

Tinmouth School Board
Official Minutes
December 14th, 2009

Present were Helen Mango, Chair; Board members Cindy Taylor-Patch and Kimberly Stewart. Also present were Susan McKelvie, Principal; Gail Fallar, Town Treasurer; Joan Paustian, Superintendent; Louis Milazzo, RSWSU Business Manager; Jonathan Czar, Secretary.

Helen called the meeting to order at 7:05 p.m.

MINUTES

Helen moved to approve the minutes for November 11th, 2009 as amended. Cindy seconded, all approved. Motion carried.

CONSENT AGENDA

Business Manager's Report

- Louis provided a written report (attached page 4). Helen asked about student activities and clarification of what's needed for receipts. Gail discussed the reconciled bank statement.

Superintendent's Report

- Joan provided a written report (attached page 6). At the last Superintendent's meeting there was discussion about schools not responding to declining enrollment. Helen asked for clarification on the harassment training.

Principal's Report

- Susan provided a written report (attached page 5). In addition there was a problem with the dishwasher, which has been corrected, and lighting in the basement. A quote is being obtained for an additional fixture.

RSWSU SUB-COMMITTEE REPORTS

- Systems Management – almost finished with mandatory policies. The goal for Spring is to get the mandatory polices done and start working on non-mandatory policies. There will be an electronic version.
- Finance – working on budgets, meeting in January to talk about Ira and TES being charged for unused services.

BILLS AND ORDERS

AP Warrants		
Warrant #	Date	Amount
9	11/16/09	\$201,200.00
10	11/30/09	\$10,745.30
12*	12/14/09	\$31,853.96
Payroll Warrants		
Warrant #	Date	Amount
9	11/09/09	\$13,887.32
10	11/23/09	\$13,036.35
11	12/07/09	\$11,716.61

* No number 11 for AP Warrants

Gail asked the board to pass a resolution for the official start of the Bill Jenkins field trip fund. Helen moved, Kimberly seconded. All approved, motion carried. Helen moved to approve the application for the Energy Efficiency Community Development Block grant funding with Cathy Reynolds as the authorized representative. Cindy seconded and all approved with thanks to Cathy for writing the grant fund application.

NEW BUSINESS

- **Review FY11 Budget** – the board discussed various line items. Items of interest:
 1. Susan discussed after school program funding since the 21st Century grant funding is questionable. Parent's Club money and other contributions will help rather than adding a line item to the budget. Combining Middletown and TES after school programs may be an option.
 2. The Pre-K classroom needs a bathroom. Supervision in the classroom is needed when the teacher is assisting a child in the bathroom and the closest restroom is too far away. The distance was deemed acceptable by the governing standards of the day and now the Department for Children and Families is requesting adult supervision for any child visiting the bathroom.
 3. The fund balance from FY09 is \$150,811. Helen moved to include the following article for warrant for town meeting: \$75,000 to the tuition fund, \$25,000 to the buildings and capital improvement fund, and \$50,000 to offset taxes. Kimberly seconded. All approved, motion carried.
 4. Susan said should have an estimate for the deep clean and painting of the building by next week.
- **Approve increase for Instructional Assistant substitute rate of pay** - Helen moved to increase the IA substitute rate of pay to \$65 per day in order to meet federal minimum wage requirements. Kimberly seconded, all approved. Motion carried.

POLICIES

- Budget Planning
- Transfer of Supervisory Union Funds
- Financial Reports
- Accounting of Funds
- Investments and Borrowing
- Principals of Purchasing
- Sale of Supervisory Union Property
- Inventories
- Credit Cards

Helen moved to adopt the policies listed above. Cindy seconded, all approved.
Motion carried.

NEXT MEETING

The next meeting will be January 11th, 2010, 7:00 p.m., at the Tinmouth Elementary School.

ADJOURNMENT

Helen moved to adjourn at 9:20 p.m., Cindy seconded. All approved, motion carried.

Respectfully submitted,
Jonathan Czar

December 14, 2009

To: Tinmouth Board
From: Louis Milazzo, Business Manager
Re: Business Manager Report

1. Audit Findings


There were 2 audit findings in the FY09 audit. Below is the detail on these findings.

1. Student Activities - We were unable to locate supporting documentation for the few transactions tested. There was some support for checks and deposits in the folder, but they did not have a check number written on them, and approvals were missing.


There was no accounting for different funds. So it is unclear as to who the balance belongs to. It is important to keep track of each activities receipts and expenditures. Invoices need to be obtained for all expenditures. If the invoice is from a restaurant or a credit card receipt, the supporting documentation needs to be detailed as to everything that was paid for. The supporting documentation needs to include the date paid, the check number used to pay it with, and an approving signature or initial.

2. Bank Reconciliation - Every month an elected Town Auditor reconciles the bank statement. However the reconciled balance is never proved to the amount in the general ledger. At June 30, 2009 the general ledger had a cash balance that was \$7,400 more than what was on the reconciliation. This is a material difference. Going forward the bank reconciliation needs to include balancing to the general ledger.

Principal's Report
December 14, 2009
Tinmouth Elementary School

 **Vaccine Clinic**

The 2nd H1N1 Vaccine Clinic was completed on December 3rd. All went well. Many thanks to our wonderful school nurse and the volunteers who made it all work so smoothly. To our knowledge, we have not had one child or staff member come down with this flu (knock on wood).

 **AlertNow automated information system**

This past week we did our first trial run and our first actual run of the new AlertNow automated information system. We've had good feedback from parents and feel this system is easy to use, efficient, and effective. It makes our "snow day" mornings much less stressful and insures every family is informed without delay. In the future, we may use this system for important reminders or to share emergency information as needed.


 **Field trips**

On November 24th, the 3-6th graders traveled to the Montshire Museum to see a special geology presentation which tied in directly to the science curriculum. Thanks to the Parents' Club for supporting the cost of this trip.

On that same day, the K-2 students traveled to Castleton College to see a free performance of *Rainbow Fish*, a very well known children's book which ties into our schoolwide focus this year on community and caring for one another. Thanks again to the Parents' Club for funding the bus transportation.

 **Guest Luncheon**

On Thursday, November 19, we were honored to provide a luncheon for the many community folks who make our school such a wonderful place. Turkey with all the trimmings was enjoyed by all. Many thanks to the cooks, servers, setter-uppers, and cleaner-uppers. The food and fellowship were awesome.

 **Holiday Activity**

This year, in honor of the season of giving, the students have prepared gifts to deliver to shut-ins around town. The ingredients for soup and the ingredients for cookies have been put into decorative jars and decorated for the holiday. On Friday December 18th, staff and students will travel around town to deliver the goodies and sing to the recipients. Additionally, a food drive is in process to collect non-perishable items to help stock the town food baskets.



Report of the Superintendent

To: Tinmouth Board
From: Joan Paustian
Date: December 7, 2009

- The Curriculum Coordinating Council met last week under the leadership of Kristen Caliguiri with the assistance of other administrators. The five teacher leaders were in attendance. They were each given materials to read including a copy of the Curriculum Management Audit. The scope of the responsibilities for the Council was shared along with some targeted outcomes such as a strategic plan for curriculum development and for professional development. There is a teacher leader representing each of the five schools as well as most of the administrators on the team.
- Heather Lynn Thomas is an attorney in Burlington who works for supervisory unions in the field of special education and other areas like harassment. Heather will be training the administrative team on December 15th for a two to three hour session. The topic will be harassment. Heather will inform administrators as to meanings, required timelines, and provide sample letters and forms. Following this session, Heather will train all RSWSU faculty members at 3:15 (allowing teachers from outlying schools to attend). Heather is allowing us to video tape the teacher training portion so that anyone absent from the meeting (after school teachers & IAs) can be asked to review the video. This training was mandated several years ago.
- Jay Niles, former Middletown Springs Principal, has been working with the administrators as well as groups of teachers to analyze student results on the NECAPs (New England Common Assessment Program). Four years of data is entered in the Vermont Comprehensive Assessment Tool (VCAT), which allows us to look at patterns over time as well as analyzing how groups of students have performed, content areas (e.g. probability and statistics) that students have done well or poorly, and to isolate various groups of students (e.g. special education or poverty). We are also able to determine which students entered the class in a particular grade or who left the school. A release task (actual test question that will no longer be used on the test) is matched to the standard and student names grouped by the responses given. As a result decisions can be made as to which grade expectations students may need more instruction. Jay will be presenting the supervisory union NECAP scores to the supervisory union board after they arrive. He will also spend a few minutes showing board members a few of the many analyses we are able to conduct.



Report of the Superintendent
