

Poultney Town School Board
Official Minutes
September 16, 2008

Attending: Mary Jo Teetor, Board Chair, and Board Members Pat Davenport, Al Jackson, Tracee Oakman Rupe 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, Chrispin White, Melissa Kristiansen, Clarena Renfrow, Linda Paquette, Wanda Stiles, Carol Bunce, Una Jean Capman, Tammy Petty, and Colleen Nagar.

Chair Mary Jo Teetor called the meeting to order at 6:32pm.

Consent Agenda:

a. Approval of Minutes: Action: *Mike Nagar moved to approve the minutes from August 19th (Regular and Continuation) with amendments. Pat Davenport seconded. Motion carried. The board received copies of the unofficial minutes from the July 23rd HR Committee meeting, but the board does not need to approve committee minutes.

b. Superintendent's Report: Responding to questions from parent Tammy Petty, Superintendent Gallagher found files with student records, including transcripts, in the superintendent's office and turned them over to principal Oakman. He also found the tape with the minutes from February and he has requested the equipment necessary to copy the minutes, which are in digital format. He called the board's attention to the new state law that will require two votes to approve the school budget for any district that goes over average state spending. Poultney is currently above average spending and is likely to need two votes. It will be important to explain to the community that the budget only covers necessary expenses; big school districts bring down the state average.

c. Principals' Reports: PES: 40th Birthday Celebration: Principal Caliguiri reported that PES's 40th birthday celebration was a big success due to the participation of many staff and community members. Textbook Approval: Principal Caliguiri asked the board to approve Everyday Math, the Poultney Elementary math curriculum used in grades K-6: **Action:** *Mike Nagar moved to adopt Everyday Math for PES. Al Jackson seconded. Motion carried.

PHS: Poultney Booster Club: Carol Bunce and Una Jean Capman from the Poultney Booster Club proposed a fundraiser to install an electronic multi-sport scoreboard for the playing field. The Booster Club would provide a large chunk of the funding, look for corporate sponsorship, and solicit donations from other community members who would be recognized on a plaque. The cost of the scoreboard would be around \$9000, with \$4000 for installation (wiring) and \$2000-\$3000 for cement base. Possibly some of the labor for installation could be donated. **Action:** *Al moved to approve the Booster Club plan to raise money for a new scoreboard. Pat Davenport seconded. Motion carried. Recognition of former PTO president: Principal Oakman recognized Colleen Nagar for her many years of unselfish dedication as PTO president at PHS. Tammy Petty will be taking over this year as the new PTO president. Textbook approval: PHS

teachers are making a list of all textbooks used at PHS to ensure that all textbooks meet Vermont state standards. The list will be presented for board review at the October meeting. Current enrollment: This year's enrollment at PHS is 250. Principal Oakman hopes for similar numbers next year with incoming 7th graders from PES and other towns. Other updates: An updated fundraising spreadsheet is attached. Field trip forms have been revised to include "advisor" as well as "teacher" as potential field trip leaders. The new Animal Dissection Procedure will come to the board next month.

Presentations:

Security Camera System: After \$4000 worth of damage was caused by recent vandalism at PHS, Jerry Keezer investigated security camera systems. He reported that he has found an \$18,000 system of 8 cameras that is compatible with the silent night alarm and fire system and provides a wide field of view. The cameras would cover the exterior of the high school - near the gym, at entrances, and at corners of the building. Jerry said he thinks the resolution is such that people could be positively identified. In response to a question by Tracee Oakman Rupe, Superintendent Gallagher said that similar cameras at his previous school were very difficult to break. Pat Davenport suggested taking a look at the system used at Fair Haven to find out its benefits and drawbacks. Jerry said that the security system could be paid for out of the FY10 maintenance budget. Louis Milazzo will investigate whether or not the district would save on insurance premiums by installing security cameras.

Challenge Program: Dawn Sarli, former AmeriCorps/Vista service learning volunteer at GMC, is the new challenge teacher. She is partnering with guidance to best meet students' individual academic needs. She reported that many students are taking the CCV Intro to College Studies course. Once completed, they will earn 2 vouchers to take college courses in the state network. Six students are currently taking courses at GMC, 3 at Castleton and 1 at CCV, and Dawn said that they anticipate more students taking college classes in the spring after they complete the intro class. Students are doing independent studies on topics ranging from music to rugby, and several students are also doing work-based learning, although she is looking for more opportunities in the community. One student is even doing a combination work-based learning/independent study in veterinary research. Dawn is starting to plan a mini-conference with GMC for March to give workshops to students. Other projects include partnering with GMC's Intercultural Center to provide more multicultural exposure to students, starting a peer mediation group, and having students attend an upcoming writing workshop by Claire Walker Leslie at GMC.

d. Business Manager's Report: Louis Milazzo reported that he aims to have the SU budget finished by November and individual district budgets a month or two later. Most expenses will stay the same in the draft, with the exception of contract expenses. The board will then need to discuss additional expenses such as supplies. It is important to keep in mind that negotiations will be taking place this year, so contract expenses cannot be predicted. Louis also announced that the AFLAC open enrollment period has been changed to September-October, and any questions regarding the change should be directed to him. Principal Oakman asked if current financial problems nationally will impact retirement accounts. Superintendent Gallagher said that they have already been impacted.

1. Approve Warrants:
 - a. #36, in the amount of \$31,073.83, dated 8/15/08
 - b. #37, in the amount of \$200.00, dated 8/15/08
 - c. #38, in the amount of \$113,929.61, dated 8/29/08
2. Financial Reports: Mary Jo Teetor said that the board needs to notify the union that it is time to begin negotiations.

Old Business:

- a. Pat Davenport asked for a report on the status of Pattie McCoy getting connected to NEMRC. Louis Milazzo said he will look into the status of the link.

New Business:

- a. Textbook Approval: **Action:** *Pat Davenport moved to approve the list of language arts textbooks requested for FY09. Mike Nagar seconded. Motion carried. Al Jackson asked how the books are vetted to make sure that they do not include material (such as religious propaganda) that parents might find offensive. Superintendent Gallagher said that books must meet state standards and should therefore be appropriate. He also said that, in the event of a complaint from a parent or community member, there is a procedure under development that involves forming a committee to review the text.
- b. Approve Snow Plowing Bid: Of the 4 bids for snow plowing, Jerry Keezer and Louis Milazzo recommended Forever Green. **Action:** *Al Jackson moved to approve the three-year contract with Forever Green for snow plowing. Mike Nagar seconded. Motion carried.
- c. Approve Sub Grant (Title 1) RSWSU/PSD: **Action:** *Tracee Oakman Rupe moved to accept the sub grant from SU in the amount of \$79,000. Al Jackson seconded. Motion carried.
- d. Authorize Purchase Order Approval: **Action:** *Al Jackson moved to authorize the PHS Dean of Students to sign purchase orders. Pat Davenport seconded. Motion carried.

Policies:

- a. 3rd Reading:
 - i. Drug and Alcohol Policy: **Action:** *Al Jackson moved to adopt the revised Drug and Alcohol Policy. Pat Davenport seconded. Motion carried. Replacement date will be noted on the revised policy.
- b. 2nd Reading:
 - i. Animal Dissection: **Action:** *Mike Nagar moved to adopt the Animal Dissection Policy. Al Jackson seconded. Motion carried.
 - ii. Acceptable Use of Electronic Resources and the Internet: Central office will make sure there is a clear distinction between policy and procedures when forms are copied or distributed. Changes/clarifications: On the policy, it will be clarified that students also sign the agreement. Principal Oakman will clarify on procedures that both students and parents sign the consent form. Where it says "may/will not" it will be changed to

“may.” The title of the procedure will be changed to “Staff and Student Agreement on Use of Technology.” This policy will be up for a 3rd reading in October.

iii. Field Trip Policy: **Action:** *Al Jackson moved to approve the field trip policy. Pat Davenport seconded. Motion carried.

c. 1st Reading:

i. Field Trip Guidelines: A copy of the revised field trip guidelines was given to the board to review.

ii. Substitute Teacher Policy (formerly Instructional Personnel Policy, a.k.a. Long Term Substitute Policy): This policy includes changes that reflect new statutes on licensure and a clarification that after working 45 days for the same teacher, the substitute teacher receives pay and prorated benefits in accordance with the guidelines of the Poultney Teachers’ Contract. Superintendent Gallagher will look into whether or not those benefits would be retroactive. He will also change the policy to reflect current practice, which is that short-term and day-to-day subs are contracted through Kelly Sub Services instead of by principals.

iii. Personnel Recruitment, Selection etc.: This new policy would replace a number of outdated policies on the board’s role in hiring practice. A 2nd reading is scheduled for October.

iv. Transportation Employees – Mandatory Drug and Alcohol Testing: If any transportation employees are district employees and not contract employees, they may be subject to drug testing. Al Jackson raised a concern about who is responsible for paying for testing, since the policy says the district is not responsible. Tracee Oakman Rupe asked if this could go to the policy committee for discussion with more information about current bus company procedures.

Action on Personnel:

a. Approve Medical Leave Request (to November 30, 2008): **Action:** *Al Jackson moved to approve leave of absence until November 30, 2008. Mike Nagar seconded. Motion carried.

b. Accept Retirement (effective December 1, 2008): **Action:** *Mike Nagar moved to accept the retirement of PHS Spanish teacher Suzanne Montalvan effective December 1, 2008. Pat Davenport seconded. Motion carried.

c. New hires:

- i. Morse, April – Spanish Teacher (PHS)
- ii. Walden, Terry – High Degree Care Stipend
- iii. Ross, Jean – High Degree Care Stipend
- iv. Capman, David – Athletic Director
- v. Wade, Brian – 7/8 Football Coach
- vi. Harrington, Keith – 5/6 Grade Soccer Coach
- vii. Pearsons, Barbara – Library Aide PES/PHS
- viii. Roberts, Linda – Smile Club Advisor
- ix. Panza, Gerard – Production Supervisor
- x. Manning, Nicole – IA (PHS)
- xi. Keagy, Don – Model Congress

- xii. Center, Julie (Vendor) – SLP Long Term Substitute
- xiii. Grenier, Kendra – 8th Grade Class Advisor
- xiv. Jeffers, Peter – 7/8 Grade Soccer Coach

Action: *Al Jackson moved to approve new hires. Pat Davenport seconded. Motion carried.

d. Resignations: None

e. Terminations: None

f. New position: Superintendent Gallagher announced that there is enough money in Title IV to pay for a two-day a week Student Assistance Counselor for the 08-09 school year. **Action:** *Al Jackson moved to approve advertising the position. Pat Davenport seconded. Motion carried.

General Public Comment:

a. Field Trip Policy: Carol Bunce asked for more information on the field trip policy. Principal Oakman will make sure that all class advisors get a copy of the new policy.

b. FY08 Audit: Carol Bunce asked if the FY08 audit will be available before Town Meeting Day. Louis Milazzo said it should be available in November.

c. Condition of flag: Carol Bunce also reported comments heard at a recent home football game about the poor condition of the flag flown over the athletic field. Jerry Keezer told her that flags had been ordered, but she wanted to make sure that a new one could be found by Saturday for the next home game. Principal Caliguiri said she could loan one if the new ones don't come in time.

d. Transcripts: Tammy Petty asked about the transcripts that Superintendent Gallagher found in his office. She wondered if they had been changed or edited and why they had been taken in the first place. Superintendent Gallagher said that some were whited out or highlighted, and there were handwritten notes included with some of them. He said he does not know why they were taken and he finds it very unusual. He turned them over to Principal Oakman, who said she believes they are all accounted for. She also sent an inventory to her attorney.

Next Regular Meeting: October 21st, 2008, 6:30pm, PHS.

Mary Jo Teetor adjourned the meeting to move to executive session at 8:57pm.

Respectfully submitted,

Anne Colpitts, Recording Clerk

Poultney Town School District
Board of School Directors
Official Continuation Minutes
Executive Session
September 16, 2008

Attendance: Pat Davenport, Al Jackson, Tracee Oakman Rupe, Mike Nagar, Mary Jo Teetor, Principal Jean Marie Oakman, Superintendent Tom Gallagher, Business Manager Louis Malizzo

Pat Davenport made a motion to move into executive session at 9:05 PM
Mike Nagar seconded the motion. Motion carried

Mike Nagar made a motion to move out of executive session at 10:20PM.
Al Jackson seconded the motion. Motion carried.

No Action Taken

Mike Nagar made a motion to adjourn. Motion carried

Respectfully submitted,

Mary Jo Teetor, chair