

# Middletown Springs Board of School Directors' Regular Meeting

DATE: November 19, 2009

TIME: 7:00 PM

LOCATION: Middletown Springs Elementary School

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## Official Meeting Minutes

**Present:** Kimberly Mathewson (Chair), Steven Letendre (Vice Chair), Jim Gilmour (Clerk), and Clarence Haynes (Member), Joan Paustian (RSWSU Superintendent), Louis Milazzo (RSWSU Business Manager), Susan Rosso (Recording Secretary), and Bob Bruttomesso (MSES Grade 5/6 Teacher). Jodi Comeau (Member) arrived at 8:10 p.m.

### 1. Call to Order:

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

### 2. Consent Agenda: (Action)

#### a. Approval of Minutes:

##### i. Unofficial minutes of October 14, 2009 (regular) and November 10, 2009 (special)

Minutes of October 14 were reviewed. The following corrections were noted: Under #4: Jim Gilmour has "placed announcements two months in a row" in *The Magnet*, under #6: POA (Primary Observation Assessment), QRI (Qualitative Reading Inventory), and VCAT (Vermont Common Assessment Tool) should be spelled out in the minutes in the future. Also, change "up" to "up to" in the sentence "Steven Letendre moved to Chamberlain to \$1,000." Under #12, correct spelling of Steven "Letendre." Steven Letendre minutes of October 14, 2009 with the above changes and the minutes of November 10, 2009. Clarence Haynes seconded the motion; the motion carried.

#### b. Report of the Superintendent (Written):

Mrs. Paustian visited MSES again this morning and spent time with the students and teachers. Tom Gallagher and Supt. Paustian spoke with two consultants who will come in and conduct a comprehensive needs assessment of technology and systems at each school. After this, they will meet with the curriculum committee and the technology committee. Mrs. Paustian recommended paying Kelly Services substitute assistants and teachers the same rate to meet payroll requirements. Jim Gilmour moved to pay all substitutes, regardless of position, \$65.00 per day and \$32.50 for a half day, Kimberly Mathewson seconded the motion; the motion carried. Steven Letendre asked about the technology committee's progress to date. Supt. Paustian wants to have a comprehensive plan in place before additional technology funds are spent.

#### c. Report of the Principal (Written):

The Principal could not be present at the meeting. Mr. Boynton's written report was reviewed.

#### d. Report of the Business Manager

The audit report is back; the 2008-2009 surplus remains at \$63,000. Tuition rates for 2010-2011 were discussed. Clarence Haynes moved to set the 2010-2011 elementary school tuition rate at \$10,000; Steven Letendre seconded the motion; the motion carried. Mr. Milazzo noted that the Henderson Fund appears on the balance sheet accounts; however, since this fund is a private account it should not be on the district's books. Kimberly Mathewson will put Louis Milazzo in touch with the trustee of public monies. Mr. Milazzo reported that there are still funds available from prior year grants: the Arts grant and the Bowse grant. The Board will check with Mr. Boynton regarding his plans for utilizing the funds.

Clarence Haynes moved to accept the Consent Agenda, including the written reports of the Superintendent, Principal, and Business Manager, Jim Gilmour seconded the motion; the motion carried.

### i. Approval of Warrants:

1. Warrant #62, in the amount of \$72,424.26, dated 10/9/09
2. Warrant #63, in the amount of \$20,866.13, dated 10/23/09
3. Warrant #64, in the amount of \$7,216.74, dated 11/6/09

Clarence Haynes moved to adopt Warrant #62 dated 10/9/09 in the amount of \$72,242.26, Warrant #63 dated 10/23/09 in the amount of \$20,866.13, and Warrant #64 dated 11/6/09 in the amount of \$7,216.74 as presented, Kimberly Mathewson seconded the motion; the motion carried.

## **ii. Financial Report**

The Financial Report was covered during the Business Manager's Report.

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

None.

### **4. Report(s) from Committee(s):**

- a. Recreation Committee Meeting Notes from October 27, 2009 and November 10, 2009 (informational only)

Jim Gilmour reported discussions were going well and that the committee has come a long way. A question was raised about whether or not members of the public, as volunteers reporting to the Principal, could be key/pass-code holders. Discussion took place on the subject and board members have no objection, in principle, to having volunteers as key/pass-code holders *with* a specific set of guidelines; codes and keys may *not* be passed around. The board thanked the committee members for their hard work. Jim Gilmour requested that the supervisory union or legal counsel investigate the school's liability in the event of an injury to a person during a community (non-school sponsored) event. The purchase of the cage to separate the multipurpose room/kitchen/bathroom area was discussed. The next Recreation Committee meeting is scheduled for December 7, 2009 at 7:30 p.m. at the school.

### **5. Old Business: (Possible Action)**

- a. Henderson Fund recipients(s) announced (possible action)

The award is pending and the announcement is tabled (by consensus) until the next meeting.

- b. Land Transfer:

Kimberly Mathewson and Jim Gilmour attended the last Select Board meeting to discuss concerns about a proposed reversion clause in the land transfer deed. Kimberly Mathewson and Jim Gilmour will continue discussions with the Select Board on the subject.

### **6. Policies (a-r revised by committee; possible action)**

- a. 11.1 Budget Planning
- b. 11.2 Budget Adoption
- c. 11.3 Expenditures of Funds
- d. 11.4 Transfer of Supervisory Union Funds
- e. 11.5 Financial Reports
- f. 11.6 Accounting of Funds
- g. 11.7 Bonding of Supervisory Union Personnel
- h. 11.8 Bids and Quotations
- i. 11.9 Investments and Borrowing
- j. 11.10 Principals of Purchasing
- k. 11.10A Purchasing
- l. 11.11 Sale of Supervisory Union Property
- m. 11.12 Insurance
- n. 11.13 Inventories
- o. 11.14 Safety and Security of Supervisory Union Facilities
- p. 11.15 Credit Cards
- q. 11.16 School Activity Fund
- r. 11.17 Capitalization of Assets
- s. H-1 School-Community Relations (revised)
- t. G-1A Curriculum Coordinating Council
- u. G-1B Curriculum Management and Adoption

- v. Residency
- w. D-1 Personnel Recruitment, Selection, Appointment and Criminal Record Checks

Policies A-R will be returned to the Systems Committee and addressed by this board next month; they are therefore tabled (by consensus). Policies S-W were read and discussed. Steven Letendre moved to accept Policy #H-1 School Community Relations, Policy #G-1A Curriculum Coordinating Council, #G-1B Curriculum Management and Adoption, the Residency Policy (V), and #D-1 Personnel Recruitment, Selection, Appointment and Criminal Record Checks, Jodi Comeau seconded the motion; motion carried. Clarence Haynes moved to amend the motion in order to table Policy #G-1B for further revision at the supervisory union level, Jodi Comeau seconded the motion; the motion carried to table Policy #G-1B.

Clarence Haynes posed a question regarding the Curriculum Adoption Policy (G-1B). What provisions are being made to coordinate our curriculum with Mill River UHS, where the majority of our secondary students attend? Supt. Paustian has already contacted Mill River UHS in an effort to coordinate curriculum.

#### **7. New Business (Receive Information and possible action)**

- a. Approve Substitute List (if applicable)

Jim Gilmour moved to accept the Kelly Services substitute list as presented, Jodi Comeau seconded the motion; the motion carried.

- b. Review FY11 Budget (possible action)

The Board began reviewing Draft #2 of the FY '10-'11 budget with the goal of controlling costs in light of potential decreases in state revenues and possible cost-shifting to local taxpayers. Possible reductions and adjustments were discussed. Further refinement will occur at future meetings in cooperation with the Principal.

- c. Energy Efficiency Grant

Steven Letendre would like to pursue a grant pre-application to CVPS for a potential \$50,000 energy efficiency award. By consensus, the board gratefully accepts Mr. Letendre's offer to pursue the grant.

#### **8. Master Facilities Planning (Discussion, possible action)**

Facilities Planning was covered under Old Business.

#### **9. Personnel and Contracts (Action)**

- a. New Hires: None
  - i. Kim Carr—interim part-time SLPA
  - ii. Dianne Kudrez—revised SLP-vendor (to end of FY10)

Jodi Comeau moved to approve the above hires, Clarence Haynes seconded the motion; the motion carried.

- b. Terminations/Resignations - None
- c. Transfers – None
- d. Leave of Absences: None

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

Jodi Comeau moved and Steven Letendre seconded a motion to enter into Executive Session at 10:06 PM to discuss personnel issues; the motion carried. Joan Paustian was invited to attend. Jodi Comeau moved and Steven Letendre seconded a motion to leave Executive Session at 10:40 PM; no action taken.

#### **11. Other Lawful Business (Information Gathering Only)**

#### **12. Set Next Meeting** (anticipated December 17, 2009 7:00 PM), and Agenda Building (Action)

A (Special) Board Meeting will take place on December 10, 2009 at 7:00 p.m. at MSES.

The next Regular Board Meeting will take place on December 17, 2009 at 7:00 p.m. at MSES.

#### **13. Adjournment**

Jodi Comeau moved and Steven Letendre seconded a motion to adjourn at 10:45 PM; motion carried.

Respectfully submitted, Jim Gilmour (Clerk)