being served through the Title I school-wide programs.
- A new sign is forthcoming; compliments of the John Hill family and Greenstone Slate. The new sign will be installed in place of the current sign. The current sign is going to be restored and moved to the pre-school section where a bench is planned to be installed as well. Thanks to the Hill family and Greenstone Slate for the new sign.

Report of PHS Principal: Principal Fitzgerald's written report was included in the Board's packet, in addition he highlighted/reported:

- PHS is finishing round 2 of the MAPS testing; this should provide some valuable information.
- Students will be representing PHS in a number of upcoming programs and conferences:
 - Hugh O'Brien Youth Leadership Program – Abby Tamboer and Brandon Davenport
 - Women Can Do Conference – 12 PHS students attended.
 - College Fair – Over 20 students attended a Fair at UVM. 20 Colleges from 7 different states have visited PHS so far this year.
 - Vermont Tech Jam – 19 PHS students attended.
 - Financial Aid Night – sponsored by VSAC, will be held November 16th at 6PM at PHS Library.
- Job Descriptions, as requested by the Board are in the board's packet for discussion later in the meeting.
- NECAP Scores – Principal Fitzgerald reported that the scores are improving overall. Writing is holding PHS back. Teachers are targeting writing in all subject areas as a result. Inquiry is another piece that requires improvement. This is being targeted by teachers as well.

A Donation has been received from Ken Ell from First Light Technologies, with input from Al Jackson, in the amount of \$4,500.00 to be used in the Athletic Program. First Light was also a generous contributor to the new score board. Mr. Jackson, who was present at the meeting, was thanked for his efforts, and Mr. Ell and First Light were also thanked for the generous contributions.

- **Motion made by Chrispin White, seconded by Pat Davenport to accept the donation from First Light Technologies in the amount of \$4,500.00 to be used in the Athletic Program. Motion carried.**

Report of the Business Manager: Mr. Milazzo's written report was included in the Board's packet. Mr. Milazzo's items of business will be covered later in the meeting (FY13 Budget and Announced Tuition).

Report of Student Representatives: Cade Pratt and Conor Tougher reported that they have discussed Kindles with other students and most of the students they spoke with indicated it is not suggested at this time. Students would like to concentrate on the programs currently available and to master some before moving to other technology. The teachers they spoke with liked the idea of Kindles. Students seemed to prefer textbooks; however, some would like to see Kindles being used in addition to texts as opposed to replacing texts. The Student Council is working on a stocking stuffer project and the Drama Production, *33 Reasons Not to be in a Play*, will be held this weekend (Friday – Saturday).

Principal Fitzgerald commented that he has seen some of the rehearsals and the production is expected to be very good. It is a comedy and the students have done a remarkable job. Elementary Schools have been invited to attend the dress rehearsal.

- **Motion made by Pat Davenport, seconded by Teresa Coker to approve the reports of the consent agenda as presented. Motion carried.**

Approval of Warrants:

Warrant # 127, in the amount of \$144,567.73, dated 10/21/11 was read into the minutes as approved.

General Public Comments: None

Old Business:

FY13 Budget (draft #2) – Mr. Milazzo handed out the revised draft FY13 Budget. He reviewed it with the board and answered any questions. He gave detailed information regarding what areas are showing an increase, the majority of which are not within the board’s control (e.g. special education, early retirement). The anticipated SU Assessments have been added into the budget. Some information is still pending (VoTech tuition rate) and some revenues. It is anticipated that this information will be known and entered prior to the next board meeting.

Currently no cuts to positions or programs are anticipated in the FY13 budget. It is hoped to finalize the budget at the December meeting, if possible.

Discussion ensued regarding the possibility of a separate article for setting up a maintenance fund.

Job Descriptions- Principal Fitzgerald presented two job descriptions at the board’s request for the Pep Band Club Director and the Outdoor Adventure Club Coordinator. Discussion ensued. The Board agreed that these were to be one-year Club activities this year, and will be revisited at the end of the year. Further discussion was to take place in executive session later in the meeting.

In addition, Principal Fitzgerald presented a draft job description for Department Coordinators. Discussion ensued. This will also be discussed further in executive session later in the meeting.

New Business:

A reminder was given regarding submitting reports for the Town Report to the Superintendent’s Office prior to December break if at all possible.

Approve Announced Tuition:

- **Motion made by Alicia Marcy, seconded by Pat Davenport to approve the FY13 announced tuition rate at \$8,544.00. Discussion ensued. Motion carried.**

Policies (for review/input):

By-Laws – a draft edited version was included in the board’s packet. Discussion ensued. Several additional changes were suggested. The changes will be made and resubmitted for further review at a future meeting in color and electronically to the board.

E-11 Electronic Communications Use & Retention – Discussion ensued. It was agreed, by consensus that this policy will return for adoption at the next meeting.

Policies (for adoption):

D-1 Personnel Recruitment, Selection, Appointment and Criminal Record Checks – This policy has been revised (by VSBA) and reviewed by the Systems Management Committee. The revisions are due to changes in the law.

D-6 Substitute Teachers – This policy has been revised (by VSBA) and reviewed by the Systems Management Committee. The revisions are due to changes in the law.

- **Motion made by Pat Davenport, seconded by Chrispin White to adopt policies D-1 and D-6 as revised (to replace policies of the same title and number). Motion carried.**

Action on Personnel:

New Hires –

- **Motion made by Alicia Marcy, seconded by Pat Davenport to approve hiring:
Christina Kerber – Long Term Substitute IA (for individual on leave) at PHS**
 - To approve renewals for:**
 - Dan Jones – Varsity Girls Basketball Coach**
 - Brittany Holden – JV Girls Basketball Coach**
 - Kim Jones – Junior High Girls Basketball Coach**
 - Joey Williams – Winter Co-ed Cheering Coach**
 - Brian Wade – Grade 5/6 Boys Basketball Coach**
 - And to approve the following Kelley Service substitutes:**
 - Joseph Pentzak**
 - Heather Reynolds**
 - Alyssa Ede**
 - Jodi Cushing**
 - Julie Black**
 - Robert Field**
 - Gabnal Marder**
 - Tracy Gioffi-Baker**
- Motion carried.**

Other: Superintendent Paustian also informed the Board that Nick Sawyer has opted not to renew his Varsity Basketball (Boys) Coach position this year. Susan Linher has sent a request for consideration of the board for Early Retirement. No action is required on Mr. Sawyers's election of non-renewal.

- **Motion made by Pat Davenport, seconded by Teresa Coker to approve the request for Early Retirement for Susan Linher at the end of this school year, with regret. Motion carried.** The Board wishes Mrs. Linher well and appreciates her service to the Poultney School District.

Other Lawful Business: None

Set Next Meeting: December 20, 2011 at 5:30PM for executive session and 6:00PM for open session at PHS.

Executive Session:

The recording secretary was excused at this time.

Respectfully submitted,
Jan Dente
Poultney School Board Recording Secretary

Continuation Minutes - Unofficial

Motion made by Pat Davenport and seconded by Chrispin White to move the board into executive session at 8:30 pm for a student issue and personnel. Motion carried 5-0.

Attending Executive Session were Board Members: Teresa Coker, Pat Davenport, Alicia Marcy, Mary Jo Teetor, and Chrispin White.

Administration Present: Superintendent Joan Paustian, Principal Kristen Caliguiri, Principal Tom Fitzgerald, and Dean of Students Joe DeBonis, Jr.

Motion made by Chrispin White and seconded by Mary Jo Teetor to move the board out of executive session at 9:15 pm. Motion carried 5-0.

Motion made by Pat Davenport and seconded by Teresa Coker to approve a director for the pep band club for the school year 2011-12 and to approve an advisor for the outdoor adventure club for the 2011-12 school year. Motion carried 5-0.

Motion made by Pat Davenport and seconded by Alicia Marcy to approve six (6) department coordinators for Poultney High School for the fiscal year 2011-12. Motion carried 5-0.

Motion made by Mary Jo Teetor and seconded by Chrispin White to adjourn the meeting at 9:18. Motion carried 5-0.

Respectfully submitted,
Alicia Marcy
Poultney Board Clerk