

Poultney Town School District
Board of School Directors Meeting
Official Minutes
November 17, 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, Anne Colpitts, Recording Clerk, Tracy Gallipo, Dawn Sarli, and Vinnie Covino.

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

Consent Agenda:

a. Minutes: Approval of minutes from October 20, 2009 (regular) and October 20, 2009 (continuation). **Action:** *Al Jackson moved to approve minutes with amendments. Mike Nagar seconded. Motion carried.

b. Superintendent's Report: Superintendent Paustian is working on a 2nd round of classroom visits. She met with representatives from a technology firm who will do a needs assessment of SU equipment and curriculum integration. They will submit a proposal in the next few weeks and should start after winter break. They will offer suggestions for directions to take and will work with the technology committee and curriculum council. Superintendent Paustian informed the board that IA subs working half days through Kelly Services and earning \$30 are not receiving the minimum wage required by Vermont law. She will suggest that the sub rate be raised to \$65/day. The other option would be to require principals to only keep IA subs for 3.5 hours. Mary Jo Teetor raised the possibility of reconsidering the Kelly contract and asked if contracts are with individual boards or the SU. Superintendent Paustian said she thought it was an SU contract.

c. Principals' Reports - PES: The Fast ForWord reading program is currently being implemented and is going well. The first Curriculum Coordinating Council is coming up soon. The student-led Veteran's Day ceremony was well attended. A student council has started and they attended leadership training. They are planning a food drive and assemblies to deal with bullying and other issues.

PHS: Community Service Learning Proposal: Dawn Sarli presented a proposal to change graduation requirements to allow students to do a Community Service Learning (CSL) Project as an alternative to the PDC. The proposal includes guidelines for student approval, requirements for community service, and guided reflection as part of the CSL project. Mary Jo asked if the district wanted to consider allowing all 4 capstone options, but acknowledged it might be difficult to manage. **Action:** *Mary Jo moved to change the handbook to include CSL as an alternative to the PDC as a way to meet graduation requirements. Mike Nagar seconded. Motion carried.

Technology budget for FY11: Vinne Covino presented a proposed budget for the upcoming school year. Added lines for the high school include summer clerical support and computer recycling. There were savings in professional services and communications. The total budget proposal is up 3.0%, or \$1,975, to a total of \$66,865. He also proposed adding a part-time tech assistant, which would raise the total for the high school to \$76,530. The total for the elementary school would be \$36,190, which includes the part-time tech assistant and an increase of 4.1% from the current year. Vinnie explained that he is trying to get rid of computers older than 5 years old, usually by stripping them of parts and recycling the remaining parts. Mary Jo asked about possibly donating some of the computers, and Vinnie said he would be open to donating some of the computers to people who could use them. The PTSD Tech Request Form is now on-line.

Honor Roll: PHS has recently tightened the rules for Honor Roll and now students must have high grades in all classes, not just a high GPA, to qualify. Based on the new policy, just one student made Principal's List, and fewer made high honors or honors. Numbers were fairly balanced by gender, except in 7th grade, where 11 female students made honors and just one male student.

VSAC Follow-up Senior Survey: Tracy Gallipo reported that out of 48 seniors in the graduating class of 2008, 85% participated in the survey and 80% of those students did the follow-up survey. Students felt PHS provided them with a good education, although they did not necessarily feel that they got good guidance to help them meet their goals. When asked to agree or disagree with the statement, "My high school classes were rigorous and challenging," 58% disagreed, which is much higher than state average. When responding to the statement, "My high school teachers cared about me as an individual," only 2 students disagreed, which was much more positive than the state average. None of the students said that guidance and counseling was the biggest influence on their future planning, but Tracy hopes that that will change. Tracy is developing 4-year plans for all students at PHS, which will help in scheduling and the students' future planning. Sixty-eight percent of students went to college after graduation, which is similar to the state average. Fifty percent of males and 84% of females continued their education immediately after high school. Students in college were evenly divided between in-state and out-of-state colleges, and most were planning to complete 4-year degrees. Fifty-four percent of students felt they were as prepared as other students, slightly lower than the state average, and 37% said they will need tutoring or remedial help in math.

SAP Counselor and School-Based Clinician job descriptions: The job descriptions will be amended to be specific to Poultney High School. **Action:** *Mary Jo Teetor moved to approve the job descriptions. Mike Nagar seconded. Motion carried.

Goals for FY10 school year: Principal Oakman presented her goals for the FY10 school year, which included implementing the PHS action plan, creating a Rapid Response Team to support students in crisis, serving on the Curriculum Coordinating Council, and spending more time in classrooms.

Update on non-resident students: PHS currently has 41.33 non-resident students - one from Fair Haven, 6 full-time and one part-time student from Middletown, 25 from Wells, 9 from Pawlett, and 1 from Ira.

Donations: **Action:** *Al Jackson moved to accept the donation of \$300 from the Vermont Community Foundation to support a writing project. Tracee Oakman Rupe seconded. Motion carried. **Action:** *Tracee moved to accept a \$750 grant from Exxon-Mobil Co.. Al seconded. Motion carried. **Action:** *Mike Nagar moved to accept the SAP grant in the amount of \$17,946. Al seconded. Motion carried.

Special graduation: Principal Oakman would like to hold the special graduation ceremony for Eliza Mauhs-Pugh on January 19th at 6:00, at the time of the regularly scheduled board meeting.

d. Business Manager's Report:

1. Approve Warrants:

- a. Warrant #71, in the amount of \$213,936.14, dated 9/30/09.
- b. Warrant #72, in the amount of \$153,068.84, dated 10/9/09.
- c. Warrant #73, in the amount of \$187,665.45, dated 10/23/09.

2. Financial Report: **Action:** *Mary Jo Teetor moved to set the PES and PHS tuition for FY11 at \$8,544. Al Jackson seconded. Motion carried. Louis Milazzo reported that the fund balance of the surplus is \$262,714, and no adjustments were made by the auditors. **Action:** *Mary Jo moved to raise the rent for the 1800 sq. ft. EEE classroom at PES to \$7,500 for FY11, which includes utilities and cleaning. Al seconded. Motion carried. The new amount is based on the square footage of the space and a larger contribution than before toward the cost of utilities for the space. The SU spends about \$13.73/sq. ft. for utilities in their office, but charging that rate would mean an enormous increase for the EEE program. Copier usage and office support would still not be figured in.

Old Business:

a. Update on Pre-K: Superintendent Paustian will sign invoices from Leap Frog Pre-school to avoid any possible appearance of impropriety if Louis were to sign them.

New Business:

- a. Approve textbooks: Family and Consumer Science, French and Spanish, English, and Music all submitted textbook requests. **Action:** *Mike Nagar moved to accept textbook requests. Al Jackson seconded. Motion carried.
- b. Approve Substitute List: **Action:** *Mike Nagar moved to accept the new substitute list. Al Jackson seconded. Motion carried.
- c. Report of Facilities Committee Meeting: Some lab tables need to be replaced. Some items on punch list are not done yet. Open House will be scheduled once the items on the punch list are done. **Action:** *Mary Jo Teetor moved to approve expenditure of \$19,820 to cover unexpected furnace repairs and upgrades, with

funding coming from multiple line items in the budget yet to be determined. All seconded. Motion carried.

d. Review of FY11 Budget: Current staff and salaries remain the same – FY09 salary and steps for teachers, FY10 for support staff. One correction: PES regular ed. – amount for teacher Capron was excluded – should be \$28,026. Principal Oakman asked Louis to take out \$8,250 for curriculum development. Louis will let Principal Caliguiri know where to find the special ed. evaluation (OT, PT, etc.) costs, if they should be there. The Athletic Director’s salary was adjusted to include a 3% raise. Louis asked how much the board would like to allot to Leap Frog pre-school. Jaime Milazzo will come up with an estimate based on current enrollment and expected increases.

e. Snow Removal Central Office: Last year the SU agreed to pay PTSB for shoveling services, but those services were never invoiced. Louis will talk to Jack Roberts and Forever Green, who plow for CVPS, to see if they are available. Rich is worried about having time to keep up with it. The SU has budgeted \$400 to cover shoveling.

f. FY09 SU Surplus: Mary Jo said she is in favor of expending some of this money to cover recent unexpected expenses.

g. FY09 PTSD Surplus: The board should discuss possible spending priorities as time to vote comes closer. This could be a good time to start a sinking fund to use for future unexpected expenses.

Policies:

- 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
- s. Residency – approved 3/09;
- t. G-1A Curriculum Coordinating Council: Written and edited by administrators.
- u. G-1B Curriculum Management and Adoption: Written and edited by administrators.

- v. B-2 Board Goal Setting and Self-Evaluation: Tabled to go to Systems Committee.
- w. F-20 Prevention of Harassment of Students Policies a.-r. are still at the SU so require no action at this time. **Action:** *Mary Jo Teetor moved to approve Residency, Curriculum Coordinating Council, Curriculum Management and Adoption, and Prevention of Harassment of Students. Al Jackson seconded. Motion carried.

Action on Personnel:

- a. New Hires:
 - i. John Reed, Maintenance Staff (30 hours)
 - ii. Tammy Moyer, Athletic Scheduler
 - iii. Joey Williams, Varsity Basketball Cheering Coach
 - iv. Frank Barker, JV Boys' Basketball Coach
 - v. David Hughes, Varsity Girls' Basketball Coach
 - vi. Nick Sawyer, 8th Grade Boys' Basketball Coach
 - vii. Randy Perry, JV Girls' Basketball Coach
 - viii. Alphonzo Howlett, 7th Grade Boys' Basketball Coach
 - ix. Kim Jones, 7th/8th Grade Girls' Basketball Coach**Action:** *Mary Jo moved to approve. Mike Nagar seconded. Motion carried.
- b. Resignations: None
- c. Terminations: None
- d. Leave of absence request: None

General Public Comment: None.

Mary Jo adjourned the meeting to move to executive session at 9:31pm.

Next Regular Meeting: December 15, 2009, 6:00 pm, PHS.

Respectfully submitted,

Anne Colpitts, Recording Clerk