

**Rutland Southwest Supervisory Union**  
**Board of School Directors' Regular Meeting**  
**Date: November 28, 2011**  
**Time: 6:30PM**  
**Location: Tinmouth Elementary School**

**Official Minutes**

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Present: Kimberly Mathewson (M), Alicia Marcy (M), Russell North (M), Mary Jo Teetor (M), Helen Telfer (M), Clarence Haynes (M), Kimberly Stewart (M), Pat Davenport (M), Teresa Coker (A), Cindy Taylor-Patch (M) – Board Members. Superintendent Joan Paustian, Director of Student Support Services Paul Eaton, Business Manager Louis Milazzo, and Representative John Malcomb.

The meeting was **called to order** at 6:35 PM by Chairperson Kimberly Mathewson.

**Legislator/Board Communications:** Representative John Malcomb was welcomed by the Board. Following is a brief summary of the discussion that ensued between Mr. Malcomb and the Board.

- Regarding viability of RED- unknown at this time how legislators will handle this year.
- Reappointment year – The process is working through testimony phase at present (gathering input), more information will be known later in the year.
- Small Schools Grant – request from board if there is to be elimination or cut to this funding, that they are notified at least a year in advance to allow for proper budgeting.
- Cost of Education – the same request from board as per small schools grant. It is frustrating when the Boards approve their budgets and after-the-fact the state cuts funding, leaving the board no opportunity to change the budgets.
- Transparency Tour – Mr. Malcomb recently attended the transparency tour – where one of the issues stressed was the importance of minutes.

The Board expressed appreciation to Mr. Malcomb for taking the time to attend the meeting and thanked him for his participation.

The Board meeting portion commenced at 7:05PM.

**Consent Agenda:**

**Approval of Minutes –**

- **Motion made by Mary Jo Teetor, seconded by Kimberly Stewart to approve the minutes of October 24, 2011 as presented. Discussion followed. One change was requested – the time of adjournment was corrected to 9:52PM. Motion carried.**

**Report of the Superintendent:** Dr. Paustian's written report was included in the board's packet; in addition she reported/highlighted:

- Paul Eaton has been handling the work of the Director, Assistant Director and another staff member who has been absent due to illness, putting in many hours above and beyond and attending all meetings.

- There was a limited pool of candidates for the interim Assistant Director position. More information will follow, under personnel, later in the meeting.
- We are looking at a new home page and website (School Fusion) which is more user friendly. The new website/homepage will be used across the SU and will have many more features available for teachers and students.
- Dr. Paustian expressed how pleased she is to report that the Administrative Team is working extremely well together. They are collaborating and are very supportive of each other.
- A professional development form has recently been updated to include an area for identifying why the course, workshop or conference will be beneficial to the employee, to the students, and how it ties to the school's action plan.
- Many processes have been put into place which is more efficient and timesaving.

**Report of the Director of Educational Advancement:** Mr. LaMora's summary report was included in the board's packet. Further details will be provided at the next meeting.

**Report of the Director of Student Support Services:** Mr. Eaton was not required to submit a written report this month. He verbally reported:

- Child Count is being completed now; more information will be available by the next meeting. Currently he estimates we have 125 students (subject to change).
- The IDEA-B Grant amendment has been submitted, with assistance from Mr. Milazzo. This will enable the SU to use needed funds as requested.

The Board applauded Mr. Eaton for his efforts and for his working above and beyond that which is expected.

**Report of the Business Manager:** Mr. Milazzo's written report was included in the board's packet. His item of business will be discussed later in the meeting (FY13 Budget). He reported:

- Additional Jobs Funds received –report included in Board packets; these additional funds will be expended on benefits of current staff (as the original Jobs Funds were).
- He recently attended a VASBO meeting – it is anticipated now that the tax rate will increase no more than 2 cents (anticipated 1-2 cents).
- The base tuition rate may increase to \$8,718 (from \$8,544); discussion followed regarding the statutorily set rate of \$8,891.
- Small Schools Grant and Hold Harmless Rate – It is the opinion of the state finance representative that neither of these rates is to be decreased until FY14.
- Grant expenditures – included in Board's packet. Discussion followed.

- **Motion made by Clarence Haynes, seconded by Alicia Marcy to approve the reports of the consent agenda. Motion carried.**

**Approve Bills and Orders:**

- **Motion by Kimberly Stewart, seconded by Matt Peschl to approve Warrant #127, in the amount of \$26,708.07 dated 10/21/11 and Warrant #128, in the amount of \$16,346.03 dated 11/4/11. Motion carried.**

The Chair called for a short break at 7:25 – 7:35PM.

#### New Business:

#### Committee Reports:

- **Finance Committee** – No meetings held or scheduled.
- **Systems Management** – The next meeting is scheduled for December 6, 2011 at 3:30PM at Central Office. Notes from last meeting were included in board's packet.
- **Human Resources** – No meetings held or scheduled.
- **SU Negotiations** – To be discussed later in the meeting during executive session.
- **Act 153** – The next meeting is scheduled for January 9, 2012 at Tinmouth Elementary School from 5:00 – 6:00 PM. The last meeting was held 11/28/11 prior to the SU board meeting. Mary Jo Teetor provided details regarding what was discussed. Information to be taken to each local board to be discussed re: Separate Article(s) to be warned regarding participation in a joint study; and approving funding for a study. Board Chairs could incorporate information into their town reports to help get information out to the voters.

#### Old Business:

**FY13 Budget** – Mr. Milazzo presented the updated proposed FY13 Budget to the Board. The Board discussed at length. OT/PT/and Speech Services are in the SU Budget and will be billed back to the towns based on service hours provided. Since the SU Board is negotiating this year, legal fees have been increased at the SU level to compensate (it is required by law that negotiations are handled at the SU level now). The shared counselor (MSD/TSD) is also an increase to the SU budget, but will be billed back to the towns. Discussion regarding transparency (in the local budgets) of SU employee's salaries and those funded across the SU by grants which run through the SU. Mr. Milazzo will prepare a footnote explanation at the bottom of the budget (which will go into the town reports); this should provide the requested amount of detail. It was noted that grant funding is not finalized or known at the time when information is due to towns for town reports, we can only report on the past year's information as that is final.

- **Motion made by Clarence Haynes, seconded by Mary Jo Teetor to approve adding the footnoted information regarding grant funded positions to the bottom of the town report. Motion carried.**

Superintendent Paustian and Jan will check with the Secretary of State's office regarding what information is required to go into the town reports.

- **Motion made by Mary Jo Teetor, seconded by Russell North to build the RSWSU surplus into the local FY13 budgets. Discussion ensued. Motion carried.**
- **Motion made by Russell North, seconded by Pat Davenport to approve the FY13 RSWSU Budget as presented. Discussion followed. Motion carried.**

**Board Goals** – The draft (#2) was included in the board’s packets.

- **Motion made by Kimberly Stewart, seconded by Helen Telfer to approve/adopt the RSWSU Board Goals as presented. Motion carried.**

The five bolded goals will be incorporated onto future agendas moving forward for easy reference.

**General Public Comments:** None.

**Policies:**

**(For Input/Review):** E-11 Electronic Communications Use and Retention – discussed, no changes requested. If any board member requests a change, please provide information to Kimberly Mathewson or any member of the Systems Management Committee prior to December 6<sup>th</sup> meeting.

**(For Adoption):** D-1 Personnel Recruitment, Selection, Appointment and Criminal Record Checks and D-6 Substitute Teachers (both revised due to changes in the law and intended to replace current policies of same title). No changes requested.

- **Motion made by Kimberly Mathewson, seconded by Matt Peschl to adopt policies D-1 and D-6 as presented (revised per law at VSBA and recommended by committee). Motion carried.**

**Action on Personnel Contracts:**

Renewals – the board was informed of a renewal for Leanna DeBonis as a tutor at PES (funded by IDEA-B Grant funds).

Other - Kelly Services Substitutes:

Joseph Pentzak, Heather Reynolds, Alyssa Ede, Jodi Cushing, Julie Black, Robert Field, Gabnal Marder, Tracy Gioffi-Baker.

- **Motion made by Mary Jo Teetor, seconded by Cindy Taylor-Patch to approve the above named Kelly Services Substitutes, and to renew Leanna DeBonis as tutor at PES (funded by IDEA-B). Motion carried.**

New Hire recommendation for Interim Assistant Director of Student Support Services –

Superintendent Paustian informed the Board that there had been 14 applications received for the interim position; many were not qualified, some were overly qualified and seeking income well beyond what the SU could offer. Superintendent Paustian reviewed the process with the Board. The committee interviewed three candidates. They are recommending (as is Superintendent Paustian) Paul DeMarco for the position. Superintendent Paustian explained that Mr. DeMarco was currently under contract with Poultney School District.

- **Motion made by Clarence Haynes, seconded by Kimberly Stewart to offer the position of interim (until the end of this current school year) assistant director of student support services to Paul DeMarco, contingent upon the Poultney Board of School Director’s approving a request for leave of absence. Discussion ensued.**

- Clarence Haynes moved to suspend action on the motion (above), seconded by Alicia Marcy in order to move the board into executive session prior to voting on the above motion. Motion carried.
- Motion made by Clarence Haynes, seconded by Kimberly Mathewson to move the board into executive session for contractual/personnel matters at 8:48PM (to include Superintendent Paustian, Paul Eaton, Louis Milazzo and Jan Dente). Motion carried.
- Motion made by Clarence Haynes, seconded by Kimberly Mathewson to move the board out of executive session at 9:30PM. Motion carried.
- Motion made by Clarence Haynes, seconded by Russell North to amend the motion on the table to read - to offer the position of Interim Assistant to the Director of Student Support Services to Paul DeMarco contingent upon the Poultney Board's approval of release from contract. Motion carried.
- Motion made by Clarence Haynes, seconded by Matt Peschl to approve the per diem rate of pay as proposed for the position. Motion carried.

**Executive Session -**

- Motion made by Alicia Marcy, seconded by Mary Jo Teetor to move the board into executive session for the purpose of negotiations at 9:35PM (to include Superintendent Paustian, Louis Milazzo, Paul Eaton and Jan Dente). Motion carried.
- Motion made by Helen Telfer, seconded by Clarence Haynes to move out of executive session at 9:40PM.

No action taken.

**Set Next Meeting:** It was determined, **by consensus**, that no December meeting would be scheduled unless something arose that required one. The next regular meeting was tentatively set for January 23, 2012. Legislators are invited to the January meeting, therefore the start time will be 6:30PM, and the location will be Poultney High School.

**Other Lawful Business:** None.

**Adjourn:** The meeting adjourned by consensus at 9:40PM by declaration of the Chair.

Respectfully submitted,  
 Jan Dente  
 RSWSU Board Recording Secretary