

Poultney Town School District  
Board of School Directors Meeting  
Official Minutes  
December 15, 2009

Attending: Mary Jo Teetor, Board Chair, and Board Members Pat Davenport, Mike Nagar, Tracee Oakman Rupe, and Al Jackson, Superintendent Joan Paustian, PHS Principal JeanMarie Oakman, PES Principal Kristen Caliguiri, Louis Milazzo, Business Manager, and Anne Colpitts, Recording Clerk.

Mary Jo Teetor called the meeting to order at 6:04 pm.

**Consent Agenda:**

**a. Minutes:** Approval of minutes from November 9, 2009 (Special), November 19, 2009 (Regular and Continuation), and December 1, 2009 (Special). **Action:** \*Al Jackson moved to approve minutes. Tracee Oakman Rupe seconded. Motion carried.

**b. Superintendent's Report:** Superintendent Paustian attended a superintendents' meeting on 12/1 where the perception that school districts in Vermont are not responding to declining enrollment was discussed. It seems that it has been addressed recently in Poultney. There was an anti-harassment training for administrators today that covered correct forms to use, investigation methods, and procedures. Administrators met with teachers to share the information and will follow up with staff and faculty who were not at the meeting.

**c. Principals' Reports: PHS:** Principal Oakman shared a letter of apology from a student. The Poultney poverty rate is now 44%, the same as the rate last year and in FY08. It is up from 40% in FY06. Group term life insurance was also discussed. **PES:** Principal Caliguiri included a draft of the School-Based Clinician job description. The Winter Concert is scheduled for Thursday, December 17, at 7:00.

**d. Business Manager's Report:**

1. Approve Warrants:

a. Warrant #74, in the amount of \$261,970.94, dated 11/06/09.

b. Warrant #75, in the amount of \$179,141.89, dated 11/20/09.

2. Financial Reports: There was a finding in the audit on the dental/eye fund that recommended that the account be under the control of the School Treasurer, that the accounting be done by the district, and that an independent audit of the account take place each year. Mary Jo Teetor suggested sending the finding to the union and asking for a response by a certain date.

**Old Business:**

a. Approve increase to substitute rate of pay for Instructional Assistant subs to \$65/day: **Action:** \*Mike Nagar moved to increase the rate of pay for substitute Instructional Assistants to \$65/day. Al Jackson seconded. Motion carried.

## **New Business:**

- a. Approve Textbooks: **Action:** \*Al Jackson moved to approve *The Runner*, by Cynthia Voigt. Tracee Oakman Rupe seconded. Motion carried.
- b. Approve Substitute List: **Action:** \*Mike Nagar moved to approve the substitute list. Al Jackson seconded. Motion carried.
- c. Report of Facilities Committee Meeting: Matt was here yesterday and did a photo layout. They are still waiting on new tables for one of the science labs, which are scheduled to arrive the 1<sup>st</sup> week in January. There are a few other projects that are still waiting to be finished.
- d. Review of FY11 Budget: With the currently proposed budget, voters would be asked to approve \$7,650,000. Educational spending is down 5.11%, and per pupil cost is \$13,111, down \$222 from last year. PHS cut 2 IA's for next year. The schools may want to consider adding funds for VAC or recreation programs. The state tax commissioner has recommended a base tax rate of .882. Poultney's rate would be 1.353, a penny increase from last year. If the surplus is not included, the budget is basically level-funded. To avoid the one penny increase, the schools would need to cut \$46,000. Mike Nagar asked if maintenance fixes have led to any savings in utilities over the past couple of weeks. There may also be a savings in health insurance once the rate increase is finalized. Superintendent Paustian will sign schools up for a speaker to present to faculty on Project Lead the Way, a science/math/technology/pre-health sciences program for students in 6-12. Training for teachers would happen at Rochester Institute for Technology in the summer.
- e. Automated phone system: Mary Jo Teetor brought up getting an automated phone system for emergency alerts. "Alert Now" would call all families in just a few minutes to alert them about school closings, late starts, etc. The system will call several numbers until they reach the family. The system costs \$1/student/year for emergency calls only, \$2/student for emergencies and other messages like parent/teacher conferences, and \$3/student for unlimited messages. The principals will ask Vinnie to get the schools signed up at the \$2/student rate.
- f. Upcoming negotiations: Andy Moss is coming to the Central Office on the 22<sup>nd</sup> at 10:00 to discuss the contract.

## **Policies:**

- a. Budget Planning
- b. Budget Adoption
- c. Expenditures of Funds
- d. Transfer of Supervisory Union Funds
- e. Transfer of School District Funds
- f. Financial Reports
- g. Accounting of Funds
- h. Bonding of Supervisory Union Personnel
- i. Bids and Quotations
- j. Investments and Borrowing

- k. Principals of Purchasing
- l. Purchasing
- m. Sale of Supervisory Union Property
- n. Insurance
- o. Inventories
- p. Credit Cards
- q. School Activity Fund
- r. Capitalization of Assets
- s. A-1 The Role of Policy
- t. B-2 Board Goal-Setting and Self-Evaluation

Amendments: In Transfer of School District Funds, “principal” should be added to “Superintendent or his/her designee.” Typo “Boars” will be fixed to read “Boards.” “Bonding of Supervisory Union Personnel” should be changed to read “Bonding of Personnel” and “its member districts” added after RSWSU. In Principles of Purchasing and Purchasing, “and its member districts” should be added after mentions of the SU. “Sale of Supervisory Union Property” should be changed to read “Sale of Property.” In School Activity Fund, “or designee” should be added after Principal.

**Action:** \*Mike Nagar moved to approve policies a.-t. with amendments. Al Jackson seconded. Motion carried.

**Action on Personnel:**

- a. New Hires:
  - i. DeBonis, Joseph (Grade 6 Girls’ Basketball Coach)
  - ii. Landon, Christine (Grade 5 Co-ed Basketball Coach)
  - iii. Grenier, Jeremy (Grade 6 Boys’ Basketball Co-Coach)
  - iv. Mackey, Daniel (Grade 6 Boys’ Basketball Co-Coach)
- b. Resignations:
  - i. Gary Whitman (Custodian)
- c. Terminations: None
- d. Leave of absence request: None
- e. Request for Release from Contract: None

**Action:** \*Al Jackson moved to approve new hires and resignation. Pat Davenport seconded. Motion carried.

**General Public Comment:** None

Mary Jo Teetor adjourned the meeting to move to executive session at 8:25pm.

**Next Regular Meeting:** January 19, 2010, 6:00 pm, PHS.

Respectfully submitted,

Anne Colpitts, Recording Clerk