

Rutland Southwest Supervisory Union
Board of School Directors Meeting (Regular)
September 28, 2009 – 7:00PM – Tinmouth Elementary School

Official Minutes

Board Members Present: Kimberly Mathewson, CH (M); Tammy Holcomb, VC (M); Mary Jo Teetor, CK (M); Cindy Taylor-Patch (M); Helen mango (M); Karen Stomski (M); Mike Nagar (M); Kimberly Stewart (M); Tracee Oakman Rupe (A).

Administration Present: Dr. Joan Paustian, Superintendent; Bonnie Lenihan, Director of Student Support Services; Darren McIntyre, Assistant Director of Student Support Services, Louis Milazzo, Business Manager.

Other Present: None.

The meeting was called to order by Chair Kimberly Mathewson at 7:05PM.

Consent Agenda

Approval of Minutes from August 24, 2009. **Motion was made by Helen Mango, seconded by Mary Jo Teetor to approve the minutes of August 24, 2009.** The board decided by consensus to table the approval of the minutes to the October meeting. The board requested that a summary of the questions and answers pertaining to the Curriculum Audit should be included in the minutes. The board also requested two amendments: 1) the FTE change be specified (under employment contract action for N Keyes); and 2) three community members (who did not sign in) are to be added to those in attendance; they should be Jo Reynolds, Grant Reynolds, and Ann Czar.

Report of the Superintendent: Dr. Paustian's written report was included in the board packet. Additionally, Dr. Paustian reported that she had met with the Rotary and briefly overviewed the Curriculum Audit. The Rotary members inquired regarding when the open house for the PHS science labs would be held. They also inquired regarding the NECAP science scores.

Dr. Paustian updated the board on behalf of the Director of Educational Advancement (written report included in board packet). The board should have received the Director's latest update via e-mail on 9/23. Most of the grants are now approved. Details regarding the grants were provided in the written update. Changes/amendments to grants could not occur until after September 30, therefore have not been completed as of this meeting.

Dr. Paustian reported that our supervisory union would no longer be participating in the Reading Recovery Consortium, by the consensus of the Administrators and supported by documentation that the program's results do not show significant long term benefits when compared to working with students in the classrooms over time. Some of the Reading Recovery teaching skills would still be utilized, but our teachers would no longer be attending training. Dr. Paustian reported that our supervisory union had been the fiscal agent for the consortium and there was approximately \$26,000 remaining. It is recommended by the supervisory union's attorney, and is agreed by the Superintendents of the supervisory unions who also participated in the consortium; as well as Bill Talbot from the state to split the remaining funds between the three supervisory unions who participated. The lead teacher disagrees and wants all funds to be turned over to the current participants (in the Consortium) and is demanding the one-way glass at Wells Village School be removed and given to the current participants. Kerry Garber from the state suggests perhaps a stipend be given to the current consortium participants toward the cost of the window (estimates between \$3-5 thousand). Dr. Paustian will be checking with the superintendents to determine if this is agreeable.

NECAP test results have been received. There is much work to be done. Results will be provided to individual boards in October.

There are currently two policies pertaining to curriculum that the administrators have been finalizing. They will be provided to the Systems Management Committee in October.

Report of Director of Student Support Services: Mrs. Lenihan's written report was included in the board packet. Additionally Mrs. Lenihan reported there were two new students in EEE that have been identified as requiring services. These will be unanticipated expenses. One of the students will require a 1:1 assistant.

Work has begun on the Service Plan. Excess costs are being obtained from other supervisory unions. Child Count is currently at 148 and is projected to remain the same in FY11. There is an anticipated decrease in secondary costs.

Six strands of professional development have been developed to match survey results (Instructional Assistants were surveyed to see what professional development they would like to see offered).

A new software program, Providence Network, has been installed. It benefits Instructional Assistants who must take the para professional exam (those who are not currently highly qualified) and offers many other opportunities for professional growth to all Instructional Assistants as well. It is available across the supervisory union.

Darren McIntyre was thanked for his work in getting Goal View up and running. It can be accessed on-line which is a big improvement. Currently still having problems with the firewall at the Poultney schools, however, Vinnie and Nick are working to resolve.

Report of the Business Manager: Louis Milazzo reported the audit went very well. He and the superintendent met with the auditors and there are little to no adjustments anticipated. The fund balances should be as projected in the handout (provided in board packets) with the exception of Tinmouth. Mr. Milazzo has not received the adjustment report for Tinmouth as yet. This was the last year of the audit with this firm. Mr. Milazzo indicated the board did not have to go out to bid as individual contracts are completed with each board. He recommends staying with the current firm at least for the next cycle (3 years). Mr. Milazzo anticipates the reports to arrive in late October or early November. He presented the board with the anticipated cost (for the next three years) if the boards were to stay with the current firm. The sooner the boards secure contracts with the firm, the higher the likelihood of getting an early appointment. The decision should be made at each local board meeting in October as well as to the RSWSU board. It is recommended that all boards stay with the same firm. The Finance Committee is to meet October 5th to review the first draft of the FY11 budget. The FY08 & FY09 Surplus (\$65,000 total) and allocation of same needs to be determined. Discussion occurred, regarding issuing physical checks to each school district or adjusting assessments or possibly a combination of both. By consensus, the board agreed to have the Finance Committee review and report back to the board.

Report of Director of Educational Advancement: Written report included in board packet; update provided by superintendent and previously e-mailed to board members.

Motion made by Helen Mango, seconded by Karen Stomski to approve reports. Motion carried.

Approve Warrants: Motion made by Mary Jo Teetor, seconded by Mike Nagar to approve Warrant #65 in the amount of \$76,750.10, dated 8/28/09 and Warrant #66 in the amount of \$7,858.84, dated 9/11/09. Motion carried.

Chair Kimberly Mathewson called for a short break at 8:00PM; meeting called back to order at 8:05PM.

General Public Comments: None

Old Business:

RSWSU Teachers Pay and Benefits: Joint Committee (Human Resource and Systems Management) reported on the progress to date regarding Rutland Southwest Supervisory Union Teachers pay guide and benefits. Once the final draft is ready, it will be reviewed by the SU attorney before presenting to the board for approval. Discussion ensued. Grandfathering of currently employed RSWSU teachers is proposed; with the option of staying with the current method of calculating pay or a one-time option of switching to the new salary guide (proposed). All newly hired RSWSU teachers will automatically be placed on the new salary guide; and any current RSWSU teachers who experience a change in assignment in the future, will be moved to the new salary guide. The salary guide is to be reviewed annually by the board to ensure it stays up-to-date. A handout for the HR Committee members provided at the last joint committee meeting is to be reviewed and input provided as soon as possible as it has FY11 budget impact.

New Business:

Report next committee meetings for the record:

Systems Management Committee meeting – October 12, 2009 at 5:30PM at Tinmouth Elementary School.

Human Resource Committee meeting – October 13, 2009 at 6:00PM at Wells Village School.

Finance Committee meeting – October 5, 2009 at 5:00PM at Central Office.

The reports of the System Management and Human Resource Committee were given under old business.

Report of the Finance Committee – Tammy Holcomb reiterated the importance of the HR Committee's review and input on the handout since it does have budget impact. Some of the areas to be discussed are: Changing the insurance buyback amount to a flat amount as opposed to the formula driven method currently used. The joint committee did discuss this and recommends moving to a flat \$2,000 for insurance buyback for full time employees. Another area for discussion is offering two-person or family insurance to central office support staff (currently receive only single plan). Most of the support staff across the SU receives an option of single, two-person, or family coverage (full-time employees). The other area to be discussed is increasing the dental/eye reimbursement amount for central office support staff to \$425 for all. For FY09, this would amount to a total increase of \$700 and could be accounted for using currently budgeted funds.

Mrs. Holcomb mentioned that the Middletown Springs finance committee member cannot attend the October meeting, and inquired whether an alternate representative could be sent in his place.

Approve Assessment Allocation/ADM- Business Manager, Louis Milazzo recommends staying with the current method. He gave the board a handout with several scenarios.

Tammy Holcomb reported that it was recommended by the Finance Committee to assess Tinmouth School District a portion of the bookkeeping services at Central Office since the business office does provide some services (such as reporting, paying of grant funded expenses for Tinmouth, and some HR work). The Finance Committee suggests assessing all school districts a percent of all expenses in an effort to be fair and equitable. Ira had inquired in the past regarding not being assessed for technology and/or other areas that their school district does not utilize directly. It is the Finance Committee's stance that if all school districts are part of the SU, then all school districts should pay a proportionate share of

all expenses; as opposed to paying for only the services they receive directly. Helen Mango expressed concern regarding the proposed assessment of Tinmouth for bookkeeping services as Tinmouth already pays independently for bookkeeping services and the amount proposed appears excessive for the amount of services supplied to Tinmouth. Discussion ensued.

Motion made by Helen Mango, seconded by Karen Stomski to follow the current method of Assessment Allocation for FY11. Motion carried.

Approval of sub-grant agreements:

Motion made by Tammy Holcomb, seconded by Karen Stomski to approve the sub-grant agreement between Poultney School District and Rutland Southwest Supervisory Union (Title/ARRA funds) in the amount of \$69,984.00 for teacher Donald Keagy. Motion carried.

Motion made by Mike Nagar, seconded by Helen Mango to approve the sub-grant agreement between Middletown Springs School District and Rutland Southwest Supervisory Union (Title I and ARRA funds 50/50) in the amount of \$71,790.00 for teacher Lorraine Wilkins. Motion carried.

Approval of Substitute List: No new names added this month.

Policies: There are a few policies in committee which are anticipated to be presented for board approval at the October meeting. There are two pertaining to curriculum (as a result of the curriculum audit); one regarding animals in school as well as a few others. Dr. Paustian reported that Ira did pass all the Mandatory Policies at its September meeting.

Other Lawful Business: None

Set Next Meeting: October 26, 2009 at 7:00PM at Wells Village School.

Motion made by Helen Mango, seconded by Kimberly Stewart to adjourn at 8:52PM. Motion carried.

Respectfully submitted,

Jan Dente
RSWSU Board Recording Secretary