

Tinmouth School Board  
Official Minutes  
March 14th, 2011

Present were Board members Cindy Taylor-Patch, Kimberly Stewart, Helen Telfer. Also present were Gail Fallar, Town Treasurer; Joan Paustian, Superintendent; Jonathan Czar, Secretary.

Joan called the meeting to order at 7:05 p.m.

**REORGANIZATION OF THE BOARD**

***Election of Officers***

1. Chair – Joan accepted nominations for Board Chair. Cindy nominated Kimberly, Helen seconded. All approved, motion carried.
2. Vice-Chair – Kimberly nominated Cindy, Helen seconded. All approved, motion carried.
3. Clerk – Kimberly nominated Helen, Cindy seconded. All approved, motion carried.

***Set Meeting Schedule***

The board decided to keep the second Monday of each month but move the meeting time up to 6:00 pm.

***Appointment of RSWSU Committee Representatives***

1. Systems Management – Cindy
2. Finance – Helen
3. Human Resources – Kimberly

***Appointment of School District Treasurer*** - Gail Fallar.

***Appoint Newspaper of Record*** (media where agendas are sent) - The Rutland Herald.

***Appoint Truant Officer*** - Ray LaMoria upon his acceptance.

***Reaffirm Roberts Rules of Order for Small Boards*** (as required by statute)

***Authorize board chair to sign board orders between meetings*** – Kimberly moved to authorize, Cindy seconded. All approved.

Kimberly moved to accept the reorganization of the board seconded by Cindy. All approved, motion carried.

**MINUTES**

Minutes for January 31<sup>st</sup> 2011 will be approved with rest of consent agenda.

## CONSENT AGENDA

### *Business Manager's Report*

- Louis provided a written report (attached page 4).

### *Superintendent's Report*

Joan provided a written report (attached, page 5). Additional items and notes are as follows:

- The SU secretaries are reporting improvement from Kelley services.
- March 18th is the next in-service day.
- The last day of school will be June 15 for students and June 16th the final in-service day for teachers.

Kimberly moved to approve the consent agenda. Cindy seconded. All approved, motion carried.

## RSWSU SUB-COMMITTEE REPORTS

1. Systems Management – a number of policies will be coming to the board for review or to be rescinded.
2. HR – next meeting March 22nd.
3. Finance – no meetings set.

The next SU meeting will be March 28th at TES.

## BILLS AND ORDERS/FINANCIAL STATEMENT

Gail passed out the Financial Statement and Bill and Orders for the board to review.

| AP Warrants |          |             |
|-------------|----------|-------------|
| Warrant #   | Date     | Amount      |
| 15          | 02/14/11 | \$5,517.08  |
| 16          | 02/21/11 | \$40,151.35 |
| 17          | 03/08/11 | \$4,239.14  |
| PR Warrants |          |             |
| Warrant #   | Date     | Amount      |
| 16          | 02/07/11 | \$12,691.09 |
| 17          | 02/28/11 | \$11,265.39 |
| 18          | 03/14/11 | \$13,314.80 |

## NEW BUSINESS

### *Approve Substitute List*

Kimberly moved to approve substitute list. Cindy seconded. All approved, motion carried.

### *Account Access for Business Manager*

The RSWSU has requested that the Business Manager have “read only” access to accounts for audit purposes. Cindy moved to authorize, Kimberly seconded, all

approved. Motion carried.

## **POLICIES**

Policies for action (to rescind)\*:

1. Referral for Special Education
2. Students in Special Education Obtaining a High School Diploma
3. Homebound Instruction
4. Staff Conduct with Students
5. Employee Misconduct
6. Extended Year Services

All of the policies listed as “to rescind” are older local and/or RSWSU policies which are now incompatible with law. Since the law addresses all issues of these policies, it is the recommendation of the Systems Management Committee, including the Superintendent and the Director of Student Support Services that they be rescinded.

Cindy moved to rescind above policies, seconded by Helen. All approved.

## **PERSONNEL**

Susan McKelvie has submitted her letter of resignation effective 6/30/11. Cindy moved to accept her resignation with regrets. Seconded by Kimberly, all approved. Motion carried.

## **NEXT MEETING**

The next meeting will be moved up due to various conflicts and will be March 28<sup>th</sup>, 6:00pm at TES.

## **EXECUTIVE SESSION**

Kimberly moved to go into Executive session for the purpose of personnel. Seconded by Cindy.

Respectfully submitted,  
Jonathan Czar

## **CONTINUATION MINUTES**

Entered executive session at 8:04 p.m. (Joan Paustian, Kimberly Stewart, Cindy Patch, Helen Telfer (Gail stayed to report an issue and then left)  
Exited executive session at 8:50 p.m.  
no action taken

Submitted by Helen Telfer



**March 14, 2011**

**To: Tinmouth Board**  
**From: Louis Milazzo, Business Manager**  
**Re: Business Manager Report**

### **1. Special Ed & Transportation Transition**

Over the next few months I will be providing information and analysis to the SU board for review and discussion regarding the Transition of Transportation and Special Ed to the Supervisory Union.

This transition is not required until July 1, 2012, which is the start of FY13, but I believe that it is important that we work out the details of the transition before we start the budget process for FY13, coming this fall.

### **2. Audit Corrective Action Plan**

There were 2 items included in FY10 audit that require a corrective action plan be submitted to the DOE.

Below are my recommendations for the corrective action plans;

- Student Activities – Missing carbon copies, 43% missing supporting documentation.  
Corrective Action Plan – Accounts should be turned over to Treasurer, procedures should be put into place for making sure all supporting documentation is on file.
- Bank Account is not being reconciled to the General Ledger.  
Corrective Action Plan – Treasurer should meet with SU staff to review G/L bank reconciliations and come up with a procedure and calendar for doing them on a monthly basis.

To: Tinmouth Board  
From: Joan Paustian  
Date: February 28, 2011

**Comments:**

- I would like to welcome new Board members. Each school district Board will have one new member joining the team. Welcome! We, the administrators and staff at Rutland Southwest Supervisory Union (RSWSU), are pleased to serve your Board and school district as well as that of the supervisory union. We will be ordering the Vermont School Boards Association (VSBA) Resource Directory for new members in order to give you Board procedures and other important information you should know. Although we cannot predict who will be voted in by the electorate, the following folks are running unopposed:
  - Tinmouth – Helen Telfer
  - Middletown Springs – Kendra Larson
  - Wells – Jen Miller
  - Poultney – Chrispin White
  - Ira – No one running for opening
  
- Faculty members will participate in professional development activities on March 18<sup>th</sup>. Susan Hayes from WestEd will again join us to share what Essential Outcomes and Instructional Calendars are with all in attendance. Following Susan's presentation, faculty and administrators who participated in the course we have just completed will share the essential outcomes and instructional calendar drafts for K-2, 3-6, 7-8, and 9-12 English/ Language Arts and K-6 Physical Education and Art to all grade level or content level teachers to gain their thoughts and input. The goal is to have teachers make suggested changes so that all teachers will be using instructional calendars in this content area at the beginning of this next school year.
  
- You may find the attached article interesting. Previously Commissioner Vilaseca told the superintendents at our January meeting that he was not approving a RED (Regional Education District) in Washington Central Supervisory Union despite the fact that they met all of the requirements of the law. He told us that he was not approving the merger because Montpelier was not included in the consolidation and it isolated Montpelier as it was completely surrounded by the WCSU districts which would be merging. Now Montpelier's Board appears to be fighting back. The political dynamics may be changing.