

**Rutland Southwest Supervisory Union  
Regular Board of Directors' Meeting**

June 22, 2009

7:00PM - Poultney High School

**OFFICIAL MINUTES**

Board Present: Kimberly Mathewson, Chair (M); Mary Jo Teetor, Clerk (M); Tammy Holcomb, Vice Chair (M); Helen Mango (M); Cindy Taylor-Patch (M); Kimberly Stewart (M); Mike Nagar (M); Pat Davenport (M); Karen Stomski (M); and Jodi Comeau (M).

Administration Present: Thomas Gallagher, Superintendent; Louis Milazzo, Business Manager; Michelle Folger, Director of Curriculum; and Dr. Joan Paustian, Incoming Superintendent.

The meeting was called to order at 7:00PM by Chair Kimberly Mathewson.

**Consent Agenda:**

Approval of Minutes: Minutes from May 26, 2009 (regular and continuation) – **Motion made by Helen Mango, seconded by Cindy Taylor-Patch to approve the minutes of May 26, 2009 (regular and continuation). The following amendments were noted:**

Page 2, Report of the Superintendent – remove “it” after impact and add “legislature” after the.

Page 2, paragraph 3 – change to read “due to the town turning down their school budget....”

Page 2, Report of Business Manager – change to \$17,000.00 and include “surplus”.

Page 3, Systems Management Committee Report – correct to “barring” and change punctuation to semi colon after June; in addition. Once the policies are adopted across the SU,

Page 3, Finance Committee Report – change attendant to attendance.

Page 4, New Business change to read “a position which has been advertised for five months with only one qualified applicant...”

Under approval of new hires – change wording “Motion to approve carried (with Charity Downs opposed to the non-certified tutors).”

**Motion to approve minutes with noted amendments, carried.**

Report of the Superintendent- In addition to his written report, Superintendent Gallagher reported the RSWSU had received approval of the 21<sup>st</sup> Century Grant in the amount of \$184,750; this brings the total grant funds for FY10 to \$1,076,961.30.

Superintendent Gallagher reported for the record that no certified teachers applied for the tutor positions, and the non-certified tutors were not hired over certified applicants.

Superintendent Gallagher reported the Curriculum Audit was in the final stages of completion. There is a target date of June 30, 2009 to present the report to the board.

Superintendent Gallagher noted some recent changes in legislature that may be of interest to the boards.

Superintendent Gallagher thanked the board for all their hard work. He commented that there is still work to be accomplished; however, they had come a long way since his arrival. He has enjoyed working with all boards.

Helen Mango stated that Tinmouth did not have many participants in the Curriculum Audit interviews and inquired whether it would negatively impact the results as Tinmouth’s voice was not heard. Superintendent Gallagher stated that Tinmouth was the least responsive due to scheduling conflicts. He does not feel that this will negatively impact the audit. He stated that the Tinmouth teachers were well represented.

Report of Business Manager – Mr. Milazzo reported that the anticipated FY09 surplus was now \$28,000.00 due to closing out departmental budgets.

Report of Director of Student Support Services- No report this month.

Report of Director of Curriculum – Michelle Folger verbally presented her report and followed up with handouts to the board. She thanked all who attended the dinner at Trak Inn and expressed appreciation for the kind words from Kimberly Mathewson.

Report of Grant Coordinator – Superintendent Gallagher reported the transition was in process and he had begun working with most grants.

**Motion made by Helen Mango, seconded by Mary Jo Teetor to approve the reports as given. Motion carried.**

**Approval of Warrants:**

**Motion by Tammy Holcomb, seconded by Helen Mango to approve warrants # 58, in the amount of \$36,531.03, dated 5/22/09; and warrant # 59, in the amount of \$19,260.54, dated 6/5/09.** The Board acknowledged warrant #57 was approved in May and the signed copy was included in the packet.

One question was raised regarding the purpose of the cell phones purchased. They were for Bonnie Lenihan and Louis Milazzo and the cost does not reflect the \$200 rebate.

**Motion carried.**

**General Public Comments:** None

**New Business:**

Rutland Mental Health update: Superintendent Gallagher reported that the Principals did not agree with the proposal and wish to stay with the current model, citing concern for lack of continuity of program, high turn over, and break down of established relationships between current vendors with students and parents. One board member noted it had not been determined the proposed model would actually be a cost savings. Superintendent Gallagher stated that he asked Mrs. Lenihan to double check the figures and they were accurate. Superintendent thanked Mrs. Lenihan for all the time and effort she put into the proposed model. One board member inquired if the original concerns (which prompted the new proposal) were being addressed. Superintendent explained that the administrative team had held several meetings and trainings to gain a better understanding of the entire process.

Approve Resolution for Physical Therapist's Benefits: Superintendent Gallagher presented the resolution for board's acceptance. Discussion ensued. **Motion made by Helen Mango, seconded by Karen Stomski to approve the resolution as written. Motion carried.**

Reports of Committees: No reports, as there were no June meetings. Next meeting dates will be set at break.

Approval of Substitute List: **Motion made by Karen Stomski, seconded by Mary Jo Teetor to approve the substitute list as presented. Motion carried.**

Mary Jo Teetor brought up the recent issue (as reported in the news) regarding an individual who used several aliases and passed the criminal record check. Superintendent Gallagher spoke regarding the process in general, and an issue with breaking the chain of custody fingerprints.

Rutland Southwest Supervisory Union Teacher Benefits: Superintendent provided history to the board and impressed upon them the importance of creating a practice and following same. Discussion ensued. It was determined by consensus that the Systems Management and Human Resource Committees would meet to discuss the matter jointly. The Superintendent stressed the importance of ensuring that all boards were represented for this discussion.

The joint HR and Systems Management meeting date was set for July 13, 2009 at 6:45PM at the Tinmouth Elementary School. The Tinmouth Board Meeting will be moved to 7:30PM to accommodate the committee meeting.

The Finance Committee chose two tentative dates for meetings in July (8 & 20); Tammy Holcomb will advise which date the committee selects.

Rescind motion to approve pay increase for FY10: Brittany Petty did not begin working until February 2009, therefore, she has not completed one year in the district. **Motion made by Tammy Holcomb, seconded by Helen Mango to rescind the previous motion to increase Brittany Petty's rate of pay in FY10, since she had been employed in the supervisory union for less than one school year ; employee is not eligible for pay increase until FY11. Motion carried.**

Consolidated Federal Grant Update: Superintendent Gallagher has begun work on the budget process for the CFP Grants for FY10. Superintendent Gallagher gave an overview of the budget (broken out for each school district).

Approval of the Rutland Southwest Supervisory Union Technology Plan: Hard copy provided in board packet. Superintendent requested the Board's approval of the Plan in order that the SU can get the funds flowing. The Plan is to be modified. Superintendent Gallagher thanked Principal Aaron Boynton for his efforts in putting the Plan together. **Motion made by Helen Mango, seconded by Karen Stomski to approve the Rutland Southwest Supervisory Union Technology Plan. Motion carried.**

Authorize Superintendent Paustian to apply for e-signature authorization from the state in order to approve CFP Grant submissions: **Motion made by Mary Jo Teetor, seconded by Karen Stomski to approve Dr. Joan Paustian, Superintendent (July 1, 2009) to apply for e-signature authorization to sign/approve Consolidated Federal Grant submissions. Motion carried.**

Approve vendor for server back up: Superintendent Gallagher sought the board's approval to contract with a vendor in order to provide the annual back up from the server. The vendor is brother to Nick Striglia (RSWSU Technology Coordinator) and was used last year at the direction of Vinnie Covino (the then RSWSU Technology Coordinator). Discussion ensued. Superintendent Gallagher will research the questions posed by board members and will report back. Dr. Joan Paustian suggested that it may be the annual e-mail archive that is required by federal law. This type of back up is typically quite large and needs to be stored off site. The proposed expense is considered very reasonable.

**Motion made by Helen Mango, seconded by Jodi Comeau to authorize, if necessary, the executive committee to make the decision, if the decision cannot wait until the next regular board meeting. Motion carried.**

#### Policies:

**Motion by Helen Mango, seconded by Mike Nagar to adopt the following policies with minor corrections:**

**D-6 Substitute Teachers**

**D-7 Volunteers and Work Study Students**

**D-13 Health Insurance Portability and Accountability Act (HIPAA)**

**E-9 Aids or HIV**

**F-5 Education Records**

**F-21 Firearms**

**G-13 Animal Dissection**

**Motion carried.**

#### Personnel:

Superintendent Gallagher proposed increasing Nicole Keyes to full-time. Nicole will be working as the part-time 21<sup>st</sup> Century Grant Clerk and continuing her work as the part-time Medicaid Clerk. **Motion made by Helen**

**Mango, seconded by Cindy Taylor-Patch to approve increasing Nicole Keyes to full-time effective July 1, 2009. Motion carried.**

New Hires: Donald Keagy Title I Teacher for Poultney High School FY10  
Resignations: Kim Rider School Based Clinician for Poultney High School.  
Terminations: None

**Motion made by Karen Stomski, seconded by Mary Jo Teetor to approve the new hire, and accept the resignation of Kim Rider with regrets. Motion carried.**

Louis Milazzo, Business Manager was excused at this time.

**Other Lawful Business:** Tammy Holcomb inquired if it would be possible to have the administrators attend the RSWSU meetings; perhaps on a rotating basis. Discussion ensued. Superintendent Gallagher indicated that the Administrators will be presenting the Curriculum Audit at the next RSWSU meeting. If there was a topic of interest, the board may consider inviting an administrator to present; but it was suggested that administrators may view the boards' suggestion (that they attend RSWSU board meetings) as a directive. Administrators already spend countless evenings and extra hours above and beyond; unless there was a particular area of interest, it was determined the board should not request that the administrators regularly attend the SU meetings. Further discussion ensued.

**Set Next Meeting:** July 27, 2009 (if a quorum is confirmed by poll); 7:00 PM at Middletown Springs.

The RSWSU Board publicly thanked Superintendent Tom Gallagher for all his efforts and achievements during the 2008-2009 school year. The Board looks forward to officially welcoming Dr. Joan Paustian as Superintendent at their July meeting.

Motion made by Helen Mango, seconded by Karen Stomski to adjourn at 9:30 PM. Motion carried.

Respectfully submitted,

Jan Dente  
RSWSU Board Recording Secretary