

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

Date: August 21, 2008

Time: 7:00 P.M.

Place: Middletown Springs Elementary School

Minutes

Present: Kimberly Mathewson (Chair); Clarence Haynes (Vice-Chair) arrived 7:56, Jodi Comeau (Member), and Jim Gilmour (Acting Clerk). Also present: Aaron Boynton (Principal), Richard Stewart (Interim Business Manager), Thomas Gallagher (Superintendent)

1. Call to Order

Kimberly called the meeting to order at 7:29 pm.

2. Consent Agenda: (Action)

a. Approval of Minutes:

i. July 24

3. d. Change: Henderson Foundation to Henderson Fund.

6. a. Add, end of paragraph: Jody motioned and Jim seconded to adopt Richard Stewart's recommendation to accept Chittenden Bank's bid to fund the Tax Anticipation Note of \$290,000.00 with a 2.9% interest rate. Motion carried.

ii. August 8

Meeting was actually held 8/5/08

Added under 2. The following policies reviewed with no action taken:

G12 Title One Comparability.

iii. August 10 formatting only changes.

b. Report of Superintendent (written)

Additionally Tom informed the board that he had asked the question of the state regarding whether Middletown Springs is exempt from the \$10,000 per student spending cap due to the fact the district has no control over secondary school budgets and resulting tuitions.

c. Report of Principal (written)

Jody moved that we accept the consent agenda with changes and Kimberly seconded. The motion carried.

3. Report of Business Manager (Action)

i. Approval of Warrants:

1. Warrant # 28 in the amount of \$4,569.31, dated 7/18/08.

2. Warrant # 29 in the amount of \$53,609.69, dated 8/1/08.

3. Warrant # 30 in the amount of \$14,371.61, dated 8/15/08.

Jody moved that we accept Warrant # 28 in the amount of \$4,569.31 dated 7/18/08, Warrant # 29 in the amount of \$53,609.69, dated 8/1/08 and Warrant # 30 in the amount of \$14,371.61, dated 8/15/08.

Kimberly seconded the motion. Kimberly asked questions regarding proper coding and data entry practice. The motion carried.

ii. Financial Report

Richard Stewart, Interim Business Manager for the Supervisory Union, shared with the Middletown Springs District School Board that the Supervisory Union had approved plans regarding Process Improvement and to report on the, ahead of schedule, progress being made in the NEMERC project, and the Process Improvement Recommendations. The Middletown Springs and Supervisory Union accounts are reconciled through June '08. Reported that in meetings held with most treasurers of the Supervisory Union that all are supportive of the month end closing initiative. All of the treasurer's July reports were in on time. NEMERC consultant is telecommuting saving the SU valuable travel time. NEMERC software has been installed on the Poultney Town/School/SU treasurer's office PC in order to allow her to complete data entry. In addition to written reports including a memorandum on FY 07 Audit Report, Accounts reconciliation proposal, Purchase Orders Encumbrances Procedures, FY 07 Audit Summary, and an FY 08 estimated fund balance showing revenue Budget Variances. Jody moved to accept the financial report, Kimberly seconded the motion carried.

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

None

5. Old Business: (Possible Action)

a. School Boiler

Principal Boynton reported that bids to replace the existing boiler from Hugh Duffy, Irving Oil, Ultimar and HiTech Plumbing & Heating were due back 8/29/08. A meeting was scheduled to review bids and award contract 8/29/08 at 3:00 PM. Jan to warn meeting.

b. FY07 Audit

Richard responded to the auditors concerns of deficiencies of internal controls noting: 1. The FY08 bank reconciliations will be completed monthly and that FY09 was in process. These changes of procedure should eliminate any of the auditors concerns. Clarence raised the question regarding when the town received prebate funds from the state. He noted a notice had been sent to tax payers stating that the town had already received the funds. Richard is under the understanding that typically these funds are transferred about the time taxes are due, 9/15 in Middletown's case, and that the town was under obligation to turn the funds over in a timely manor. Richard will investigate the matter further. 2. Accounts Receivables/Payables reconciliation with General Ledger. There was questions regarding how fund raising checking accounts are reconciled. Richard is sure there can be common ground regarding procedures to handle this properly. #3 Encumbrance Procedures. Richard shared draft documentation regarding principles of encumbrance procedures. Salaries are no longer being encumbered resulting in better accounting practice. There is a positive fund balance due to the variances primarily in interest, special education cost sharing, and high school tuition. Richard acknowledged that this was his last regular meeting as Interim Business Manager and had appreciated his time as Interim Business Manager. The board responded in kind stating we appreciate his knowledge, experience and good humor.

c. Action Plan

Principal Boynton noted the action plan had an added column at the end for quantitative assessment of Academic Based Goals. The Action Plan calls for 80% of the student body to meet the standard by 2009 and a 2 – 4% increase each year after that. Art and Music were also added as goals of the Action Plan. The bar has been set high, but is attainable. Tom indicated he was working on an SU level Action Plan that will be helpful in the principal's development and maintenance of their local Action Plans. Jim moved to accept the Principal Boynton's revised Action Plan and Jody seconded, the motion carried.

d. Lunch Billing Procedures

Reviewed procedures suggested by Aaron. Clarence asked if the board should set policy confirming that the breakfast/lunch/snack program is a pre pay system. Clarence moved to approve the procedures as adjusted for the school lunch programs. Kimberly seconded, the motion carried.

6. New Business (Receive Information and possible action)

Window Cleaning

Aaron informed the board on the status of the project. Clarence moved to go into executive session to discuss personnel matters at 9:12 PM, Kimberly seconded motion carried. Clarence moved to move out of executive session at 9:25, Kimberly seconded, motion carried. No action was taken other than to put the topic of alarm protocols on the September agenda.

7. Policies: (possible action)

- a. Tom and Principal Boynton had recently received the extensive packet of policies to review for 2nd reading, however had not yet had time to fully review them. Action for second reading of policies postponed until Tom and Aaron indicate they are prepared.
- b. 1st reading on Truancy/Attendance policy postponed to allow Tom and Aaron to review.

8. Personnel and Contracts (Action)

- a. New Hires Jody moved to approve the new hires, Clarence seconded, motion carried.
 - i. Mary Barron (Vendor- Instrumental Music) – MSD Medicaid funded
 - ii. Barbara Anagnos (Vendor-School Based Clinician) – funded locally and IDEIA-B
 - iii. Kudrez, Diane (Vendor- SLP School Year) – funded locally and IDEIA-B
- b. Terminations/Resignations - None
- a. Transfers – None

9. Anticipated Executive Session **1 V.S.A. § 313 (1-9)(b)** (if warranted)
None

10. Other Lawful Business (Information Gathering Only)

Kimberly recommended board members attend a regional meeting September 18th 5PM discussing Act 82 and the Two Vote requirement.

11. Set Next Meeting to either September 15, 17 or 25th, 2008 7:00 PM, Pending confirmation from Jan.

12. Adjournment

Jim moved that we adjourn at 9:44 pm. Clarence seconded the motion; the motion carried.