

**Poultney School District  
Board of School Director's (Regular) Meeting  
June 21, 2011 5:30PM at Poultney High School**

**Official Minutes**

Board Members Present: Mary Jo Teetor, Alicia Marcy, Pat Davenport, Chrispin White.

Administration Present: Superintendent Joan Paustian, Principal Kristen Caliguiri, Principal Tom Fitzgerald, Dean of Students Joe DeBonis, Jr., Business Manager Louis Milazzo.

The meeting, having been **called to order** by Chair Mary Jo Teetor at 5:35PM prior to executive session, moved into open session at 6:18PM. There was no action taken from executive session.

**Consent Agenda:**

Approval of Minutes:

- **Motion made by Alicia Marcy, seconded by Chrispin White to approve the minutes of May 17, 2011 (regular); May 23, 2011 (special), and May 25, 2011 (special).** Discussion ensued.

The following changes/amendments were requested by the consensus of the board:

May 17<sup>th</sup> - Page 1 - insert time (5:35 pm) by Mary Jo Teetor under called to order. Change the order of those present in the minutes to read at the beginning of the minutes. Under Report of Superintendent, remove the "s" on third line "Common Core Standards". Page 2- first sentence, remove the word "free" and insert "exempt for the school district". Last paragraph - General Public Comments - insert "whether a quorum was present at said meetings" after "member about"... and remove "a Quorum". Page 3 under Policies to Rescind - Remove "VSBA's" and insert "The System Management Committee". Page 4 under executive session...present: add Mary Jo Teetor.

May 23<sup>rd</sup> - no changes requested.

May 25<sup>th</sup> - Page 5 - Paragraph beginning with "Mr. White indicated"... remove "He" and insert "Alicia Marcy" also invited folks to participate... No other changes requested.

**It was the consensus of the board to show all amendments as requested upon approval in the future.**

- **Motion to approve the aforementioned minutes with noted amendments carried.**

The Superintendent requested a change in the order of the agenda to allow the discussion, which involved Mr. Capman, to take place.

- **Motion made by Pat Davenport, seconded by Alicia Marcy to approve the change in order of the agenda. Motion carried.**

**New Business:**

Hiring process for coaches and advisors (discussion possible action): Principal Fitzgerald provided a brief history of the current process and presented the Board with a detailed comprehensive proposed process. In summary, the new process includes evaluations as well as voluntary surveys from parents, students, etc. Principal Fitzgerald reported that with the evaluation tool in place, and continuation of the surveys coaches would receive feedback for improving their skills or honing those which were working well. Principal Fitzgerald further reported that having evaluations completed, if a coach was performing unsatisfactorily, documentation would be available to support the recommendation for non-renewal; if however, the evaluations were satisfactory, and the coach had the desire to continue in the position, the documentation would be available to support renewal rather than have to advertise, screen, interview and hire for each position each season. With the new process, a position would only need to be posted in the event that there was an opening (due to non-renewal or if the coach choose not to return). This would be more cost and time effective, and would provide continuity to the students and coaches for future seasons. Discussion ensued. Overall the Board was supportive of the new proposed process; it was important to the Board that the evaluations be conducted and documented and the surveys continued. The Board would like to see the same process in place for all ancillary positions (coaches, advisory, stipends, etc.). Comprehensive job descriptions for each position should be revised or created (where none exist); the Board would like to view drafts at the August meeting. Copies of the evaluations should be sent to Central Office to be placed in personnel files. The Board liked the new process as it sets expectations and outcomes and incorporates accountability.

**By consensus, the Board supports the new proposed process as outlined by Principal Fitzgerald.**

It is understood that the new process is a work in process and may be changed or revised as needed. Mr. Capman, Principal Fitzgerald and Dean of Students Mr. DeBonis were thanked for their work on this process.

**Return to regular agenda order.**

**Consent Agenda (continued):**

Report of the Superintendent: Dr. Paustian's written report was included in the Board's packet, in addition she reported/highlighted:

- FY12 School Choice Agreement was signed; she reviewed for the Board's information.
- Curriculum work continues- teachers and administrators are attending sessions this summer with WestEd regarding identifying essential standards, and aligning curriculum with the Common Core. Currently work is underway on English Language Arts, Math, Science and PHS Foreign Language.

Two Board Members reported having difficulty connecting to the RSWSU e-mail account. Dr. Paustian will relay to our IT for assistance.

Report of PES Principal - Principal Caliguiri's written report was included in the Board's packet, she also handed out a different version of the draft action plan as well as a report on the class and clubs account. The Board inquired if a similar report for PHS class and club accounts could be obtained. Mr. Milazzo will request the information from the Treasurer for the next meeting. In addition to her written reports Principal Caliguiri highlighted:

- Thanked the Board for hosting the PES National History Day student presentation at the May meeting.
  - Kaitlyn Gloss has been awarded at the National History Day for her presentation. This is the first student in the history of PES or RSWSU to receive such an award. Congratulations to Kaitlyn, her family, her teachers, fellow students, and coach.
  - The Poultney Snowmobile Club has donated \$200.00 for the music program at PES.
- **Motion by Pat Davenport, seconded by Chrispin White to accept the donation. Motion carried.**
- The relighting project is nearly completed.

Report of PHS Principal: Principal Fitzgerald reported:

- The seniors were well behaved with no big incidents for all end of year events, including the senior trip. A barbeque was held on the lawn.
  - Exams went well with only five makeups necessary.
  - The FY12 scheduling is nearly completed now; teachers have their schedules and class size is more reasonable including those for the AP courses.
  - Linda Paquette and Melissa Kristiansen are busy with their Humanities Grant summer programs.
  - Work is underway in the PHS garden.
  - Teachers are involved in a number of professional development activities over the summer.
  - New course offerings are promising and include Marine Biology, Anatomy and Physiology, Forensic Science, Athletic Leadership, and sixteen students are currently enrolled in virtual high school courses.
  - Melissa Kristiansen has been awarded a Grant from the Department of Education in the amount of \$15,000.00 in support of her Fine Arts Camp. Principal Fitzgerald elaborated for the Board's information. This is a huge undertaking and a wonderful opportunity.
- **Motion made by Alicia Marcy, seconded by Pat Davenport to accept the grant in the amount of \$15,000.00. Discussion ensued. Motion carried.**
- A donation in the amount of \$50.00 was received from Ann Jones toward the new scoreboard in memory of her brother Ben Jones, Class'41.
- **Motion made by Pat Davenport, seconded by Chrispin White to accept the donation. Motion carried.**

Report of the Business Manager: Mr. Milazzo handed out his report for the board. He reported:

- Outstanding Tuition in the amount of \$7,542.00 is owed to the school district from parents who have to pay above the amount paid by the sending town. Discussion ensued.

- Fuel Bid status - watching the costs daily to determine what the prices are doing. More details will be reported at the SU level.
- Anticipated FY11 surplus is \$145,000.00; it is not expected to go down, and may possibly increase.

**Approval of Warrants:**

Warrant #114 in the amount of \$128,250.15, dated 4/22/11

Warrant #115 in the amount of \$88,246.11, dated 5/6/11

Warrant #116 in the amount of \$165,594.73, dated 5/20/11

Warrant #117 in the amount of \$47,034.73 dated 6/3/11

The above named warrants were read into the minutes as approved.

**General Public Comments:** None

**Old Business:**

Board Goals - The Board will continue to review and will discuss at the July meeting.

Code of Conduct - The Board would like to post a framed copy in each school of the signed document.

New Business (continued):

Town Planning - was included in the Board's packet for information and consideration. Input to the Town is appreciated.

Approve the Substitute List: No new names this month.

Other new business:

Follow up from last meeting - A board member inquired regarding the response received, if any, from a board member who has not been attending meetings. Mary Jo Teetor indicated that she had attempted to reach the board member by phone on several occasions, but received no response. She followed up with a letter, which was copied to each board member. Another board member inquired regarding why a letter was sent without the full board's consent, reference - #5 Board Governance. Discussion ensued.

Community Forum - The Board discussed the Community Forum held on May 25<sup>th</sup>. Future meetings will be planned; discussion followed as to locations and times to reach more community members. Several suggestions were made.

Tax Anticipation Loan - Mr. Milazzo recommended that a tax anticipation loan be secured with Merchant's Bank in the amount of \$1,000,000.00 at a 2% borrowing rate and a 2.5% investment rate.

- **Motion made by Mary Jo Teetor, seconded by Chrispin White to approve the securing of a tax anticipation loan as specified.** Discussion followed. **Motion carried.**

Approve Snow Plowing/Sanding Bid: Three bids were received. It was recommended to the board to continue with Forever Green for a 3-year contract. Details were provided. Discussion ensued. Both Principals spoke affirmatively on behalf of the services provided by Forever Green.

- **Motion made by Alicia Marcy, seconded by Pat Davenport to approve/award the bid to Forever Green for 3-years. Motion carried.**

**Policies: (For Adoption)**

F-103 Residency and G-3 Field Trips –

- **Motion made by Pat Davenport, seconded by Alicia Marcy to adopt the forename policies. Motion carried.**

Policy F-109 was adopted at the May 17, 2011 meeting; G-5 was previously adopted 6/22/09, there have been no

changes, therefore no need to re-visit at this time.

Policies: (For Review/Input)

Mary Jo Teetor is in the process of reviewing Employee Misconduct and Employee Conduct with Students (older policies) these will be presented to the board for consideration at a later date.

### **Action on Personnel Contracts:**

**New Hires:** The following individuals were presented for approval:

Catherine Raishart – Summer IA PHS  
Russell Ford – Grade 9 Co-Advisor FY12 (corrected to Grade 10 co-advisor at July meeting)  
Molly Nitka – Grade 9 Co-Advisor FY12 (corrected to Grade 10 co-advisor at July meeting)  
David Capman – Varsity Football Coach FY12  
Chris Capman – JV Football Coach FY12  
Joey Williams – Varsity Football Cheering Coach FY12  
Maureen Capman – 7/8 Grade Football Cheering Coach FY12  
Brian Wade – 7/8 Grade Football Coach FY12  
Molly Nitka – Varsity Girls Soccer Coach FY12  
Ben Turner Sr. – 7/8 Grade Boys & Girls Soccer Coach FY12  
Dawn Sarli – National History Day Advisor FY11  
Joshua Stiles – Summer Maintenance Staff  
Jeremy Fifield – Summer Maintenance Staff  
Sandra Miller – Summer IA PHS  
Leanna DeBonis– Summer IA PHS

- **Motion made by Chrispin White, seconded by Pat Davenport to approve all forenamed employees for the specified positions. Motion carried.**

**Leave of Absence** – Jennifer Lenox requested a full year leave of absence (initial approved request was for half year leave).

- **Motion made by Alicia Marcy, seconded by Pat Davenport to approve the revised leave of absence for Jennifer Lenox for the full (FY12) school year. Motion carried.**

**New hire (continued):**

John Noerr was recommended by Superintendent Paustian and Principal Caliguiri for the full-year .50FTE long term substitute art teacher for PES.

- **Motion made by Chrispin White, seconded by Mary Jo Teetor to approve Mr. Noerr as the .50FTE long term substitute art teacher for PES and to further approve offering .50FTE (prorated) benefits since the position is for the full year. Motion carried.**

### **Other Lawful Business:**

Mary Jo Teetor informed the Board of several letters of thanks which were received from:

Cecelia Towne, retiring PES Kindergarten Teacher  
Leap Frog Nursery School Parents  
Kelsi Brown – for the award received at graduation

**Next Meeting** – Scheduled for July 18, 2011 (Monday) 5:30PM at PHS Library.

**Adjourn** –

- **Motion made by Chrispin White, seconded by Pat Davenport to adjourn at 8:21PM. Motion carried.**

Respectfully submitted,

Jan Dente

PSD Board Recording Secretary

