

**Poultney Board of School Directors  
Regular and Re-Organization Meeting  
March 15, 2011  
5:30 p.m. Executive Session & 6:00 p.m. Open Session  
Poultney High School**

**Official Minutes**

Board Members Present: Mary Jo Teetor, Alicia Marcy, Pat Davenport, and Chrispin White.

Administration Present: Superintendent Joan Paustian, PES Principal Kristen Caliguiri, PHS Principal Tom Fitzgerald, Business Manager Louis Milazzo, Director of Guidance Tracy Gallipo, Director of Student Support Services Darren McIntyre.

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**Executive Session:**

The meeting was called to order at 5:30 p.m. by Superintendent Joan Paustian.

**Motion made by Mary Jo Teetor, seconded by Alicia Marcy to move the board and Superintendent into executive session at 5:30 p.m. for legal and personnel matters. Motion carried 4-0.**

The board was joined by Principals Caliguiri and Fitzgerald at 5:35 p.m.

**Motion made by Alicia Marcy, seconded by Mary Jo Teetor to move the board out of executive session at 6:03 p.m.. Motion carried. 4-0.**

No action taken.

Respectfully submitted,  
Pat Davenport  
Poultney Board Member

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**Open Session:**

Superintendent Paustian, called the open session portion of the meeting to order at 6:05 p.m.

**Reorganization of the Board:**

Election of Officers:

The Superintendent called for Nominations for Chair. **Motion made by Pat Davenport, seconded by Chrispin White to nominate Mary Jo Teetor for Chair.**

**Motion made by Alicia Marcy, seconded by Mary Jo Teetor to nominate Chrispin White for Chair.** Alicia read a prepared personal statement. Mr. White respectfully declined the nomination.

Hearing no further nominations; nominations for Chair were closed.

Superintendent Paustian called for a vote: Roll call vote: Alicia – No; Pat – Yes; Mary Jo – Yes; Chrispin -Yes. **Mary Jo Teetor was elected Chair 3-1.**

Chair Mary Jo Teetor took over the meeting.

The Chair called for Nominations for Vice Chair. **Motion made by Mary Jo Teetor, seconded by Chrispin White to nominate Pat Davenport for Vice Chair.**

Hearing no further nominations; nominations for Vice Chair were closed. The Chair called for a vote. **Pat Davenport was elected Vice Chair 4-0.**

The Chair called for Nominations for Clerk. **Motion made by Alicia Marcy, seconded by Chrispin White to nominate Alicia Marcy for Clerk.** Hearing no further nominations, nominations were closed. The Chair called for a vote. **Alicia Marcy was elected Clerk 4-0.**

Set Schedule for Monthly Meetings: **By consensus of the board the schedule was set for the third Tuesday of each month with executive session beginning at 5:30 p.m. and open session beginning at 6:00 p.m.** It was requested by the Chair that the schedule be adhered to as often as possible for consistency.

Appointment of RSWSU Representatives: **By consensus of the board Mary Jo Teetor, Alicia Marcy and Pat Davenport were appointed as RSWSU Representatives with Chrispin White and Jerry Keezer acting as Alternates.**

Appointment of RSWSU Committee Representatives: **By consensus of the board Chrispin White volunteered as Systems Management Committee representative; Pat Davenport and Mary Jo Teetor agreed to share the Finance Committee representative role; Alicia Marcy volunteered as Human Resource Committee representative and Mary Jo Teetor volunteered as one of two SU Negotiation Committee representatives. The board tentatively agreed that Jerry Keezer be the second SU Negotiation Committee representative (if he accepted). If Jerry does not accept, the board will seek other representation at the April meeting.**

Appoint School District Treasurer: **By consensus of the Board Patty McCoy was appointed as School District Treasurer.**

Appoint Newspaper/Media of Record (identifies where agendas are sent): **By consensus of the Board Peg TV, Rutland Herald, Lakes Region Free Press and WVNR were appointed as newspaper/media of record.**

Appoint Truant Officer (if not appointed, defaults to local law enforcement): **By consensus of the board Dale Kerber was appointed as Truant Officer, provided he accepts. If he is unable to fulfill this role, the Vermont State Police will be appointed.**

Appoint Stafford Technical Center Representative: **Mary Jo Teetor volunteered to continue in this role; the board agreed by consensus.**

Affirm Roberts Rules of Order for Small Boards: **Affirmed by consensus of the board.**

Other Reorganizational Business: None

**Motion made by Mary Jo Teetor, seconded by Alicia Marcy to accept all appointments as noted under re-organizational business. Motion carried unanimously.**

**Consent Agenda:**

Approval of Minutes: **Motion made by Pat Davenport, seconded by Alicia Marcy to approve the minutes of February 8, 2011 as presented. Motion carried unanimously.**

Report of the Superintendent: In addition to her written report Dr. Paustian reported/highlighted:

- Rotary Dinner Fundraiser for PHS – she apologized as she is unable to attend, however she will be sending two representatives in her place.
- Based on input from each school services have significantly improved by Kelly Services; in addition there are significantly fewer absences being reported as compared with the same timeline last year. Dr. Paustian will provide more details in her RSWSU report.
- Updated the Board on the scheduled March 18<sup>th</sup> SU-wide in-service program.
- Last day for Poultney Schools (due to snow days used to date) is anticipated to be June 21, 2011. Dr. Paustian indicated that 5 additional days would be built into the FY12 calendars to account for possible snow days and if they are not needed schools will end sooner.
- The Southwest Superintendents have finalized the FY12 School Calendars. Dr. Paustian will be working on finalizing the FY12 RSWSU school calendars by next month.
- Dr. Paustian reminded the board of the timeline requirements for distribution of FY12 employment contracts. Teachers are due by April 15<sup>th</sup> (falls during break week, therefore plan to distribute by April 7<sup>th</sup>). Reduction in Force and Non-Renewal Notifications are due by April 1<sup>st</sup>. There is possibility of a recall of one part-time teacher for FY12.

Report of PES Principal: In addition to her written reports Principal Caliguiri reported/highlighted:

- NECAP Scores are increased significantly – 75% proficiency in Math (from 63% last year); 75% proficiency in Reading (from 60% last year). She is very proud of all the students and faculty/staff for this wonderful achievement.
- Enrollment is currently at 175.

- Professional Development schedules for Wednesday and Thursday of this week were shared with the board and included: FastForward, Reading Assessment, Common Core Standards – Math, Google Apps and Web Design, AIMS web, and Behavior Intervention.
- PES was recognized by the Vermont Department of Education in February as one of the fourteen schools in the State to be closing the achievement gap. Principal Caligiuri again expressed pride in the students and faculty/staff for this awesome achievement. The Board extended their congratulations to Principal Caligiuri and all students, faculty and staff on this improvement.

**Report of PHS Principal:** In addition to his written report Principal Fitzgerald reported/highlighted:

- Varsity Girls Basketball Team won their first ever State Championship. He is hoping they will be recognized on the floor of the House for this achievement (currently working with Representative Dohaghy)
- Cheerleaders received runner up (by 2 points) in their recent competition.
- Band represented PHS at the Green Mountain Music Festival recently and did a great job.
- The students have represented PHS well over the past month and are to be congratulated.
- Core Selections have begun for FY12; a few new electives are planned which include: Anatomy, Marine Biology, Chemistry, Finance, and approximately 300 choices of Virtual Course Offerings.
- This year Information Text and Math Remediation-Study Island have been implemented.
- Next year FastForward is planned to be offered to grades 7-8 as an experience group course. This should allow continuity of the PES FastForward program and is anticipated to bring students up to grade level by grade 9.
- Smokey House Program was not offered this year. Principal Fitzgerald requested that the board approve expending the budgeted funds (for Smokey House) on a 7-8 grade field trip to the Bronx Zoo and Bronx Gardens.
- Melissa Kristiansen and Linda Paquette have successfully secured a Vermont Humanities Grant in the amount of \$2,500.00. It will be used for a week long summer Humanities Camp entitled Vermont Time Travelers. Principal Fitzgerald requested the board's authorization to accept the Grant and to expend it on the Humanities Camp.
- Work is underway for the Spring Drama Production "The Monkey House".

**Motion made by Alicia Marcy, seconded by Chrispin White to accept the Grant from Vermont Humanities in the amount of \$2,500.00 for the purpose of holding a week long summer Vermont Time Travelers Humanities Camp. Motion carried 4-0.**

**Motion made by Alicia Marcy, seconded by Chrispin White to approve the Spring Field Trip for grades 7/8 to the Bronx using the budgeted (approximately \$7,000) Smokey House funds for this purpose. Discussion ensued. Motion carried 4-0.**

Principal Fitzgerald requested the board's acceptance of an anonymous donation in the amount of \$500.00 to Melissa Kristiansen to be used towards art expenses. Principal Fitzgerald believes the funds will be used for the Open Studio which will be open in the spring after school. **Motion made by Alicia Marcy, seconded by Chrispin White to accept the donation and approve the expenditure of same as noted above. Discussion ensued. Motion carried 4-0.**

**Report of the Business Manager:** Financial reports were included in the Board's packet. Mr. Milazzo reported:

- Anticipated \$40,000.00 surplus for FY11
- Meetings are underway with Principals regarding end of year expenses/surplus
- Discussion have begun with Administrative Team regarding how best to transition the transportation, finance and special education expenses to the supervisory union beginning FY13 (new law). This will be discussed further at the SU level.

**Approval of Warrants:** Warrant #108 in the amount of \$140,438.64, dated 1/28/11 and #109 in the amount of \$21,598.24, dated 2/11/11 were read into the minutes as officially approved for the record.

**Old Business:** None.

**New Business:**

**Approval of Substitute List:** **Motion made by Alicia Marcy, seconded by Pat Davenport to approve the substitute list as presented. Motion carried 4-0.**

Authorize Business Manager to have read only access to all financial accounts. **Motion made by Pat Davenport, seconded by Chrispin White to authorize the Business Manager to have read only access to all Poultney School District financial accounts. Discussion ensued. Motion carried unanimously.**

Approval of Applications for International Student Exchange: Dr. Paustian informed the board that three applications had been received within a week's time and the current procedure only authorizes acceptance of two students per year. Dr. Paustian provided the board with the details and requested the board consider authorizing accepting the three applications for FY12. **Motion made by Alicia Marcy, seconded by Pat Davenport to accept all three applications for International Exchange Students for FY12.** Discussion ensued. **Motion carried 3 Yes, 1 Abstention** (Chrispin White abstained due to his membership in one of the sponsoring agencies for the exchange program).

Instructional Assistants Decreased Hours - Discussion, possible executive session, and possible effect on benefits: Due to budgetary cuts for FY12 Instructional Assistants at the high school will have their hours decreased resulting in a .87 FTE. The board is asked to consider if this will impact their benefits or if the board will retain the benefits at 100%. There are currently 14.5 Instructional Assistants at PHS (13.5 at PES). Principal Fitzgerald indicated that the decrease in hours could be done without impacting student services. Discussion ensued. The board expressed that they valued the Instructional Assistants and recognized their contribution to the student's education. It was also discussed that there appeared to be a high number of instructional assistants in comparison with a decreased enrollment. It was suggested that service delivery alternatives been researched to ensure that students' needs are met while using the staffing most effectively. Principals Caliguiri and Fitzgerald and Director of Student Support Services all commented that Instructional Assistants are already being shifted from grade level to grade level (as opposed to staying in a specific classroom) to account for students' needs. Currently Instructional Assistant numbers are consistent with service delivery requirements based on students' needs. Further discussion is to continue in executive session at a later time.

**Policies:**

Policies for input only:

- F-106 Idling of Vehicles Other than School Buses
- F-6 Student Medication
- H-7 Title I, Part A
- D-3 Staffing and Job Descriptions
- F-109 Tuition Payment
- F-14 Admission of Non-Resident Tuition Students

The board reviewed all of the above policies and with the exception of F-109 Tuition Payment which will be tabled to the April meeting for further input, all will be moved to the April meeting for adoption with no changes.

Policies to be rescinded:

The following policies were presented for consideration for rescinding:

- Referral for Special Education
- Students in Special Education Obtaining a High School Diploma
- Homebound Instruction
- Staff Conduct with Students
- Employee Misconduct
- Extended Year Services

Discussion ensued. **By consensus, the board tabled these policies until the next meeting for further consideration before deciding to rescind.**

**Employment Contracts/Personnel:**

New Hires:

The following applicants were presented for approval:

- Tony Lamberton and Bill Jones - Varsity Softball (returning coaches)
- Molly Nitka - 7/8 Grade Softball
- Dan Williams - Varsity Baseball (returning coach)
- Russell Ford - 7/8 Grade Baseball
- David Capman - Varsity Girls and Boys Golf (returning coach)

**Motion made by Pat Davenport, seconded by Chrispin White to approve hiring the above named individuals for the Spring Coaching positions as specified. Motion carried 4-0.**

Resignations: The following teachers intend to resign at the end of this current year due to retirement:

- Doug O'Donnell - PHS English Language Arts Teacher
- Cecelia Towne - PES Kindergarten Teacher

Mrs. Towne also notified the board of her eligibility for severance pay (accumulated sick leave pay out).

**Motion made by Pat Davenport, seconded by Alicia Marcy to accept the resignations of Doug O'Donnell and Cecelia Towne effective June 30, 2011 with regrets and with sincere thanks for their years of dedicated service and contributions to the students and school community; and to approve the severance pay (accumulated sick leave pay out) for Cecelia Towne. Motion carried 4-0.**

Dr. Paustian read a letter from Melissa Kristiansen requesting an assignment change to .67FTE at PHS only for the FY12. The board discussed that the request was bargaining outside the Negotiated Agreement, and wished input from the Administration. They felt that further discussion was warranted in executive session before a decision could be made.

**Motion made by Mary Jo Teetor, seconded by Pat Davenport to accept the letter which is to be taken under consideration.** Discussion ensued. **Motion carried 4-0.**

Resignations (continued):

The following teacher intends to retire mid-year next year due to retirement. Dr. Paustian read her letter to the board. Patricia (Trish) Capron - PES/PHS Librarian-Media Specialist requested a half-year contract for FY12 to end at the end of the first semester at PHS in order to be the least disruptive to the students.

**Motion made by Mary Jo Teetor, seconded by Pat Davenport to accept Mrs. Capron's letter of resignation pending retirement and pending issuance of a half-year contract ending at the end of the first semester for PHS for FY12.**

Discussion ensued. **Motion carried 4-0.** The Board expressed their thanks to Mrs. Capron for her many years of service to the students and school community.

General Public Comments:

An audience member inquired of the status of his previous written request for a written response to two questions. Dr. Paustian explained that the board had to decide how to follow up, the law does not provide for a written response from the board's attorney it provides for a written response from the board. Dr. Paustian indicated that the request had been turned over to the current board Chair. Mrs. Teetor referenced 16 VSA 544. Mrs. Teetor indicated that the board needs to determine if they wish to seek advice from their legal counsel or from the VSBA. She recommends that advice is obtained for the public and for the board's information. She informed the audience member that answers would be forthcoming. Mary Jo requested a consensus from the board regarding whether they wished to seek advice from legal counsel or from the VSBA. Discussion followed.

An audience member inquired if the board would make a decision regarding whether to contact legal counsel or VSBA for advice as previously noted, to get the matter settled once and for all. Discussion ensued. **It was suggested and agreed to by consensus to contact the VSBA first to seek advice and if VSBA was not able to provide answers, then legal counsel would be sought.**

Alicia Marcy welcomed Chrispin White to the board. She read a prepared personal statement thanking Tracee Oakman Rupe for her services as former board member.

Other Lawful Business: None

Set Next Meeting: The next meeting was set for April 5, 2011 at PHS with executive session beginning at 5:30p.m. and open session beginning at 6:00p.m.

Executive Session: **Motion made by Pat Davenport, seconded by Chrispin White to move the board into executive session at 8:29 p.m. for personnel and negotiation matters. Motion carried 4-0.**

The recording secretary was excused at this time.

Respectfully submitted,

Jan Dente  
Poultney Board Recording Secretary

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Poultney Board of School Directors Meeting  
March 15, 2011  
Continuation Minutes (Unofficial)

**Motion to come out of Executive session at 9:20 was made by Chrispin White and seconded by Pat Davenport.**

No action taken.

**Motion to adjourn at 9:21 was made by Mary Jo Teetor and seconded by Pat Davenport.**

Respectfully submitted,  
Alicia Marcy  
Board Clerk