

Middletown Springs School District
Board of School Directors Regular Meeting

Date: October 14, 2010

Time: 5:30 P.M.

Place: Middletown Springs Elementary School

*Note date & time change this month

Official Minutes

Present: Kimberly Mathewson (Chair), Steven Letendre (Vice-Chair), Jim Gilmour (Clerk), Clarence Haynes (Member), and Matt Peschl (Member). Also present: Joan Paustian (Superintendent), Louis Milazzo (Business Manager), Aaron Boynton (Principal), and Susan Rosso (Recording Secretary). MSES faculty/staff members present: Jan Krantz, Tracey Tinsley, Lori Patterson, Lorraine Wilkins, Mike LaBate, Kim Carr, Cheryl Mahoney, Susan Rosso. Public present: Kathy Doyle

1. Call to Order 5:30PM – informal faculty/staff/board gathering
Kimberly Mathewson called the meeting to order at 5:30 p.m.

2. Faculty/Staff/Board Discussion 6:00 PM
The board met with the staff and faculty for informal discussion and pizza.

3. Consent Agenda: (Action)

a. Approval of Minutes:

September 16, 2010 (regular)

May 27, 2010 (regular- tabled in August & Sept until properly edited)

Clarence Haynes moved to approve the minutes of September 16, 2010 and May 27, 2010, Matt Peschl seconded the motion; the motion carried.

Minutes not received to date:

i. December 1, 2010 (special)

ii. December 10, 2010 (special)

iii. March 24, 2010 (special)

Minutes tabled until next meeting by consensus.

b. Report of Superintendent (Written)

Supt. Paustian reported that the SU poverty rates for the CFP grants were received. These are based on last year's free/reduced lunch eligibility: MSES stands at 43%. Supt. Paustian visited classrooms at MSES on October 13. Supt. Paustian distributed the staff/enrollment study for the SU, prepared on September 30. These numbers can be used year-to-year for comparison.

c. Report of Principal (Written)

Mr. Boynton reported on the September 21 faculty in-service. The focus was on continued discussion of the book Understanding Poverty by Rudy Payne and how to best support students. Faculty also discussed Fountas & Pinnell reading assessments, standardized for K-6 and taking place this year as a pilot effort. Review and revision of the Action Plan is taking place. NECAP testing has been completed for this year. We moved to six testing sessions over six days instead

of six sessions over three days, to see if this less intensive schedule will yield better results. Last year's Science NECAP results came in; we performed near the state average. Parent-Teacher Conferences will take place on October 19 & 20. MSES took advantage of the free electronics disposal in town this month; we were able to wipe clean and dispose of old computers. All are invited to the Halloween Parade on Friday, October 29 at 1:30 p.m. on the green.

d. Report of the Business Manager (Written)

i. Finance Report

Mr. Milazzo distributed the financial variance analysis as of October 14. Currently, we are over in expenses by \$48,000; this overage is caused in part by the full time assistant being hired (\$19,000). The rest of the overage (\$29,000) is mostly in secondary school tuition due to students moving into town over the summer. Mr. Boynton will examine the budget for any possible cost savings to decrease the \$19,000 overage. The tuition fund can be used to make up the difference in secondary tuition costs.

Steven Letendre moved to accept the reports of the Superintendent, Principal, and Business Manager as presented, Clarence Haynes seconded the motion; the motion carried.

4. Approval of Warrants: (Action)

a. Warrant #87 in the amount of \$21,777.34, dated 9/10/10

b. Warrant #88 in the amount of \$22,659.13, dated 9/24/10

Clarence Haynes moved to accept Warrant #87 in the amount of \$21,777.34 dated 9/10/10 and Warrant #88 in the amount of \$22,659.13 dated 9/24/10, Steven Letendre seconded the motion; the motion carried.

5. General Public Comments (Listen and Defer Action to Future Meeting)

Kathy Doyle had questions on gifted and talented programs versus enrichment programs and shared her experience with and opinion of the Young Scholars Program.

6. Old Business: (Itemize Subjects for Deliberation & Possible Action)

a. Accounts Payable

The schedule and procedures for approval, signing, and mailing of Accounts Payable were discussed. We would like to decrease the wait time for vendors. Mr. Haynes questions why the A/P and payroll can't be processed together as they have been in the past so they would only need to be signed every other week. Mr. Milazzo will investigate the possibility.

b. Sidewalk Installation

Community member David Wright is concerned about how the school sidewalk project will impact access to his property. A board member will contact Mr. Wright.

c. Nut-Free School

Kimberly Mathewson did some research on existing procedures from other sources regarding nut-free school environments. Her research confirmed that establishing a fully nut-free zone minimizes the chance of a potentially life-threatening allergic reaction and is in the best interest of all involved.

7. New Business (Receive Information and Possible Action)

a. Approve Substitute List (if applicable)

Steven Letendre moved to approve the substitute list as amended, Kimberly Mathewson seconded the motion; the motion carried.

b. FY12 Budget Discussion

Mr. Milazzo and Mr. Boynton met earlier this week. Mr. Milazzo has prepared a first draft of the budget for 2011-2012, taking into account Mr. Boynton's input. Mr. Milazzo reviewed the budget lines with the Board. The topic of full-day kindergarten was raised. Mr. Haynes would like to see data that shows that a longer kindergarten day produces better results. The Board requests further data and a cost analysis and will revisit the topic next month. The Board discussed a number of building maintenance projects that will need attention as outlined in the Ground Up report. The board will revisit the budget next month when more info is available.

c. Enrichment Program

A proposed enrichment program was discussed by Aaron Boynton. The Young Scholars Program meets the need of some of our gifted/talented students. Mr. Boynton is looking at other opportunities for enrichment to take place at the school for students on all levels. Mr. Boynton proposes a part-time enrichment teacher to work one-on-one, in small groups, etc., collaborating with classroom teachers to differentiate instruction. Mr. Boynton is asking the board to approve an on-site school wide enrichment program to be paid for with Medicaid funds for the remainder of the school year. Kimberly Mathewson moved to approve the hiring of a .20 enrichment teacher, Clarence Haynes seconded the motion; the motion carried. Position will be posted.

d. Action Plan

Mr. Boynton addressed the board regarding Action Plan progress. The faculty continues to analyze reading/writing performance, particularly among free/reduced eligible students. The Scholastic Spelling program has been reintroduced; school-wide sight word lists have been produced for consistency. Math has been a relative area of strength; technology is becoming more and more a part of the classroom program; we continue to move toward a 1:1 computer-student ratio. We have a good student support system in place for remediation; our new Wellness Committee is moving forward with nutrition initiatives including investigating a farm to school program. Afterschool program and birth-to-three programs continue to provide more learning opportunities for children. The board asked some questions about specific programs and subject areas and thanked Mr. Boynton for his answers and presentation.

8. Policies: (**WHITE FOR ADOPTION**)

a. Truancy

b. Grade Advancement, Retention, and Acceleration of Students

Kimberly Mathewson moved to adopt the above policies on Truancy and Grade Advancement, Retention, and Acceleration of Students, Matt Peschl seconded the motion; the motion carried.

9. Master Facilities Planning (Discussion, possible action)

a. Planning for capital improvement

b. Prioritize maintenance plan

Mr. Boynton and Mr. LaBate discussed the Ground Up report, reviewing areas of concern and cost estimates. They then prioritized the following areas from their perspective: reducing or eliminating the splashing of water onto the building addition; repairs and painting of the old

building exterior, replacing the roof on the new building (the 15-year shingles are worn) and adding gutters. The slate roof on the old building has been repaired as needed; this could continue in the near future. Windows in the old building will need replacement; however, this is very expensive due to the school's historic designation. Mr. Boynton and Mr. Peschl will get together to write bid specs for some of these projects before the next meeting. The attic will be cleaned out on Saturday, November 13 in preparation for adding insulation. Volunteers are being sought to help with emptying the attic. Coffee and lunch will be provided.

10. Personnel and Contracts (Action, if warranted)

- a. New Hires:
 - i. Leslie Klami- Instrumental Music Instructor
- b. Terminations: None
- c. Resignations: None
- d. Transfers: None
- e. Leave of Absences: None
- f. Other: None

Kimberly Mathewson moved to approve the hiring of Leslie Klami as Instrumental Music Lessons Instructor, Steven Letendre seconded the motion; the motion carried.

11. Anticipated Executive Session 1 V.S.A. § 313 (1-9)(a)(b) (if warranted)

Steven Letendre made a motion to move the board into Executive Session at 9:34 p.m., Clarence Haynes seconded the motion; the motion carried.

Kimberly Mathewson made a motion to move the board out of Executive Session at 9:37 p.m., Steven Letendre seconded the motion; the motion carried. No Action Taken.

12. Other Lawful Business (Information Gathering Only)

None.

13. Set Next Meeting (Action) (Anticipated November 18, 2010 6PM) & Agenda Building
Next meeting set for Tuesday, November 9, 2010 at 6:00 PM at MSES.

14. Adjournment (Action)

Kimberly Mathewson moved to adjourn the meeting at 9:40 p.m., Jim Gilmour seconded the motion; the motion carried. Meeting Adjourned.

Respectfully submitted,
Susan Rosso
Board Recording Secretary