

**Rutland Southwest Supervisory Union  
Board of School Directors (Regular) Meeting  
May 26, 2009 at Wells Village School**

**Official Minutes**

**Board Present:** Kimberly Mathewson, Chair (M); Tammy Holcomb, Vice Chair (M); Mary Jo Teetor, Clerk (M); Jim Gilmour (M); Karen Stomski (M); Mike Nagar (M); Helen Mango (M); Jodi Comeau (M); Pat Davenport (M); Tracee Oakman Rupe (A); Charity Downs (M), and Thomas Gallagher, Superintendent.

(M)=voting member

(A)=non-voting member

**Others Present:** Darren McIntyre, Assistant Special Education Coordinator; Bonnie Lenihan, Director of Student Support Services; Louis Milazzo, Business Manager; Michelle Folger, Director of Curriculum; and Joan Paustian, Incoming Superintendent.

The meeting was called to order by Chair Kimberly Mathewson at 7:01 PM.

The Superintendent and Chair recognized incoming Superintendent Joan Paustian and thanked her for attending.

**Consent Agenda:**

\*Approval of Unofficial Minutes - Motion made by Helen Mango, seconded by Tammy Holcomb to approve the unofficial minutes (regular and continuation) of April 27, 2009. The following minor amendments were requested by the board: (The attachment mentioned in paragraph 5 was handed out at the meeting.)

Paragraph 8, correct "a" to "an" before RSWSU.

Page 2, paragraph 4, remove the word "minutes" prior to regular and continuation.

Under "Report of the Superintendent", second sentence, re-word to read "The RSWSU is anticipated to receive..."

Page 3, paragraph 1, correct "a" to "an".

Second paragraph, correct "he" to "her".

Under new business, "Under the Proposed Model" change wording to read "Rutland Southwest SU can contract/negotiate the hourly rate if we use Rutland Mental Health..."

End of page, add correct punctuation at end of two sentences.

Final sentence of regular minutes, correct to "members"

\*Motion to approve unofficial minutes (regular and continuation) of May 27, 2009 with amendments, carried.

\*Approval of reports - Motion made by Jim Gilmour, seconded by Helen Mango, to approve the consent agenda reports.

Report of the Superintendent - (Written report included in board packet). Thomas Gallagher reported on the update from the legislature and the potential impact the legislative proposal would have on some of our schools. Of particular concern was the proposal regarding teachers' retirement (pension) and small schools grant. Superintendent Gallagher, Michelle Folger and Susan McKelvie attended a training/workshop last Friday for Consolidated Federal Program (CFP) funding. Applications are available as of June 1, 2009 for FY10.

There were no questions of the Superintendent.

Chair Kimberly Mathewson acknowledged the town of Ira for its efforts in gaining the attention of Montpelier (due the town turning down their school budget, and bringing their unique circumstances to the state's attention).

Report of the Business Manager - (Written report included in board packet). Mr. Milazzo reported he had sought fuel oil bids from nine local companies, with only two responding. Local Fuel bid 17 cents over the "rack" price; and Irving Oil quoted \$2.16 per gallon and advised this was subject to change between the date quoted and when/if the bid was awarded due to the fluctuation of the market. Further discussion and possible action was moved, by consensus of the board to new business on the agenda. Financial statements were enclosed in the board packet. Mr. Milazzo reported no significant changes. There is still an anticipated \$17,000.00 surplus estimated at this time. The board acknowledged Mr. Milazzo for the controls in place to stabilize the finances. The physical therapist position and benefits are moved by board consensus to new business. There were no further questions of the Business Manager.

Report of Director of Student Support Services - (Written report and attachments included in packet, additional hand outs provided at meeting). Mrs. Lenihan noted a few typo's in her written report and corrected same. Mrs. Lenihan reviewed her report and elaborated for the board. Mrs. Lenihan asked that the board approve the proposed IDEA-B grant proposals (2) for FY10 to allow summer services to begin. Mrs. Lenihan gave an overview of the grant summary. Approval will be moved to new business, by consensus of the board. Mrs. Lenihan will report back to the board regarding the question regarding turn over of Rutland Mental Health staff. Some discussion ensued regarding the proposed new model with Rutland Mental Health. Administrators will be briefed on the proposal this Thursday at their Administrator's meeting. There were no further questions of the Director of Student Support Services.

Report of Director of Curriculum - (Written report included in board packet). There were no questions of the Director of Curriculum.

Report of the Grant Coordinator - (Written report included in the board packet). Mr. LaRosa was excused from the meeting by the Superintendent.

\*Motion to approve all consent agenda reports, carried.

**Approval of Warrants:**

\*Motion made by Helen Mango, seconded by Mike Nagar to approve warrants # 56 & #57. Discussion ensued. Warrant #57 is signed, however a copy of the signed warrant was not available at the time the packets were completed, or at the time of the meeting. A copy has been requested, and will be presented to the board at the next meeting for the record.  
\*The motion to approve warrants #56 & #57 carried.

**General Public Comments:** None.

**Old Business:** None

**New Business:**

**Report of Committees:**

Systems Management - Helen Mango reported the committee had met last week and had continued to review all mandatory policies, making necessary language changes as appropriate. Each local board had seen the policies or will see the policies for first reading by early June, barring any significant language changes by local boards, it is expected all will come before the RSWSU board for approval/adoption in June; in addition, a number of non-mandatory policies have been reviewed by the committee and have also been presented or will be presented to the local boards by early June. It is also anticipated most of these policies will come before the RSWSU board in June for approval. Helen gave a summary of the continued focus of the committee. She explained that once all the mandatory policies are adopted across the SU; the next task will be to systematically review all non-mandatory policies (VSBA) to determine if they are needed. The next step will be to review each paper policy manual to determine if there are policies which are due for updates, review, or are no longer valid. All valid policies will go through the “process” for approval across the SU. This process should bring the entire SU closer to its goal of having one master policy manual.

The Superintendent interjected and praised the committee for its hard work. He especially thanked Helen for moving the committee along expeditiously. He encouraged the work to continue.

Human Resource Committee- Mike Nagar reported the committee had met last week and had reviewed the Central Office Staff evaluations and discussed pay increases.

Finance Committee- Tammy Holcomb reported the committee’s notes from the last two meetings were included in the board packet. She commented the committee had discussed the current pay scale for summer positions and co-curricular positions. The committee recommended no changes to the pay guide at this time. The committee does recommend that if unique positions/circumstances occur such as science fair attendant for example, it could be handled on a case by case basis as they occur. Otherwise the pay guide remains unchanged. The committee discussed group purchasing (of supplies and fuel) and research is on-going. The committee discussed the possibility of obtaining a corporate credit card, but does not recommend one at this time.

There will be no committee meetings in the month of June.

Approval of the Substitute list (2):

\*Motion made by Mary Jo Teetor, seconded by Tammy Holcomb to approve the substitute lists of May 8 and May 18. Motion carried.

Approval of IDEA-B Preschool and IDEA-B Basic FY10 Grants- Mrs. Lenihan handed out a summary of both grants. Discussion ensued. Mrs. Lenihan explained that summer services were contingent upon approval of the grants.

\*Motion made by Jim Gilmour, seconded by Mary Jo Teetor to approve the FY10 IDEA-B Pre-School Grant in the amount of \$19,234.00. Motion carried.

\*Motion made by Helen Mango, seconded by Mary Jo Teetor to approve the FY10 IDEA-B Basic Grant in the amount of \$288,965.00. Motion carried.

Approval of the CVPS lease renewal –

\*Motion made by Tammy Holcomb, seconded by Karen Stomski to approve the renewal of the CVPS lease with the 3% increase. Discussion ensued. Motion carried.

Approval of the RSWSU-wide Fuel Oil Bid - Mr. Milazzo reported on the bids received.

Discussion ensued.

Each local board should approve participation in the SU-wide fuel bid and to affirm the bid award to Local Fuels at their respective June meetings.

\*Motion made by Helen Mango, seconded by Karen Stomski for the Supervisory Union to enter into a contract agreement with Local Fuels at 17cents over rack (wholesale) cost for FY10 for all schools. Motion carried.

The Chair called for a short break at 8:00PM. Meeting called back to order at 8:12PM.

**New Business (continued):**

Physical Therapist benefits: Superintendent Gallagher spoke regarding the current S.U. practice of not offering health insurance benefits to those employees who worked less than 30 hours per week. Superintendent requested consideration by the board for an exception for one individual (physical therapist); as this position is considered a hard to fill position (a position which has been advertised for five months with only one qualified applicant.). Superintendent Gallagher mentioned that the State generated a list of “hard to fill positions” ; and commented the Human Resource Committee will handle this issue as a whole next year. Mr. Milazzo explained how the current proposal came about. Discussion ensued.

\*Motion made by Charity Downs, seconded by Mary Jo Teetor to allow the Superintendent to draft a resolution for a one year agreement to hire Margaret Duffy as Physical Therapist with the health insurance being offered on a prorated basis. Motion carried.

**Policies:** All policies tabled until local boards have reviewed. Anticipated action at June meeting on most if not all listed on May agenda.

**Action on Employment Contracts:**

New Hires:

\*Motion made by Helen Mango, seconded by Karen Stomski to approve the following new

hires:

Hawthorne, Karie – PHS Tutor (Non-Certified)- funded by Title I FY09

Terhune, Catherine- PHS Tutor (Non-Certified)- funded by Title I FY09

Sarli, Dawn – PHS Co-Team Leader Summer – funded by 21<sup>st</sup> Century Grant FY09

Sarli, Dawn – PHS Co-Team Leader Summer – funded by 21<sup>st</sup> Century Grant FY10

Adams, Charles- PHS Middle School Instructor Summer – funded by 21<sup>st</sup> Century Grant FY10

Paquette, Linda PHS Middle School Instructor Summer – funded by 21<sup>st</sup> Century Grant FY10

Added to those approved:

Mary Ramsay – Occupational Therapist (Vendor)- multiple funding sources and bill backs FY10.

Discussion ensued regarding hiring non-certified tutors.

\*Motion to approve carried (with Charity Downs opposed to the two non-certified tutors).

**Other Lawful Business:** None

**Set Next Meeting:** June 22, 2009 at Poultney High School Library beginning at 7:00PM. Incoming Superintendent Joan Paustian will try to attend, provided she has no conflict with her current board.

The board adjourned into executive session; all were excused except board members present, Superintendent Gallagher and incoming Superintendent Joan Paustian. (See continuation minutes for motion).

Respectfully submitted,

Jan Dente  
RSWSU Recording Secretary