

Rutland Southwest Supervisory Union
Board of School Directors (Regular) Meeting
July 20, 2009 7:00PM Middletown Springs Elementary School

Official Minutes

Board Present: Kimberly Mathewson, Chair (*); Tammy Holcomb, Vice Chair (*); Mary Jo Teetor, Clerk (*); Karen Stomski (*); Charity Downs (*), Al Jackson (*), Russell North (*), Pat Davenport (*), Cindy Taylor-Patch (*), Jodi Comeau (*) and Superintendent Dr. Joan Paustian.

Administration Present: Bonnie Lenihan, Director of Student Support Services; Darren McIntyre, Assistant Special Education Coordinator; and Louis Milazzo, Business Manager.

Others Present: Kathryn Fredericks, Tinmouth Teacher.

The meeting was called to order at 7:05 PM by Chair Kimberly Mathewson.

Consent Agenda:

Approval of Minutes: * **Motion made by Tammy Holcomb, seconded by Russell North to approve the minutes of June 22, 2009 as submitted. Motion carried.**

Report of the Superintendent: Written report included in board packet. Dr. Paustian reported she was in the process of reviewing the Curriculum Audit. She finds it well done, and praised the hard work that went into it. The Curriculum Audit shall serve as a strategic plan for the supervisory union for the next 5-7 years. Dr. Paustian reported that she has met with about half of the board members to date, the meetings are going well. The transition with Tom is also going well.

Report of Director of Student Support Services: Written report included in board packet. In addition to the written report, Mrs. Lenihan reported that substantial approval has been received for both the IDEIA-B Pre School and IDEIA-B Basic grants. Medicaid billing is approximately \$13,000 above last year's amount for the same timeframe. Special Education Faculty and Staff training has been opened up to all administrators. All regular education teachers will have access to IEPs and Service Providers (vendors) will have limited access. The web based service is a benefit. Access is anticipated by August 10th or sooner. Best Grant applications are to be submitted; the administrators are to be notified. There is \$3,345.00 available. The theme is Positive Behavioral Reports.

Report of Director of Educational Advancement: Written report included in board packet. The superintendent clarified for the board that Thomas Gallagher is now the Director of Educational Advancement.

Report of the Business Manager: Reports were handed out. Mr. Milazzo reviewed the reports with the board. Un-audited FY09 fund balance surplus is estimated at \$65,000.00. The finance committee recommends that this amount remain until the audit is completed. The committee further suggests leaving the decision on allocation of the surplus until budget season. Discussion ensued.

Mr. Milazzo submitted the annual sub grant between RSWSU and Poultney Town School District (for the salary and benefits of a Title I teacher serving PTSD) for the board's approval. ***Motion made by Karen Stomski, seconded by Al Jackson to approve the sub grant as presented. Motion carried.**

***Motion made by Russell North, seconded by Karen Stomski to approve all reports as submitted. Motion carried.**

Approval of Warrants: *** Motion made by Russell North, seconded by Kimberly Mathewson to approve warrant #60, in the amount of \$157,395.82, dated 6/19/09 and warrant #61, in the amount of \$47,779.03, dated 6/30/09. Motion carried.**

General Public Comments:

Kathryn Fredericks, (Title I teacher, serving Tinmouth) addressed the board regarding her salary and benefits as a Title I (RSWSU) teacher. She provided history for the board regarding the changes that have occurred due to assignment changes since her hire in 2000. Ms. Fredericks requested the board grandfather her and requested the board make a decision regarding how to arrive at salary and benefits for SU teachers whose assignment changes in order that the teacher may have some assurance of benefits and salary from year to year. Discussion ensued. The board informed Ms. Fredericks that a joint sub committee was currently reviewing this exact issue and hoped to have a recommendation for the full board at the next meeting.

Old Business:

RSWSU Teachers' salaries and benefits: This issue was discussed during the General Public Comments section of the agenda due to Ms. Fredericks coming before the board. Dr. Paustian elaborated that the joint Systems Management and Human Resource committee had met July 13th and planned to meet again prior to the August RSWSU meeting. At the August meeting, the committee plans to make recommendations to the board. Discussion ensued.

Update on Backup of Server: Dr. Paustian reported that the server at Poultney High School currently has all e-mail for the entire supervisory union. There is a new server that all the e-mail accounts and data need to be moved to. Vinnie Covino and Nick Striglia can provide this service, without hiring an outside vendor. Vinnie will charge \$1,000 to provide this service. Nick will be working under RSWSU contract therefore no additional amount will be paid to him. This is a one time service, estimated to take approximately 10-12 hours, barring problems. The cost will be the same regardless of the amount of time needed to complete the work. Discussion ensued. ***Motion made by Mary Jo Teetor, seconded by Al Jackson to approve paying Vinnie Covino as a vendor to complete the transition of e-mail accounts to the new server, as a one time only cost of \$1,000.00 regardless of the amount of time spent to complete and encompassing all work related to this task. Discussion ensued. Motion carried.**

New Business:

Dr. Paustian informed the board that the amount budgeted for the Itinerant Nurse for FY10 does not coincide with the schedule. The position is under budgeted by \$3,008.00. Discussion ensued. Dr. Paustian reported that she will be recommending a candidate to the board at the next meeting; she would like to offer the position as a .586 FTE position for FY10 since this is the schedule the principals believe they need. ***Motion made by Karen Stomski, seconded by Mary Jo Teetor to provisionally approve the FTE of the Itinerant School Nurse position of .586 for FY10 only, provided the additional funding is available and approved by Medicaid committee. Motion carried.**

Committee Reports:

Systems Management and Human Resource Committees met jointly on July 13, 2009 to discuss RSWSU Teachers' salary and benefits. The joint committee will meet again in August (possibly to include finance committee) prior to the SU meeting. The committee will bring recommendations for discussion and action to the SU board at that time. The date for the August committee meeting is to be determined.

Finance Committee: Met just prior to the SU meeting on July 20. They discussed Evaluator model and Evaluator/Team Leader position in addition to reviewing the financial statements. The Evaluator/Team Leader position is to be a full-time position; 18 weeks as evaluator and 18 weeks as team leader. Mrs. Lenihan and Mr. McIntyre provided details to the committee. The next Finance Committee meeting is scheduled for August 17, 2009 at 5:30PM at Middletown Springs Elementary School.

Approve Substitute list: No new subs added this month.

Policies:

D-12 Harassment of Employees
E-8 Tobacco Prohibition

***Motion made by Tammy Holcomb, seconded by Jodi Comeau to adopt D-12 Harassment of Employees Policy.** Discussion ensued. **Motion carried.**

Ira to receive all mandatory policies for adoption (if applicable) at their next board meeting (September).

Pat Davenport suggested that a list of policies with dates of adoption be distributed to each school. The list could be disseminated to employees and/or posted. Individuals would then be responsible for seeking out the policies. It is the current practice of Central Office to electronically forward policies to each principal and administrative assistant as soon as possible after the respective board adopts. A listing of policies adopted is provided to administrators upon request. New RSWSU policy manuals and on-line access will be completed once the Systems Management Committee reviews the fully adopted policies to ensure uniform formatting, and accuracy.

***Motion made by Mary Jo Teetor, seconded by Karen Stomski to adopt E-8 Tobacco Prohibition Policy.** **Motion carried.**

Employment Action:

New Hires:

Kinney, Louise – SLP Evaluator EEE-Grade 12 (multiple schools to be billed back)
Miller, Sandra – Summer Program IA PHS (funded partially by IDEA-B)
Hunter, Pamela – Summer Program Instructor WSD (funded by CFP)
Hunter Kathy- Summer Program Instructional Assistant (funded by CFP)
Gallinari, Barbara- Summer Program Instructor (funded by CFP)
Brzezinski, Sara- Summer Program Instructor MSD (funded partially by CFP)
Ray, Joy- Summer Program Instructor MSD (funded partially by CFP)
Simpson, April- Summer Program Instructor (funded partially by CFP)
Crandall, Holly- Summer Fast ForWord Program IA PES (funded by CFP)
DeBonis, Leanna- Summer Fast ForWord Program IA PES (funded by CFP)

MacDonald, Margo- Summer Fast ForWord Instructor PES (funded by CFP)
Fredericks, Kathryn – Summer School Teacher TSD (funded by CFP)
Sheldrick, Shaunna- Summer Academic Program IA PES (funded by CFP)
Pim-Capman, Amy –Summer Academic Program IA PES (funded by CFP)
Lynch, Pat- Summer Academic Program IA PES (funded by CFP)
Kahill-Brown, Maureen – Summer Academic Program Instructor PES (funded CFP)
Godfrey, Sarah – Summer Academic Program Instructor PES (funded by CFP)
Harrington, Keith – Summer Academic Program Instructor PES (funded by CFP)
Sady, Terrie – Summer Program IA PES (partially funded by IDEA-B)
Crandall, Holly – Summer Academic Program IA PES (partially funded by IDEA-B)
Austin, Netta – Summer Program IA MSD (partially funded by CFP)
DeBonis, Leanna – Summer Program IA PHS (partially funded by IDEA-B)
Dickson, Eric – Summer Program IA PHS (partially funded by IDEA-B)
Ross, Jean – Summer Program IA PHS (partially funded by IDEA-B)
Robbins, Anne – Summer Program IA PHS (partially funded by IDEA-B)
Grenier, Kendra – Summer Program IA PHS (partially funded by IDEA-B)
Hawthorne, Karie – Summer Program IA PHS (funded by CFP)
Pease, Janelle – Summer Program Instructor PHS (funded by CFP)
Winter, Beth – Summer Program Music Instructor PES (funded by 21st Century Grant)
Holzmacher, Christina – Summer Program Music Instructor PES (funded by 21st Century Grant)
McKelvie, Susan – 20%CFP funded Grant Coordinator RSWSU (80% TSD principal)
Zandy, Shirley – 25% CFP funded Admin Asst to Grant Coordinator (75% TSD Admin Asst)
Lenihan, Justin – Record Destruction Clerk RSWSU (funded by IDEA-B and Project Evolve)
Cioffi, Melissa – Summer OT Evaluator
Matteson, Mary – PT Evaluator
Wilkins, Lorraine – Title I Teacher MSD (funded by CFP)

***Motion made by Charity Downs, seconded by Jodi Comeau to approve all new hires as listed. Motion carried.**

Resignations: None

Terminations: None

Dr. Paustian informed the board that Thomas Gallagher; Director of Educational Advancement is to be a 10-12 days per month, per diem position; subject to grant approval. The Superintendent believes the board has previously approved hiring Thomas Gallagher for this position, but wishes to confirm. Dr. Paustian also informed the board that PHS has selected an individual for the School Based Clinician position. This position has historically been considered a RSWSU employee due to the majority of funding coming through grants at the SU level. The Superintendent recommended hiring of the individual tentatively subject to finalizing of the contract. She requested board approval to offer the position pending official approval of the board at the next regular meeting. Discussion ensued. **The board agreed to both recommendations by the Superintendent by consensus.**

Other Lawful Business: None

Set Next Meeting: August 24, 2009 7:00PM at Middletown Springs. It was noted that the Curriculum Audit presentation will occur at this meeting.

***Motion made by Charity Downs, seconded by Karen Stomski to adjourn at 8:37PM. Motion carried.**

Respectfully submitted,

Jan Dente
RSWSU Recording Secretary