

Poultney Board of School Directors
Regular Meeting
Date: October 19, 2010
Time: 5:30PM (executive session)
6:00PM (open session)
Location: Poultney High School (Library)

Official Minutes

Executive Session:

The meeting was called to order at 5:30PM. Present: Tracee Oakman Rupe, Jerry Keezer, Alicia Marcy, Mary Jo Teetor, Joan Paustian, Kristen Caliguiri, Tom Fitzgerald, and Louis Milazzo.

Motion to go into executive session for personnel matters at 5:31. Motion made by Alicia Marcy; seconded by Tracee Oakman Rupe. Motion carried. 4-0.

Out of executive session at 6:03. Motion made by Alicia Marcy, seconded by Jerry Keezer. Motion carried 4-0.

Respectfully submitted,

Alicia Marcy
Board Member

Open Session:

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

Administration Present: Superintendent Joan Paustian, Principal Kristen Caliguiri, Principal Tom Fitzgerald, Dean of Students Joe DeBonis, Jr., Business Manager Louis Milazzo, Director of Guidance Tracy Gallipo.

Guests: Pedar Kristiansen, Chrispin White, Roy Newton, Al Jackson, Colleen Nagar, Mike Nagar, and Tammy Petty.

The meeting was **called to order** at 6:05PM by Chair Tracee Oakman Rupe and the meeting began with the Pledge of Allegiance.

As a result of discussion during the executive session portion of the meeting the following action was taken:

Motion made by Alicia Marcy, seconded by Jerry Keezer for the Superintendent to offer the contracted rate in the Spring to a teacher who will be teaching an additional course. Motion carried. A roll call vote was requested. Jerry Keezer-yes; Alicia Marcy- yes; Tracee Oakman Rupe-yes; Mary Jo Teetor-no.

Motion made by Tracee Oakman Rupe, seconded by Alicia Marcy to approve the release of payments for contracted service providers if the three required signatures of the board has not been obtained by the check date, in order to not delay payment for these specific individuals. Discussion ensued. **Motion carried.**

The Chair inquired if there was a need to amend the agenda. Discussion ensued. **By consensus of the board the unofficial minutes of October 11, 2010 (special meeting) will be placed on the November agenda for discussion/approval.** There were no amendments to the agenda.

Consent Agenda:

Approval of minutes:

September 21, 2010 (regular and continuation) - **Motion made by Mary Jo Teetor, seconded by Alicia Marcy to approve the minutes of September 21, 2010 (regular and continuation).** No changes requested. **Motion carried.**

September 27, 2010 (special) - **Motion made by Mary Jo Teetor, seconded by Alicia Marcy to approve the minutes of September 27, 2010 (special).** 2 corrections noted. **Motion to approve the minutes of September 27, 2010 (special) as amended made by Alicia Marcy, seconded by Jerry Keezer. Motion carried.**

Report of the Superintendent: In addition to her written report (included in the board packets), Dr. Paustian handed out:

- Safe Routes to School information - (from Poultney Town Manager Jonas Rosenthal) for the board's information.
- An Enrollment Study - completed at the request Chair Tracee Oakman Rupe. Comparing the study completed by Dick Stewart with comparable data from FY10. Dr. Paustian has shared the report with the Administrators. Additionally, Dr. Paustian completed an Enrollment Study for all of the other elementary schools within the Rutland Southwest Supervisory Union. Dr. Paustian recognized Business Manager Louis Milazzo and Jan Dente for their assistance in completing the study. Dr. Paustian gave a brief explanation for the board's information.

Dr. Paustian also reported:

- CFP budget building strategies for FY12.
- First visits (by the Superintendent) to each school/classroom has been completed.
- To date 3 or 4 teachers have notified the Superintendent of their intent to move horizontally in FY12.

Report of PES Principal - In addition to her written report (included in the board packets), Principal Caliguiri reported:

- NECAP testing scores have shown a steady increase over the past few years; she expects the trend to continue.
- Poverty rate for Poultney Elementary School at this time last year was 45% as compared to this year's rate of 51%.
- PES is still seeking a 5/6 grade basketball coach; Principal Caliguiri encouraged anyone who is interested to apply.
- Teacher presentation is anticipated at the November board meeting.
- A donation of \$1,600.00 from the Poultney Rotary Club has been received.

Motion made by Mary Jo Teetor, seconded by Tracee Oakman Rupe to accept the donation of \$1,600.00 from the Poultney Rotary Club with thanks. Discussion ensued. **Motion carried.**

- Digital Wish update - the Netbooks have been ordered and the school eagerly awaits their delivery.

Report of PHS Principal - In addition to his written report (included in the board packets), Principal Fitzgerald reported:

- NECAP testing has been completed. He thanked David Gardyne and Don Keagy for their work in preparation of Stafford students (PHS) for this testing. All students worked very hard, and were rewarded at the conclusion of the testing with ice cream. Principal Fitzgerald believes the students were well prepared and anticipates the testing to provide an accurate report of the student's levels and abilities.
- The Student Council has been expanded to allow a greater number of student participation.
- Students will be participating in *Be the Buzz* at Goddard College; Principal Fitzgerald extended an invitation to any board member who may wish to participate as well.
- Breaking Ranks - survey is live on-line on the PHS website until November 1, 2010. Principal Fitzgerald invited any interested parent, community member, etc to participate.
- The drama production *John Lennon and Me*; is being opened to local elementary schools for a special dress rehearsal performance. PHS has offered to transport students and provide lunch. This is also an opportunity to promote PHS to other schools.

Report of the Business Manager - Mr. Milazzo handed out financial reports for the board's information, containing expenditures only at this time. He provided a detailed explanation regarding variances and answered any questions the board had. Discussion ensued.

Motion to approve the consent agenda (reports of the Superintendent, Principals and Business Manager) made by

Mary Jo Teetor, seconded by Alicia Marcy. Motion carried.

Approval of Warrants: Warrant #98 in the amount of \$91,441.71, dated 9/10/10 and Warrant #99 in the amount of \$228,847.63, dated 9/24/10 were officially read into the minutes.

Old Business: None.

New Business:

Approval of Substitute List - Motion made by Mary Jo Teetor, seconded by Jerry Keezer to approve the substitute list as presented. Motion carried.

FY12 Budget - Mr. Milazzo presented the first draft of the FY12 budget for the board's consideration. Discussion ensued. Mr. Milazzo provided the board with details regarding the targeted state cuts as well as other details regarding the draft. Currently, the entire surplus has been calculated into the budget (as anticipated revenue). If the board decides to use less of the surplus and allocate a portion of it, for example to establish a tax stabilization fund, or a reserve account; further cuts will need to occur in the budget in order to meet the targeted 2% cuts imposed by the State.

Dr. Paustian discussed the impact the anticipated decrease to Consolidated Federal Program funding would have on the FY12 budget. Details were provided to the board regarding specifically what was anticipated to be cut from CFP funding for PSD in FY12. The Administrative Team worked collaboratively on the budget building for CFP and feels that they have arrived at a fair method of calculating allocation for each school (based on the total number of students in poverty across the RSWSU; divided into the total anticipated CFP amount (to arrive at a cost per student of approximately \$1,100.00) and multiplied by the percent of poverty students in each school).

Mr. Milazzo noted that the goal is to have an approved budget by the December meeting. It may be necessary to hold a special meeting(s) in order to meet this goal since the date for notifying the state that the school district has met the targeted 2% decrease is December 15, 2010 (which precedes the regular December meeting). Discussion ensued. If the board anticipates not using the entire surplus in the FY12 budget, it would be helpful for Mr. Milazzo and the Principals to know now, or as soon as possible in order to prepare the most accurate budget possible. Discussion ensued.

Policies:

For Adoption -

F-25A Truancy

G-9 Grade Advancement: Retention, Promotion, and Acceleration of Students

E-6 Safety & Security of Facilities

Motion made by Alicia Marcy, seconded by Tracee Oakman Rupe to approve the above named policies. Discussion ensued. One typo noted on G-9 is to be corrected. **Motion carried.**

Action on Personnel Contracts:

New Hires - Motion to approve Keith Harrington as Poultney Elementary School Vermont History Day Advisor made by Alicia Marcy, seconded by Mary Jo Teetor. Motion carried.

No other new hires.

Terminations: None

Resignations: None

Leave of Absence: None

Other: None

General Public Comments:

Roy Newton asked for clarification regarding the allocation of a surplus. Mr. Milazzo and Dr. Paustian gave explanation.

Mike Nagar inquired regarding two members voting at the special meeting on October 11, 2010. Dr. Paustian indicated that

this was a legal question, that she would check with legal counsel and she would report back at the next meeting.

Roy Newton inquired who or what determines a conflict of interest (as it pertained to the October 11, 2010 minutes). Tracee Oakman Rupe responded that policy spoke to the issue. Discussion ensued. Roy Newton posed a follow up question - who decides when there is a conflict and whether or not policy is followed? Discussion ensued. A copy of the policy was provided to Mr. Newton.

Tracee Oakman Rupe stated that the board has not addressed all areas of the minutes of October 11, 2010; further discussion will transpire at the November meeting. **By consensus of the board further discussion of the minutes would be tabled until the November meeting, as they were not on the agenda for approval/discussion and the Clerk was not present.**

A community member inquired what the current student population at PHS is - Dr. Paustian indicated currently there are 223 students (23 enrolled at Stafford) at PHS; with 171 students enrolled at PES and 51 Pre School students enrolled. A follow up question regarding class size was asked. Dr. Paustian provided copies of the Enrollment Study for those who requested one.

A question was asked regarding whether there had been any discussion regarding a merger of Fair Haven Union High School and Poultney High School at the PSD level. Dr. Paustian indicated there has not been discussion. Dr. Paustian indicated that there has been discussion at the Rutland Southwest Supervisory Union level regarding a merger of elementary schools (not Poultney Elementary) within the RSWSU.

Dr. Paustian indicated there has been no discussion with any other supervisory union regarding merging, nor has any other supervisory union contacted the RSWSU to discuss.

Set Next Meeting: November 16, 2010 5:30PM executive session; 6:00PM open session (at Poultney High School).

Executive Session: None.

Motion made by Alicia Marcy, seconded by Tracee Oakman Rupe to adjourn at 7:20PM. Motion carried.

Respectfully submitted,

Jan Dente
Recording Secretary