

**Middletown Springs Board of School Directors  
(Regular) Meeting  
Date: May 18, 2011  
Time: 6:00 PM  
Place: Middletown Springs Elementary School**

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**OFFICIAL MINUTES**

Present: Kimberly Mathewson (Chair), Clarence Haynes (Clerk), Matt Peschl (Member), Kendra Larson (Member).  
Also present: Joan Paustian (RSWSU Supt.), Aaron Boynton (Principal) and Susan Rosso (Recording Secretary).

1. Call to Order **(Action)**

Kimberly Mathewson called the meeting to order at 6:00PM.

2. Consent Agenda: **(Action)**

- a. Approval of Minutes – Unofficial Minutes from February 10, 2011(Regular), April 21, 2011(Regular) and May 3, 2011(Special).

Kendra Larson moved to approve the minutes of February 10, 2011, April 21, 2011, and May 3, 2011, Matt Peschl seconded; motion carried. Minutes are approved with the following corrections: April 21: change Nan Gilmour's title to "Trustee of Public Monies" as she is not a trustee of the Henderson Fund. Also, under #11 (Executive Session): delete items A & B. Minutes of February 10, 2011 should reflect that they were taken by Steven Letendre.

- b. Superintendent's Report (Written)

Supt. Paustian reported that she will be out for the next two days at the VT Superintendent's Meeting. Mr. Milazzo will be at the Business Manager's (VASBO) meeting at the same time. Supt. Paustian met with Special Ed Director, Darren McIntyre, and discussed the increase in MSES students eligible for special education for the coming year. Special Educator Lori Patterson would not be able to provide services to all eligible students under her present contract of .80 FTE. A 1.0 FTE position will be required. Tinmouth has hired a new full-time Teaching Principal.

- c. Principal's Report (Written)

Mr. Boynton reported that this is a very busy time of year at the school. Recent events have gone well: the Dr. Seuss Event was held in cooperation with RCPCC, Living History was an afternoon/evening event this year, coordinated by Dietra Davis, Karen Klami, and others. It was well attended and included a baseball game, drama club presentation, and dinner and dance at the school. 21 home deliveries of book bags were made for the Cradle to Cubby program by Mr. Boynton, Mrs. Chamberlain, and Mrs. Krantz. They made a number of contacts with families of young children. Transition meetings went well, however, with the current class numbers we needed to give priority to those students moving on to new teachers; this issue will be looked at for next year. Rain gutters were installed on the building; everything seems to be draining properly. Painting bids have been received. MSES received 14 applications for the vacant Instructional Assistant position; 5 highly qualified candidates were interviewed. Jen Gleason, student teacher, was placed with Sara Brzezinski for 5 months. This was a very successful and rewarding experience and Miss Brzezinski was highly praised by the student teaching mentor. MSES students and staff will travel to Tinmouth for Field Day on June 13. Kindergarten and sixth grade graduation will take place on June 14 at 10:30AM and 7:00PM. We will have our Celebration of Success Ceremony at 10:00 on June 15. All are invited. With funds from the gardening grant, Beth Cooper and Rosemary Moser (with community and student assistance) built and planted additional beds at the school. Kendra Larson commented that she thinks the Transition Meetings are an excellent idea and are very useful. She also suggested making Cradle to Cubby deliveries in the evening in the future in order to personally connect with more parents.

- d. Business Manager's Report (Written)

- i. Financial Statements

Mr. Milazzo was unable to attend this evening. In his written report, he states that after allowable tuition adjustments \$80,000 remains in the tuition fund. At a previous meeting there was discussion on moving \$20,000 from this fund to reduce the current year's deficit to a more neutral position; \$30,000 would put the general fund in a surplus position. Further discussion about secondary tuition bill-backs and a decision will take place at the June

board meeting. After further research, it has been determined that the \$12,000 in the MSD account was from the J.T. Henderson Foundation Grant; which has no relation to the town's Henderson fund. Clarence Haynes moved to transfer the grant funds into the afterschool program account, Kimberly Mathewson seconded; motion carried. Discussion ensued about whether or not the Small Schools Grant will disappear or be gradually phased out and what the impact would be on the school's budget and tax rate.

Kendra Larson moved to accept the reports of the Superintendent, Principal, and Business Manager as presented, Kimberly Mathewson seconded; motion carried.

3. Approve Warrants: **(Action)**

- a. Warrant #102 in the amount of \$59,379.91, dated 4/8/11
- b. Warrant #103 in the amount of \$192,364.38, dated 4/22/11

Clarence Haynes moved to approve Warrant #102 in the amount of \$59,379.91, dated 4/8/11 and Warrant #103 in the amount of \$192,364.38, dated 4/22/11, Kimberly Mathewson seconded; motion carried.

4. General Public Comments: **(Listen & Defer Action to Future Meeting)**

None

5. New Business: **(Receive Information & Possible Action):**

- a. Approve Substitute List (if applicable)

Kendra Larson moved to approve the Substitute List as presented, Kimberly Mathewson seconded; motion carried.

- b. Lawn Care/Snow Plowing

Discussion took place about extending letters of agreement to Rodney Tarbell for snow plowing/sanding and to Joe Castle for lawn care. Matt Peschl moved to issue letters of agreement to Mr. Tarbell and Mr. Castle, Kendra Larson seconded; motion carried.

- c. Award Painting Bid (review bids, possible action)

Mr. Peschl and Mr. Boynton prepared, posted, and mailed bid specs to local painting companies. Three bids were received from: Ross Painting, Vito's Painting, and Lux Brush. A list of clarifying questions for bidders could be useful. Discussion ensued about exterior painting and roof repairs, and prioritizing these. An outdoor spigot and shutoffs may need to be installed at the school; a plumber would be required. The Board would like to have Steven Letendre present for building maintenance decisions. A special meeting of the board will take place on Thursday, May 26 at MSES (immediately following the Safe Routes to Schools meeting) for discussion and possible action on the painting and roof projects. Clarence Haynes moved to table the issues until the special meeting on May 26, Kendra Larson seconded; motion carried.

- d. Old Business: **(Itemize Subjects for Deliberation & Possible Action)**

None

- e. Policies: **(Possible Action)**

- a. Policies for Adoption (White) (tabled from April meeting)
  - a) C-4 School Visits by Board Members (adopted by MSD 12/14/06)
  - b) D-3 Staffing and Job Descriptions (to replace all other local policies by same or similar title or subject)
  - c) F-6 Student Medication (to replace all other local policies by same or similar title or subject)
  - d) F-14 Admission of Non-Resident Students (to replace all other local policies by same or similar title or subject (e.g. Students Seeking Admission, etc).
  - e) F-103 Residency
  - f) F-106 Idling of Vehicles Other than School Buses (new mandatory)
  - g) F-109 Tuition Payment
  - h) H-7 Title I Part A Parental Involvement (new mandatory)
  - i) G-3 Field Trips

j) G-5 Selection of Instructional Material (adopted by MSD 10/20/08)

Kimberly Mathewson moved to table policies a-j until the next meeting, Clarence Haynes seconded; motion carried.

f. Action on Personnel Contract **(Action)**

i. New Hires:

1. FY12 Instructional Assistant (TBA)

The Instructional Assistant position for Pre-K (AM) and upper grade level support (PM) is open with the resignation of Carolyn Dahm. Five interviews were held; the candidate recommended for hire has superior references and experience at both kindergarten and sixth grade levels. Kimberly Mathewson moved to authorize the Superintendent to offer the position of IA to Donald Garside, Clarence Haynes seconded; motion carried.

ii. Resignations:

None

iii. Terminations:

None

iv. Leaves of Absence:

None

v. Other:

Kimberly Mathewson moved to authorize the Superintendent to increase Special Educator Lori Patterson's position from .80 to 1.0 FTE to meet the increased special education caseload, Kendra Larson seconded; motion carried.

g. Other Lawful Business **(Information Gathering Only)**

None

h. Set Next Regular Board Meeting & Agenda Building: *(Anticipated June 9, 2011, 6:00PM)* **(Action)**.

i. Anticipated Executive Session 1 V.S.A. § 313 (1-9)(a)(b) **(Discussion & Possible Action)**

Kimberly Mathewson moved to have the board enter Executive Session for personnel and legal matters at 7:58PM, Kendra Larson seconded; motion carried.

j. Adjournment **(Action)**

Respectfully submitted,  
*Susan Rosso*