

Middletown Springs Board of School Directors' Regular Meeting

DATE: July 22, 2009

TIME: 7:00 PM

LOCATION: Middletown Springs Elementary School

Official Minutes

Present: Kimberly Mathewson (Chair), Jim Gilmour (Clerk), Steven Letendre (Vice-Chair). Also present: Joan Paustian, Superintendent, Louis Milazzo, Business Manager, Aaron Boynton, Principal, and Susan Rosso (Recording Secretary). Jodi Comeau (Member) arrived at 7:18 p.m.

1. Call to Order:

Kimberly Mathewson called the meeting to order at 7:00 p.m.

2. Consent Agenda: (Action)

a. Approval of Minutes:

i. Unofficial minutes of June 23, 2009 (regular and continuation)

Corrections need to be made to the above minutes. "No action taken" should be added to #8 on page 2 (Executive Session), #7 should read "ARRA," also in #7, the minutes should reflect the Board's desire to obtain two more bids for development of a master facilities plan. Steven Letendre moved to approve the minutes of June 23, 2009 with the above corrections, Kimberly Mathewson seconded the motion; the motion carried.

b. Report of the Superintendent (Written)

Kimberly Mathewson welcomed the new School Superintendent, Joan Paustian. Superintendent Paustian has been meeting with district board members and welcomes the opportunity to get to know the schools, the board members, administrators, faculty, and staff. She is halfway through reviewing the recent district curriculum audit and is impressed with the work that has been done to date. The audit will be fully reviewed at the Leadership Academy the first week of August. Superintendent Paustian feels that the audit is a great document for setting us (and keeping us) on the right track.

c. Report of the Principal (Written)

Mr. Boynton updated the Board on the water system project. The uranium removal system is set for delivery the week of August 13. It is hoped that the system will be installed prior to the first day of school (August 26), but may not be fully operational at that time. Steven Letendre asked about the funding for the Summer Program. The program is funded by Title I and 21st Century Grant funds, and is also partially offset by student fees paid by parents to the Afterschool and Summer Activities Programs. Students are recommended by their teachers and/or parents and meet for academic classes in the morning and enrichment activities in the afternoon (following a one-hour recess/lunch period). The Summer Program has been very successful this year; offering a nice variety of activities for the children.

d. Report of the Business Manager

Louis Milazzo reported on the financials for the 2008-2009 school year. There is an anticipated surplus of \$70,000 at the end of the year. The major discrepancy was in the area of secondary special education which came in under the budgeted amount. Verification/allocation of the surplus will need to wait until the audit is completed.

Jim Gilmour moved to accept the reports of the Superintendent, the Principal, and the Business Manager, Steven Letendre seconded the motion; the motion carried.

i. Approval of Warrants:

1. Warrant #53, in the amount of \$561,853.41, dated 6/19/09
2. Warrant # 54, in the amount of \$25,905.42, dated 6/30/09

Kimberly Mathewson moved to accept Warrant #53, in the amount of \$561,853.41 dated 6/19/09, and Warrant #54, in the amount of \$25,905.42, dated 6/30/09, Steven Letendre seconded the motion; the motion carried.

ii. Financial Report

The financial report was covered in the earlier "Business Manager's Report."

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

None.

4. Old Business: (Possible Action)

a. Master Facilities Plan:

Steven Letendre reintroduced last meeting's discussion about the master facilities planning proposal received and the Board's desire to obtain two additional proposals. Jim Gilmour will prepare a rough draft of an invitation to bid. Superintendent Joan Paustian has some experience with energy audits and successful grants in this area and is happy to assist. Kimberly Mathewson mentioned the Board's desire to look into possible energy and ARRA grant availability. Superintendent Paustian offered to have Louis Milazzo contact Norm Etkind at the VPA/VSBA for the names of other suitable engineering firms that might submit bids. At the next meeting the Board hopes to have received two more bids and to choose a firm.

b. Summer Projects:

Mr. Boynton asked whether Local Fuel Co. (our new oil provider) also offers boiler repair services as Hugh Duffy (our former oil provider) will only provide repair service to their oil customers. Mr. Milazzo will contact Local Fuel to check on this and the other union schools for the names of their service companies. Mr. Boynton distributed copies of three window replacement bids and prices for painting the side of the building facing the playground. The Board would like to wait on the windows until a full maintenance plan is drawn up. For safety reasons, a few of the windows will need to be repaired or replaced promptly, the Pre-K entrance wall needs to be repaired and the Pre-K exterior door replaced, and one side of the building needs to be painted in late summer or early fall. Kimberly Mathewson moved to have Mr. Boynton proceed with arranging for repairs to the broken windows by Royal Glass, the painting of the south side of the new addition and repairs to the Pre-K entrance by Pete LaBate, and adjustments to the front driveway circle (price to be provided to the Board) including signage. Steven Letendre seconded the motion; the motion carried.

c. Building Use:

Kimberly Mathewson re-introduced the topic of building use and building use policies. The Policy Committee has not met since last month. Mrs. Mathewson asked the Superintendent if the Board could review building use policies from other schools; Superintendent Paustian will research and provide other policies. Superintendent Paustian discussed the idea of having a keypad at one school entrance rather than having key entry. The Board will review policies, the cost of a keypad, and the charge of the Building Use Committee at the August meeting.

d. Land Transfer:

Kimberly Mathewson discussed moving forward with the Selectboard on the land transfer and some questions that were posed by the Select board. The Superintendent will review Vermont laws in an effort to address these questions.

5. Policies (Possible Action) (dependent upon action at June meeting)

- i. Tabled - review, possible adoption (all tabled from June meeting):
 - 1. F-28 Wellness (M)(tabled from May & June)
 - 2. D-11 Drug and Alcohol Testing: Transportation Employees (M)(tabled from May & June)
 - 3. F-9 Transportation (M)(revised May & June)

Non-mandatory policies: (date, if noted, reflects last adoption date)

- C-1 Board Meeting Agenda Preparation...(12/5/06)
- C-2 Board Meetings (10/5/06)
- E-5 Emergency Closings (10/5/06)
- C-3 Public Participation at Board Meetings (12/14/06)
- G-11 Acceptable Use of Electronics and the Internet (new to MSD)

Mandatory Policies: (date, if noted, reflects last adoption date)

- F-7 Student Alcohol and Drug Abuse (8/5/97)
- F-20 Harassment of Students (M) (10/14/04)

Jim Gilmour moved to adopt all of the above-listed policies: F-28, D-11, F-9, C-1, C-2, E-5, C-3, G-11, F-7, and F-20. Steven Letendre seconded the motion; the motion carried.

6. New Business (Receive Information and possible action)

- a. Approve Substitute List (no new names added this month, no action required)
- b. The Itinerant School Nurse's position had been cut in the past from .60 to a .45 FTE; position was offered to the current nursing candidate as a .60; funding is available this year through supervisory union funds.
- c. The Middletown Springs School Alumni Group has raised sufficient funds to repair the school clock located in the cupola. Alan Grace, "The Clock Doctor," and others will be working on the clock. The Board and the Principal are very grateful and pleased that the clock will soon be back in operation after so many years.

7. Master Facilities Planning (Discussion, possible action)

This was covered under "Old Business."

8. Personnel and Contracts (Action)

- a. New Hires –
 - i. C Mahoney – Summer Instructional Assistant
 - ii. N Austin – Summer Program Assistant
 - iii. S Brzezinski – Summer Program Teacher
 - iv. J Ray – Summer Program Teacher
 - v. A Simpson – Summer Program Assistant
 - vi. D Dudley – FY10 Before School Assistant
 - vii. C Mahoney – FY10 Before School Assistant
 - viii. M Barron (vendor)- FY10 Instrumental Music Lessons Instructor
 - ix. C Holzmacher (vendor) – FY10 Instrumental Music Lessons Instructor
 - x. L Wilkins – FY10 Transfer to Title I Literacy Specialist
 - xi. J Chamberlain – FY10 Pre-K Teacher
 - xii. S Courcelle-Smith – FY10 Special Education Teacher
 - xiii. N Austin – FY 10 Pre-K Assistant

Kimberly Mathewson moved to approve the hiring of the above employees, Jim Gilmour seconded the motion; the motion carried.

b. Terminations/Resignations - None

c. Transfers – None

d. Leave of Absences: None

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

Steven Letendre moved to enter into executive session and Kimberly Matherson seconded to discuss personnel issues at 8:35PM; the motion carried. Steven Letendre moved and Kimberly Matherson seconded to leave executive session at 9:05 PM; the motion carried. No action taken.

10. Other Lawful Business (Information Gathering Only)

11. Set Next Meeting (anticipated August 20, 2009 7:00 PM), and Agenda Building (Action)

The next board meeting will be held on Thursday, August 20, 2009 at 7:00 PM at MSES. Superintendent Paustian invited all board members to attend the RSWSU board meeting on August 24, 2009 when a full presentation of the recent curriculum audit will take place.

12. Steven Letendre moved and Kimberly Mathewson seconded to adjourn at 9:10 PM; the motion carried.