

Middletown Springs Board of School Directors' Regular Meeting

October 14, 2009, 7:00 PM

Middletown Springs Elementary School

Official Meeting Minutes

Present: Kimberly Mathewson (Chair), Steven Letendre (Vice-Chair), and Jim Gilmour (Clerk). Also present: Joan Paustian, RSWSU Superintendent, Louis Milazzo, Business Manager, Aaron Boynton (Principal), and Susan Rosso (Board Recording Secretary). Also present: Tracey Tinsley and Patty Kenyon.

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 September 17, 2009

The minutes were reviewed and the following corrections were noted: Under the Superintendent's Report, add "learning more about" between the words "to" and "ARRA." Under Master Facilities Planning, change the spelling of "Ground-UP" to "to Ground Up." Steven Letendre moved to approve the minutes of September 17, 2009 with corrections, Kimberly Mathewson seconded the motion; the motion carried.

b. Report of the Superintendent (Written)

The Superintendent's written report was distributed. The Supt. addressed the land transfer issue. She spoke with Greg Glennon, legal counsel at the Vermont Dept. of Education, and was advised that if the electorate voted to turn over the property to the school, the Select Board must transfer the property as mandated by the voters. Supt. Paustian will be attending the Vermont Superintendents' Conference at which one topic will be a comparison of the U.S. education system with that of other countries. She will report back to the board on information she has gleaned. Supt. Paustian invited board members to participate in the meetings in the future. Kimberly Mathewson has attended in the past. Regarding reporting progress on Curriculum Audit issues; the Supt. is preparing a monthly report for the SU Board and will provide this report to all local school boards. Bonnie Lenihan has completed and submitted the special education service plan and will share critical pieces and the impact on each school at a future meeting.

c. Report of the Principal (Written)

The Principal's written report was distributed. Mr. Boynton has completed and submitted a Historic Preservation grant application focusing on the documented necessary repairs to the chimney and the old windows. We may not hear back on the grant until December. Regarding the water system, our most recent water tests came back well under the acceptable levels for uranium and alpha radiation, so we will be able to drink the water shortly. The installed disinfection system will be used as needed, if and when bacterial problems arise. The Board asked about NECAP scores—we currently have Science scores from last year's fourth graders. We will receive Reading, Math, and Writing scores in February.

d. Report of the Business Manager

Louis Milazzo distributed the financial reports. Mr. Milazzo reported, in response to Clarence Haynes' question at the September meeting, that the prebates no longer arrive in August; the monies are now included in the state payments. After loan forgiveness for the water system, we are currently operating under-budget by \$10,000. Mr. Milazzo also reported that in order to receive ARRA funds, the district needed to spend a certain amount of local funds by September 30th. Acceptable expenditures were in the areas of tuition and assessments. Since we did not have secondary tuition bills yet, the RSWSU third quarter assessments were charged in advance. Mr. Milazzo and Mr. Boynton are meeting tomorrow to begin building the 2010-2011 budget. Jim Gilmour expressed concern that information on the amount and distribution of Title I funds seems to be taking place in a vacuum; he would like the school board to receive a report on the amount of available Title I funds and how the funds have been and are being distributed. The Superintendent will arrange for copies of Mr. Gallagher's Title I report to be distributed to the board members.

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

i. Approval of Warrants:

1. Warrant #59 in the amount of \$42,229.92, dated 9/11/09
2. Warrant #60 in the amount of \$38,759.91, dated 9/25/09
3. Warrant #61 in the amount of \$76,769.92, dated 9/30/09

Jim Gilmour moved to approve Warrant #59 in the amount of \$42,229.92, dated 9/11/09, Warrant #60 in the amount of \$38,759.91, dated 9/25/09, and Warrant #61 in the amount of \$76,769.92, dated 9/30/09. Steven Letendre 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. Old Business: (Possible Action)

- a. Community Use: Jim Gilmour has placed announcements two months in a row in *The Magnet* to solicit membership for the Community Recreation Committee. Tony Lambertson has put forth some names for consideration and Jim Gilmour plans to contact these folks directly. Jim Gilmour believes the Principal should handle management of the use of the building, as is standard practice at other schools. The committee members would make recommendations and suggestions for procedures and be active in reaching out to the community, the board sets policy and confirms procedure, and the administration responsible for following policy and implementing procedure. Kimberly Mathewson moved that the school building be open for public use when it is staffed (currently weekdays until 6:00 p.m.) and that the board will work toward having the building open somewhat later one or two nights per week for open community evenings. A board member or staff member will be on-site when the building is being used by the public. Steven Letendre seconded the motion; the motion carried. The board set up the first Community Recreation Committee meeting for Tuesday, October 27th at 9:00 a.m. at MSES.
- b. Land Transfer: School Board members will attend an upcoming Select Board meeting to request that the land transfer move forward promptly as legally voted by the taxpayers of Middletown Springs.

5. Policies (tabled, back to committee; no action anticipated this meeting)

- 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

These policies are being tabled by consensus for return to the Systems Management Committee.

6. New Business (Receive Information and possible action)

a. Approve Substitute List (if applicable)

Steven Letendre moved to approve the new sub names, Kimberly Mathewson seconded the motion; the motion carried.

b. Review Audit Contract Renewal (possible action)

The consensus at the SU meeting (per Louis Milazzo) was to continue using Angolano & Company as our auditors for a three-year period. Louis Milazzo wishes to bring the decision to each board for their input. Jim Gilmour moved to extend a three-year contract to Angolano & Co., Steven Letendre seconded the motion; the motion carried.

c. Review Henderson Fund Application(s) (possible action)

At least one application has been received; it is believed to be the only application this year. This issue is tabled by consensus until the Henderson Fund Committee meets to award the scholarship/s.

d. Physical Education

Mr. Boynton would like to give a preliminary report to the board on the question of equity of PE services within the supervisory union. MSES currently has PE Teacher, Tracey Tinsley, at least 50% of her work hours, as opposed to lower percentages at Wells and Tinmouth schools. MSES hired her to work every Monday at MSES to meet PE school quality standards and to increase student fitness. However, other schools in the supervisory union have not met PE quality standards regarding time of service. Jim Gilmour and the school board highly value Ms. Tinsley's positive impact on the children and the school and do not wish to see her time at MSES decrease. Mr. Boynton will meet with Mr. Milazzo and the other involved principals to discuss an alternate delivery model geared towards not just meeting standards, but also increasing student fitness levels while positively impacts learning.

e. Student Assessment POA

Mr. Boynton presented an assessment report on the SmartBoard. He presented student reading data based on the POA (Primary Observation Assessment), and QRI (Qualitative Reading Inventory) local assessments, presenting trends and steps that may be taken to address and work on specific areas. Staff members are utilizing VCAT (Vermont Common Assessment Tool) in order to pinpoint areas in need of more intensive instruction. The school board thanked Mr. Boynton for his report. Jim Gilmour and the board encouraged Mr. Boynton to continue to look at each individual student's needs and ways to increase their achievement.

7. Master Facilities Planning (Discussion, possible action)

Steven Letendre got in touch with Ground Up Engineering. They will be at MSES on Tuesday, October 21st to begin the building assessment process; the first step in a comprehensive building maintenance plan.

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 (a)(b))*

9:18 PM Jim Gilmour moved and Steve Letendre 2nd to enter Executive Session for discussion of personnel issues; the motion carried. 9:50 PM Steve Letendre moved and Kimberly 2nd to move out of Executive Session; the motion carried. Steve Letendre moved and Jim Gilmour seconded to allow MSES employees to access the SU approved Cafeteria insurance plan.

Steve moved and Kimberly Mathewson seconded to reimburse Julia Chamberlin up to \$1000 for her peer review process to become preschool certified. The board's intention is not to set precedence with this action; the motion carried.

10. Other Lawful Business (Information Gathering Only)

None.

11. Set Next Meeting (anticipated November 19, 2009 7:00 PM), and Agenda Building (Action)

The next Middletown Springs School Board meeting will take place on Thursday, Nov. 19th at 7:00 pm at MSES.

12. 9:55 PM Jim Gilmour moved and Steven Letendre 2nd to adjourn; the motion carried.