

**Rutland Southwest Supervisory Union
Board of School Directors' Meeting
January 25, 2010 - 7:00PM - Middletown Springs Elementary**

Official Minutes

Board Members Present: Kimberly Mathewson, Chair (M); Tammy Holcomb, Vice Chair (M); Mary Jo Teetor, Clerk (M); Mike Nagar (M), Karen Stomski (M); Pat Davenport (M); Tracee Oakman Rupe (A); Jim Gilmour (M); Jodi Comeau (M); Kimberly Stewart (M).

Administrators Present: Joan Paustian, Superintendent; Bonnie Lenihan, Director of Student Support Services; Darren McIntyre, Assistant Special Education Coordinator.

Audience: Bob Bruttomesso.

The meeting was called to order at 7:03pm by Chair, Kimberly Mathewson.

Consent Agenda:

Approve Minutes of November 23, 2010 (regular and continuation). **Motion made by Karen Stomski, seconded by Mary Jo Teetor to approve the November 23, 2010 minutes.**

The board would like minutes to clarify that the increased rate of pay for substitutes (\$65/day for Instructional Assistant substitutes) is for all substitutes, not only Kelly Services substitutes.

Under the Report of the Director of Educational Advancement's report, the board would like to clarify that there is approximately \$50,000 set aside for technology which includes approximately \$15,000 for technology consultants, with the balance remaining for professional development, and technology equipment.

The board wishes to identify the purpose for entering executive session (see continuation minutes) as personnel and contractual purposes.

Correct spelling for Tracee Oakman Rupe throughout the document.

Motion to approve minutes as amended, carried.

Report of the Superintendent: Dr. Paustian read the following statement as required of the application process for the 21st Century Grant: "The public is hereby given notice of the Rutland Southwest Supervisory Union's intent to submit an application for the 21st Century Community Learning Centers Grant. The grant application will be available for public review and any waiver request after February 12, 2010 at the Rutland Southwest Supervisory Union office, 168 York Street, Poultney, Vermont."

Dr. Paustian inquired of the board if they would support the appropriation of any surplus funds remaining at the end of FY10 toward the sustainability of the 21st Century Grant. Discussion ensued. The Chair thanked the board for their discussion on this matter and suggested that the discussion continue under new business in order that the Superintendent's report could be completed.

Dr. Paustian reported that the NECAP scores would be released to the Principals next week. Scores will be compared and reported back to the board when available.

Dr. Paustian updated the board on the technology audit. One of the anticipated outcomes of the audit will be to increase the teachers' skill levels in order to access and provide students with the best possible learning opportunities. The Technology Audit will assess needs and assist in establishing a 5-year plan.

The Curriculum Coordinating Council has met several times and is in the process of crafting strategic plans. They are reviewing other school's plans.

Dr. Paustian provided the board with a handout regarding cost shifts for informational purposes.

Dr. Paustian inquired if the board would consider authorizing the supervisory union to obtain a credit card to be used in extraordinary circumstances when a purchase order is not accepted by a vendor and in other unique circumstances. Discussion followed. **Motion made by Mary Jo Teetor, seconded by Tammy Holcomb to authorize the Supervisory Union to obtain a low credit limit (\$1,500) card with two authorized signatures (Superintendent and Business Manager), to be used only in limited situations; with the understanding that the invoicing/expenditure system is to be followed. Motion carried.**

Dr. Paustian updated the board on her procedures for meeting with all teachers currently holding a Provisional License. She elaborated on how/when a Provisional License is applied for and the process she has established to ensure that all such educators are on track in meeting requirements of their Level I License.

Report of Business Manager - None (due to vacation).

Report of Director of Student Support Services: Mrs. Lenihan reported, in addition to her written report, CPI Training has been conducted last Friday at Poultney High School. A Wells teacher, Kathryn Grossarth, has been certified to train others in this area. Mrs. Lenihan reported that administrators were looking at a plan which can utilize Mrs. Grossarth's skill without taking her away from her teaching duties.

Mrs. Lenihan and Mr. McIntyre are working on assessing the evaluation model and plan to update the board in February.

Mrs. Lenihan reported that a candidate had been interviewed for the Speech Language Pathologist position. They are working on details.

Tracee Oakman Rupe inquired regarding the change to funding from the state for FY11. Mrs. Lenihan indicated the percent of reimbursement for eligible special education costs was 57.4%; and has been decreased to 56.13% beginning FY11.

Mrs. Lenihan reported IDEA-B is level funded at the pre-ARRA rate for FY11.

Mrs. Lenihan reported that review of the first time studies (two studies completed annually) seem to indicate we are on track with only slight adjustments. The next time study is due in March at which time Mrs. Lenihan will have a more complete picture for the year. The Administrative Team is involved in choosing the time study weeks. Further clarification requested; Mrs. Lenihan will report back in

February.

EEE/Pre-school discussion (regarding ADM) ensued. Meetings with key individuals are to take place before the next board meeting. To be added to February agenda as a follow up.

Motion made by Tammy Holcomb, seconded by Karen Stomski to accept the reports of the Superintendent and Director of Student Support Services. Motion carried.

Approve Warrants:

Motion made by Mike Nagar, seconded by Mary Jo Teetor to approve:

Warrant #71 in the amount of \$28,396.13, dated 11/20/09

Warrant #72 in the amount of \$27,517.94, dated 12/4/09

Warrant #73 in the amount of \$25,498.31, dated 12/18/09

Warrant #74 in the amount of \$22,560.55, dated 12/31/09

Warrant #75 in the amount of \$90,650.15, dated 1/15/10

There was one inquiry regarding details of mileage reimbursement. It is being researched, and will be answered at the next meeting.

Motion carried.

General Public Comments: None

Old Business:

RSWSU Teacher benefits/salary - nothing new to report.

RSWSU Assessment Method - Tammy Holcomb reported that the Finance Committee had begun reviewing the process; this will be discussed further in executive session. HSA (Health Savings Account) was discussed. This will be discussed jointly with the Human Resource Committee in the future. The Finance Committee also worked on establishing goals.

The Chair called for a short break at 8:00pm; meeting called back to order at 8:08pm.

Policies:

Motion made by Kimberly Mathewson, seconded by Jodi Comeau to adopt E-501 Budget Planning; E-502 Budget Adoption; E-503 Expenditure of Funds; E-504 Transfer of Funds; E-505 Financial Reports; E-506 Accounting of Funds; E-507 Bonding of Personnel; E-508 Bids & Quotations; E-509 Investments and Borrowing; E-510 Principles of Purchasing; E-510A Purchasing; E-511 Sale of Property; E-512 Insurance; E-513 Inventories; and E-514 Credit Cards. Motion carried.

Motion made by Tammy Holcomb, seconded by Mike Nagar to adopt B-2 Board Goal Setting and Self Evaluation. Motion carried.

By consensus, the following policies were acknowledged as having 1st reading and are to move to each local board:

E-202 Animals in Schools (new)
E-9 HIV/AIDS (revised)
E-201 FMLA (revised)
F-2 Bus Discipline (new)
F-9A Transportation of Students in Private Vehicles (new)
F-101 International Exchange Students (new)
H-3 Community Use of School Facilities (new)

By consensus, F-103 Residency is to return to committee for further revision.

Motion made by Kimberly Mathewson, seconded by Kimberly Stewart to adopt E-515 and E-517. Motion carried.

New Business:

Report of Committees:

Systems Management: Notes provided by Helen Mango to board at onset of meeting. Next meeting is scheduled for March 4, 2010 at 3:00pm at Central Office.

Human Resource Committee: Mike Nagar reported that the committee had received the evaluations and had summarized the information and provided it to the superintendent. The next meeting is to be determined.

Finance Committee: Tammy Holcomb reported the committee worked on RSWSU Assessment and goals at the last meeting. Next meeting is scheduled for February 1, 2010 at 5:15om at Central Office.

Approve Substitute List: Motion made by Karen Stomski, seconded by Kimberly Stewart to approve the substitute list as presented. Motion carried.

Dr. Paustian presented the board members with three handouts for informational and discussion purposes: 1) Opportunity to Learn 2) Governance 3) Student Teacher Ratio. Much discussion ensued. Due to the importance of the topics it was determined that it would be best to schedule a special meeting/retreat for the board to devote needed time to this area. The date, time and location to be announced as soon as possible.

Allocation of surplus FY10 toward 21st Century Grant sustainability. After some discussion; **motion made by Mary Jo Teetor, seconded by Jodi Comeau that the board supports the concept of allocating surplus funds for the purpose of sustainability of the 21st Century Grant; however they are reluctant to commit funds as it is unknown at this time whether or not there will be a surplus and whether or not local boards will be in need of surplus funds for other purposes. Motion carried.**

Action on Personnel Contracts:

New Hires - to be discussed in executive session

Resignations - **Motion made by Jodi Comeau seconded by Tammy Holcomb to approve the resignations of Kathy Hunter (After School Program Co-coordinator for Wells Village School); and Pam Hunter (After School Program Instructor for Wells Village School)**

(both funded by 21st Century Grant). Motion carried.

Terminations- None.

Leave of Absence - **Motion made by Mary Jo Teetor, seconded by Karen Stomski to approve an unpaid leave of absence for Brenda Achorn for a six (6) week period, commencing at the date of delivery, excluding vacation (break) weeks. Motion carried.**

Other Lawful Business: None

Set Next Meeting: February 22, 2010 at 7:00pm at Wells Village School.

Motion made by Karen Stomski, seconded by Mike Nagar to move into executive session at 9:25pm for personnel and legal matters. Bonnie Lenihan and Joan Paustian invited to stay. Motion carried.

Recording Secretary excused at this time.

Respectfully submitted,

Jan Dente
RSWSU Recording Secretary