

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

Date: July 24, 2008

Time: 7:00 P.M.

Place: Middletown Springs Elementary School

Official Meeting Minutes

Present: Kimberly Mathewson (Chair); Clarence Haynes (Vice-Chair), Steven Letendre (Clerk), Jodi Comeau (Member), and Jim Gilmour (Member). Also present: Aaron Boynton (Principal), Richard Stewart (Interim Business Manager), Thomas Gallagher (Superintendent) Marilyn Parker, and Joe LaRosa.

1. Call to Order

Kimberly Mathewson called the meeting to order at 7:05 pm.

2. Consent Agenda: (Action)

- a. Approval of Minutes:
- b. Report of Superintendent (written)
- c. Report of Principal (written)

Kimberly Mathewson moved that we accept the consent agenda and Jim Gilmour seconded. The motion carried.

3. Report of Business Manager (Action)

i. Approval of Warrants:

1. Warrant # 26, in the amount of \$576,258.44, dated 6/27/2008.
2. Warrant # 27, in the amount of \$17,030.18, dated 6/30/2008

Clarence moved that we accept Warrant #26 dated 6/27/2008 in the amount of \$576,258.44 and Warrant # 27 dated 6/30/2008 in the amount of \$17,030.18. Jodi Comeau second the motion; the motion carried.

ii. Financial Report

Richard Stewart, Interim Business Manager for the Supervisory Union, shared with the Middletown Springs District School Board a memorandum he prepared with his assessment of the District's FY08 revenue and expenditure balance. He is estimating a FY08 budget surplus of just over \$118,000. Mr. Stewart also shared with the Board a salary and benefits database he prepared for the MSES that will be used to track encumbrances throughout the year. The database includes the variance from what was budgeted to actual contracted amounts for FY09. He indicated that we are in good shape and very close to being on budget.

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

Kimberly Mathewson mentioned that she has received several comments expressing appreciation from MSES staff and teachers for the note and modest gift of appreciation from the Middletown Springs District School Board for their commitment and efforts over the past school year.

5. Old Business: (Possible Action)

a. School Boiler (tabled from June 2008)

Steven Letendre shared with the board the recommendation from the facilities committee to replace the existing boiler that is failing. Steven Letendre moved that the board authorize Pincipal Boynton and the Supervisory Union interim business manager to develop the specifications to replace the existing boiler and solicit three bids from local HVAC contractors. Jim Gilmour seconded the motion; the motion carried.

b. Code of Conduct

Kimberly shared with the Board a document containing a School Board Code of Conduct and asked the board to consider signing the document and posting in a public place. The purpose is to demonstrate to the community the way in which elected board members will conduct school district business. Clarence Haynes moved that the board accept the School Board Code of Conduct and sign the document. Jim Gilmour seconded the motion. The motion carried.

c. Legislative Update (Tabled to future meeting from June 2008)

Kimberly shared with the Board some updates on the lack of legislative action regarding efforts to repeal the two-vote requirement for school district budgets. The board will continue to monitor state policies that impact the district.

d. Henderson Fund

Clarence Haynes moved that we publicize the Henderson Fund scholarship in the Middletown Springs Magnet and direct mail to households in town with seniors. Jim Gilmour seconded the motion. The motion carried.

e. Deed Transfer Update (if applicable)

Kimberly Mathewson shared information she received from our attorney regarding necessary changes to the proposed deed prepared by the Town for the school grounds. Kimberly Mathewson moved that Clarence Haynes move ahead and coordinate with attorney Tracy Rupe to develop the necessary changes in language to the deed and finalize the transfer with the town. The motion carried.

f. Principal Supervision and Evaluation (continued from June meeting)

Superintendent Gallagher reported that he has spoken with Principal Boynton and they will develop an evaluation plan that links the Principal's evaluation with the MSES action plan.

6. New Business (Receive Information and possible action)

a. Tax Anticipation Note

Richard Stewart shared information that he received from various banks to acquire a Tax Anticipation Note for Middletown Springs School District. He recommends that the Board use Chittenden Bank, which is offering a rate of 2.69% to borrow money and the opportunity to invest the money at a rate of 3.05%. 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.

b. FY07 Audit

Richard Stewart handed out to the Board a copy of the FY08 audit; a discussion of the audit was postponed until the next regular meeting.

c. Action Plan

Principal Aaron Boynton prived the Board a Draft Action Plan for the MSES. He began his presentation by describing the process that was used to develop the Draft Plan. Steven Letendre asked whether any of the goals in the action plan will have quantitative measure to gauge progress. Superintendent Gallagher indicated that he will be working with Principal Boynton to develop concrete measures to monitor progress in meeting the goals and objectives of the Action Plan. Jim Gilmour indicated that he thought the plan was great, but commented that the Plan does not contain any references to music and the arts. Principal Boynton acknowledged the importance of these areas, and clarified that these will still be an integral part of the educational experience at MSES.

d. Oil Budget

Principal Aaron Boynton informed the board that we locked in our oil for the 08 – 09 heating seasons at \$4.69 per gallon. This will result in a significant budget overrun.

e. Lunch Bills

N/A

f. Lunch Policy*

Principal Aaron Boynton provided a draft procedure for lunch bill payments. The procedure will be discussed and finalized at the August meeting.

g. Late Policy

Principal Aaron Boynton provided suggested changes to the Trunecy Policy/Procedures for the Board to review and discuss at the August meeting.

h. SU Technology Diagram

N/A

7. Policies: (to be covered at August 3, 2008 Special Meeting)

Kimberly Mathewson provided two packets to the Board. One packet included all of the recent policies that have been reviewed within the past several years, and the second packet included all of the stock policies available on the VSBA web site. These will be reviewed at our Special Meeting on August 3, 2008.

8. Personnel and Contracts (Action)

- a. New Hires—Cheryl Mahoney—Summer Instructional Assistant
- b. Terminations/Resignations - None
- c. Transfers – None

9. Anticipated Executive Session **1 V.S.A. § 313 (1-9)(b)** (if warranted)

None

10. Other Lawful Business (Information Gathering Only)

Principal Aaron Boynton requested that we sign a form to give him the authorization to serve as the District representative to sign off on the work to correct the water issue at the school. Clarence Haynes moved that Principal Boynton and Superintendent Gallagher be designated as the authorized representatives for the WPL-082 water project. Steven Letendre seconded the motion; the motion carried.

11. Set Next Meeting August 21, 2008 7:00 PM, and Agenda Building (Action)

12. Adjournment

Steven Letendre moved that we adjourn at 9:55 pm. Jodi Comeau seconded the motion; the motion carried.