

RUTLAND SOUTHWEST SUPERVISORY UNION

(REGULAR) Board of School Directors Meeting

September 22, 2008

7:30 PM at Wells Village School

OFFICIAL MINUTES

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

Others present: Michelle Folger, Bonnie Lenihan, Darren McIntyre, Louis Milazzo, Joe LaRosa, Tammy and Medrick Petty, Colleen Nagar.

The meeting was called to order at 7:40PM by Vice Chair Mary Jo Teetor.

Consent Agenda:

Approval of Minutes: Motion made by Helen Mango, 2nd by Tammy Holcomb to approve the minutes of July 28, 2008

(continuation); and August 25, 2008 (regular and continuation).

The following amendments were made by the board:

July 28th (continuation) - correct spelling of Stomski throughout the document.

August 25th- add Helen Mango and Charity Downs to board members present.

It was noted for the record that subcommittee minutes do not need to be approved by the full board, only by the committee. The board appreciates seeing them, and would like to continue to receive them.

*Motion to approve minutes with noted amendments carried.

Report of the Superintendent: Written report included in board packets. Superintendent Gallagher reported a proposed change in title from Policy Committee to Systems Management Committee. He outlined the responsibilities of the Systems Management Committee. The Superintendent requested that the individual(s) who take the minutes (whether regular, continuation, special or committee) be responsible for making the approved changes, converting them to "Official" status and sending them to CO for record keeping and distribution. Jan will be in contact with those who took minutes of previous meetings requesting the official copy.

Superintendent Gallagher clarified that the stipend for the Recording Clerk (approved at the August meeting); was to be effective beginning with the August meeting.

Superintendent Gallagher updated the board on several other issues to include vacation days reviewed, attorney update, and pre-board meeting update with Vice Chair.

There were no questions of the Superintendent on his report.

Report of the Business Manager: Mr. Milazzo's written report was included in the board packets. He handed out a revised school district budget timeline. Brief discussion regarding the revised timeline ensued.

Mr. Milazzo reported back (as requested) on the employee absentee reporting. He gave an overview of the current process including new cross checking procedures that he and the Superintendent have implemented. Superintendent Gallagher also spoke regarding the current procedure and new improvements. One board member expressed the desire to install a time clock at Central Office. Discussion followed, resulting in a consensus that a time clock is not necessary at this time.

Mr. Milazzo reported that the open enrollment period for AFLAC has been changed to September 15- Oct 15. These new dates will allow more employees to take advantage of the benefit, and will not have any financial impact on the SU or member districts. No objections noted.

Mr. Milazzo also reported that after a preliminary review of the FY09 he anticipates a possibility of a cost savings which may allow the SU to hire a grant writer. The board had expressed interest in the August meeting in doing so. No action or discussion.

Mr. Milazzo reported on the progress of account reconciliations, and the contracted services with NEMRC. The work with NEMRC is far ahead of schedule in large part due to Kathy Marino's efforts in taking on a huge part of the reconciliation. The unused contracted time with NEMRC will be used in training and reporting for year end both in December and June.

Mr. Milazzo reported on the status of record storage and research completed regarding micro film. Discussion ensued. Mr. Milazzo will research further to determine if a refurbished machine could be found. The board asked for more details (estimate of labor time involved both in house and contracted). Mr. Milazzo reported that all confidential personnel paperwork related to payroll is currently maintained in a locked cabinet.

The NEMRC networking connection for Treasurer, Patty McCoy's office was anticipated to be completed by the end of the day today, with the test run to be done tomorrow.

*Title I sub grant Agreement: (presented in board packets): Motion made by Russ North, seconded by Tammy Holcomb to approve the sub grant between RSWSU and PTSD. Motion carried. (One RSWSU Board Officer to sign agreement- should not be Mary Jo Teetor as she has already signed the agreement on behalf of the PTSD Board).

Report of Student Support Services: Written report included in board packets. Mrs. Lenihan was asked if she had received documentation regarding the rate increase from Claudia Ellis. Mrs. Lenihan indicated she had. Mrs. Lenihan elaborated for the board on the new changes to HQT requirements for Special Educators and the potential impact on the current year's budget. Mrs. Lenihan reported that she and Mr. Milazzo were exploring the possibility of using a percentage of grant funding to cover some Administrative costs.

Report of Director of Curriculum: written report included in board packets. Mrs. Folger indicated that all new teachers had been assigned a mentor for this year.

Report of Grant Coordinator: Mr. LaRosa's written report was included in the board packets. Mr. LaRosa reported that he is seeing an increase in enrollment in the after school programs. He reported that VAC had been unable to fulfill its contract (after school program) and due to the hard work of the building administrators we were able to get the program up and running in short order using the old model. Mr. LaRosa thanked the administrators for their efforts.

Mr. LaRosa reported that the J. Bowse Grant evaluation had gone very well. This is to be the last year of the program and he anticipates that we will spend all the grant money by the end of this fiscal year.

Mr. LaRosa reported on future funding which will become available (to apply for) in FY10 for funding in FY11. Work is already in the planning stages.

One board member commented on the success of the recent CO Open House and thanked those who contributed.

Mrs. Lenihan mentioned that she typically holds a new board member training in October to review Special Education requirements etc. She asked if there was interest in continuing this training this year. Several board members indicated they would be interested and it was also suggested that any board member could attend (not just new members). It was determined that the training would be held on October 27, 2008 at 6:15PM at Poultney High School, prior to the regular monthly RSWSU Board meeting.

*Motion made by Helen Mango, seconded by Tammy Holcomb to approve the consent agenda. Motion carried.

General Public Comments:

An audience member inquired regarding the board members present as noted on minutes from RSWSU meetings. Vice Chair Mary Jo Teetor responded that board members present (on minutes) includes alternates and SU board members.

Old Business: Mike Nagar brought up the status of the need to revise the language in the written Agreement. Discussion ensued. The attorney indicated that the minutes accurately reflected the language of the agreement, (as supported by audio tape); the board could revise the actual written agreement and submit it for signature. Mike suggests getting the attorney's opinion in writing.

Mike reiterated his concerns regarding the RSWSU board chair, and relayed to the board his impression of the recent meeting with the board chair, Superintendent and himself. Mike commented to the board that after the meeting, he again approached the board chair requesting his resignation.

Jodi Comeau questioned Mike regarding his use of the term "we" in reference to the board in speaking with the board chair and asking for his resignation. Jodi stated that Mike was not speaking on behalf of the full board, and cannot/should not represent himself as such. Mike corrected himself to state that "I" called for the resignation of the chair. Discussion ensued. Superintendent Gallagher reminded the board to maintain proper decorum and asked the chair to recognize members one at a time.

Tammy Holcomb commented that she would like to hear from the board chair as he had not had opportunity to respond to the allegations. Other board members agreed.

Vice Chair Mary Jo Teetor asked the board if they wished to schedule a special meeting for this purpose or if they wished to handle in executive session at the October regular meeting. Tammy Holcomb asked Superintendent Gallagher his opinion of the meeting (between the board chair, superintendent and Mike Nagar); Mr. Gallagher responded he was not comfortable answering for the chair. He stated that, in his opinion, the meeting ended professionally and thought it was a productive meeting. Superintendent Gallagher stated he felt it is best to iron out issues of this nature not in a public forum. Mr. Haynes should be allowed the opportunity to answer (in executive session).

Pat Davenport suggests executive session to discuss all issues regarding personnel, to ensure that each party is afforded due process.

After some deliberation the board decided by consensus to schedule a special board meeting on October 6, 2008 at 7pm at Wells Village School. To be executive session for the purpose of personnel matters. The alternate date would be October 7, 2008 at 7:00pm at Wells Village School.

New Business:

Finance Committee Report: Tammy Holcomb reviewed the progress at the last committee meeting. She noted that the committee decided to provide the full board with a monthly summary of the financial statement and variances. If this was agreeable with the full board, they would continue to do so. Ms. Holcomb noted that the board should be considering what salary they would be asking for the new Superintendent for the FY10 budget. Superintendent Gallagher shared some research he had done with the board. Mr. Gallagher will do further research and report back. The board indicated they would like to include in the research the number of anticipated openings in the State and the salary range. Mr. Gallagher reported that there are currently four (4) anticipated openings in the State, and eight (8) interim Superintendents. The board asked for a range of salaries for these positions.

Ms. Holcomb commented on the anticipated percent of increase to the budget for FY10 budget. Superintendent explained the two vote system and the calculations involved. The Superintendent explained that it may not be productive or feasible to identify a percentage increase for the budget, but it would be more prudent to start with the salaries and benefits (which are known) to begin the process. Discussion ensued.

Ms. Holcomb reported the committee had begun to review finance procedures.

Ms. Holcomb also reported briefly on the AFLAC open enrollment change and cash reconciliations, Additional time requests for CO personnel to complete work by appointed deadlines is not recommended by the committee. The next finance committee meeting is scheduled for October 20th at Central Office.

Human Resource Committee: No notes available. Next meeting is scheduled for Thursday of this week, 7PM in Middletown Springs. The committee is in the process of data gathering to make SU-wide comparisons.

Systems Management Committee (formerly Policy Committee): Ms. Mango reported that the committee reviewed every policy (mandatory) and those that we still have “on the books”. The next committee meeting was set for October 28, 2008 at 4PM at Central Office.

October committee meetings for the record:

10/20/08 Finance Committee; 6:30pm at Central Office 10/28/08 Systems Management Committee; 4:00pm at Central Office.

Approval of Warrants:

Warrant #33 in the amount of \$31,692.00, dated 7/3/08.

Warrant #35, in the amount of \$6,757.32, dated 8/15/08

Warrant #36, in the amount of \$36,872.73, dated 8/29/08

Warrant #37, in the amount of \$9,222.56, dated 9/12/08

Approved by consensus.

Policies for 2nd Reading:

Board Member Conflict of Interest - no changes

Drug & Alcohol Testing: Transportation Employees: omit “his/her” throughout the document.

Curriculum Development & Coordination: no changes

*Motion made by Charity Downs, seconded by Helen Mango to adopt the three policies named above with noted amendments. Motion carried.

Policies for 1st Reading:

Firearms: (Replaces former Weapons policy): Superintendent Gallagher answered board members questions. Footnotes explain the changes. Policy to be moved for 2nd reading in October with no changes.

Personnel Recruitment, Selection, Appointment and Criminal Record Checks: Change all “school district” or “district” to Supervisory Union throughout the document. Table this policy to October (see reference to policy C-6 which the SU has not yet approved).

Substitute Teachers: This was determined to be a Poultney Policy, no SU action at this time.

Limited English Proficiency Students: no changes. Policy to be moved for 2nd Reading in October.

Participation of Home Study Students: no changes. Policy to be moved for 2nd reading in October.

Hazing: change “school district” or “district” to Supervisory Union throughout the document. Policy to be moved for 2nd reading in October.

Field Trips: Remove the paragraph “Implementation” (board determined this to be procedure not policy). Policy to be moved for 2nd reading in October.

Student Attendance: inadvertently missing from board packet; policy to come before board in October for 1st reading.

Pupil Privacy Rights: Superintendent will research with VSBA and report back to board in October. Policy to be re-presented to board for 2nd reading in October.

Educational Support System: no changes. Policy to be moved for 2nd reading in October.

Grade Advancement: Retention, Promotion & Acceleration of Students: no changes. Policy to be moved for 2nd reading in October.

Acceptable Use of Electronic Resources & the Internet: change “school district” or “district” to Supervisory Union throughout the document. Do not include the procedures. Policy to be moved for 2nd reading in October.

Student Conduct and Discipline: no changes. Policy to be moved for 2nd reading in October.

Drug and Alcohol Abuse Policy: Board determined not a Supervisory Union policy. No action at this time.

Selection of Instructional Materials: no changes. Policy to be moved for 2nd reading in October.

Head Lice: no changes. Policy to be moved for 2nd reading in October. Procedures to stay due to EEE program.

The board initially wished all footnotes to be removed once a policy was adopted, however, after some discussion, the board decided by consensus to retain all footnotes as they provided explanation and details regarding changes to the policies.

No motion needed to move policies noted above to 2nd reading as declared by the Vice Chair.

Action on Personnel Contracts:

*Motion made by Russell North, seconded by Charity Downs to approve the following new hires:

- Sherry Lantman - Literacy leader for MSES (funded though CFP)
- Barbara Mulholland (Vendor) - Tooth Tutor (funded by EPSDT)
- Colleen Hoard (Vendor) - Tooth Tutor (funded by EPSDT)
- Susan Wallett (Vendor) - Physical Therapist EEE-PreK (funded through IDEIA-B)

No Resignations or Terminations.

Set Next Regular Board Meeting: October 27, 2008 at 7:00PM at Poultney High School.

Mary Jo Teetor called for a short recess at 9:40 PM.

The Recording Secretary was excused at this time.

Respectfully submitted,

Jan Dente
RSWSU Recording Secretary

September 22, 2008
Official Continuation

Rutland Southwest Supervisory Union
Unofficial Continuation Minutes

September 22, 2008
Wells Village School

Charity Downs made a motion to move into executive session at 9:52 PM. Jodi Comeau seconded the motion. Motion carried.

Attending executive session:

Board Members: Russell North, Jim Gilmour, Mike Nagar, Helen Mango, Mary Jo Teetor, Charity Downs, Pat Davenport, Tammy Holcolm, Karen Stomski.

Superintendent Thomas Gallagher, Business Manager Louis Milazzo, Director of Special Services Bonnie Lenihan.

Helen Mango made a motion to move out of executive session at 10:45 PM. Jodi Comeau seconded the motion. Motion carried.

No Action Taken

Russell North made a motion to adjourn. Helen Mango seconded the motion. Motion carried at 10:46 PM

Respectfully Submitted,

Mary Jo Teetor, Vice Chair