

Middletown Springs Board of School Directors

(Regular) Meeting

Middletown Springs Elementary School

November 20, 2008

Official Minutes

Present: Kimberly Mathewson (Chair), Steve Letendre (Clerk), Jim Gilmour (Member), and Jodi Comeau (Member) arrived at 7:55 p.m. Also present: Aaron Boynton (MSES Principal), Louis Milazzo (Business Manager), Thomas Gallagher (Superintendent), and Susan Rosso (MSES Administrative Assistant).

1. Call to Order
 - Kimberly Mathewson called the meeting to order at 7:01 p.m.
2. Consent Agenda (Action):
 - a. Approval of Minutes
 - i. Unofficial Minutes of 10/16, 1/20 & 1/28/08
 - Jim Gilmour moved to accept the minutes of 10/16/08 with the several corrections noted. Kimberly Mathewson seconded; motion carried. Steve Letendre would also like to correct the official minutes of the 9/15/08 meeting to reflect the correct spelling of “LaBate.” Steve Letendre moved to accept the minutes of 1/20/08 and 1/28/08 and also 9/15/08 with the corrections as noted. Kimberly Mathewson seconded; the motion carried.
 - b. Report of Superintendent (Written)
 - In addition to the written report, Superintendent Gallagher reported that the Henderson Fund Committee had voted to extend scholarships to Nicole Fenton and Caitlyn Eaton.
 - c. Report of Principal (Written)
 - Principal Boynton reported that the percentage of parents who attended fall Parent-Teacher Conferences was about 85% and that teachers have been following up with those parents who were unable to attend. The Spaghetti Dinner hosted by the fifth/sixth grade class was a huge success with a big turnout, good food, and significant money collected for the class trip. He reported that there will be a Holiday

Storytelling Event held on 12/12 (hosted by FFE). The event will include a luncheon for Middletown Springs' seniors, an evening community performance featuring a chili dinner for a fee. Principal Boynton stated that FFE is working hard to choose the best type of fundraisers given the economy. They are concentrating on services such as an evening of childcare to be held on 12/5/08 from 5:00-9:00 p.m. at a cost of \$4 per hour. The Board would like to recognize and extend their appreciation to FFE for all of their efforts on behalf of the students and school. Kimberly Mathewson reported that the school had graciously hosted the CLiF Book Donation/Storytelling event. The children loved seeing all of the books and enjoyed checking one out to read. Kimberly Mathewson thanked Principal Boynton for making it happen.

- Jim Gilmour moved that the Board accept the Consent Agenda. Steve Letendre seconded the motion; the motion carried.

3. Report of Business Manager (Action)

i. Approval of Warrants

- Steve Letendre moved to accept the following warrants: #34 for the amount of \$68,438.87 dated 10/10/08; #35 in the amount of \$73,505.47 dated 10/24/08; & #36 in the amount of \$196,457.57 dated 11/7/2008 with the exception of Check #20275 (Vermont Commons School) on Warrant #35. Jim Gilmour seconded the motion; the motion carried.

ii. Financial Report (Written)

- Louis handed out the Variance Reports. We are currently looking at a deficit of approximately \$27,000 for FY 08-09, mostly due to the boiler replacement, high fuel costs, and water system project costs. Vocational Tuition Costs are over by \$2,600. Tuition bill-backs from 06-07 are still being investigated. At the VASBO meeting today, Lewis learned that tuition adjustments for FY 08 will be approximately \$2,000 per student for about 35 students at MRUHS for a total of \$70,000 dollars. Louis Milazzo said that we need to await the auditor's report for final verification of the projected fund balance from FY 07-08 of approximately \$100,000 before the MS District School Board decide whether the funds can be used to address the current year deficit.

4. General Public Comments (listen and defer action to future meeting)

None

5. Old Business (Possible Action)

a. Budget

- Louis Milazzo has met with Principal Boynton and Bonnie Lenihan (Student Services Director) to ascertain budget needs for next year. Superintendent Gallagher mentioned that our elementary level budget is pretty lean and that we have no control over the secondary budget. Louis Milazzo shared with the Board a draft budget. The Board charged Mr. Milazzo to make a number of revisions for the next version of the FY 09-10 budget to be discussed at the December regular meeting. The Board thanked Louis Milazzo for his excellent work on the FY 09-10 budget. Louis Milazzo left the meeting at 9:25 p.m.

- b. Water Treatment Project
 - Principal Boynton reported that that as part of the water treatment project underway at the MSES the state requested documentation that the town had previously voted to approve the loan for the water treatment project. Based on further investigation, Principal Boynton learned that there is a problem in that the original warning listed the loan value as “an amount to be determined.” The state says we need to take a re-vote with a fixed amount placed on the warning and ballot ASAP so that our project can move ahead as we are the Water Supply Division’s first priority. The current project cost is \$51,000 with half to be forgiven by the State of Vermont. The Board requested that Principal Boynton provide them with details so that they can clearly convey the scope and costs of the water system project to the residents of MS. Principal Boynton and Superintendent Gallagher will provide the Board with that information as well as a bulleted fact sheet on the project. The Board will need to contact either the Secretary of State or a source that Supt. Gallagher has in order to obtain the proper wording for the warning and ballot.

- c. Land Transfer
 - Kimberly Mathewson asked if the land transfer from the town had moved forward. Clarence Haynes is handling this aspect of the project. However, Jim Gilmour does not believe progress has been made. Kimberly Mathewson will follow up on the issue.

- d. Building Security
 - Principal Boynton reported that Countryside Lock & Alarm will be at the school on 11/26 to change the exterior locks.

- e. Master Facilities Plan
 - Steven Letendre would like to see the Facilities Plan back on the Board Agenda.

- 6. New Business (Receive Information and Possible Action)
 - None

- 7. Policies (Possible Action)
 - a. Second Reading of Policies
 - Jim Gilmour moved that the following policies be approved/adopted. Kimberly Mathewson seconded the motion; motion carried.
 - D-6 Substitute Teachers
 - D-7 Volunteer & Work Study Policy
 - D-10 Public Complaints about Personnel
 - D-12 Harassment of Employees
 - D-13 Health Insurance and Portability and Accountability
 - E-5 Emergency Closing
 - E-7 School Crisis Prevention & Response
 - E-8 Tobacco Prohibition

E-9 AIDS/HIV
F-5 Educational Records
F-15 Student Publications
F-17 Head Lice (Pediculosis)
F-19 Limited English Proficiency Students
F-21 Firearms
F-23 Participation of Home Study Students
F-24 Hazing
F-25 Student Attendance
F-27 Pupil Privacy Rights
F-28 Wellness
G-4 Selecting Library Materials
G-5 Selecting Instructional Materials
G-6 Complaints About Instructional Materials
G-7 Educational Support System
G-9 Grade Advancement: Retention, Promotion, & Acceleration of Students
G-10 Special Education
G-13 Animal Dissection
H-1 School Community Relations
H-2 Parental Involvement

- The Board agreed (by consensus) to bring the following policies forth for a second reading at the next meeting:
 - Residency
 - Driver's Education
 - Non-Discrimination
 - The following policies were tabled for further discussion and development
 - Policy on Policies
 - Truancy Policy
 - Supt. Gallagher brought forward a policy on truancy/tardiness in response to the Board's request for an enforceable policy. The policy (as well as the VSBA truancy policy) was reviewed and discussed by the Board. It was decided that the truancy policy will need further review. Supt. Gallagher brought forward a policy on school security. No action was taken on this policy.
8. Personnel and Contracts (Possible Action)
- Kimberly Mathewson noted that the Board had received a letter of "intent to bargain" from the MSES Support Staff Association. Supt. Gallagher will contact the Support Staff Representative to set up a schedule to begin the negotiations process
9. Set next meeting for either 12/11 or 12/18/08 (pending confirmation from Jodi Comeau)
- Kimberly Mathewson moved the Board into Executive Session at 10:10 p.m. Jodi Comeau seconded the motion; the motion carried. Kimberly moved to leave

executive session at 10:47. Jodi Comeau seconded the motion; the motion carried.
No action was taken.

- Jodi Comeau moved to adjourn the meeting at 10:48. Steven Letendre seconded the motion; the motion carried.

Respectfully submitted,
Susan Rosso