

Rutland Southwest Supervisory Union
Regular Board of School Directors Meeting

August 25, 2008

7:00PM - Tinmouth Elementary School

OFFICIAL MINUTES

Board Members Present: Mary Jo Teetor, Tammy Holcomb, Lisa Patry, Pat Davenport, Mike Nagar, Jim Gilmour, Russ North, Anne Robbins, Kimberly Mathewson, Jodi Comeau, Tracee Oakman Rupe, Charity Downs, Helen Mango and Superintendent Thomas Gallagher.

Others Present: Michelle Folger, Bonnie Lenihan, Richard Stewart, Louis Milazzo, April Simpson, Katrina Abatelle, Maryann McDonough, Martin McDonough, Tammy Petty and Colleen Nagar.

The meeting was called to order at 7:10 PM by Vice Chair Mary Jo Teetor.

Consent Agenda:

Approval of Unofficial Minutes from July 2, 2008 Revised (continuation from June 30th); July 17, 2008 (Finance Committee Meeting); July 28, 2008 (Regular and Continuation). (The July 28th Continuation minutes were inadvertently omitted from the board packets, and will be brought back at the September meeting.)

Motion made by Tammy Holcomb, seconded by Helen Mango to approve the minutes. Discussion followed.

The following amendments were noted:

July 17, 2008 Finance Committee Minutes, IV. (b) remove the dollar figure and replace with "sum".

July 28, 2008 (Regular) Minutes, under other lawful business, paragraph 9, correct spelling of breached to breached; paragraph 17, correct the word contracted to contacted.

July 2, 2008 (Continuation) Revised Minutes, last page, Letter of Reference: remove .a from first sentence. Upon confirming the language from the audio tape from this meeting; the revision was made. The revision to Agreement, page 3, was acknowledged by the board.

The motion to approve the minutes with noted amendments and revisions, with the exception of the July 28th continuation minutes which will be presented at the September meeting, was carried.

Superintendent Gallagher introduced April Simpson, Itinerant Art Teacher to the board. Ms. Simpson gave a brief introduction of herself and her love of arts and how she intends to implement such into her teaching this year. Ms. Simpson was welcomed by the board. Superintendent Gallagher requested that the board consider moving the approval of hiring Ms. Simpson up on the agenda in order to allow her to leave the meeting if she so chose. It was determined that the board would complete the approval of the consent agenda and would then re-arrange the agenda to accommodate Superintendent Gallagher's request.

Report of the Superintendent (written report included in board packets): The Superintendent spoke briefly regarding his report. Discussion ensued regarding the HR Module. The Superintendent was thanked for his informative and thorough report.

Report of the Business Manager: Mr. Stewart deferred his report to coincide with the Finance Committee's report later on the agenda.

Report of the Director of Student Support Services (written report included in board packets): Mrs. Lenihan took a few questions from the board clarifying what EPSDT stood for, and gave an explanation, along with Interim Business Manager, Dick Stewart, of what generated EPSDT funds and how they were spent.

Report of Director of Curriculum and Instruction (written report included in board packets): Mrs. Folger

answered questions from the board regarding the number of mentors required this year, and the cost involved. Mrs. Folger informed the board that at the time her report was written, not all mentors had been assigned, and at the time of the meeting, she was pleased to report that assignments have been made, with some of our mentors doubling up; this is no longer considered a possible budget breaker.

Motion made by Helen Mango, seconded by Charity Downs to approve the consent agenda. Motion carried.

Motion made by Helen Mango, seconded by Tammy Holcomb to approve April Simpson as the RSWSU Itinerant Teacher for FY09. Motion carried. Ms. Simpson was thanked for attending the meeting, and wished well for the school year.

General Public Comments: None

Old Business: None.

New Business:

Finance Committee Report: Tammy Holcomb gave a verbal report regarding what the committee had accomplished at their meeting on August 18, 2008. Procedures (finance) were provided to the committee for review. A stipend for the Recording Clerk was discussed. The Committee unanimously recommends to the board that a stipend of \$1,000.00 per annum (pro-rated for FY09) be approved. Discussion ensued.

Motion made by Tammy Holcomb, seconded by Jim Gilmour to offer the stipend of \$1,000.00 per annum (to be prorated at \$835.00 for FY09) for the Recording Secretary. Motion carried.

FY06 Medicaid adjustments (to be discussed by Interim Business Manager).

Grant Writer - should not be funded by grants, other sources to be discussed.

SAP Grant - The Superintendent spoke regarding the SAP (Student Assistance Program) Grant. The Superintendent has determined that the grant had been applied for and approved for the past two years in the amount of \$18,000.00. However, it was discovered that the paperwork had never been signed and returned to the State, therefore no funds were released. The funds have not been lost and the Superintendent is currently working on procuring the funding and establishing the SAP at Poultney High School for this school year.

Consolidated Federal Grant funds distribution has historically been determined by the Administrators and the Superintendent. It was discussed and suggested that the board have input into the process in the future and be informed of the distribution to assist the board during the budgeting process.

Mr. Stewart elaborated on the process, indicating the Business Office should present an overview to the board at budget preparation time regarding grant funds that are known at that time. He indicated that it should be a normal procedure to review grants with the board(s). He was working with the current Business Manager, Mr. Milazzo, regarding establishing this process for RSWSU and its member districts.

A question was posed regarding follow up on the time/attendance tracking for Central Office personnel, stressing the importance of accurate reporting. Discussion ensued. Mr. Stewart will look into the issue and report back to the board at a later time.

Mr. Stewart reported the reconciliation status of all accounts and the progress being made in regard to cooperation and collaboration with the Treasurers. Procedures have been established and are currently being implemented. Middletown Springs' FY08 has been reconciled, and balanced to the Treasurer's balances. Wells' FY08 requires one more transaction, and then will be reconciled and balanced to the Treasurer's balances. Poultney's reconciliation is currently in process, and should be completed within the next two weeks. Ira is to be discussed further with the Ira Board at their August meeting.

Mr. Stewart and Mrs. Marino have met with all school district treasurers (except Ira). All transactions are to be received by Central Office, from the treasurers by the appointed deadline, thus providing Mrs. Marino with

approximately two weeks to reconcile to the treasurer's records and resolve any discrepancies by the end of each month. The RSWSU treasurer has agreed to have NEMRC loaded into the RSWSU Treasurer's Office. This will allow her to enter revenues directly into the system. Mr. Stewart is facilitating this process.

Overall, Mr. Stewart is very pleased with the progress made to this point. He is confident that if the procedures, policies and processes (which have been implemented) are followed, continued progress will occur.

Mr. Stewart welcomed Business Manager, Mr. Louis Milazzo, at this time. Mr. Stewart outlined the work he and Mr. Milazzo would accomplish in the next several weeks during their transition period.

Mr. Stewart reported that all reports have been submitted to the state on time, including the STAT Reports.

Mr. Stewart referenced the FY07 Audit, pages 49-57. He reviewed the audit findings and the action plan which he completed. Mr. Stewart referenced each finding and action plan for the board.

Mr. Stewart reported on the Federal Program Audit. There were several findings which require an action plan. Mr. Stewart has worked with Mrs. Folger to complete an action plan to address each of the findings noted in the audit.

Mr. Stewart reported that there is an FY07 carry over fund balance which he had not previously been aware of; totaling \$62,837.00. The revised projected ending fund balance for FY08 is \$58,562.00. Mr. Stewart recommends that once the FY08 audit is completed, and the actual FY08 ending Fund Balance is known; consideration should be given for any additional anticipated expenses for FY09. He suggests applying the carryover fund balance in order to balance the FY09 budget. Any remaining fund balance should then be returned to the member towns by the percentage of how they are assessed.

Mr. Stewart reported on the status of the FY06 Special Education Audit. The original penalty was \$450,000.00 and now, due to the hard work of the business office staff and the special education staff, had been decreased to \$188,957.40. The state reconsidered their position on disallowing the transportation costs for special education students and additional documentation was provided which resulted in the decreased final penalty. Budgeting and coding procedures have been revised and reviewed to stay inline with eligibility requirements for expenses. Mr. Stewart provided detailed results for the portion of responsibility for the \$188,957.40 of each member town. He is currently researching the projected impact of this unanticipated expense on the FY09 budgets. Mr. Stewart stressed the hard work and collaborative efforts that had gone into the resolution of this issue. Mrs. Lenihan concurred.

Mr. Stewart announced that this was to be his last RSWSU Board meeting. He expressed sincere appreciation for the support he has received from the Boards, Administrators and staff. The Board thanked Mr. Stewart for his services and enormous contribution to the Supervisory Union.

Mr. Stewart reported that the Medicaid reports were reviewed, and a previous error corrected.

Human Resource Committee Report: None. Next meeting is scheduled for September 4, 2008 at 7:00 PM at Middletown Springs Elementary School.

Policy Committee Report: None. Next meeting to be held September 3, 2008 at 4:00 PM at the Office of Tracee Oakman Rupe in Wells, VT.

Finance Committee's next meeting is scheduled for September 15, 2008 at 5:30 PM at Middletown Springs.

Superintendent Gallagher remarked that Middletown Springs Board had worked hard on their policies. He outlined a procedure whereby, local boards may continue to pass policies which may differ from those of the RSWSU. However, he would like all policies to flow back and forth between the RSWSU board and each local board to ensure that all boards adopt the same/similar policies (to stay consistent across the SU). This not meant to limit each local board in adopting their own policies. He also indicated that building administrators are now included in the process to ensure full understanding, and continuity of policies across the SU. Mr. Gallagher will implement a change whereby a notation will be included on all newly adopted or revised policies that indicates which (if any) policy is being replaced.

Approval of Warrants:

Warrant #33 (unsigned) will be returned at the September meeting.
Warrant #34 approved by consensus.

Vice Chair Mary Jo Teetor called for a break from 8:40 - 8:50 PM.

Policies:

2nd Reading: Policy Dissemination, Administration and Review: add Board Members to sentence under Administration. Motion made by Charity Downs, seconded by Helen Mango to approve with amendment. Motion carried.

2nd Reading: Animal Dissection: Motion made by Tammy Holcomb, seconded by Anne Robbins to approve/adopt as presented. Motion carried.

New Hires:

Motion made by Helen Mango, seconded by Jodi Comeau to approve all new hires as listed below:

Brenda Achorn, School Year Occupational Therapist
Ellen Reiling, Reading Recovery Teacher Trainer
Diane Kudrez (Vendor) School Year SLP for MESE-partially funded by IDEIA-B
Barbara Anagnos (Vendor) School Year School Based Clinician for MSES-partially funded by IDEIA-B.

Resignations: None

Terminations: None.

Other Lawful Business:

It was determined that the board and the administrators would gather together on September 22, 2008 at 6:30PM at Wells Village School. A pot-luck supper is planned (the board is to provide the meal).

Open House for Superintendent Gallagher: it was determined that each local board wished to hold their own open house/welcome for the Superintendent, however, the board also wished to hold an open house at Central Office on Wednesday, September 10th from 4:00 - 6:00 PM. The board will provide punch and desserts, central office staff will set up. Kimberly Mathewson agreed to take care of promotion and Bonnie Lenihan agreed to take care of organizing the refreshments. It was suggested that the Open House would also be an opportunity to introduce Business Manager Louis Milazzo.

Set Next Meeting: September 22, 2008, at Wells Village School. The beginning time is to be 7:30PM (due to the pot luck supper preceding the meeting).

Motion made by Russ North, seconded by Kimberly Mathewson to move the board into executive session for personnel matters at 9:07 PM. Motion carried.

The recording secretary was excused.

Respectfully submitted,

Jan Dente
RSWSU Recording Secretary

**Continuation of RSWSU Meeting
August 25, 2008
Tinmouth
Official Minutes**

Jim Gilmour moved the Board out of executive session at 10:45pm. Russ North seconded. Motion carried.

Action Taken: Kimberly Mathewson moved the Board direct the Superintendent to resolve the financial matter brought forth by a SU employee. Mike Nagar seconded. Motion carried.

Mike Nagar moved to adjourn at 10:46pm. Tammy Holcomb seconded. Motion carried.

Respectfully Submitted

Kimberly Mathewson
Clerk