

Middletown Springs Board of School Directors' Regular Meeting

September 17, 2009 7:00 PM
Middletown Springs Elementary School

Official Meeting Minutes

Present: Kimberly Mathewson (Chair), Steven Letendre (Vice-Chair), Clarence Haynes (Member), Jodi Comeau (Member). Also present: Joan Paustian (RSWSU Superintendent), Louis Milazzo (RSWSU Business Manager), Aaron Boynton (Principal), and Susan Rosso (Board Recording Secretary). Others present: Lorraine Wilkins and Bob Bruttomesso (MSES Teachers).

1. Call to Order: Kimberly Mathewson called the meeting to order at 7:02 p.m.

2. Consent Agenda:

a. Approval of Minutes: Unofficial minutes of April 22, 2009 and August 20, 2009

The unofficial minutes were reviewed. Steven Letendre asked for wording changes to the unofficial minutes of August 20, 2009. He would like to change the wording under #3 to "Tony Lamberton...requested an update on the building use policy." Also, the wording under #5 will be changed to "Jim Gilmour recommended that the board look at the...charge of the Building Use Committee." The wording under #7a will be changed to: "The plan will...assess the facility and prioritize and recommend proactive maintenance tasks." Clarence Haynes moved to approve the minutes of April 22, 2009 (as presented) and August 20, 2009 (with the above-referenced changes). Kimberly Mathewson seconded the motion; the motion carried.

Executive Session: Steven Letendre moved the Board into Executive Session at 7:13 p.m. to discuss personnel issues. Kimberly Mathewson seconded. All present were invited in. Clarence Haynes moved the Board out of Executive Session at 7:35 p.m. Jodi Comeau seconded. Steven Letendre moved to accept the Federal Title I sub-grant monies to fund the position of Title I Reading Specialist at MSES. In the event that the grant funds are not available in the future, MSES will be responsible for paying for the position. The Supervisory Union Board will also need to approve this. Kimberly Mathewson seconded the motion; the motion carried.

b. Report of the Superintendent:

Joan Paustian attended a Superintendents' Meeting on education quality, governance, ARRA and grant funding. This was a profitable day in regards to learning more about ARRA funds and grant possibilities. Tom Gallagher is still working on Title I funding; this process should be completed shortly. Joan Paustian addressed the board regarding ownership and transfer of the school lands. She shared Vermont Statute T16; 3741 which states that the School Board has the authority to purchase, sell, and transfer school land as determined by the voters. Steven Letendre is requesting monthly updates of progress on issues identified in the Curriculum Audit. Supt. Paustian will arrange for the Board to receive monthly updates.

c. Report of the Principal:

Aaron Boynton shared the new SLP delivery model at MSES. Interviews were conducted over the summer for an SLP for MSES, Tinmouth, and Wells; the best candidate accepted another position. Kim Carr, who has experience as an SLP Assistant, will work with students under the direction of our former SLP, Dianne Kudrez. Mr. Boynton reported that the new water system is set and ready to go. Both he and Mr. LaBate have been trained on the operation and maintenance of the uranium removal system. On Monday afternoon (September 21), the water tank will be flushed and cleaned before the water is tested and the system put on-line with the potential for water usage at the school by mid-October. The clock has been repaired; it is still receiving some fine-tuning. Mr. Boynton checked with our insurance carrier and found that the clock, as part of the building, is covered by the school's insurance policy. Elementary student enrollment is up by 7 students over last year: from

61 to 68; an increase of 9%. Mr. Letendre inquired about a report to the Board regarding student achievement. Mr. Boynton will arrange to present a report to the Board in the near future utilizing last year's NECAP scores.

d. Report of the Business Manager

Louis Milazzo asked if there were questions about the financials that were distributed. He has prepared a worksheet for Mr. Boynton to use for a preliminary draft of the 2010-2011 budget. He is seeking direction as to how the first draft should be presented; level-funded, or specific anticipated increases or decreases to be included. The Board would like Mr. Milazzo to present a preliminary budget with a target of a lower tax rate than last year which the Board will then review and discuss. The audit has been completed. There is a surplus of \$60,000 from last year. The audit findings included a note that some of the invoices presented were not originals; some were photocopies. Regarding the Student Account, we need to create a document to be signed by Marilyn Parker (School Treasurer) delegating authority for check-signing to Aaron Boynton and FFE will need to decide whether or not they will open a new account and obtain their own tax ID number, or have their account overseen by the School Treasurer.

Action: Jodi Comeau moved to accept the reports of the Superintendent, Principal, and Business Manager. Clarence Haynes seconded the motion; the motion carried.

Approval of Warrants:

Clarence Haynes moved to accept Warrant #57 in the amount of \$50,812.97 dated 8/14/09 and Warrant #58 in the amount of \$18,639.17 dated 8/28/09. Jodi Comeau seconded the motion; the motion carried.

- i. Financial Report: covered earlier in the Business Manager's report.

3. General Public Comments: None.

4. Old Business:

--Kimberly Mathewson reported that Jim Gilmour has received some interest from community members regarding serving on the MSSD Community Recreation Committee.

--Kimberly Mathewson moved to approve MSES' application for a Historic Preservation Grant for funds up to \$15,000 and that the Board Chair be authorized to sign grant documents. Clarence Haynes seconded the motion; the motion carried. These grants are competitive and are awarded every other year to schools and other buildings demonstrating the most need.

5. Policies (1st reading, possible adoption)

- 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

Supt. Joan Paustian recommended that all of the above RSWSU policies be tabled for minor revisions to be made at the local level. The Board agreed by consensus to table the policies.

6. New Business

- a. Approve Substitute List: No Substitute List was presented this month.

7. Master Facilities Planning: Steven Letendre will follow up with Ground Up Engineering on scheduling their first site visit.

8. Personnel and Contracts

- a. New Hires:
 - i. Bob Bruttomesso – Soccer Coach
 - ii. Bob Bruttomesso – Odyssey of the Mind Coach
 - iii. Bob Bruttomesso – ASP Tutor

Kimberly Mathewson moved to accept the hiring of Mr. Bruttomesso for the above positions. Jodi Comeau 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 (a)(b): Jodi Comeau moved the board into Executive Session for personnel & legal issues. Clarence Haynes seconded. Joan Paustian and Aaron Boynton were invited in. At 9:47pm Steve Letendre moved the board out of Executive Session. Jodi Comeau seconded. Jodi Comeau moved to uphold the language of the teacher’s contract and support the Superintendent’s decision. Clarence Haynes seconded. Motion carried.

10. Other Lawful Business: none

11. Set Next Meeting: The next meeting of the Middletown Springs School Board of Directors will take place on Wednesday, October 14, 2009 at 7:00 p.m. at the school.

12. Adjournment: Steve Letendre moved to adjourn at 9:50pm. Kimberly Mathewson seconded. Motion carried.

Respectfully submitted,
Susan Rosso
Recording Secretary