

Middletown Springs Board of School Directors Regular Meeting

DATE: August 20, 2009

TIME: 7:00 PM

LOCATION: Middletown Springs Elementary School

Official Minutes

Present: Kimberly Mathewson (Chair), Steven Letendre (Vice-Chair), Jim Gilmour (Clerk), Clarence Haynes (Member) and Jodi Comeau (Member). Also present: Aaron Boynton, (MSES Principal), and Susan Rosso (Recording Secretary). Community Members Present: Tony Lamberton

1. Call to Order

Kimberly Mathewson called the meeting to order at 7:04 p.m.

2. Consent Agenda: (Action)

a. Approval of Minutes:

- i. Unofficial minutes of July 22, 2009; April 20, 2009 (Special); May 11, 2009 (Special); and May 18, 2009 (Special).

Steven Letendre moved to accept the meeting minutes of July 22, April 20, May 11, and May 18, 2009.

Kimberly Mathewson seconded; motion carried. Kimberly Mathewson mentioned that *The Magnet* asked if they could edit/shorten our minutes. It was decided by consensus that Jim Gilmour will try to shorten the minutes and that *The Magnet* can edit the format, but not the content.

b. Report of Superintendent (Written)

The Superintendent was unable to attend the meeting due to family circumstances. Supt. Joan Paustian wishes to remind everyone that the District Curriculum Audit will be presented on August 24 at 7:00 p.m. at MSES. Clarence Haynes asked who would be in charge of curriculum planning and reporting to the boards now that Michelle Folger is no longer employed. Aaron Boynton stated a Curriculum Coordination Council comprised of administrators and any interested teachers will guide curriculum and a representative will report to the boards.

c. Report of Principal (Written)

Aaron Boynton reported that Julia Chamberlain received her Early Education endorsement after extensive portfolio and peer review. Mr. Boynton invited the board members to the First Day Celebration. Mrs. Mathewson commended Mr. Boynton and the staff, stating that the building is looking great with shining floors and a new driveway circle.

d. Report of the Business Manager (Written)

- Business Manager Louis Milazzo was unable to attend the meeting. His written report states that MSES will welcome two tuition students from Ira at a rate of \$8,544 each per year. Tony Lamberton asked how the tuition rate is set. Kimberly Mathewson and Clarence Haynes explained that the rate is determined by looking at the state's maximum allowable rate and setting a rate that will be attractive to students and parents in surrounding towns.
- The Student Activity account oversight will be transferred to Marilyn Parker who, in turn, will need to delegate signing authority to Aaron Boynton.

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

- i. Approval of Warrants: Warrant #55, in the amount of \$112,018.33, dated 7/15/09

Jim Gilmour asked whether the school could reduce copier lease costs. Aaron Boynton will check with the Business Manager regarding lease expiration date and possible cost-savings methods. Clarence Haynes moved to adopt Warrant #55, in the amount of \$112,018.33, dated 7/15/09. Jim Gilmour seconded; motion carried.

ii. Financial Report

Covered in the Business Manager's Written Report. It is too early in the year to produce expense variance reports.

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

Tony Lamberton requested an update on the building use policy.

4. Old Business: (Possible Action)

- Kimberly Mathewson reminded members of the importance of timely signing of board orders.
- Aaron Boynton updated the board on the water system improvements. Plumbing is close to completion and the uranium removal system is set to arrive the week of August 24, to be installed shortly thereafter.
- Steven Letendre asked for an update on the new driveway circle. Work on the circle will be finished before school starts. The new circle is designed to improve school grounds appearance and traffic flow (to increase student safety). Steven Letendre suggested that a staff member be outside at drop-off and dismissal time to assist parents and visitors until they become familiar with the new procedures. The new procedures are listed in the handbook and reminders will be included in *Friday Notices*.

5. Policies (1st reading, possible adoption)

Public Access to Schools OR

Community Use of School Facilities

Policy needs to address the needs of both the school and the community. Kimberly Mathewson introduced the VSBA policy which she believes is well thought-out and is based on legal practices. Discussion regarding various ways community involvement could take place in regards to building use and minor changes to the proposed policy. Kimberly Mathewson reviewed the policy with the changes discussed by the Board and indicated that the Board can either approve the policy for a second reading or adopt it tonight. Steven Letendre moved to adopt Policy H-3 (Community Use of School Facilities) with the minor changes discussed, Jim Gilmour seconded; motion carried.

Jim Gilmour recommended that the board look at the creation and charge of the Building Use Committee. The Board would like to have the committee come up with suggestions on how to increase public access to public areas of building without unduly burdening school resources or staff members.

The Board reviewed the charge for the MSSD Community Recreation Committee and made some revisions. Steven Letendre moved that the Community Recreation Committee be charged as follows: *The MSSD convenes the Community Recreation Committee to promote, encourage, and facilitate community use of the Middletown Springs Elementary School multipurpose room, meeting room, and kitchen. Charge: 1.) Committee will be 3-7 members in size and include one school board member, 2.) Meetings must be warned and minutes kept (per VT Open Meeting Law), 3.) Committee will meet as needed to promote, support, and recommend procedures of building use, 4.) Committee to submit report/use updates to School Board.* Kimberly Mathewson seconded; the motion carried unanimously. The Board would like to address the Building Security policy at the next meeting.

6. No New Business (Receive Information and possible action)

a. Approve Substitute List - No new names added to the Substitute List

b. Review draft of deed (if available)

The School Board has not yet received a deed from the Select Board. The School Board noted that the community voted to transfer the land to the school and that the process needs to move forward. Kimberly

Mathewson moved to decline the Select Board's offer of a restrictive deed calling for a reversal clause. Clarence Haynes seconded the motion, motion carried unanimously.

- c. Approve application for Historic Preservation Grant (\$1,500.00)

The Board (by consensus) tabled the approval of the application for the historic grant pending the receipt of further information.

- d. Approve new tuition students

Clarence Haynes moved to accept the two new tuition students, Jodi Comeau seconded; motion carried unanimously.

- e. Clock Tower security

The Alumni Association is asking if the door to the school clock tower can be secured to safeguard the clock in view of their recent investment of time and money. Aaron Boynton will investigate possibilities. This issue is tabled (by consensus) until the next meeting.

7. Master Facilities Planning (Discussion, possible action)

- a. Accept proposals for Master Building Plan

Steven Letendre distributed another bid for production of a 20-year master facilities plan. The bidding firm (TPW Management, Manchester, VT) can perform a non-invasive inspection for \$15,000 (comparable to the bid from Ground Up Engineering, Pittsford, VT of \$14,500). The plan will assess the facility and prioritize and recommend proactive maintenance tasks. The Board discussed the two bids. Kimberly Mathewson moved to accept the bid of \$14,500 submitted by Ground Up Engineering, Jodi Comeau seconded; motion carried.

8. Personnel and Contracts (Action)

- a. New Hires – None
- b. Terminations/Resignations - None
- c. Transfers – None
- d. Leave of Absences - None

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

Jim Gilmour made a motion to move the Board into Executive Session at 9:40 p.m., Steven Letendre seconded; motion carried. Steven Letendre made a motion to move the Board out of Executive Session at 10:09, Kimberly Mathewson seconded; motion carried. No action taken.

10. Other Lawful Business (Information Gathering Only)

11. Set Next Meeting (anticipated September 17, 2009 7:00 PM), and Agenda Building (Action)

12. Steven Letendre made a motion to adjourn at 10:12, Kimberly Mathewson seconded; motion carried.