

**Rutland Southwest Supervisory Union
Board of Directors (Regular) Meeting
October 26, 2009 - 7:00PM - Wells Village School**

Unofficial Minutes

Board Members Present: Kimberly Mathewson, Chair (M); Tammy Holcomb, Vice Chair (M); Mary Jo Teetor, Clerk (M); Karen Stomski (M); Charity Downs (M); Cindy Taylor-Patch (M); Mike Nagar (M); Tracee Oakman (A); Russ North (M); Helen Mango (M); Jodi Comeau (M).

Administration Present: Superintendent Dr. Joan Paustian and Business Manager Louis Milazzo.

Meeting called to order by Chair Kimberly Mathewson at 7:00PM.

Consent Agenda:

Approval of Minutes: August 24, 2009 and September 28, 2009. **Motion made by Mary Jo Teetor, seconded by Tammy Holcomb to approve the minutes of August 24, 2009 and September 28, 2009.** Discussion ensued regarding the Curriculum Audit Presentation Question and Answer Summary. Jodi Comeau expressed concern that her question and the answer regarding the Governance Study was not accounted for. Superintendent Paustian explained that the audio tape had been reviewed and there is nothing audible in terms of Jodi's comment regarding the Governance Study as it pertained to the study indicating that a new building needed to be built to house all students throughout the Supervisory Union. Jodi's concern was more in terms of the response that the Governance Study should be reviewed. Further discussion ensued.

By consensus of the board, the revised minutes of August 24, 2009 (to include the Curriculum Audit Presentation Power Point and the Questions and Answers Summary (as is) stand as amended.

Amendments to the minutes of September 28, 2009: insert the word "science" after NECAP and before scores in the Report of the Superintendent. Change two-way glass to "one-way glass" and correct the term Gold View to "Goal View" in the Report of the Superintendent.

Motion to approve the minutes as amended, carried.

Report of the Superintendent: Written report included in board packet. Dr. Paustian informed the board that due to unanticipated personal circumstances, the Director of Student Support Services was unable to submit her report this month, or to be in attendance at the meeting; also due to the circumstances, the Assistant Special Education Coordinator had been picking up extra work and the Superintendent had excused him from attending the meeting. The Board expressed well wishes to the Director, and thanks to the Assistant Special Education Coordinator for all the extra effort. Dr. Paustian also informed the board that after consultation with the Chair and Vice Chair, the Director for Educational Advancement had been excused from attending the meeting.

Dr. Paustian reported that the NAEP Assessment results have been received. She gave the board an overview of the results.

Dr. Paustian reported that she has visited every classroom throughout the supervisory union and will be visiting each classroom on a rotating basis every other month/every two months throughout the year. Dr. Paustian reported that the Agency of Human Resources registry checks (due to the new Act 001 legislation) are being completed across the supervisory union on the required population and that the results are coming back within a day or two from time of submission. In the near future, once procedures are finalized, the VCIC Vulnerable Population record check process will begin; a test run of

this record check indicates that the results are received immediately upon submission. The FBI fingerprint supported check results (done through the VCIC) on all employees, on student teachers and on contracted vendors, who have direct, unsupervised contact with students can take several weeks to receive the results; however, this is not within our control.

Dr. Paustian informed the board that she intends to update the supervisory union board every 2-3 months regarding the progress on the Curriculum Audit Recommendations.

Report of the Business Manager: Written report included in board packet. Mr. Milazzo informed the board that all local boards have not taken action regarding renewing the fiscal audit contract for the next cycle; one board has yet to meet, and another board had concerns and wished to table their decision to their November meeting. Mr. Milazzo informed the SU board that he has tentatively scheduled with the current auditors pending all boards' approval in order that we did not lose the appointment time by delaying our response. It is recommended that all boards stay with the current auditors; or at least use the same auditing firm, as it would likely cause difficulty and additional expense to use differing firms. No decision can be made by the supervisory union board until all local boards have acted. The Tinmouth Treasurer expressed concern to the Tinmouth board that she did not feel the current auditors were as thorough as they should have been, but did not provide specifics. The Ira board is scheduled to meet in November.

The Surplus Analysis Report was included in the packet. The board will need to determine (under new business) what action to take regarding disbursement of the surplus. It was discussed that the supervisory union is not allowed to retain a surplus and must return it to the member boards. It is recommended, by the Business Manager and the Finance Committee to adjust the current year's assessment to account for the FY08 surplus; and the board will determine the action to be taken for the FY09 surplus once the audits are finalized.

Mr. Milazzo drew the board's attention to the handout provided in their packets pertaining to the VSBIT Multi-Line Insurance experience rates (for liability, and workers compensation). Our rates are very low as compared to other supervisory unions in the multi-line pool.

A board member inquired whether or not each school had a safety committee. Discussion ensued.

The "Not to Exceed" health insurance premium rates are expected on November 1, 2009. This will assist in budgetary preparation. Currently the budgets are being built using an estimated 5% premium rate increase. Discussion ensued.

Report of the Director of Educational Advancement: A copy of the update which had been e-mailed to board members previously was included in the board packets.

Report of Director of Student Support Services: No report provided for this meeting due to extenuating circumstances.

Motion made by Mary Jo Teetor, seconded by Helen Mango to approve the reports of the Superintendent and Business Manager as provided. Motion carried.

Approve Warrants:

Motion made by Helen Mango, seconded by Mike Nagar to approve Warrant # 67 in the amount of \$36,124.40, dated 9/25/09; and Warrant #68 in the amount of \$53,823.00, dated 10/9/09. Motion carried.

Old Business:

RSWSU Teacher Salary and Benefits: The wordsmith process is underway, and will be submitted to the attorney for review. No action.

Approval of Renewal of Fiscal Audit Contract: tabled until each local board makes determination. No action.

Reading Recovery Consortium Issue: It has been mutually agreed between the former Consortium participants, as well as the state, and in consultation with attorneys to split the remaining funds among the former participating supervisory unions (Windsor Southwest SU, Rutland Central SU and Rutland Southwest SU). No funds will be provided to the current participants regarding the one-way window. The funds for our supervisory union will be placed in a separate fund and not added to the general fund.

Governance Study: Jodi Comeau reiterated her concern regarding the Governance Study results completed several years ago as opposed to the recommendations resulting from the Curriculum Audit completed this Fall. A copy of the Governance Study was handed out to the board members present, and will be e-mailed to all board members in the next several days. Phase I of the Governance Study was completed, however, the board did not move to Phase II. The Study will be reviewed and further discussion will occur at a future board meeting. By consensus of the board, no changes are to be made to the minutes or accompanying exhibits; the board indicated that the minutes of this meeting should adequately address Ms. Comeau's question regarding the Governance Study since copies have been distributed and follow up will occur at a later date.

The Chair called for a short break at 7:45PM; meeting was called back to order at 7:55PM.

New Business:

Reports of Committees:

Human Resources: Notes from the October 13, 2009 committee meeting were handed out. Mike Nagar reported on the proposals for Central Office Support Staff benefits. *Dental/Eye Reimbursement* increase to \$425.00 for all CO Support Staff effective FY10 was recommended by committee. Definition was sought regarding what the reimbursement funds could or could not be used for. The committee suggested using the IRS guidelines. *Insurance Buyback* decreased to a flat \$1,500.00 for full-time employees, prorated for all others, effective FY11, no grandfathering. *Health Insurance Coverage* change to include two-person and family; it is not the recommendation of the committee to make any changes at this time due to financial constraints. The committee recommends keeping the health insurance benefits for Central Office Support Staff as is.

Short-term evaluation of the Superintendent: the committee discussed how to develop an appropriate evaluation method which would provide the Superintendent with constructive feedback and which would also provide the board with a tool in which to assist the superintendent in meeting their expectations and meeting the goals provided to her. Discussion ensued. Mike Nagar will compile a list of 3-4 questions and will send to all board members as well as the superintendent for input. Once finalized, the feedback questions (in-take form) will be distributed to the Superintendent, all Principals, all CO Administrators, all board members, and select CO staff. The intent of the form is to collect constructive feedback in order to provide the superintendent with information to assist in meeting her goals, and meeting the board's expectations. The in-take form should not be interpreted as an evaluation of the superintendent

by subordinates by any party. Completion of the in-take form is not mandatory and will be done anonymously. The committee will also begin work on the long-term evaluation format.

Motion made by Mary Jo Teetor, seconded by Tammy Holcomb to approve the increase of Dental/Eye Reimbursement for Central Office Support Staff to \$425.00, prorated per FTE, effective FY10. Motion carried.

Motion made by Tammy Holcomb, seconded by Mary Jo Teetor, to set the amount of insurance buyback (for eligible RSWSU employees) at \$1,500.00 per year, (prorated per FTE) effective July 1, 2009; no grandfathering. Discussion regarding grandfathering agreements for specific RSWSU Teachers ensued. Motion carried.

Mr. Milazzo indicated that the current practice is for the business office to obtain proof of other insurance once per year (typically in July) for those electing buyback. In some cases the insurance cards provided as proof do not indicated an effective date. The board agreed by consensus that Mr. Milazzo, or designee could request a letter from the provider stating the effective date of the coverage in these instances.

Motion made by Kimberly Mathewson, seconded by Russell North to keep the current health insurance coverage benefits for Central Office Support Staff as is. Motion carried.

Next meeting for the HR Committee to be determined.

Systems Management Committee: Helen Mango reported that the finance policies are in the process of being re-worded to include local board language. It is anticipated they will be brought before the SU board in November. The Driver Education policy was adopted by the PSD board, and will be brought before the SU board in November. School-Community Relations is to return (revised) to each local board in November, and then to the SU board for adoption (PSD Board adopted in October). Residency policy will be sent to local boards in November. Policy on Policy will be revisited by committee in November. Two curriculum related policies will be presented to the SU board at this meeting. A few other policies are coming through local boards and through committee (Animals in School and Security). The next System Management Committee meeting is set for November 19, 2009 at 3:30PM at Central Office.

Finance Committee: Tammy Holcomb reported that the committee has been involved in preparation of the FY11 budget. They plan to present the 1st draft to the board at the November meeting. A projector and screen is requested for that meeting. The next Finance Committee meeting is set for November 2, 2009 at 5:15PM at Central Office.

Approve Substitute List: Motion made by Helen Mango, seconded by Mary Jo Teetor to approve the sub list as presented. Motion carried.

Approve/Adopt Policies:

Driver Education – will be presented to SU board in November for final adoption.

Residency – will be presented to all local boards in November, for discussion, possible adoption.

School-Community Relations – (revised version) will be presented to all local boards (except PSD and ISD) in November for adoption.

Policy on Policies – will be re-visited by committee in November.

G-1A Curriculum Coordinating Council – **Motion made by Kimberly Mathewson, seconded by Helen Mango to adopt. Motion carried.**

G-1B Curriculum Management and Adoption – **Motion made by Kimberly Mathewson, seconded by Helen Mango to adopt. Motion carried.**

FY08 Surplus Distribution: Motion made by Tammy Holcomb, seconded by Kimberly Mathewson to apply the FY08 surplus to the current (FY10) assessment. Motion carried.

Employment:

New Hires:

Kathleen Duffy, EEE Part-time Individual Assistant. **Motion made by Helen Mango, seconded by Karen Stomski to approve employment of Kathleen Duffy as a part-time EEE Individual Assistant. Motion carried.**

Resignations: None

Terminations: None

Leave of Absences: None

Other Lawful Business: None

Set Next Meeting: November 23, 2009 at 7:00PM at Poultney High School.

Executive Session: None

Motion made by Helen Mango, seconded by Charity Downs to adjourn at 8:55PM. Motion carried.

Respectfully Submitted,

Jan Dente
RSWSU Recording Secretary