

**Poultney School District  
Board of Directors' Meeting  
September 21, 2010  
5:30 PM Executive Session  
6:00 PM Open Session  
Poultney High School**

**Official Minutes**

The meeting was **called to order** at 5:30 PM by Chair Tracee Oakman Rupe.

Present: Tracee Oakman Rupe, Pat Davenport, Mary Jo Teetor, Alicia Marcy, Jerry Keezer, Joan Paustian, Kristen Caliguiri, Tom Fitzgerald and Louis Milazzo (attended a portion of executive session).

**Executive Session: Motion made by Alicia Marcy, seconded by Jerry Keezer to move the board into executive session for the purpose of discussing legal matters, arbitration, personnel contract matters, and negotiations. Motion carried 5-0.**

**Motion made by Tracee Oakman Rupe, seconded by Jerry Keezer to move the board out of executive session at 6:30PM. Motion carried 5-0.**

No action taken.

Submitted by Pat Davenport, Board Clerk

**Open Session:**

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

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

Guests: Pedar and Melissa Kristiansen.

The Open Session was **called to order** at 6:30PM by Chair Tracee Oakman Rupe and the meeting began with the Pledge of Allegiance.

**Consent Agenda:**

**Approval of Minutes of August 17, 2010 - Motion made by Pat Davenport, seconded by Mary Jo Teetor to approve the minutes of August 17, 2010.** Amendments requested: pg 2 under Presentation - the 50/50 match for "the cost of the paving" (to be specified). **Motion made by Tracee Oakman Rupe, seconded by Pat Davenport to amend the minutes as noted. Motion carried. Motion to approve the minutes, carried.**

**Amendments to Agenda: Motion made by Tracee Oakman Rupe, seconded by Pat Davenport to amend the agenda to**

**include the approval of Recreation Grant under New Business, as well as approval of Board Recording Secretary under Action on Personnel Contracts. Motion carried.**

Report of the Superintendent: In addition to her written report (included in the board packet) Dr. Paustian reported on:

- Opening in-service programs went very well - Faculty, Administrators, and Staff who have combined service of 15 or more years were presented with a certificate and are acknowledged on the plaque. Board members with 5 or more years of service were also acknowledged. There are a number of Poultney Teachers with more than 30 years of service. Mr. Chris Baker, PHS Teacher, has 42 years of service at Poultney High School. The plaque will be circulated in each school before being permanently displayed at Central Office.
- Policy Books in each school have been updated.
- There are currently 23 students enrolled at Stafford Technical Center from PHS.
- VT e-rate (Grant) - All 5/6 grade students in the Poultney Elementary School are to receive Netbooks from Digital Wish. We are working to find the resources to purchase the same Dell Netbooks at the reduced rate for all other 5/6 grade students within the RSWSU. Jay LaMora, Technology Integration Specialist, will participate in training. The Netbooks have a 3-year warranty. School-to-Home is part of the program. Principal Caliguiri elaborated for the board.
- At present there are 20 students with approved home study plans in the Poultney School District. Home study students have the opportunity to participate in NECAP testing if they choose to do so. To date, one elementary age home study student will be participating. A board member inquired whether a study had ever been completed to determine why parents are electing to home school their students. No study has been conducted at the school district level.
- School Choice update - there are currently 3 students from Poultney attending Fair Haven Union High School through School Choice; there are no students attending Poultney High School under this program this year. Dr. Paustian asked the Board for an official motion to approve the agreement. Discussion ensued. **Motion made by Mary Jo Teetor, seconded by Pat Davenport to approve the School Choice Agreement for the 2010-2011 School Year. Motion carried.**
- One teacher has notified the Superintendent (to date) of anticipated column movement for FY12. Mr. Milazzo has been notified for budgetary purposes.
- VCPC Grant - FY10 and FY11 budget information was handed out to the board and reviewed. Mr. Milazzo and Dr. Paustian provided summary and explanations as necessary. Mary Jo Teetor extended thanks to Jaime Milazzo for her work in writing and administering the grant.

Alicia Marcy thanked Dr. Paustian for organizing the awards portion of the first day in-service; it was well received and appreciated. Dr. Paustian acknowledged the entire Administrative Team for collaborating on the celebration as well as the entire in-service day events.

VCPC Grant Information: A second handout was provided to the board by Mr. Milazzo which provided details regarding the VCPC Grant (requirements). Mr. Milazzo reviewed and answered any questions from the board. Currently there are 51 students attending Pre-School (EEE and Leap Frog); this equals 40 full time equivalent (FTE) in regard to Average Daily Membership (ADM).

Report of PES Principal: Principal Caliguiri's written report was included in the board's packet. She highlighted:

- Digital Wish - 52 Netbooks are expected to be received at the beginning of October; all are eager to begin working with them.

- There are 13 students participating in the VAC After School Program so far.
- NECAP testing will be October 4-8.
- Open House (PES) will be on Monday, Principal Caliguiri extended an invitation to the board members.
- A donation has been received from Target (Red Card Program) in the amount of \$56.09. **Motion made by Mary Jo Teetor, seconded by Alicia Marcy to accept the donation. Motion carried.**
- FY12 Budget work is in process. Principal Caliguiri reported an anticipated incoming Kindergarten class of 35-40.
- Jay LaMora has been working with several teachers and most recently with Grade 2 on a collaborative project. He is also working with Grade 4 on a project. He has held several mini lessons. Mrs. Caliguiri indicated he is very flexible and accommodating to teachers and students needs.
- The Department Committees (at PES) are based on teacher interest/strengths. The committees meet on a rotating schedule and share information monthly with all faculty.
- Current Grade Configuration - there are currently two teachers for each grade level, except one grade 5, one grade 6 and one grade 5/6 combined.

Report of PHS Principal: Principal Fitzgerald's written report was included in the board packets; additionally he reported:

- Poultney High School had a very smooth opening, with 225 students. Currently 8 students are taking 15 college courses.
- In the second quarter, the parent portal will be open on Web2School. This will allow parents to view student's grades.
- Measured Academic Progress (MAP) testing will be implemented at Poultney High School. Principal Fitzgerald elaborated and answered questions of the board. He plans to bring further information to the board in future board meetings.
- The Breaking Ranks evaluation is expected to be completed by the end of this year.
- A donation from the Williams family, in memory of Newman and Sylvia Williams, in the amount of \$5,000 has been received. The family would like the funds to be used in the library and in the area of drama.
- A donation from Target (Red Card Program) in the amount of \$79.71 has been received.
- **Motion made by Mary Jo Teetor, seconded by Pat Davenport to gratefully accept the generous donation from the Williams family in the amount of \$5,000.00 in memory of Newman and Sylvia Williams. Motion carried.**
- **Motion made by Mary Jo Teetor, seconded by Pat Davenport to accept the donation from Target in the amount of \$79.71. Motion carried.**

Report of the Business Manager:

- Mr. Milazzo handed out a spreadsheet regarding RSWSU Education Cuts. Discussion ensued.
- FY12 Budget timelines were discussed. The final first draft of the FY12 budget will be presented to the board in November. Mr. Milazzo will need a firm dollar figure by December 15th in order to report to the state.
- Discussion ensued regarding the technology budget and how it might be affected by the Digital Wish Program (Netbooks); and if there might be a cost savings. Also discussed was Smart Board purchases, how many each school has, and whether or not more may be purchased in the near future.
- Mr. Milazzo requested discussion from the board regarding how they wished to apply the surplus and how they wished him to proceed in budget preparation (e.g. level fund, use specified amount of surplus, place a portion of or the entire surplus in reserve, etc). Discussion ensued.

The number of students enrolled from Poultney High School at Stafford Technical has increased from 14 to 24 in the past year. The cost of tuition is expected to increase. Discussion ensued.

A board member inquired what the curriculum requirements were at Stafford as compared to our school and other schools in the area. Both Dr. Paustian and Principal Fitzgerald explained that Vermont does not have a set curriculum; students must meet the standards. The graduation credit requirements at Poultney High School are higher as compared with other area high schools. Discussion ensued.

**Motion made by Mary Jo Teetor, seconded by Jerry Keezer to accept the consent agenda.**

**Approval of Warrants:** Warrant #96 in the amount of \$35,662.17, dated 8/13/10 and Warrant #97 in the amount of \$169,533.10, dated 8/27/10 were officially read into the minutes.

**Old Business:** None

**New Business:**

**Approve Substitute List - Motion made by Pat Davenport, seconded by Jerry Keezer to approve the Substitute List as presented. Motion carried.**

**Recreation Facilities Grant (Poultney Town) - The Town of Poultney with collaboration from the Poultney Recreation Commission, the Poultney Booster Club and the Poultney Rotary Club has applied for a grant for a new Score Board at Poultney High School. The Poultney Board of School Directors is also being asked to support this grant, (by writing a letter of support and agreeing to pledge \$2,000.00 in matching funds). Discussion ensued. **Motion made by Mary Jo Teetor, seconded by Jerry Keezer to support the grant and to pledge \$2,000.00 in matching funds. Motion carried.****

**Policies:**

Dr. Paustian reminded the board that policies which are circulated in DRAFT (on pink paper) are intended for input. Policies (on white paper) which are circulated for adoption have already been approved by some other local boards. It is preferred that boards review and present input during the DRAFT stage of policies.

- v Truancy - DRAFT (for input); discussion ensued. No changes requested.
- v Grade Advancement, Retention and Acceleration - DRAFT (for input); discussion ensued. No changes requested (two typos noted, but have already been changed on template).
- v Safety and Security of Facilities - DRAFT (for input); discussion ensued. No changes requested.
- v Community Use of School Facilities (H-3) (for Adoption) - No changes requested. **Motion made by Mary Jo Teetor, seconded by Pat Davenport to adopt policy H-3 Community Use of School Facilities. Motion Carried.**

Dr. Paustian explained that the Bullying Policy and Procedures (approved by PTSD) were included in the board packet for board information only. Other approved policies will be distributed once fully adopted by all local boards and the SU.

**Action on Personnel Contracts:**

New Hires - the following are recommended to the board for approval:

1. Brittany Holden - 5/6 grade soccer Co-coach
2. Nick Sawyer - 5/6 grade Soccer Co-coach
3. Benjamin Turner, Sr. - 7/8 grade Co-Ed Soccer Coach (no Varsity Team & other 7/8 grade candidate declined position)
4. Leanna DeBonis - 1:1 Tutor PHS
5. Jeanean Dunlap - Grade 7 Class Advisor
6. Alphonso Howlett - JV Boys Basketball Coach
7. Nick Sawyer - Varsity Boys Basketball Coach
8. Kim Jones - Grade 8 Girls Basketball Coach
9. Christina Holzmacher - Jazz Band (PHS) Director
10. Anne Robbins - 1:1 Tutor PHS
11. Kendra Grenier - Grade 9 Class Advisor\*
12. Dan Jones - Varsity Girls Basketball Coach
13. Brittany Holden - Grade 7 Girls Basketball Coach
14. Joey Williams - Varsity Basketball Cheering Coach

Discussion ensued.

**Motion made by Pat Davenport, seconded by Jerry Keezer to approve all recommended candidates for specified positions. Motion carried.**

(\* It was determined after the meeting that Kendra Grenier was to be recommended as Grade 10 Class Advisor.)

Board Recording Secretary - Discussion ensued. **Motion made by Tracee Oakman Rupe, seconded by Pat Davenport to approve Jan Dente as Board Recording Secretary until further notice. Motion made by Tracee Oakman Rupe, seconded by Jerry Keezer to amend the earlier motion to include the rate of pay of \$83.33 per meeting, not to exceed \$1,000.00 per 12 month period. Motion carried.**

Resignations: None

Terminations: None

Leave of Absence: None

Other: None

**Other Lawful Business:**

A board member inquired if students have school e-mail accounts. Dr. Paustian indicated that they would in the near future throughout the Supervisory Union. This will expand the integration of technology and provide greater opportunities for all students.

**General Public Comments:** None.

Alicia Marcy suggested the board offer an open invitation to all teachers to attend board meetings; she believes it would be beneficial for both teachers and board members in building a bridge and opening communication. Teachers are encouraged,

but would not be required, to present briefly on what is happening in their classes etc. **By consensus of the board, an open invitation to attend board meetings was extended to all teachers, staff, administrators, parents, students and community members.**

**Executive Session: Motion made by Alicia Marcy, seconded by Jerry Keezer to enter into executive session at 8:20PM for the purpose of legal matters, negotiations and personnel matters. Motion carried**

The **next meeting** is scheduled for October 19, 2010 at 5:30PM at Poultney High School for executive session and 6:00PM for open session.

The recording secretary was excused at this time.

Respectfully submitted,

Jan Dente  
Poultney Board Recording Secretary