

Poultney Town School Board  
Official Minutes  
October 21, 2008

Attending: Mary Jo Teetor, Board Chair, and Board Members Pat Davenport, Al Jackson, and Michael Nagar, Superintendent Tom Gallagher, JeanMarie Oakman, PHS Principal, Kristen Caliguiri, PES Principal, Louis Milazzo, Business Manager, Anne Colpitts, PTSB Recording Clerk, Bonnie Lenihan, Jerry Keezer, Dawn Sarli, Tammy Petty, Tracy Gallipo, Joe DeBonis, Dale Kerber and Marie Kerber.

Chair Mary Jo Teetor called the meeting to order at 6:30pm.

**Consent Agenda:**

**a. Approval of Minutes:** Mike Nagar moved to approve unofficial minutes from September 16<sup>th</sup>, 2008 (Regular and Continuation). Al Jackson seconded. Motion carried.

**b. Superintendent's Report:** Superintendent Gallagher reported that a letter has been sent to the Association regarding the beginning of negotiations. He said he has begun a review of the Kelly Services contract to provide substitute teachers, and included a preliminary breakdown of expenses, both those covered by Kelly Services and those incurred by the district by using Kelly Services. NEMRC is now online for the town treasurer. Superintendent Gallagher is working on a district-wide policy to handle complaints about textbooks. He also clarified with the board that the two-week leave Melissa Kristensen requested in May is not a sabbatical, but a paid leave.

**c. Principals' Reports: PES:** Principal Caliguiri presented results of the 4<sup>th</sup> grade Science NECAP results from spring 2008. The scores were lower than the state average. She said that it is not surprising that the scores were somewhat low because this test assessed students in a different way than they had been taught; the science committee will use the data to guide their review of the science curriculum. The current enrollment at PES is 197. On the 2<sup>nd</sup> grade Developmental Reading Assessment, 92% of students scored at or above the standard, which is 10% higher than the district as a whole. One student was recently recommended for English Language Learner services. The cost was not budgeted, but it can be accommodated in other line.

**PHS:** Principal Oakman said that PHS student Corey Davenport will present a proposal to do a service-learning type project instead of a PDC at the November meeting. She presented an inclusive list of all textbooks used at PHS to be discussed next month. She will be attending several conferences this month and next on facilities management, special education law (presented by Art Cernosia) and secondary transformation. Principal Oakman passed out the Annual School Report Card, which has been online since June 17 and was updated October 1, as well as the two-year School Wide Action Plan required since PHS has been identified as a checkmarked school. Superintendent Gallagher commented that he has been re-evaluating how Title money is spent in the SU. He found that it has not be allocated fairly according to the percentage of students who qualify

for free and reduced lunch, and he is working to redistribute the money more equitably. **Action:** \*Pat Davenport moved to accept the donation of a Yamaha bass amplifier worth \$400, donated by Katherine Zecca. Mike Nagar seconded. Motion carried. A PHS student would like to substitute a 2<sup>nd</sup> year Public Safety Services credit from Stafford for a .5 PHS Physical Education credit. **Action:** \*Al Jackson moved to accept the proposed substitution. Mike Nagar seconded. Motion carried. Principal Oakman reported that the NECAP scores were incorrectly reported in the Rutland Herald. She clarified that 17% of 8<sup>th</sup> graders and 22% of 11<sup>th</sup> graders met or exceeded the standard on the Science NECAP. This is the first year of reporting for NECAP (after the pilot year), and she said that it usually takes a couple of years to adjust to a new testing program. Superintendent Gallagher said he thinks that the lower scores at PHS are due to poor curriculum alignment, not to poor teaching or poor administrating. He would like to train principals and administrators to audit the curriculum using money that could come from Title funds for training.

**Presentations:**

Parking Lot Issue: Jerry Keezer addressed the issue some parents raised of their high school students not receiving parking permits and getting warning tickets when they parked without a permit. Jerry has surveyed the parking lot and found multiple parking spots empty at various times of day, but Principal Oakman explained that those spots may belong to seniors who are taking college or Stafford classes or doing service learning during certain blocks. The board decided to open up the vacant lot as parking reserved for bus drivers (as long as it is possible to keep it from becoming a mess in the spring), which will free up a number of spots for students. Principal Oakman and Jerry Keezer will be responsible for deciding exactly where the permitted spaces will go and prioritizing how students receive parking permits.

Foreign Language Program: Tracy Gallipo, PHS Guidance Director, and Dawn Sarli, Challenge Teacher, discussed various options for teaching foreign language at PHS, given that keeping two full-time foreign language teachers may not be financially feasible. They presented projected enrollment in Spanish and French courses for 2009-2010 and 8 options for teaching foreign language, including maintaining two full-time teachers, hiring a part-time Spanish teacher, teaching French only, or having Liz Filskov (currently the French teacher, but working on certification in Spanish) teach French and beginning Spanish, with students taking more advanced Spanish classes at GMC or through correspondence courses. Some options included experience groups (introductory classes for 7<sup>th</sup> and 8<sup>th</sup> graders) and/or a planning period for Liz Filskov, while other options did not.

**d. Business Manager's Report:** Louis Milazzo reported that he has been working with PES and PHS administrators to develop next year's budgets. The first draft will be ready for the November meeting. The first draft of the SU budget was presented to the finance committee on 10/20 and will be presented to the whole SU board next week. The proposed SU budget is \$2000 over last year's budget, including a 10% increase in health insurance as well as an anticipated 4% salary increase. They were able to shift some expenses and work creatively to keep costs down. Starting this year, expenses for high school and

junior high will be listed together on line items. Louis also clarified that the PHS Dean of Students can sign off on time sheets, in addition to checks. Louis checked with insurance carriers to see if installing security cameras would lower premiums and found that it would not. He is also working on developing a streamlined version of the monthly financial report to save paper and make presentation easier.

1. Approve Warrants:
  - a. #39, in the amount of \$64,690.78, dated 9/12/08
  - b. #40, in the amount of \$193,627.04, dated 9/26/08
2. Financial Reports: Included for board review

### **Old Business:**

- a. Meeting recording: Superintendent Gallagher reported that the requested audio copy of the 11/20/07 board meeting was made and passed on to the Petty family.
- b. Ideas for surplus spending projects: Superintendent Gallagher received an estimate of \$270,000 to update middle school bathrooms and make them handicapped accessible. He passed it on to the board to consider as they are looking at proposed projects to undertake with the budget surplus.

### **New Business:**

- a. Textbook Approval: Discussion deferred to November meeting
- b. FY10 Budget: Discussion deferred to November meeting
- c. Negotiations: Awaiting response from union

### **Policies:**

- a. 2<sup>nd</sup> Reading:
  - i. Field Trip Guidelines: Adopted Sept. 2008
  - ii. Personnel Recruitment, Selection, Appointment and Criminal Records Checks: Strike reference to C6 on point 2 under "Recruitment". **Action:** \*Al Jackson moved to adopt policy with amendment. Pat Davenport seconded. Motion carried.
- c. 1<sup>st</sup> Reading:
  - i. Substitute Teacher Policy (formerly Instructional Personnel Policy, a.k.a. Long Term Substitute Policy) (1<sup>st</sup> reading revised): **Action:** \*Mike Nagar moved to adopt policy. Al Jackson seconded. Motion carried.
  - ii. Animal Dissection Procedures: Presented for board's information

### **Action on Personnel:**

- a. New Hires:
  - i. Ashley Mulholland - Student Council Advisor
  - ii. Gregory Mulholland - Grade 9 Class Advisor
  - iii. Sharon Teer - Jazz Band Advisor

- iv. Ernie Luikart - 7/8 Grade Soccer Coach
  - v. William Winters (Vendor) - Student Transportation
  - vi. Sharon Teer - Transportation Aid (part-time)
  - vii. Ericka Valenti - JV Girls' Basketball Coach (PHS)
  - viii. Ken Rice - 7<sup>th</sup> Grade Boys' Basketball Coach
  - ix. Jacob Rigopoulos - 8<sup>th</sup> Grade Boys' Basketball Coach
  - x. Dave Capman - Varsity Boys' Basketball Coach
  - xi. David Hughes, Jr. - Varsity Girls' Basketball Coach
  - xii. Steve Shepardson - JV Boys' Basketball Coach
  - xiii. Brian Lynam - Chorale Director
  - xiv. Jessica Bunker - 7<sup>th</sup> Grade Class Advisor
  - xv. Kim Jones - 7/8 Girls' Basketball
- Action:** \*Mike Nagar moved to approve the list of new hires, with Linda Paquette's name removed from the list. Al Jackson seconded. Motion carried.

- b. Resignations: Resignation of Gerri Harrison, beginning October 31<sup>st</sup>.
- c. Terminations: None
- d. Leaves: Maternity leave for Beth Winter, beginning around Feb. 9<sup>th</sup>.

**General Public Comment:**

- a. Copy of audio tape of meeting minutes: Tammy Petty thanked Superintendent Gallagher for the audio copy of the 11/20/07 meeting minutes.

**Next Regular Meeting:** November 18<sup>th</sup>, 2008, 6:30pm, PHS.

Mary Jo Teetor adjourned the meeting to move to executive session at 8:10 pm.

Respectfully submitted,

Anne Colpitts, Recording Clerk