

Poultney Town School District
Board of School Directors Meeting
Official Minutes
October 20, 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, and Jaime Milazzo.

Mary Jo Teetor called the meeting to order at 6:05 pm.

Consent Agenda:

- a. Minutes:** Approval of Unofficial Minutes of September 2, 2009 (Continuation), September 8, 2009 (Special), September 15, 2009 (Regular) and September 15, 2009 (Continuation). **Action:** *Al Jackson moved to approve the minutes. Mike Nagar seconded. Motion carried.
- b. Superintendent's Report:** There is a new high school completion rule, and now PHS will be able to count part-time continuation students toward ADM. All people who spend any time in the schools, including volunteers, vendors, etc., must go through the Brooke Bennett sex offender fingerprinting screening. PES has screened everyone, and the other schools are working toward full screening. Superintendent Paustian met with Nancy Mark, the principal of Mettawee Community School, and was reassured that the school feels positively toward PHS, although their students have other designated schools. They do not allow any schools to recruit there. Board members have asked Superintendent Paustian to report out about the recommendations from the curriculum audit. She will issue a report at the SU level, so that information will be included in the SU packet.
- c. Principals' Reports: PES:** Principal Caliguiri said that the 4th grade Science NECAP results are in and the scores are not great. Only 24% scored Proficient, with 52% Partially Proficient and 24% Substantially Below Proficient. Quite a few were close to achieving level 3, or Proficient. The school has been working on aligning the curriculum. Current enrollment at PES is 190 students, with one more expected on 11/2. They will probably have a 5/6 split grade next year. Rich wasn't able to be at the meeting, but he submitted a report on the status of needed maintenance. The roof has not had any recent leaks, the PES freezer door and the fascia on the high school gym have been replaced, the new boiler at PES is almost entirely installed, and a couple of projects are still pending. **Action:** *Mary Jo Teetor moved to allow Wells Public Library to buy an 8-9 year old computer from PES for \$300. Tracee Oakman Rupe seconded. Motion carried. Tammy Moyer was nominated to Region 4 chair for Vermont Association of Educational Office Professionals and will be taking on that role.

Action: *Mike Nagar moved to move to executive session for a student matter at 7:20. Al Jackson seconded. Motion carried.

Action: *Tracee Oakman Rupe moved to come out of executive session at 7:40. Al seconded. Motion carried. **Action:** *Al moved that, due to extraordinary circumstances, the board will recognize the graduation of a student in January who will have fulfilled all of the graduation requirements. Mike seconded. Motion carried.

(Principals' Reports – Continued) PHS: 1) Security System: The school is getting better at using the new security system, although it is problematic when no one is in the office. There have been a few problems with the cameras inside, and the support people have been on site helping to resolve these problems. There is a debate about allowing access to the Wellness Center vs. ensuring good school security. They have designated certain hours when the doors will be open, and the school will publicize the hours that the Wellness Center is available. 2) Job Descriptions: Draft job descriptions for School-Based Clinician and SAP Counselor were included in packet. Principal Oakman will finalize them and give a dated copy to the board, making sure that the descriptions are generic, not specific to the people currently in the positions. 3) Testing: NECAP scores were included in the packet. PHS has consultants coming in to work on reading and math – David Liben and Dr. Rajia. 4) Flu: There are many students at PES and PHS absent due reported cases of the flu. The principals were wondering if they should relax attendance procedures. Tracy Gallipo said that they will use their discretion when holding attendance hearings. Poultney is the only school in Rutland County not holding vaccination clinics. The RN and LPN were not certain that they could handle opening the clinic and the other needs of the students. It turns out that the Vermont Department of Health will come and run the clinic, but it has to be at only one school and children must be monitored for 15 minutes after receiving the vaccine. Tracee Oakman Rupe suggested that the Rescue Squad be on hand in case anyone has a reaction. **Action:** *Tracee moved to approve the school contacting the DOH to set up a clinic for the swine flu vaccine. Al Jackson seconded. Motion carried. 5) Open House: A few construction projects need to be finished before Open House is scheduled, including installing all equipment. 6) Tech Center Bill: PTSD received a bill dated 8/19/09 to Brian Hampl from SW Vermont Regional Tech Center for a student who attends Burr and Burton. This student has not been enrolled in Poultney since 2006, but is a Poultney resident. Louis Milazzo will talk to the state and ask if it matters that he is not attending Poultney's designated tech center, what program he is attending and whether or not Stafford offers that program, and whether there is another reason aside from student/family preference that he is attending the other tech center. Louis will report back with direction from the state. 7) Taxing of life insurance for principals: Last year they only taxed the portion of the plan above \$50,000 since the IRS excludes the first \$50,000 for group term life insurance. The auditors pointed out that it is not a group term life insurance policy, so the full premium is taxable. Principal Oakman asked if there is a way to go back to the old system where the tax was

half what it is now, if the direction to change this is not specifically in the audit. The board will wait for the auditor's report before making a decision.

d. Business Manager's Report:

1. Approve Warrants:
 - a. Warrant #69, in the amount of \$64,999.02, dated 9/11/09.
 - b. Warrant #70, in the amount of \$181,496.36, dated 9/25/09.
2. Financial Reports: Louis Milazzo has added staffing changes, up-to-date salaries, and benefits to the variance analysis. There is currently a saving of \$160K, but that does not include any increases for teachers who are still in negotiations. Louis should have a draft of the budget ready by the November meeting. The EEE program rental fee of \$350/month to PTSD seems low considering the cost of space, cleaning, utilities, copier, nurse, and administrative support they use. Louis will try to measure by square foot the cost of cleaning and utilities to arrive at a better estimate of actual costs. Al Jackson will propose raising the district budget to \$4000. Louis reported that they had thought that they had until April to spend the \$197,000 that the district received in stimulus money, but they were told in September that they had to spend it by September 30th. To use the money by that date, they pre-paid one quarter of assessments to the SU.

Old Business:

- a. Support Staff Practices: Changes: Substitute "maintenance" for "custodial," delete "senior maintenance staff - non-exempt," change positions listed as 7.5 hours to 8, change "provide services to the principal" to "provide services to the administrative team," clarify the definition of part-time to less than 200 days and less than 7.5 hours, remove "due to the employee" from "Termination" section, under "Benefits for Part Time Support Personnel" add "and less than 260 days per year" after "30 hours per week," and add "dental/eye and sick leave" to clarify which benefits are pro-rated for Part-time Support Personnel.

New Business:

- a. Approve textbooks: None.
- b. Approve Substitute List: **Action:** *Mike Nagar moved to approve the 10/20/09 substitute list. Pat Davenport seconded. Motion carried. Superintendent Paustian passed out a report summarizing substitute use for the year so far.
- c. Report of Facilities Committee Meeting: Matt Wheaton came down this week and went over the punch list. We need to wait for Matt to finish to see what can be done from the wish list. Some furniture is still on order. Vinnie Covino hired Greg Stiles to help get everything set up. Mary Jo will meet with Rich and principals tomorrow about the furnace.

- d. Review of audit contract renewal: At last SU board meeting, they discussed whether or not to renew contract with current audit team. Consensus was to renew the contract, but each district needs to approve the contract separately. The company is proposing a \$100 increase for 3 years. Going out to bid would likely raise costs; also, this company has a level of familiarity with our systems. **Action:** *Al Jackson moved to approve a 3-year renewal for Angolano and Company beginning FY10. Mike Nagar seconded. Motion carried.
- e. Pre-school contract proposal and discussion: Jaime Milazzo came to discuss the contract between the Poultney School District and Leap Frog Nursery School. Mary Jo Teetor proposed several changes to the contract, including changing the language around how it is determined whether students enroll in the EEE program or Leap Frog. Louis Milazzo reported that Leap Frog recently received two grants: VCPC, for \$13,000, and Hills and Hollows, for \$5000. The cost of the program for Poultney this year will be \$14,245 for 17 students. ADM funding will begin at 50% next year. Superintendent Paustian will look into what office should file the ADM for the preschool. The board should also think about when to set the enrollment cut off date – the last day of ADM is a good option. **Action:** *Al Jackson moved to authorize the board chair to sign the Early Childhood Program Contract with Leap Frog Preschool after amendments are made as discussed. Pat Davenport seconded. Motion carried.
- f. Special Education Excess Costs: Mary Jo passed around list of excess costs.

Policies for 2nd Reading:

- a. Driver Education: **Action:** *Tracee Oakman Rupe moved to approve. Mike Nagar seconded. Motion carried.
- b. School-Community Relations: Amended to remove implementation section, leaving a one-sentence policy. **Action:** *Al Jackson moved to approve with amendments. Mike Nagar seconded. Motion carried.
- c. 11.1 Budget Planning
- d. 11.2 Budget Adoption
- e. 11.3 Expenditures of Funds
- f. 11.4 Transfer of Supervisory Union Funds
- g. 11.5 Financial Reports
- h. 11.6 Accounting of Funds
- i. 11.7 Bonding of Supervisory Union Personnel
- j. 11.8 Bids and Quotations
- k. 11.9 Investments and Borrowing
- l. 11.10 Principals of Purchasing
- m. 11.10A Purchasing
- n. 11.11 Sale of Supervisory Union Property
- o. 11.12 Insurance
- p. 11.13 Inventories
- q. 11.14 Safety and Security of Supervisory Union Facilities
- r. 11.15 Credit Cards
- s. 11.16 School Activity Fund
- t. 11.17 Capitalization of Assets

Action on Personnel:

- a. New Hires:
 - i. Tina Crandall, Grade 7 Advisor
 - ii. Helen Gordon, substitute custodian (pending reference check)
 - iii. Scott Holliman, Production Advisor
 - b. Resignations:
 - i. Timothy Durrum (P/T Custodian)
 - ii. Kathleen Duffy (.40 IA)
 - c. Terminations: None
 - d. Leave of absence request: None
- Action:** *Mike Nagar moved to approve hires and resignations. Al Jackson seconded. Motion carried.

General Public Comment: None.

Next Regular Meeting: November 17, 2009, 6:00 pm, PHS.

Mary Jo Teetor adjourned the meeting to move to executive session at 10:15 pm.

Respectfully submitted,

Anne Colpitts, Recording Clerk