

Poultney Town School District Board of School Directors

Regular Meeting

Date: January 11, 2011

Time: 5:30PM (executive session)

6:00PM (open session)

Location: Poultney High School

OFFICIAL MINUTES

Executive Session:

Present: Tracee Oakman Rupe, Pat Davenport, Mary Jo Teetor, Alicia Marcy, Jerry Keezer, Joan Paustian, Kristen Caliguiri and Tom Fitzgerald.

The meeting was called to order at 5:32PM by Chair Tracee Oakman Rupe.

Motion made by Alicia Marcy, seconded by Mary Jo Teetor to move into executive session for personnel matters at 5:33PM. Motion carried.

Motion made by Alicia Marcy, seconded by Jerry Keezer to move out of executive session at 5:48PM. Motion carried.

No action taken.

Respectfully Submitted by,

Pat Davenport
Board Clerk

Open Session:

Board Members Present: Tracee Oakman-Rupe, Alicia Marcy, Pat Davenport, Mary Jo Teetor, and Jerry Keezer.

Administrators Present: Superintendent Joan Paustian, Principal Kristen Caliguiri, Principal Tom Fitzgerald, Dean of Students Joe DeBonis, Jr., Business Manager Louis Milazzo, and Director of Guidance Tracy Gallipo.

The meeting was **called to order at 6:00PM** by Chair Tracee Oakman Rupe and began with the Pledge of Allegiance.

The Chair called for any **amendments to the agenda**. One new hire will be added under the “new hire” section and one other item as previously discussed.

Consent Agenda:

Approval of minutes from October 11, 2010 (special), November 16, 2010 (regular), December 13, 2010 (regular) and June 9, 2009 (revised).

Motion made by Tracee Oakman Rupe to approve the minutes of October 11, 2010 as revised and presented by Alicia Marcy, seconded by Alicia Marcy. Discussion ensued. Tracee amended her motion to approve the minutes of October 11, 2010 as revised and presented by Alicia Marcy with noted amendments. **By consensus of the majority of the board, the board requested that the wording “Tracee abstained” be added back into the minutes on the final two motions (last page) and on page 2 change the wording back to “Pat and Mary Jo were not allowed to vote” and insert that “Tracee rejoined the meeting at 7:50PM”. Also by consensus, the board agreed to leave the language in regarding conversation with Attorney Zawistoski.** Mary Jo requested that her letter and her initial statement at the beginning of the meeting be added back in. Discussion ensued. **By consensus of the majority of the board, the letter and statement were not added back into the minutes. Roll call vote – Jerry Keezer, Yes; Alicia Marcy, Yes; Tracee Oakman Rupe, Yes, Pat Davenport, No; Mary Jo Teetor, No. Motion to approve the minutes with noted amendments carried.**

Motion made by Alicia Marcy, seconded by Tracee Oakman Rupe to approve the minutes of November 16, 2010 (one change noted). Motion carried.

Motion made by Jerry Keezer, seconded by Alicia Marcy to approve the minutes of December 13, 2010 as presented. Motion carried.

Motion made by Tracee Oakman Rupe, seconded by Alicia Marcy to approve the revised official minutes of June 9, 2009. Discussion ensued.

Motion made by Tracee Oakman Rupe, seconded by Alicia Marcy to move the board and superintendent into executive session for personnel matters at 6:25PM. Motion carried.

Motion made by Alicia Marcy, seconded by Jerry Keezer to move the board out of executive session at 7:00PM. Motion carried. (Mary Jo Teetor left executive session early).

The board was back in session at 7:05PM by declaration of the Chair.

Motion on the table by Tracee Oakman Rupe to accept the minutes of June 9, 2009 as amended as per the advice of the board's attorney- discussion ensued. Roll call vote: Jerry Keezer, Yes; Alicia Marcy, Yes; Tracee Oakman Rupe, Yes; Pat Davenport Abstained; Mary Jo Teetor, No. Motion carried.

Report of the Superintendent: Dr. Paustian's written report was included in the boards' packet, in addition she reported:

- HQT – 4 teachers not Highly Qualified for area(s) teaching from last year – explanation provided.
- Professional Development – Updated the board on the number of teachers taking courses for credit or auditing to date.
- Budget Status - Updated the board on all budgets within the SU passing (with exception of Poultney's- which is anticipated to be approved this evening. RSWSU has met the recommended target (state recommended). Further details also provided for informational purposes.
- Breaking Ranks Training – Dr. Paustian participated in the Breaking Ranks training meeting held this morning; Principal Fitzgerald will provide further details in his report.
- One Town Report pending to date.
- Meeting with ARSU Superintendent and Business Manager and RSWSU (PSD) Superintendent and Business Manager is scheduled for January 21, 2011.

Report of the Principals:

Principal Caliguiri's written report was included in the boards' packets. She also reported/highlighted:

- Letter of thanks regarding donations from PES to the local food shelf.
- National Assessments will be taking place in the near future (Principal Caliguiri provided further details to the board)
- A donation in the amount of \$75.00 has been received from Poultney Women's Club for the PES Music Program.

Motion made by Mary Jo Teetor, seconded by Alicia Marcy to accept the donation from the Poultney Women's Club in the amount of \$75.00 toward the PES Music Program. Motion carried.

Principal Fitzgerald's written report was included in the board's packets. He also reported/highlighted:

- Web2School's parent portal is now open
- Breaking Ranks meeting (1 of 2) started today; the faculty and staff are very open and willing to participate in the process. Everyone is excited about the possibilities and thus far it has been a very good experience. Discussion ensued regarding the survey.
- Mr. Donald Keagy, Model Congress Advisor, is seeking board authorization to take students to Springfield Mass. to participate in the annual Model Congress activity.

Motion made by Alicia Marcy, seconded by Jerry Keezer to authorize the out of state trip for Model Congress to Springfield Mass. Discussion ensued. **Motion carried.**

- A request from the LiHigh Academy for two students to participate in the PHS Driver Education Program this semester. Discussion ensued.

Motion made by Mary Jo Teetor, seconded by Jerry Keezer to allow the two LiHigh Academy students to enroll in the PHS Driver Education program this semester provided there is room in the class and with the understanding that PHS students receive priority. Motion carried.

Motion made by Jerry Keezer, seconded by Tracee Oakman Rupe to set the tuition rate for the Driver Education class at \$650.00 per course, per person. Motion carried.

Principal Fitzgerald and Dean of Students Joe DeBonis answered questions from the board regarding some of the comments made in the Breaking Ranks Survey (and also discussed the number of questions answered "I don't know" or not answered). The Principal and Dean of Students also answered a question regarding a statement made on the survey regarding bullying. They identified a)older students are stepping up on behalf of younger students, b)trainings have occurred and c)a mentoring program as areas that are helping to decrease bullying. There have been very few instances reported this year.

Report of the Business Manager: Mr. Milazzo's written report was included in the boards' packets. In addition he provided the board with a handout pertaining to variances. Discussion ensued. Mr. Milazzo also reported:

- The CLA is 77.94 this year (as compared with 76.81 last year)
- The state base rate (tuition) is now recommended at \$8544 (previous estimated calculation was \$8618.) Discussion ensued.
- The tax rate is now recommended (by the state) at .87 – other than the CLA the other two figures will not be final (from the state) until the end of January, however the boards are required to set their announced tuition by January 15th.
- FY12 Budget – Mr. Milazzo has worked with Principals Caliguiri and Fitzgerald to modify the FY12 budget in order to keep the tax rate flat (same as FY11) as per the board's directive.
- \$19,000,000.00 (federal dollars) is anticipated to be disbursed/allocated later this year to the RSWSU with each school district receiving a percentage; it is the recommendation of the state that school districts save it for FY12 & FY13. It can only be expended for salary and benefits. Discussion ensued.
- The Pre-School cap which was believed to be waived in the Fall (based on the state reporting PSD as an identified school) now indicates that PSD is not an identified school and therefore the cap cannot be waived. It will not affect FY11, but for FY12 PSD will only be able to accept a specified number of pre-school students. Dr. Paustian elaborated for the board's information.

Further discussion ensued regarding the possibility of making a motion at a later time to waive requiring parents to pay the difference of the announced tuition and the allowed tuition rates. No action taken.

Announced Tuition: **By consensus the board agreed to leave the announced tuition rate at \$8,618.00.**

Approval of Bills and Orders:

Warrant # 105 in the amount of 78,897.83, dated 12/17/10 and Warrant #106 in the amount of \$200,576.65, dated 12/31/10 were read into the minutes for the record as approved.

Old Business:

Approve Budget FY12 - Based on the Board's directive of maintaining a flat tax rate (e.g. the same as FY11), Mr. Milazzo presented the final budget draft for approval. He provided explanation regarding areas where expenditures had been decreased (since the last proposal). Discussion followed.

Motion made by Tracee Oakman Rupe, seconded by Jerry Keezer to approve the FY12 budget of \$6,811,647.47. Motion carried.

The Board expressed thanks to Mr. Milazzo and to Principals Caliguiri and Fitzgerald for all their work on the budget.

Dr. Paustian inquired if the board wished to present any additional articles to the Warning. She reminded the board that the public has until January 20th at 5:00PM to submit a petition for an additional article, and that the board could sign the warning after that time. Arrangements can be made to sign the warning at the Central Office or it was suggested that it could be brought to the SU meeting on the 24th for the convenience of the board.

New Business:

Approve Substitute List: **Motion to approve the substitute list as presented made by Mary Jo Teetor, seconded by Jerry Keezer. Motion carried.**

The Informational Meeting (pre-town meeting) was proposed for February 24, 2011 at 7:30PM at Poultney High School (library). Discussion ensued. **Motion made by Mary Jo Teetor, seconded by Jerry Keezer to approve the Warning as presented acknowledging signatures were required as soon as possible after January 20, 2011 (prior to January 30, 2011) and to approve the date, time and location of the informational meeting for February 24, 2011 at 7:30PM at Poultney High School. Motion carried.**

Policies:

Motion made by Mary Jo Teetor, seconded by Jerry Keezer to approve Policies as presented:

- **E-518 Mileage and Travel Reimbursement**
- **F-105 Life Threatening Allergies**
- **G-14 Optimum Class Size**

Motion carried.

Action on Personnel Contracts:

New Hires:

Dr. Paustian recommended Tami White for employment as a Long Term Substitute Teacher (.40 Challenge Teacher) at Poultney Elementary School anticipated to begin January 11, 2011 through April 29, 2011 for an individual out on leave. **Motion made by Alicia**

Marcy, seconded by Jerry Keezer to approve hiring Tami White as the Long Term Substitute .40 Challenge Teacher at Poultney Elementary School as recommended. Motion carried.

Leave of absence: Dr. Paustian recommended the board approve a leave of absence as proposed and discussed previously with the board for Dawn Sarli in order that she may fulfill her student teaching requirements. **Motion made by Mary Jo Teetor, seconded by Jerry Keezer to approve the leave of absence for Dawn Sarli. Motion carried.**

General Public Comments: None.

Other Lawful Business: None

Set Next Meeting: It was suggested that due to break week, the normal schedule be altered and the meeting take place on **February 2, 2011 at 5:30PM (executive session) and 6:00PM (open session) at Poultney High School.** The Agenda will include preparation for town meeting. Discussion ensued.

Adjourn: Motion made by Alicia Marcy, seconded by Jerry Keezer to adjourn at 8:15PM. Motion carried.

Respectfully submitted,

Jan Dente
Poultney Board Recording Secretary