Rutland Southwest Supervisory Union
Board of School Directors' Meeting
March 28, 2011
7:00PM at Tinmouth Elementary School

Official Minutes

Board Members Present: Kimberly Mathewson (M), Clarence Haynes (M), Matt Peschl (M), Tammy Holcomb (M), Karen Stomski (M), Jennifer Miller (M), Pat Davenport (M), Mary Jo Teetor (M), Alicia Marcy (M), Kimberly Stewart (M), Helen Telfer (M), and Cindy Taylor-Patch (M).
Administration Present: Superintendent Joan Paustian, Business Manager Louis Milazzo, Director of Student Support Services Darren McIntyre, Assistant Director of Student Support Services Paul Eaton and Director of Educational Advancement Susan McKelvie.

The meeting was **called to order** by Dr. Paustian at 7:15p.m.

Board Reorganization:
Election of Officers -
Dr. Paustian called for nominations for Chair.

- **Motion made by Clarence Haynes, seconded by Karen Stomski to nominate Kimberly Mathewson for Chair.**

Hearing no other nominations; nominations were closed. Dr. Paustian called for a vote. **Kimberly Mathewson was elected Chair.**

Chair Kimberly Mathewson took over the meeting at this point.

The Chair called for nominations for Vice Chair.

- **Motion made by Mary Jo Teetor, seconded by Karen Stomski to nominate Tammy Holcomb for Vice Chair.** Hearing no other nominations; nominations were closed. The Chair called for a vote. **Tammy Holcomb was elected Vice Chair.**

The Chair called for nominations for Clerk.

- **Motion made by Tammy Holcomb, seconded by Karen Stomski to nominate Mary Jo Teetor for Clerk**.
- **Motion made by Mary Jo Teetor, seconded by Alicia Marcy to nominate Cindy Taylor-Patch for Clerk.**

Hearing no other nominations; nominations were closed.
The Chair called for paper ballot; results 7 votes for Cindy Taylor-Patch, 5 votes for Mary Jo Teetor. **Cindy Taylor-Patch was elected Clerk.**

Affirm Roberts Rules of Order for Small Boards –

- **Motion made by Clarence Haynes, seconded by Karen Stomski to affirm Roberts Rules of Order for Small Boards. Motion carried.**

Affirm Newspaper/Media of record (indicates where agendas are sent):

- **Motion made by Clarence Haynes, seconded by Karen Stomski to affirm the Rutland Herald, WVNR, PegTV and Lakes Region Free Press as newspapers/media of record. Motion carried.**

Affirm/appoint RSWSU Treasurer:

- **Motion made by Mary Jo Teetor, seconded by Karen Stomski to appoint Patricia McCoy (Pattie McCoy) as RSWSU Treasurer**. Discussion ensued. **Clarence Haynes amended the motion to include … "and to authorize RSWSU Business Manager to have read only access to all financial**

accounts". It was brought to the board's attention that there is no such thing as "read only" status for accounts. In order for the Business Manager to have access to financial accounts he would be required to be added to the accounts as an additional signer. Discussion ensued. It was suggested that the read only access authorization be presented as a separate motion rather than be part of the original motion to appoint the RSWSU Treasurer. **Clarence Haynes withdrew his motion to amend the original motion.**

- **Motion to approve Patricia (Pattie McCoy) as RSWSU Treasurer carried.**

- **Motion made by Clarence Haynes, seconded by Tammy Holcomb to authorize the RSWSU Business Manager to be added as an additional signer to all RSWSU financial accounts with the intent of viewing and providing a checks and balance. Motion carried.**

Consent Agenda:

Approval of Minutes –

- **Motion made by Mary Jo Teetor, seconded by Karen Stomski to approve the minutes of January 24, 2011 as presented. Motion carried with one abstention (Pat Davenport abstained as she was not present at the January meeting).**

Report of the Superintendent: In addition to her written report which was included in the board's packet Dr. Paustian highlighted/reported:

- AYP results have been received and are embargoed until later in the week.
- Inquired if any board members would like to order a Vermont Law Book (let Dr. Paustian or Jan know).
- She has received a letter of support for the Outreach Coordinator's position. Dr. Paustian has also received verbal support from several parents.
- Plans to update the board on SU Negotiations in executive session and will ask committee members for availability for several possible May meeting dates. The next meeting is set for April 27, 2011.
- The final Rutland City FY12 Calendar is in packets FYI. The Administrative Team will be working on the RSWSU FY12 Calendar at their meeting in April and expect to have it finalized in the near future. Five days will be added to the FY12 Calendar to account for possible snow days, if they are not needed then schools will let out early.
- Administrative Assistants at each school have reported improved services with Kelley Services this year to date. There are fewer unfilled absences and there are a significantly fewer absences reported as compared with the same timeframe last year.
- Legislative updates - The March VSA meeting was postponed, Dr. Paustian will have a more current update after the next VSA meeting in early April.

Dr. Paustian responded to several questions from the board:

- The schools compare their own report to the Kelley Service absence report daily and correct as necessary. Additionally the payroll clerk compares the School's report with the Kelley report and cross checks to timesheets before processing bi-weekly payrolls.
- Discussion ensued regarding the possible impact the transition of transportation, special education and finance from local levels to RSWSU levels would have. Further discussion will occur under new business.
- Two items in the Superintendent's report requested board action (computer disposition); these will be handled under new business.

Report of Business Manager: In addition to the written report included in the board's packet, Mr. Milazzo reported:

- Anticipated surplus $42,000.00 at this time (Mr. Milazzo explained the variance).
- Responded to question from Warrant #108 regarding why funds were being returned to the State.

Mr. Milazzo explained that the funds were unspent cash received for the 21st Century Grant from last fiscal year. He requested authorization to release the check as the State is inquiring of the status of payment. Discussion followed.

- **Motion made by Tammy Holcomb, seconded by Mary Jo Teetor to release the check in the amount of $10,920.83 to the State of Vermont (Dept. of Education). Motion carried.**

  - VSBIT Path to Wellness Program - explained and discussion followed. The board does not object to employees participating in the program. A team leader (paid position) is required for each school participating. VSBIT will reimburse the districts $1,000 for this expense.

- **Motion made by Alicia Marcy, seconded by Clarence Haynes to approve the position of a Wellness Program Team Leader provided that the refund from VSBIT covers all associated payroll expenses (e.g. FICA/MEDI match). Motion carried.**

  - Transportation, Special Education and Finance transition to supervisory union - Beginning the research and process for transition now. Meetings occurring with administrators to prepare. The supervisory unions will pay the expenses and will bill back the school districts; each school will be tracked by an identifiable fund code. This will potentially affect how the RSWSU assessments are handled as it is anticipated to cause a cash flow problem for the supervisory union and supervisory unions are not allowed to borrow funds. Research is being completed by VASBO as well. Mr. Milazzo hopes to roll out the plan by July 1, 2012. Discussion ensued.

Report of Director of Student Support Services - Mr. McIntyre's written report was included in the board's packets; in addition he reported:

- EYS (Extended Year Services) consolidation was being researched to determine if it would be cost effective in terms of consolidating the services to one building. Transportation was being taken into consideration as well.
- Mr. McIntyre explained the criteria that is required in order for a student to qualify for EYS.
- NECAP data was explained further for the board's information.

Dr. Paustian responded regarding questions from the board:

- FastForWord is not currently on the Netbooks; not all students need FastForWord and licenses would be required for each Netbook thus it is not recommended. Discussion ensued regarding compatibility issues for some home computers with school used programs and Netbook access. Open Access .org was suggested as a program that is available free of charge which allows easy conversion for non-compatible files. Google Docs was also mentioned as a program that will provide increased opportunities. The Technology Committee and Administrators are currently working on a plan to be rolled out by July 1.

Report of Director of Educational Advancement - Mrs. McKelvie's written report was included in the board's packet. In addition she reviewed the information with the board and answered several questions.

- Mrs. McKelvie reviewed the formula that was used to determine the CFP allocation.
- She explained that mid-year the federal government provides additional funding which requires an amendment to the grant. That is being worked on now.
- Mrs. McKelvie informed the board that 15% of the total grant is allowed to be carried over, otherwise funds must be expended.
- She explained that the grant is very particular and requires specific details when writing the strategies.
- The Administrators have determined to put the additional mid-year funding into the strategies already in place.

Discussion ensued regarding the amount of funds allocated to professional development. A question arose as to whether funds could be used for additional technology or other items for the students rather than toward professional development. Mrs. McKelvie reiterated they had to stay within the strategies as written. She

explained that Title IID funds are for Technology and Title IIA funds are for Professional Development. Dr. Paustian pointed out that the board has directed the curriculum plan being implemented is a priority and has made it part of her goals to accomplish such. She reminded the board that completion of the curriculum plan requires funding in order for teachers and administrators to receive education on the process and to support the work that is required to implement the plan effectively and it takes time to do so. Using some of the additional CFP funding to support this effort is considered important and without the funding the progress could be impeded. It is within the approved strategies of the CFP grant as well. The Curriculum work is a five year plan. The majority of the teachers are supportive of the process. Students will be assessed to determine whether or not they are learning the essential standards which will reflect on teachers achieving expected outcomes. Further discussion ensued.

- **Motion by Clarence Haynes, seconded by Tammy Holcomb to approve the consent agenda. Motion carried**.

The Chair called for a short break at 8:40 with the meeting called back to order at 8:48.

Approve Bills and Orders:

- **Motion made by Clarence Haynes, seconded by Tammy Holcomb to approve warrant #107 in the amount of $60,261.84, dated 1/14/11; warrant #108 in the amount of $140,438.64, dated 1/28/11; warrant # 109 in the amount of $12,882.49, dated 2/11/11; warrant #110 in the amount of $30,946.06, dated 2/25/11 and warrant #111 in the amount of $12,810.06, dated 3/11/11. Motion carried.**

General Public Comments: None

Old Business:

Student Enrollment - information provided as requested. To be reviewed and discussed at a later meeting.

Act 153 Merger continued discussion- discussion to occur at future meetings.

Authorize the RSWSU Board to approve joint bidding agreements with other Supervisory Unions - Dr. Paustian gave brief history for benefit of any new board members.

- **Motion made by Tammy Holcomb, seconded by Alicia Marcy to authorize the RSWSU Board to approve joint bidding agreement with other supervisory unions when fiscally prudent.** Discussion ensued. Dr. Paustian explained that school Administrators and those in the schools who normally performed purchasing of supplies; equipment etc. would provide input and be consulted before any joint buying was done. It was not the intent to impose unwanted products on schools as this ultimately would not be cost effective. Concern was expressed by a few board members regarding not wishing central office to micro manage the schools and dictate to the schools which products to buy. Dr. Paustian reiterated that this was not the intent. The Wells Board members indicated they were not comfortable voting in favor of a joint bidding agreement if it included supplies (either school supplies or maintenance supplies). The Chair reminded the board that the motion was not specifically for supplies; but to authorize the RSWSU board to approve joint bids on behalf of all local boards when appropriate in order to allow action on time sensitive bids with other supervisory unions (such as fuel oil bids) rather than having each local board and the supervisory union board approve individually. **Motion carried with three (Wells Board Members) opposed.**

- **Motion made by Tammy Holcomb, seconded by Karen Stomski to authorize the RSWSU Board to approve, for Wells School District, joint bidding agreement with other supervisory unions for fuel oil and copier purchases only.** Discussion ensued. **Motion carried.**

New Business:

Authorize the Business Manager to have read only access to all RSWSU accounts - acted on previously under reorganization portion of meeting.

Approve Substitute List –

- **Motion made by Karen Stomski, seconded by Jennifer Miller to approve the substitute list as presented. Motion carried.**

Committee Reports:

Finance - Committee members are Tammy Holcomb (WSD), Matt Peschl (MSD), Helen Telfer (TSD), Pat Davenport and Mary Jo Teetor (PSD) and Russell North (ISD). No meeting is scheduled.
Systems Management - Committee members are Kimberly Mathewson (MSD), Cindy Taylor-Patch (TSD), Karen Stomski (WSD), and Chrispin White (PSD). Next meeting TBA.
Human Resources - Committee members are Clarence Haynes (MSD), Kimberly Stewart (TSD), Jennifer Miller (WSD) and Alicia Marcy (PSD). Next meeting TBA.
SU Negotiation - Committee members are Kimberly Mathewson and Clarence Haynes (MSD), Cindy Taylor-Patch and Kimberly Stewart (TSD), Tammy Holcomb and Jennifer Miller (WSD), Mary Jo Teetor and Jerry Keezer (PSD). The next meeting is scheduled for April 27, 2011.

Prepare for transition of transportation, special education and finance to supervisory union by FY13 - Discussed earlier in meeting, more research and discussion to follow at future meetings.

Superintendent's Goals - Included in packet. Board to review and bring back for discussion at April meeting.

Board Self Evaluation and Assessment - Results handed out. Board to review and bring back for further discussion at next meeting. Board will also discuss goals at next meeting.

Authorize the Superintendent to apply for and expend all Consolidated Federal Program Grant funds and any other grants as applicable and necessary for FY12 –

- **Motion to authorize the superintendent to apply for and expend all consolidated federal program grant funds and any other grants as applicable and necessary for FY12 made by Tammy Holcomb, seconded by Karen Stomski. Motion carried.**

- **Motion made by Tammy Holcomb, seconded by Pat Davenport to authorize selling an older stripped laptop computer to the employee who has been using it.** Discussion ensued. The board preferred that the computer be used within the supervisory union. **Motion denied.**

- **Motion made by Clarence Haynes, seconded by Alicia Marcy to empower the supervisory union to sell the five outdated, stripped desktop computers for whatever cost they can obtain, in order to avoid a fee for disposing of them.** Discussion ensued. **Motion carried.**

Policies - All policies tabled until the April or May meeting depending on status with local boards.

Action on Personnel Contracts:

Other:

Increase EEE Instructional Assistant position for FY12 –

- **Motion made by Tammy Holcomb, seconded by Matt Peschl to approve the increase from up to 3 hours per day to up to 3.5 hours per day for EEE Instructional Assistant K Duffy for FY12 based on continued student need as determined by IEP Team. Motion carried.**

Approve Title I Math Teaching position for PHS for FY12 –

- **Motion made by Mary Jo Teetor, seconded by Pat Davenport to approve the Title I Math teaching position for PHS for FY12.** Discussion ensued. This is not a "new" position; it is taking the place of a Title I ELA Teaching position at PHS. **Motion carried**.

Increase time for Physical Therapy position FY11 –

- **Motion made by Karen Stomski, seconded by Mary Jo Teetor to approve the increase in time for Physical Therapy Services from .60 FTE to .80 FTE for the remainder of FY11 based on increased students' needs and assessment time.** Discussion ensued. It is not know at this time if this increase will be necessary for FY12. **Motion carried.**

Resignations –

- **Motion to approve with regrets and best wishes the resignation of Susan McKelvie, Director of Educational Advancement effective June 30, 2011 made by Mary Jo Teetor, seconded by Clarence Haynes.** Discussion ensued. **Motion carried.**

Reductions in Force and Non Renewals:

- **Motion made by Kimberly Mathewson, seconded by Clarence Haynes to approve the Reduction in Force from .70 FTE to .63 FTE for April Simpson (Itinerant Art Teacher) and Leslie Klami (Itinerant Music Teacher) for FY12 and to approve the non-renewal of Janet Krantz as Outreach Coordinator for FY12 due to budgetary constraints.** Discussion ensued. **Motion carried.**

Other Lawful Business: None.

Set Next Meeting Date: April 25, 2011 at 7:00 PM at Wells Village School.

Executive Session:

- **Motion made by Karen Stomski, seconded by Tammy Holcomb to move the board into executive session for contractual matters at 9:40PM to include the Superintendent and the recording secretary. Motion carried.**

- **Motion made by Karen Stomski, seconded by Mary Jo Teetor to move the board out of executive session at 10:02 PM. Motion carried.**

No action taken.

Adjourn –

- **Motion made by Karen Stomski, seconded by Cindy Taylor-Patch to adjourn at 10:02PM. Motion carried.**

Respectfully submitted,
Jan Dente
RSWSU Recording Secretary