

Tinmouth School Board  
Official Minutes  
October 10th, 2011

Present were Kimberly Stewart, chair; board members Cindy Taylor-Patch and Helen Telfer. Also present were Gail Fallar, Town Treasurer; Joan Paustian, Superintendent; Gail Curtis, Principal; Louis Milazzo, RSWSU Business Manager (arrived at 6:50pm); Lisa Edge and Karen Kay, TES teachers; Jonathan Czar, Secretary.

The meeting was called to order at 6:02 p.m.

**MINUTES TO BE APPROVED**

Unofficial minutes: September 19<sup>th</sup> regular, September 26<sup>th</sup> Emergency.

**CONSENT AGENDA**

**Superintendent's Report** – Joan provided a written report (attached, page 4).  
Additional notes are as follows:

- Interviews have begun for the Director of Student Support Services.
- Planning for in-service day. November 11<sup>th</sup> was problematic for some, so they are looking at alternative dates.
- The Writing Curriculum should be done by December

**Business Manager's Report** – Louis provided the first draft of the budget (see New Business)

**Principal's Report** – Gail Curtis provided a written report (attached, page 5).  
Additional notes are as follows:

- E.L.M. Electric provided an estimate of \$2087 for the electrical work and were the only vendor to respond to the estimate request. Kim moved to hire E.L.M. Electric, Helen seconded. All approved.
- The Board provided necessary signatures to authorize Gail Curtis to be new contact for backup water system.
- A Brief discussion about fire and lockdown drills followed. Cindy volunteered to arrange meeting with a police officer for information purposes.

Cindy moved to approve consent agenda. Helen seconded, all approved.

**BILLS AND ORDERS/FINANCIAL STATEMENT**

Gail passed out the Financial Statement and Bill and Orders for the board to review.

AP Warrants		
Warrant #	Date	Amount
7	10/03/11	\$68,680.49
PR Warrants		
Warrant #	Date	Amount
6	09/26/11	\$14,069.52
7	10/10/11	\$13,877.49

Helen moved to approve warrants, Cindy seconded. All approved.

### **OLD BUSINESS**

**After School Program** – The board re-established an afterschool advisory board. The board will consist of the Principal, a board member, and a parent. Kimberly volunteered to be the board member. Gail Curtis will get Kimberly a list of active after-school participants. The board will examine the schedule and discuss which board member will participate. The payment plan was changed to billing at the end of the semester with hopes of increasing participants.

### **NEW BUSINESS**

- FY13 Budget- Draft 1. The total expense is up 1.84%. Louis will provide more figures in November with the hope to finish in December. Educational spending is up 12% due to using the tax stabilization fund last year. Line items discussed. Karen Kay asked if teachers could be involved in budgeting for classroom supplies.
- Action Plan – Gail Curtis handed out a draft. The board will review the draft for the next meeting.
- School Counselor position – The school is currently paying \$70/hour for a school-based clinician. The SU Recommendation is to look at a school counselor for ½ day per week as opposed to a clinician. The position was advertised and 12 people responded. Louis recommended funding with Medicaid. Kim moved to hire a school counselor at .1FTE, Helen seconded. All approved, motion carried.
- Authorize/approve Title I sub-grant agreement – All federal grant money comes to SU. \$35,000 has been sub-granted to Tinmouth and needs board approval. Helen moved to accept the Title I sub-grant agreement. Cindy seconded, all approved. Motion carried.

### **PERSONNEL**

#### **New Hires**

- After School Programs positions: Program Director Jen Calvey and assistants Stuart Gerrol and John Gillette. This is for both homework club (first hour, funded by Medicaid) and after-school which is everything after that first hour. The Board approved the hiring and budget.

### **NEXT MEETING**

The next meeting is set for November 14<sup>th</sup>, 6:00 pm at Tinmouth Elementary School.

Respectfully submitted,  
Jonathan Czar

### **CONTINUATION MINUTES**

Motion made by Helen Telfer, seconded by Kimberly Stewart to move the board into

executive session at 8:15PM for the purpose of personnel and negotiation issues (to include Superintendent Paustian and Principal Gail Curtis). Motion carried.

Motion made by Kimberly Stewart, seconded by Helen Telfer to move the board out of executive session at 8:26PM. Motion carried.

No action taken.

Motion made by Kimberly Stewart, seconded by Helen Telfer to adjourn at 8:28PM.  
Motion carried

Respectfully submitted,  
Helen Telfer  
Board Clerk

To: Tinmouth Board  
From: Joan Paustian  
Date: October 3, 2011

**Comments:**

- The joint Vermont School Boards' Association and Vermont Superintendents' Association Conference will be held on October 20 and 21 at Lake Morey in Fairlee, Vermont. It is a two day event. There are a number of professional development opportunities for both school board members and for superintendents. Keynote speakers typically provide information that is inspiring and usually practical. A large number of Board members from across Vermont attend this conference – some for both days and some for just one day.
- Applications are closed for the Director of Student Support Services. Applications will be read and qualified applicants will be interviewed later this week or the beginning of next week.
- The Poultney Board hosted a Community Forum in May to gather community input and answer questions. There were a number of parents in attendance. Poultney is hosting another Community Forum at the beginning of their October meeting. This is scheduled as a part of their Board meeting. For the first hour, community members will have an opportunity to discuss anything that they wish with Board members. Other Boards may find this an interesting concept to build community relationships.
- Teacher leaders and administrators will begin to develop the Essential Standards for writing in mid-October. These standards will be specific to the writing process and also target writing across content areas as well. The standards will also be converted to student friendly language. The team also plans to begin the work of developing or selecting formative assessment tools to use to measure mastery of reading and English language arts standards for students at all grade levels.

# PRINCIPAL'S REPORT

DATE: OCTOBER 10, 2011

## 1. MAINTENANCE:

- We have cleaned the hall going to CC. (fire code)
- We have organized the storage outside the office

## 2. FUNDRAISING:

- Last week for Yankee Candle
- Next, pizza in January
- Continue with bottles for grades 5/6

## 3. WELLNESS:

- Full Swing – Tracy spoke at Staff meeting (Path Points)
- Family style dining - Friday

## 4. EVENTS:

- Successful Open House
- Rehearsal has begun on Holiday Program – Dec. 12<sup>th</sup>
- NECAP testing begins Oct. 11 (tomorrow)