

**Rutland Southwest Supervisory Union  
Board of School Directors' Meeting  
June 28, 2010 7:00PM at Poultney High School**

**Official Minutes**

Board Members Present: Charity Downs (M), Tracee Oakman Rupe (M), Clarence Haynes (M), Mathew Peschl (A/M), Karen Stomski (M), Tammy Holcomb (M), Kimberly Mathewson (M), Helen Mango (M), Kimberly Stewart (M), Alicia Marcy (M), Cindy Taylor-Patch (M).

Administrators Present: Superintendent Joan Paustian, Business Manager Louis Milazzo, Director of Student Support Services Bonnie Lenihan, Assistant Special Education Coordinator Darren McIntyre.

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The meeting was **called to order** at 6:38PM by Chair Kimberly Mathewson.

**Motion made by Clarence Haynes, seconded by Tammy Holcomb to expand the Bargaining Council membership to two members per local school board versus the current number of one. The purpose of this change would be to ensure all boards are kept up-to-date even if one member is unable to attend a meeting. Motion carried.**

**Consent Agenda:**

Approval of minutes - **Motion made by Helen Mango, seconded by Tracee Oakman Rupe to approve the minutes of May 24, 2010 (regular and continuation). Discussion ensued. Motion to approve minutes as amended carried.**

The Chair noted for the record that the minutes of June 1, 2010 (special-executive committee) shall be tabled until the July meeting.

Report of the Superintendent: Dr. Paustian's written report was included in the board packets. Dr. Paustian reported she had contracted with Susan Hayes, creator of "Roots of Success: Effective Practices in Vermont Schools" and invited her to present at the RSWSU in-service session on August 23, 2010 at 8:00 a.m. All Board Members are encouraged to attend. Dr. Paustian requested the board's approval of the Curriculum Coordinating Council's Strategic Plan (which includes the Mission and Vision Statement). The Chair will add on the agenda under new business. Dr. Paustian will be sharing with the board a letter she received from Bill Mathis in the near future.

Report of the Business Manager: Mr. Milazzo's written report was included in the board packet. He reported an anticipated FY10 RSWSU surplus of \$76,000.00. Mr. Milazzo answered a question regarding the J Bowse Grant over expenditure- by stating that the overage was from FY09 and had carried into FY10 initially as a deficit; some surplus funding was used to adjust this line in the current year. Old storage boxes (from Poultney Elementary School's attic) have been delivered to Central Office (approximately 30 boxes) the business office staff will be reviewing the contents over the next several months. Mr. Milazzo reported that employees who are non-exempt (hourly) employees and who are contracted for the full year have historically been paid/calculated as working 260 days, however this year and next there are actually 261 work days. Discussion ensued. **By consensus, the Finance Committee will hear further details and discuss. Recommendation will be made to the board after review.**

Report of Director of Educational Advancement: Mr. Gallagher submitted two written reports (handed out by the Superintendent) referencing both 21<sup>st</sup> Century and CFP Grants. After review, if the board should have any questions they may address them to Joan, Susan or Tom for response at the next meeting. The board took this opportunity to acknowledge Mr. Gallagher for all his contributions to the RSWSU as both Interim Superintendent FY09 and Director of Educational Advancement FY10. The board wished Mr. Gallagher well in his new post and thanked him for his services.

Report of the Director of Student Support Services: Mrs. Lenihan handed out her written report and reviewed same. Mrs. Lenihan concluded by thanking the board for allowing her to provide service to the RSWSU for many years, she has enjoyed working at RSWSU. The board thanked Mrs. Lenihan for her services and wished her well. Mrs. Lenihan was offered the opportunity to participate in an exit interview in executive session which she indicated she would like to accept, however, suggested that it occur at another time for personal reasons.

Mr. McIntyre reported that he is anxious to fill the vacant special education positions, ( e.g. Occupational Therapist, .80 FTE Special Educator and short-term substitute Special Educator) and was hopeful that he will have positive announcements for the board at the next meeting.

**Motion made by Helen Mango, seconded by Tammy Holcomb to approve the reports of the Superintendent, Business Manager and Director of Student Support Services.** Discussion ensued.

The board noted one correction to the Director of Student Support's report - changing the amount of Medicaid billing to \$350,000.00; and, by consensus, agreed to table approval of the Report of the Director of Educational Advancement to the next meeting.

**Motion carried.**

**Approval of Warrants: Motion made by Clarence Haynes, seconded by Tammy Holcomb to approve warrant #87 in the amount of \$36,739.04, dated 6/4/10 and warrant #88 in the amount of \$2,958.00, dated 6/8/10. Motion carried.**

**General Public Comments:** None

**Old Business:** None

**New Business:**

Report of Finance Committee - there was no June meeting. The next meeting is scheduled for July 26, 2010 at 5:30 PM at the Wells Village School (prior to the RSWSU meeting).

Report of the Systems Management Committee: Helen Mango addressed the request by one board member to establish a policy pertaining Exit Interviews. **This matter, (Exit Interviews) by consensus, shall be referred to the Human Resource Committee in July.** Helen also reported to the board several policies currently in various stages of completion, as well as outlined the next several tasks for the committee (e.g. review all VSBA non-mandatory policies to determine need; and reviewing all current local (old) policies to determine status/need). The next meeting is scheduled for July 6, 2010 at 10AM at Central Office (two committee members reported a potential need to reschedule).

Report of the Human Resource Committee: Clarence Haynes reported there was no meeting in June, and the next meeting was scheduled for July 20, 2010 at 1:00 PM at Central Office. They will be reviewing job descriptions and exit interview procedures in addition to other items as needed.

Approval of the Substitute List: No new names this month.

Approval of Education Technology Integration Specialist Position: Dr. Paustian reminded the board of the strong recommendation by the Technology Audit of the need for a Technology Integration Specialist. She reported that she and the Business Manager had reviewed areas for possible funding and have been able to identify funding for FY11 in Title I (approximately \$60,000.00 for estimated salary and benefits). She highly recommends that the board approve the position allowing the RSWSU to move forward in the hiring process. Discussion followed. This is to be a shared position (all five schools). A board member inquired what the funding plan would be beyond FY11; Dr. Paustian hopes that the RSWSU can continue to fund through CFP, however, if that is found not to be possible, alternative funding would be researched. Dr. Paustian will establish a screening/interview committee for this position. Discussion regarding the status of the proposed RSWSU salary grid occurred. Joan will contact the Attorney who is presently reviewing to obtain status. Another board member wished to ensure that language was in place on the contract "subject to continued availability of Title I funding". Dr. Paustian stated that similar language was routinely placed on all grant funded positions.

**Motion made by Kimberly Mathewson, seconded by Alicia Marcy to approve the RSWSU teaching position of Technology Integration Specialist to be shared among the five schools. Discussion ensued. Motion carried.**

Approval of Participation in Vermont Criminal Record Check Subscription Service: Effective July 1, 2010 the Vermont Criminal Information Center is required by law to provide access to all Title 16 Agencies to a subscription service, allowing Title 16 Agencies to receive a secure alert when a subscribed individual's Vermont Criminal Record changes after the initial record check is obtained, for the period of the subscription. It is of no cost to the Supervisory Union/School Districts. Discussion ensued. **Motion made by Kimberly Mathewson, seconded by Tammy Holcomb to approve subscription service participation and to require subscription of all current and potential employees, vendors (service providers), volunteers, work study students. Motion carried. By consensus, the board requested the Systems Management Committee to review and modify current policy as appropriate.**

Approval of Curriculum Coordinating Council's Strategic Plan (which includes the Mission and Vision Statement). **Motion made by Helen Mango, seconded by Tammy Holcomb to approve the Curriculum Coordinating Council's Strategic Plan including the Mission and Vision Statement. Motion carried.**

**Policies:** With the exception of F-104 Entrance Age, all policies listed on the agenda are ready to approve at the RSWSU level. **Motion made by Helen Mango, seconded by Clarence Haynes to approve policies as listed on the agenda as I, III, IV, V, and VI (lower cased) (e.g. E-202 Animals in School; E-9 HIV/AIDS; F-101 International Exchange Students; E-516 Sales Tax Reimbursement and A-1a Policy Development, Adoption, Dissemination, Administration and Review). Motion carried.**

**Action on Personnel Contracts:**

**New Hires:** Motion made by Helen Mango, seconded by Kimberly Stewart to approve the hiring of the following:

**Eileen Guyette - .20 FTE Math Teacher TSD (Title I)  
Netta Austin - Summer Program Teacher- MSD (Title I)  
Sara Brzezinski - Summer Program Teacher- MSD (Title I)  
Julia Chamberlain - Summer Program Teacher- MSD (Title I)**

**April Simpson - Summer Program Assistant - MSD (Title I)**  
**Leanna DeBonis - Summer Fast ForWord IA- PSD (Title I)**  
**Margaret MacDonald - Summer Fast ForWord IA - PSD (Title I)**  
**Holly Crandall - Summer Fast ForWord IA - PSD (Title I)**  
**Keith Harrington - Summer Academic Program Teacher - PSD (Title I)**  
**Sarah Godfrey - Summer Academic Program Teacher - PSD (Title I)**  
**Tia Hewes - Summer Academic Program Teacher - PSD (Title I)**  
**Amy Pim-Capman - Academic Program IA - PSD (Title I)**  
**Patricia Lynch - Academic Program IA - PSD (Title I)**

**Motion carried.**

Resignations: None. The PSD and RSWSU Occupational Therapists did not sign the contracts offered. One OT has agreed to provide Summer OT Services.

Terminations: None

Other: None.

**Other Lawful Business:** None

**Set Next Meeting:** Scheduled for July 26, 2010 at 7:00PM at the Wells Village School.

**Motion made by Clarence Haynes, seconded by Helen Mango to move the board into executive session for contractual and personnel matters at 7:50PM. Motion carried.** Mr. Milazzo and Mr. McIntyre were invited into a portion of the session.

The Recording Secretary was excused at this time.

Respectfully submitted,

Jan Dente  
RSWSU Recording Secretary