

**Middletown Springs School District**  
**Board of School Directors (Regular) Meeting**

Date: February 19, 2009

Time: 7:00 P.M.

Place: Middletown Springs Elementary School

**Official Minutes**

Present: Kimberly Mathewson (Chair), Steven Letendre (Clerk), Jim Gilmour (Member), and Jodi Comau (Member). Also present: Aaron Boynton (MSES Principal), Thomas Gallagher (RSWSU Superintendent), and Louis Milazzo (RSWSU Business Manager) and several community members.

**A G E N D A**

1. Call to Order
  - Kimberly Mathewson called the meeting to order at 7:03 pm.
2. Consent Agenda: (Action)
  - a. Approval of Minutes:
    - i. Unofficial minutes of January 15th, 2009 (Regular)
  - b. Report of Superintendent (written)
    - Superintendent Gallagher provided an update on the federal stimulus package and its impact on local school budgets and an update on efforts to train RSWSU staff on the process of conducting a curriculum audit. Principal Boynton shared with the board briefly his experience attending the first phase of the audit training program.
  - c. Report of Principal (written)
    - Steven Letendre mentioned that he was pleased to see in the principal's report reference to progress on the Action Plan and asked if it would be possible to get an update each month. Principal Boynton agreed and said that he would be pleased to give a monthly update on progress toward implementation of the Action Plan.
  - d. Report of the Business Manager (written)
    - Business manager Milazzo reported that he had reviewed the audit for FY08 and sent replies back to the auditor. He reviewed some of the key findings of the audit with most centered on balance sheet reconciliation, which he has been working to address.
    - Jodi Comeau moved to accept the consent agenda. Kimberly Mathewson seconded; the motion carried with Jim Gilmour abstaining from the vote.
      - i. Approval of Warrants:
        1. Warrant # 42, in the amount of 23,621.95, dated 1/14/2009
        2. Warrant #43, in the amount of \$58,712.69, dated 1/30/2009
      - Jim Comeau moved to accept Warrant # 42, in the amount of \$23,621.95, dated 1/14/2009 and Warrant #43, in the amount of \$58,712.69, dated 1/30/2009. Kimberly Mathewson seconded the motion; the motion carried.
        - ii. Financial Report
        - Business manager Milazzo indicated that he is projecting a budget deficit for FY09 of approximately \$30,000.
3. General Public Comments (Listen and Defer Action to Future Meeting)
  - Several members of the community provided valuable suggestions on how to expand access to and use of the Middletown Springs Elementary school for community use.
4. Old Business: (Possible Action)
  - None
5. Policies (for 2<sup>nd</sup> reading):
  - a. Policies on Policy: (for discussion purposes)
    - Tabled until next month
  - b. Building Security

- The Board unanimously agreed to keep this policy on the agenda for the next regular meeting for a second reading.
- c. Community Use of School Facilities/Group Policy (Facilities Use)
    - Discussion ensued about specifics on the proposed facilities use and its link to the building security policy. Steven Letendre mentioned that these policies were being reviewed given that the locks were recently changed due to the fact that the Board did not know who within the community was holding a key. Jodi Comeau suggested that we strike the phrase “..is not in accordance with the philosophy and purpose of the school program...” and to combine the first two bulleted items on page 1 from the proposed policy. There was also a discussion regarding the proof of liability and property damage insurance and the issue of a designee either stays during community use or simply comes and opens the building and then returns to close-up the building. Jim Gilmour mentioned that he was initially concerned about our ability to know who is in the building and when. He further mentioned that one of the key issues was how the policy was interpreted in the past. Superintendent Gallagher suggested a line item in the budget to hire someone that would serve as a designee to provide access to the building. The policy will not be advanced at this time until the Board can consider the community members suggestions.
6. New Business (Receive Information and possible action)
    - a. Meet with Moderator regarding Informational portion of Town Meeting
      - School Board Meeting Moderator Tony Lambertson discussed with the Board the schedule for the town meeting information meeting schedule for the evening of March 2, 2009.
    - b. Use of Facilities Fund for boiler expense
      - Table until a future meeting.
    - c. Tuition Fund
      - Table until a future meeting.
    - d. Tuition Allocation for FY10
      - Steven Letendre moved that the Board reallocate \$40,000 to the tuition fund as apposed to the original proposal to allocate \$50,000. Kimberly Mathewson seconded; the motion carried.
    - e. Preparing for Town Meeting and Review Handout
      - Steven Letendre and Kimberly Mathewson agreed to meet on Friday, February 20 to go over the information packet.
    - f. Water System Presentation by Principal Boynton
      - Aaron gave a presentation on the water issue on campus
    - g. Kelly Substitutions
      - Jim Gilmour moved to approve the list of substitute teachers working for Kelly Services. Kimberly Mathewson seconded the motion; the motion carried.
  7. Master Facilities Planning (Discussion, possible action)
    - Jim Gilmour will contact Dan Querry to see if he has ideas about a firm that could help the with developing a facilities master plan.
  8. Personnel and Contracts (Action)
    - a. New Hires: Netta Austin (Long Term Substitute)
      - Kimberly Mathewson moved to accept the new hire, Netta Austin. Steven Letendre second; the motion passed.
    - b. Terminations/Resignations - None
    - c. Transfers – None
    - d. Leave of Absences: None
  9. Anticipated Executive Session **1 V.S.A. § 313 (1-9)(b)** (if warranted)
    - Jodi Comeau moves us to executive session at 10:30. Kimberly Mathewson moved the Board out of executive session at 10:45. No action taken.
  10. Other Lawful Business (Information Gathering Only)
    - None
  11. Set Next Meeting March 19, 2009 7:00 PM, and Agenda Building (Action)
  12. Adjournment
    - Jim Gilmour moved to adjourn the meeting at 10:57. Steven Letendre second; the motion passed.

Respectfully submitted by,  
 Steven Letendre  
 School Board Clerk