

**Rutland Southwest Supervisory Union
Board of School Directors Meeting
Date: October 25, 2010
Time: 7:00 PM
Location: Tinmouth Elementary School**

Official Minutes

Board Members Present: Kimberly Mathewson (M), Mary Jo Teetor (A), Clarence Haynes (M), Tracee Oakman Rupe (M), Kimberly Stewart (M), Cindy Taylor-Patch (M), Tammy Holcomb (M), Karen Stomski (M), Jim Gilmour (M), Jerry Keezer (M), Alicia Marcy (M), Russell North (M).

Administration Present: Superintendent Joan Paustian, Director of Student Support Services Darren McIntyre, Assistant Director of Student Support Services Paul Eaton, Director of Educational Advancement Susan McKelvie, Business Manager Louis Milazzo.

The meeting was **called to order** by Chair Kimberly Mathewson at 7:00PM.

Consent Agenda:

Approval of Minutes: September 27, 2010 (regular) - **Motion made by Helen Mango, seconded by Karen Stomski to approve the minutes of September 27, 2010 (regular) as presented. Motion carried.**

Report of the Superintendent: (Written report included in board packets) - Dr. Paustian reported:

- Consolidated Federal Program budget process FY12 (Administrative Team effort)
- Seeking action regarding releasing contracted service provider's payment in the event that all three required signatures are not obtained by the check date. Discussion ensued. By declaration of the Chair this will be added under New Business on the agenda.
- Anticipated date for next meeting for RSWSU Negotiations is November 18, 2010. Two other dates are pending confirmation as well.
- SMART Board purchase for use at Central Office, to allow training of Administrators in 21st century skills, for other meetings, with anticipated increased use in future.
- Accounts Payable and Payroll must be run on opposite weeks since the checks run concurrently and equipment is shared within the department.
- Clarification- all school districts and the supervisory union must cut 2% for FY12 budgets (not combined across the SU), according to information relayed at a recent Vermont Superintendent's Association meeting. Discussion ensued. Dr. Paustian and Mr. Milazzo will research for further clarity.
- Dr. Paustian contacted 10/25/10 by Superintendent Ryan (Addison-Rutland Supervisory Union) - Fair Haven Union High School Board wishes to meet with the Poultney School Board to discuss possible collaboration. They wish to meet prior to the next Poultney Board meeting. Arrangements are being made to accommodate the request. Dr. Paustian wished the full SU board to be informed as it may have impact on all boards. She will update as necessary.

A board member inquired whether the SMART Board would be financially more beneficial in a classroom rather than in an office setting. Dr. Paustian noted that while it would benefit classrooms, it would also benefit the administrators and many others who could utilize it at the office as opposed to displacing teachers or students when meetings and trainings needed to take place during school hours. It is anticipated to receive a lot of use for a variety

of purposes, increasing over time, and is believed to be a worthwhile investment.

Report of the Business Manager: (Written report included in packets) Mr. Milazzo:

- reviewed the financial report (expenses only at this time) and explained variances for the board's information.

He recommended:

- An assessment adjustment (hand out provided) in order to reconcile the itinerant variances. The variances were further clarified. Discussion ensued. (By declaration of the Chair this was to be added under New Business).
- Small Schools Grant- anticipated decrease for FY11, some schools are budgeting locally in anticipation of the decrease (only affects our three small schools).
- Health Insurance costs are budgeted at 5% increase; VSBIT has indicated this is a fair estimate at this time.

Report of Director of Student Support Services: (Written report included in packets) Mr. McIntyre provided an update:

- Page 3 of his written report - the FY10 vs. FY12 actual is \$499,713.00- explanation provided for board's information.
- Student population has increased - some students with significant needs.
- Employee benefits underestimated on service plan last year by \$48,000.00. Reimbursement is calculated on actual, and not the estimated amount on report, therefore we did not lose any funding.

Mr. McIntyre answered in response to a board member inquiry that the amount of time to complete an evaluation varies greatly as it is very student dependent.

Report of Director of Educational Advancement: (Written report included in board packet) Mrs. McKelvie reported:

- The Curriculum Coordinating Council is hiring West Ed to assist the team and any teachers to train with creating curriculum based on Common Core Standards.
- A 3-credit course is being organized through Castleton State College
- This year, English Language Arts curriculum is the focus; with Math, Science, and Social Studies anticipated to be focused on in FY12. All curriculums will be developed as K-12.
- Common Core will eventually replace Vermont Standards; there is a 4-year roll out plan being implemented. The goal is to have the Common Core in place by 2014.
- We will still be using NECAP Assessments for the next 4 years, therefore, it is important not to lose sight of what the students are being assessed on while at the same time creating curriculum which will align with the Common Core. Discussion ensued.

Mrs. McKelvie and Dr. Paustian answered questions from the board regarding curriculum.

Motion made by Tammy Holcomb, seconded by Cindy Taylor-Patch to accept the reports on the consent agenda. Motion carried.

Approve Warrants:

Motion made by Clarence Haynes, seconded by Tammy Holcomb to approve

Warrant #97 in the amount of \$2,250.00, dated 9/15/10

Warrant #98 in the amount of \$40,972.43, dated 9/24/10

Warrant #99 in the amount of \$54,932.36, dated 10/8/10

Motion carried.

General Public Comments: None

New Business:

Approve recommendation of an itinerant assessment adjustment- **Motion made by Kimberly Mathewson, seconded by Tammy Holcomb to approve the assessment adjustment as recommended and presented by the Business Manager. Motion carried.**

Approve release of payment for regular contracted service providers when required number of signatures on warrants have not been obtained by the check date - **Motion made by Helen Mango, seconded by Tracy Oakman Rupe to approve the release of payments for regular service providers when the required number of board signatures have not been obtained on warrants by the check date, in order not to delay payments for these specified individuals. Discussion ensued. Motion carried with one abstention.**

FY10 Surplus allocation - **Motion made by Jim Gilmour, seconded by Tammy Holcomb to apply the entire FY10 surplus toward the FY12 budget. Motion carried.**

Approve the Substitute List - **Motion made by Alicia Marcy, seconded by Helen Mango to approve the substitute list as presented. Motion carried.**

Approve sub grant agreement between RSWSU and Wells School District regarding funding for a 50% Instructional Assistant (using Title I funds) - **Motion made by Kimberly Mathewson, seconded by Kimberly Stewart to approve the sub grant between RSWSU and Wells School District for the purpose of funding 50% Instructional Assistant (using Title I funds). Discussion ensued. Motion carried.**

Report of Committees:

Finance - Tammy Holcomb reported that the committee discussed FY12 budget and FY10 Surplus at their last meeting. The next meeting will be announced at a later date.

Systems Management - Helen Mango reported that the committee's next meeting is scheduled for November 10, 2010 at 3:00PM at Central Office (there was no meeting in October). A board member requested a policy index for the next meeting.

Human Resources - Clarence Haynes reported the committee has reviewed and continues work on:

- Chain of Command
- Multiple Job Descriptions
- Standardizing job description format
- Exit Interview Procedures
- Evaluation Procedures - recommendations forthcoming
- Substitute rate for long term substitutes (discussed- Systems Management Committee to revise policy)

The next meeting will be announced at a later date, but is anticipated to be prior to the next RSWSU meeting.

The Chair called for a break at 8:05PM, calling the meeting back to order at 8:12PM.

Old Business:

FY12 Draft Budget Review: Mr. Milazzo handed out drafts for the board's consideration. Review of each area commenced, and Mr. Milazzo answered any questions the board had. Discussion ensued.

Executive Session: 1 VSA § 313 (1)(a)(b).

Motion made by Tracee Oakman Rupe, seconded by Tammy Holcomb to move the board into executive session at 8:45PM for the purpose of discussing personnel matters. Motion carried.

Motion made by Kimberly Mathewson, seconded by Karen Stomski to move the board out of executive session at 9:38 PM. Motion carried.

By consensus of the board:

- **Further information is requested regarding Special Education and Outreach Programs.**
- **Clarification/research requested regarding the wording of the motion(s) pertaining to market increases for three positions.**
- **Request for inclusion of grant (anticipated) budgets in the FY12 budget for a more transparent reporting.**
- **FY12 Budget requested to be reworked to reflect required 2% cut (Central Office portion of the budget); to reflect the same % decrease in special education expenses vs. the % decrease in special education population and to include the anticipated grant funding for FY12.**

Motion made by Clarence Haynes that the FY12 budget be rescinded to the Finance Committee to be reworked. Motion lost due to lack of second.

Policies (for Adoption): Motion made by Helen Mango, seconded by Kimberly Mathewson to approve policies: E-6 Safety and Security of Facilities; F-25A Truancy; G-9 Grade Advancement: Retention, and Acceleration of Students (with one typo to be corrected). Motion carried.

Action of Personnel Contracts: None

Other Lawful Business: None.

Next meeting is scheduled for November 22, 2010 at 7:00 PM at the Wells Village School. There is a possible need to change the date of the December meeting (for consideration and decision at the November meeting).

Executive Session: (see under "Old Business" – FY12 Budget).

Motion made by Karen Stomski, seconded by Kimberly Stewart to adjourn at 10:03 PM. Motion carried.

Respectfully submitted,
Jan Dente
RSWSU Recording Secretary