

Poultney Town School District
Board of School Directors Meeting
Official Minutes
July 21, 2009

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

Mary Jo Teetor called the meeting to order at 6:35 pm.

Presentation of PHS promotional video: Vinnie Covino presented the video that he and Mark Covino made to promote PHS to potential incoming students and their families. The video lasts 10 minutes and highlights the achievements of PHS students and the programs offered by the school. The video will be posted on the district website and on YouTube and will be distributed to local businesses and realtors. The administration plans to use it as a recruiting tool on visits to surrounding elementary schools during the next school year.

Security camera bid: Starting with a budget of \$30,000, Vinnie requested bids for the installation of a new security system at both PHS and PES. None of the contractors who bid on the project was able to complete all the needed tasks within the budget of \$30,000, so Vinnie recommended using a combination of contractors. Dan Jones, from Long Trail Electric, can install security cameras at both schools for \$20,500. The Top Floor in Middlebury can provide Cisco switches and VLAN configuration for \$4000, and a sub contractor through Long Trail can install the door buzzers for \$4500. Vinnie believes that using the three different contractors will provide the best price and most professional service. Superintendent Paustian asked Vinnie to request up-to-date written bids from the contractors chosen for the district's records. **Action: *Al Jackson moved to award the security installation contract to Long Trail Electric for \$25,000. Mike Nagar seconded. Motion carried.**

Consent Agenda:

- a. Minutes: Approval of Unofficial Minutes of June 16, 2009 (Regular); June 24, 2009 (Special); and June 29, 2009 (Special). **Action: *Al Jackson moved to approve the minutes. Pat Davenport seconded. Motion carried with amendments.**
- b. Superintendent's Report: Superintendent Paustian met with the 4 board members present at the meeting individually. She visited the new science labs under construction and saw good progress. She also met with the principals individually to discuss the direction of the schools. She recently attended a New England Consortium for Secondary Schools meeting in Concord, New Hampshire, to discuss how supervisory unions can best improve education to meet the needs of students.

c. Principals' Reports - PES: 1) Donation: **Action: *Mike Nagar moved to accept a Poultney Snowmobile Club \$200 donation to the PES music club. Pat Davenport seconded. Motion carried.**

2) Principal Caliguiri reported that PES received a \$2,500 grant from the Vermont Department of Health for green cleaning products.

3) Boiler: The boiler has broken again and Principal Caliguiri is getting bids for both the cost of fixing the broken section and replacing the boiler.

4) Roof: The roof has had some leaks recently, but Principal Caliguiri had been told that the roof had been completely replaced over the past couple of years. Also, some of the leaks were due to easily fixed maintenance issues, like vents not being closed for the season. Mary Jo Teetor recommended talking to Terry White to see what records he has of the work he has done on the roof over the past 5-7 years.

PHS - 1) Bullying Policy: Tracee Gallipo presented a new bullying policy that Joe DeBonis has been working on to include in the student/parent handbook. There is not currently a policy on file regarding bullying, so Principal Oakman suggested that this be a procedure. Superintendent Paustian said that bullying is against the law so it could be included in the handbook with a caveat that consequences will be determined on a case-by-case basis. Pat Davenport suggested making the rubric more general by adding that the list of behaviors is not all-inclusive. PHS is planning workshops for the coming year to try to address the problem of bullying, particularly cyber-bullying. Systems management will take under advisement the need for a bullying policy. Superintendent Paustian plans to post policies on the RSWSU website, so parents can be notified that updated policies can be found there.

2) Fundraisers: Principal Oakman provided a list of fund raisers conducted throughout the year, although the sports teams' fundraisers didn't seem to be included. She will check and update the list.

3) Annual School Report Card: PHS is not a checkmarked school! The school did not need to do an improvement plan this year, but the administration did one anyway. The report card will be handed out at the first PTO meeting of the year. The report card includes a disaggregated honor roll list, which includes a breakdown by gender and demonstrates an increased balance in grading (less grade inflation) since Principal Oakman began at PHS four years ago.

4) Kelly Substitute hiring penalty: The district pays a penalty of \$225 or \$250 when it hires Kelly subs on a permanent basis. Superintendent Paustian said she had met with Kelly Services and they explained that the penalty compensates Kelly for the training they have invested in their employees. Principal Oakman suggested adding a contingency to the FY11 budget to anticipate this expense.

5) SAP Grant: PHS received a \$17,946 grant for the Student Assistance Program (SAP), which may mean that PHS will not need to use Title funds for the SAP.

6) Donation: Principal Oakman requested the board's permission to donate 2 file cabinets and a small bookcase to the new Poultney pre-school program, Leap Frog Nursery School. **Action: *Al Jackson moved to allow the donation. Pat Davenport seconded. Motion carried.**

d. Business Manager's Report: 1) Driver's Ed car: PHS has a new Toyota Corolla to be used as the driver's ed car. The district received a \$1000 trade-in value.

2) **Action: *Mike Nagar moved to approve proceeding with a sub-grant from Title funds to fund the position held by Margo MacDonald. Pat Davenport seconded. Motion carried.**

3) Fitz Vogt: Fitz Vogt is anticipating a decrease in revenue of 9%. They are also recommending increasing the price of breakfast from \$1 to \$1.25 at the elementary school. **Action: *Al Jackson moved to approve increase in price of breakfast to \$1.25 at the elementary school. Pat Davenport seconded. Motion carried.** This is the last year of the Fitz Vogt contract, so the board will need to discuss continuing with them or putting the contract out to bid at budget time.

4) Surplus: The current surplus for FY09 is \$246,652.85. Louis will take a closer look at the areas of variance, particularly insurance, to see how estimates can be more accurate in the future.

1. Approve Warrants:

a. Warrant #62, in the amount of \$674,478.34, dated 6/19/09.

b. Warrant #63, in the amount of \$930.00, dated 6/23/09.

c. Warrant #64, in the amount of \$167,014.36, dated 6/30/09.

Old Business:

a. New driver's ed car: Addressed in business manager's report.

b. IA Practices: A question was raised regarding whether or not the district should require IA's to pay back cost of health benefits for the summer months if the IA does not return at the beginning of the next school year. Superintendent Paustian and Louis Milazzo will discuss the issue and bring a proposal to the next meeting.

New Business:

a. Approve textbooks: **Action: *Al Jackson moved to approve the English, math, and art textbooks proposed by PHS. Mike Nagar seconded. Motion carried.**

b. Approve Substitute List: No new list.

c. Report of Facilities Committee Meeting: The update on construction included that the guidance office should be usable by next Tuesday, the construction crew has added drop ceilings to labs, Office Environments will be providing furniture for the new labs, window treatments in the labs may not be ready by the first day of school, light fixtures should be here in early August, and despite a delay in getting materials for lab stations, they should be done on time. Mary Jo Teetor reported that the pace of construction looks good in general.

d. FY10 pay increase for substitute custodians: Will be discussed in executive session.

e. Pay increase for custodians with assignment changes: Will be discussed in executive session.

f. Pay rate for guidance secretary position: Will be discussed in executive session.

Policies for 2nd Reading:

- a. C-1 Board Meeting Agenda Preparation
- b. C-2 Board Meetings
- c. E-5 Emergency Closings
- d. E-7 School Crisis Prevention and Response
- e. F-15 Student Publications
- f. G-4 Selection Library Materials
- g. G-6 Complaints About Instructional Materials
- h. G-10 Special Education
- i. H-2 Parental Involvement
- j. C-3 Public Participation at Board Meetings

Action: *Al Jackson moved to approve policies a.-j. Mike seconded. Motion carried.

- k. H-1 School Community Relations: Tabled
- l. International Exchange Students: **Action: *Pat Davenport moved to approve the policy with amendments. Mike Nagar seconded. Motion carried.** Amendments included changing the language from “sanctioned” to “endorsed” with reference to the National Association of School Principals’ evaluation of programs, requiring that exchange students be in residence in Poultney for one week before classes start, changing the required TOEFL score required for graduation to the administration’s discretion, and deleting the portion of the document that said that the district would provide support with paperwork and documentation for students not participating in an approved exchange program.

Action on Personnel:

- a. New Hires: The new hires will be approved pending salary discussion in executive session.
 - i. Kendra Grenier – Admin. Asst. Guidance
 - ii. Tim Durrum – Part-time Custodian
 - iii. Gary Whitman – Full-time Custodian
 - iv. Nicholas Sawyer – School Based Clinician
- b. Resignations – None
- c. Terminations – None
- d. Request for release from contract - Holly Helfrich. **Action: *Mike Nagar moved to approve the request for release from contract. Al Jackson seconded.** Louis Milazzo asked if she should be required to reimburse the district for her insurance costs after the date of her resignation since her insurance cannot be cancelled immediately. She will be asked to pay her 10% copay for July and Louis will confirm when the insurance can be cancelled. A decision will be

tabled pending the recommendation of Superintendent Paustian and Louis regarding a general policy on this issue. **Motion carried.**

General Public Comment:

a. Kelly Services Training: Colleen Nagar asked if Kelly Services training is a new policy because her daughter Lacey subbed after her first year of college and didn't receive any training before she started subbing in May. Is the training only offered once a year, or is it required for all subs? Superintendent Paustian said that the SU could propose a different system of hiring subs, but unless they want to take on the training and processing of subs at the district level, they will need to pay Kelly for the service they provide. She has also asked to attend the sub training that happens before the school year starts, so she will have more information about what it entails.

Next Regular Meeting: August 18, 2009, 6:00** pm, PHS.

****Note change of time to 6:00 pm from 6:30 pm.**

Mary Jo Teetor adjourned the meeting to move to executive session at 9:15 pm.

Respectfully submitted,

Anne Colpitts, Recording Clerk