

Middletown Springs Board of School Directors' Regular Meeting

DATE: December 17, 2009

TIME: 7:30 PM

LOCATION: Middletown Springs Elementary School

Official Minutes

Present: Kimberly Mathewson (Chair), Steven Letendre (Vice-Chair), and Clarence Haynes (Member). Jim Gilmour (Clerk) participated via Skype. Also present: Joan Paustian (Superintendent), Louis Milazzo (Business Manager), Aaron Boynton (Principal), and Susan Rosso (Recording Secretary).

1. Call to Order

Kimberly Mathewson called the meeting to order at 7:40 pm

2. Consent Agenda: (Action)

a. Approval of Minutes:

i. Unofficial minutes of December 1, 2009 (Special); and November 19, 2009 (Regular)

The minutes of the December 1, 2009 meeting were not available. The minutes of the November 19, 2009 meeting were reviewed. Steven Letendre moved to accept the minutes as presented, Kimberly Mathewson seconded the motion; the motion carried.

b. Report of the Superintendent (Written):

Supt. Paustian reported on the recent Superintendent's Meeting where discussion took place about the perception that schools are not responding to declining enrollments and noted that our school district is addressing this in our proposed budget. Residency of a new secondary student has been verified. Supt. Paustian spoke with a Middletown Springs resident who called her with some questions regarding the school and the budget. They spoke at some length to share information and she believes she was able to satisfactorily answer his questions.

c. Report of the Principal (Written):

The School Board wishes to publicly congratulate Mr. Boynton on the birth of his daughter.

Mr. Boynton shared details on the work he and the staff are doing with the VCAT data management system. He presented student assessment data on the Smart Board, reviewing NECAP released items (specific exam questions) and student answers. At a recent staff meeting, each teacher pulled up his or her students and reviewed the released items and grade expectations; identifying areas of strength and weakness to fine-tune instruction. Mr. Boynton and the teaching staff have reviewed the Vermont Report on School Effectiveness. Consistency across grade levels and in-school environments is an area of continued focus on the part of our school.

d. Report of the Business Manager

Louis Milazzo spoke to the Trustee of the Henderson Fund regarding funds appearing on the school balance sheet; most likely in error. Mr. Milazzo will investigate where the original journal entry came from and report back next month. Regarding the climbing wall expense from a previous year, the funds for the payment came from the "BC/BS Caring for Children" grant with additional monies from the general fund. This leaves an account balance of \$6,500; some of which will likely be spent on the swing set installation as well as other student wellness initiatives. State reimbursement payments have come in for the water system planning and repairs and the maintenance budget will be revised to reflect this. The school is currently running under budget for the year by approximately \$60,000.

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

i. Approval of Warrants:

1. Warrant #65 in the amount of \$234,151.36, dated 11/20/09
2. Warrant #66 in the amount of \$2,674.49, dated 12/4/09

Clarence Haynes moved to accept Warrant #65 in the amount of \$234,151.36, dated 11/20/09 and Warrant #66 in the amount of \$2,674.49, dated 12/4/09, Jim Gilmour seconded the motion; the motion carried.

ii. Financial Report

The Financial Report was covered under the earlier Business Manager's Report.

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

The Board is in receipt of a letter from Mr. Bruttomesso which will be discussed later, during the budget portion of the meeting.

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

Jim Gilmour reports that the MSES Recreation/Building Use Committee is progressing well with their goal of increasing public access to the school. The Committee is recommending having five volunteer key/pass code holders. Mr. Boynton noted that creating a building opening/closing checklist and holding a training/orientation for the volunteers was also discussed. Supt. Paustian stated that she is awaiting a call back from the school district's attorney regarding the district's liability should someone be injured during an event. Kimberly Mathewson noted that the volunteers will be required to submit to background checks through the VCIC and AHS. The Board appreciates all of the hard work of the committee members. Clarence Haynes moved to accept the report with the recommendation of five key holders pending completion of training and background checks, to allow the five key holders to open and close the building per the committee's recommendations, and to suspend the existing policy requirement of having a staff member present for events, Kimberly Mathewson seconded the motion; the motion carried.

5. Old Business: (Possible Action)

None

6. Policies (**a-q revised by committee, back for adoption; r revised as requested, back for adoption**)

- a. Budget Planning
- b. Budget Adoption
- c. Expenditures of Funds
- d. Transfer of Supervisory Union Funds
- e. Financial Reports
- f. Accounting of Funds
- g. Bonding of Supervisory Union Personnel
- h. Bids and Quotations
- i. Investments and Borrowing
- j. Principles of Purchasing
- k. Purchasing
- l. Sale of Supervisory Union Property
- m. Insurance
- n. Inventories
- o. Credit Cards
- p. School Activity Fund
- q. Capitalization of Assets
- r. G-1B Curriculum Management and Adoption (possible action, if revised before meeting)

Kimberly Mathewson moved to adopt policies A-R, Steven Letendre seconded the motion; the motion carried.

7. New Business (Receive Information and possible action)

- a. Approve Substitute List (if applicable)

No new Substitute List was submitted.

- b. Review/Approve FY11 Budget (possible action)

Louis Milazzo distributed the latest copy of the 2011 budget. Right now, the total budget without articles is \$1,758,763.26, a total decrease of \$195,665.32 (10.30%) from last year.

The Board read and discussed the letter submitted by Mr. Bruttomesso containing budget questions and suggestions. The Board would like to thank Mr. B. for his input and obvious concern for the school and community. The Board believes the budget they have proposed is a sound and balanced one, preserving quality education to the greatest extent possible in financially challenging times. Discussion ensued about the afterschool program and possibilities for cost reductions, realizing that 21st Century Grant funds may be reduced or unavailable next year.

Kimberly Mathewson received a letter from the State Division of Property Valuation reporting that the CLA (Common Level of Appraisal) for Middletown Springs stands at 83% for this year, down from 85% last year.

Jim Gilmour moved the Board into Executive Session at 9:32PM for personnel issues. Jim Gilmour moved the Board out of Executive Session at 10:04PM, Clarence Haynes seconded the motions; the motions carried. No action was taken.

Clarence Haynes moved to adopt the 2011 budget as presented, Jim Gilmour seconded the motion; the motion carried.

8. Master Facilities Planning (Discussion, possible action)

Steven Letendre expects the building assessment report from Ground Up Engineering in mid-January. The pre-application for a \$75,000 grant from the Dept. of Public Services has been submitted. The grant funds, if received, would be used for attic insulation and sealing of the old building, replacing any rotted areas, and painting. Word is that the DPS has received applications for twice the available funds, so the process will be highly competitive. The Board would like to thank Mr. Letendre for his efforts in preparing the grant application.

9. Personnel and Contracts (Action)

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

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

Executive Session took place earlier in the meeting.

11. Other Lawful Business (Information Gathering Only)

None

12. Set Next Meeting (anticipated January 21, 2010 7:00 PM), and Agenda Building (Action)

The next regular board meeting will take place on January 21, 2010 at 7:00PM at the school. The agenda for the next meeting will include reviews of building use procedures and the proposed budget warning.

13. Adjournment

Steven Letendre moved to adjourn the meeting at 10:14PM, Jim Gilmour seconded the motion; the motion carried.

Respectfully submitted: Jim Gilmour (Clerk)