

**Poultney Board of School Directors  
Regular Meeting June 22, 2010  
6:00 PM Poultney High School**

**Official Minutes**

Board Members Present: Tracee Oakman Rupe, Mary Jo Teetor, Alicia Marcy, Jerry Keezer, Pat Davenport.  
Administration Present: Superintendent Joan Paustian, Dean of Students Joe DeBonis, Jr., Director of Guidance Tracy Gallipo, Principal Kristen Caliguiuri, Business Manager Louis Milazzo.

Meeting **called to order** at 6:07PM by Chair Tracee Oakman Rupe.

**Consent Agenda:**

The Chair inquired if there were any additions or corrections to the agenda. Superintendent Paustian indicated that the following items should be added under new business:

- Fuel Oil Bid
- Tax Anticipation Note Bid
- Food Service Bid

She also mentioned that at the conclusion of her report, she would add an item for IT Services (to be presented by Vinnie Covino). There were no objections to adding these items to the agenda.

**Approval of Minutes:**

March 30, 2010 - The Chair reviewed the minutes paragraph by paragraph requesting input and/or amendments from board members. Discussion ensued regarding what could/should be changed. Tracee clarified that her statement/notes were not that of the board, but her own personal statement, she further clarified that her initial refusal to include said notes in the minutes was a reaction to what she perceived to be a demand, rather than a request. She agreed to include the notes as part of the minutes. Other amendments/clarifications were suggested. Alicia reminded the board of the recent meeting with the VSBA Representative and referenced page 112 of the publication presented to the board at that meeting which indicated that minutes were to be abbreviated, and to summarize board meetings. Several suggestions were made to abbreviate (by means of bullets) the key points of the minutes of March 30<sup>th</sup> as opposed to leaving all the details in. Another board member suggested that minutes could not be rewritten, but could only be clarified or amended and inaccuracies corrected. **By consensus the board agreed to table (until the next meeting) the approval of the minutes of March 30<sup>th</sup> until the proposed amendments were made and board members reviewed again.**

**Motion made by Tracee Oakman Rupe, seconded by Pat Davenport to approve the minutes of May 18<sup>th</sup>, regular and continuation.** Discussion ensued. Alicia requested an amendment to paragraph h. to include her response to Mr. Jackson's statement. The accusations were inaccurate and Mr. Jackson inferred incorrect information from Alicia's statement. Several other suggested amendments were proposed. **No action taken.**

**Motion made by Mary Jo Teetor, seconded by Tracee Oakman Rupe to table the regular minutes of May 18, 2010 until the next regular meeting. Motion carried.**

**Motion made by Pat Davenport, seconded by Jerry Keezer to approve the continuation minutes of May 18, 2010.** Discussion ensued. **Motion carried to approve minutes as amended.**

**Motion to approve the minutes of May 24, 2010 made by Mary Jo Teetor, seconded by Alicia Marcy.** No discussion. **Motion carried.**

**Motion to approve the minutes of June 2, 2010 made by Mary Jo Teetor, seconded by Tracee Oakman Rupe.** Discussion ensued. **Motion carried to approve minutes as amended.**

**Motion to approve the minutes of June 3, 2010 made by Mary Jo Teetor, seconded by Alicia Marcy.** No discussion. **Motion carried.**

Report of the Superintendent: Superintendent Paustian reported to the board regarding:

- Handout from Poultney Town Manager regarding revised dog ordinance.
- Handout from the Poultney Teachers regarding several recommendations. Discussion ensued.
- Status of vacant positions and issuing of contracts for FY11 provided to the board.

Inquiry from Vinnie Covino regarding Part-time Technology Assistant for Poultney School District: Mr. Covino inquired what the status was regarding the decision to move forward in hiring a part-time technology assistant, and impressed the importance of hiring as soon as possible due to the anticipated work load. Discussion ensued. The board asked Mr. Covino and Principal Caliguiri to prepare a list of the anticipated workload and timeline for same to the Superintendent in order to forward to the board members prior to Monday, June 28, 2010 in anticipation of holding a special board meeting. Discussion ensued. **By consensus, the board requested that a special meeting be warned for Tuesday, June 29, 2010 at Poultney High School at 5:30 PM (Library). Agenda items will be 1) Part-time Technology Assistant for Poultney School District and 2) Other Lawful Business.**

The Superintendent thanked the board and administrators for all the work that had been accomplished this past school year to serve the Poultney School District.

Report of Principals: Dean of Students Joe DeBonis, and Director of Guidance Tracy Gallipo presented for board approval:

- 2 \$125.00 donations for the Mike Perry Scholarship Fund FY10
- 1 \$45.00 donation for future Mike Perry Scholarship Fund

**Motion made by Mary Jo Teetor, seconded by Alicia Marcy to accept the donations of 2 \$125.00 donations for the FY10 Mike Perry Scholarship Fund. Motion carried.**

**Motion made by Mary Jo Teetor, seconded by Jerry Keezer to approve the \$45.00 donation for future Mike Perry Scholarship Fund. Motion carried.**

- Mr. DeBonis informed the board that PHS teacher, Kyleen Martelle, had offered to donate a piano to replace the one currently housed on the stage. **Motion made by Alicia Marcy, seconded by Mary Jo Teetor to accept the donation. Motion carried.**

Mr. DeBonis also reported on:

- Completion of planting of garden
- Successful Graduation Events
- Upcoming Emergency Planning Workshop

Principal Caliguiri's written report was included in the board packets.

- She gave a brief update on the class and club accounts.

- The Curriculum Coordinating Council report will be included in the RSWSU board packets.
- Fast ForWord Program (Summer)
- Summer Academic Program
- Participation of staff in Roots to Success Course

She also congratulated and thanked Kim Babcock and staff for the successful year end event.

Report of the Business Manager: Mr. Milazzo's written report was included in the board packets. He reported that the initial estimated surplus (FY10), of \$211,000.00 has since changed to an estimated \$180,000.00 - \$185,000.00 due to the receipt of several unanticipated invoices. Mr. Milazzo recommended that the board retain as much of a surplus as possible due to the projected changes anticipated by the legislature. Discussion ensued.

Superintendent Paustian clarified that the Letter from the Teachers contained several good points (which she listed for the board) and it is only the ability grouping suggestion that she and the administration are not in favor of.

**Motion made by Mary Jo Teetor, seconded by Jerry Keezer to approve the reports as presented. Motion carried.**

Approval of Warrants: Warrant #88 in the amount of \$103,652.28, dated 5/21/10; Warrant #89 in the amount of \$140,763.64, dated 6/4/10; and Warrant #90 in the amount of \$3,686.62, dated 6/8/10 were acknowledged by the board. Discussion ensued regarding one item on warrant #88 (an invoice for a car kit) - research is requested regarding the purpose of this item, and validation for expense (to be reported back at the next meeting).

Old Business: None

New Business:

Board Goals - The Superintendent handed out to the board the goals as provided by Winton Goodrich as a result of discussion at a special board meeting. The board will review, discuss and approve at the next meeting.

Approval of Substitute List: No new names this month.

Fuel Oil Bid Award: **Motion made by Mary Jo Teetor, seconded by Jerry Keezer to award the contract to Local Fuel (a variable rate of .18 over rack). Motion carried.**

Tax Anticipation Note Bid Award: **Motion made by Mary Jo Teetor, seconded by Pat Davenport to award the contract to TD Bank at the rate of 1.65 for \$1,000,000.00 for FY11. Motion carried.**

Food Service Bid Award: **Motion made by Mary Jo Teetor, seconded by Jerry Keezer to award the contract to FitzVogt for FY11. Discussion ensued. Motion carried.**

Policies:

D-1 Personnel Recruitment, Selection, Appointment and Criminal Records Check  
 D-6 Substitute Teachers  
 E-202 Animals in School  
 F-101 International Exchange Students  
 E-516 Sales Tax Reimbursement  
 A-1a Policy Development, Adoption, Dissemination, Administration and Review

G-5 Selection of Instructional Materials  
F-104 Entrance Age  
E-9 HIV/AIDS

Superintendent Paustian recommended tabling the Substitute Teachers (D-6) policy since the committee was in the process of reviewing.

A-1a Policy Development, Adoption, Dissemination, Administration and Review - suggested inserting clarifying language regarding “any board may initiate a policy” in section B; to ensure that the committee cannot determine which policies to implement and which not to implement. Another suggested change was to replace the word initiating with formulating in section B.

E-202 Animals in School - add a comma after therefore, bottom of page one.

D-6 Substitute Teachers - correct it is “the” policy... (under Ira School District clause).

Mr. DeBonis inquired regarding the status of the Truancy policy; Superintendent Paustian reported that it was being worked on by the committee as several changes to law have recently occurred which will alter the policy.

**Motion made by Mary Jo Teetor, seconded by Jerry Keezer to approve all policies with the noted changes, with the exception of D-6 Substitute Teachers. Motion carried.**

**Action of Personnel Contracts:** The Chair noted that there were additions to the agenda under new hires which were sent out in three e-mails to the board. There were no objections noted to adding the additions discussed to the agenda.

New Hires:

Brian Wade - 7 & 8 Grade Football Coach FY11  
David Capman - Varsity Football Coach FY11  
Chris Capman - JV Football Coach FY11  
Benjamin Turner, Jr - 7 & 8 Grade Boys and Girls Soccer Coach FY11  
Annette Arnold - Class of 2011 Co-Advisor FY11  
Leanna DeBonis - EYS Provider PHS FY11  
Terrie Sady - EYS Provider PES FY11  
Sandra Miller - EYS Provider PHS FY11  
Holly Crandall - EYS Provider PES FY11  
Beth Winter - PES Choral/Band Director FY10  
Ross, Jean - EYS Provider PHS FY11  
Gray, Victoria - Grade 9 Class Advisor FY11  
LeBrun, Elizabeth - Student Council Co-Advisor FY11  
Paquette, Linda - Student Council Co-Advisor FY11  
Loomis, Tammy - Grade 11 Class Advisor FY11  
Mach, Karen - PHS Administrative Assistant FY11  
Roberts, Linda - Smile Club Advisor FY11  
Donald Keagy – Model Congress Advisor FY11  
Simons, Tracy – Yearbook Advisor FY11  
Brown, Deborah – Senior Class Co-Advisor FY11  
Holliman, Scott – Production Supervisor FY11  
LeBrun, Elizabeth – VT History Day FY11

Pratt, Mathew – EYS Provider FY11\*

*\*it was determined after the meeting, that M Pratt was not a PSD EYS Provider.*

**Motion made by Mary Jo Teetor, seconded by Jerry Keezer to approve all new hires with the exception of Karen Mach (to be discussed further in executive session). Motion carried.**

**General Public Comments:** None

**Other Lawful Business:** A suggestion was made to move the executive session item to the beginning of the agenda. Discussion ensued. **By consensus, the board agreed to move the executive session item to the beginning of each regular meeting agenda and to change the start time for the regular meetings to 5:30 PM for executive session, with the open session meeting beginning at 6:00PM.** Notification of this change shall be posted and respective policy/procedure amended to reflect.

**Set Next Meeting Date:** July 19, 2010 5:30PM for executive session; and 6:00PM for open session at Poultney High School Library.

**Upon a suggestion from a community member, the board agreed by consensus that any action resulting from 5:30PM executive sessions, be announced/acted upon in open session (6:00PM).**

The Chair called for a short break at 8:05PM; with the intent that the board return to enter executive session for contractual and personnel matters.

The recording secretary was excused at this time.

Respectfully submitted,

Jan Dente  
Substitute PSD Recording Secretary