

Poultney Board of School Directors' Regular Meeting

Date: August 16, 2011

Time: 5:30 PM

Location: Poultney High School Library

Official Minutes

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

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

The meeting was **called to order** at 6:00 PM by Mary Jo Teetor and began with the Pledge of Allegiance.

Executive Session: None.

Consent Agenda:

Approval of Minutes:

- **Motion made by Alicia Marcy seconded by Chrispin White to approve the minutes as presented of July 18, 2011. Motion carried 4-0.**

Report of the Superintendent: In addition to her written report (included in the board packets), Dr. Paustian reported/highlighted:

- Poultney will host the Supervisory Union Meeting on August 22 as Attorney Dennis Wells will be present to discuss negotiations. All members are encouraged to attend.
- Mediation session is scheduled for September 12, 2011 at Poultney High School. Joan will notify the board of the time. Teachers propose 5:30 p.m.
- Opening day In-service is scheduled for August 29, at Wells Village School beginning at 8:00 a.m. Board of Education members are invited to attend; Faculty and staff will be recognized for years of service. Keynote speaker is Deputy Commissioner Rea Ann Knopf.
- Consolidated Grant Funds: Department of Education's Consolidated Federal Grant program was unavailable for six weeks and we were unable to access the grant during that time; as a result we were not able to submit everything on the principals' lists and some of our school's will be seeking alternate funding for some summer program expenses. Poultney Elementary's summer school was not completely covered, but Joan and Louis are looking to see if there are other items in our line item budget that could be accessed so that funds can be shifted to cover this deficit of approximately \$8,000. A board member suggested a check and balance system to ensure that there are no issues in future years.
- The board is asked to consider hiring a Transition Specialist. This is a new stipend position. Funds were budgeted at \$13,000. Vermont Association of Business Industry and Rehabilitation (VABIR) is no longer able to fulfill the roll of transitioning students into the job force. Transitioning students is a requirement of special education. that involves assisting and making connection with students from school to career exploration/job shadowing/transition. Dawn Sarli already has business connections and

administration is proposing a stipend of \$25.00 per hour for approximately 12 hours a month. There was concern that Dawn's current position would be compromised due to the added responsibilities. Administration believes this will not be a problem and will oversee both positions with clear expectations.

- A board member asked about Act 62 and testing requirements—Leap Frog will be required to participate in this testing and has been invited to join the district in all training. EEE will also be using this testing program.
- A board member inquired about purchasing textbooks due to the recommendation from DOE. Any items that have been ordered all align to the Common Core Standards (e.g. using Reading Street and Everyday Math). Testing on Common Core Standards will commence in 2015.

Report of the PES Principal: In addition to her written report (included in the board packets), Principal Caliguiri reported/highlighted:

- A list of fund raising activities was presented.
- First week Celebrations are scheduled for Friday, September 2, with a VIP Barbeque at 12:30. Board members are invited to attend.
- Draft job description for Band and Choral Director was presented. Kristen will conference with Mrs. Winter and if no significant changes are needed, the draft will be finalized.
- Dr. Raja will continue to provide professional development for math instruction.
- Poultney Elementary School Student/Parent handbooks were distributed to Board members and the handbook will be online in September.
- To accommodate all students, 8:10 AM is the official start of the school day for PES which is moved back from 8:05 AM.

Report of the PHS Principal: In addition to his written report (included in the board packets), Principal Fitzgerald reported:

- Many activities are underway throughout the building consisting of: Humanities Camp; Mrs. Kristiansen's Art Camp; Staff revising PDC requirements; Professional Learning Communities; and Creating an interdisciplinary project for the 7th grade.
- School Improvement Grant has been completed. \$32,000 was awarded for a school improvement coach, which includes 40 days of on-site coaching which includes Wendy Cohan who has been working with the Breaking Ranks initiatives and to continue to use West Ed with our curriculum/instruction assessment initiatives.
- Math teachers have been working on improving math instruction/scores. Areas of concern were noted and an action plan has been created to address deficiencies, which includes open and constructed response questions, specific math concepts, and increasing the number of math classes students need to take. Plan does need peer review and state approval; however, administration does not anticipate any problems with the action plan.
- School Wide Action Plan was discussed and will be written and distribute at September meeting.
- Students and Youth and Adults are being trained to facilitate groups to enhance voice and choice in their education and students will present in the fall.
- Tom distributed the school's report card to the Board.
- Practices for soccer and football have begun.
- Seventh grade BBQ will be held in August 29 from 6 to 7:30 p.m. for families.
- Board member voiced concern about tardiness of notice for mandatory sports' meeting.
- Administration acknowledged concerns and stated there were computer glitches and an original invitation to this mandatory meeting was sent home in June report cards.

- Administration is working on issues involving co-curricular contracts. Athletic Council Students are involved in this process.
 - Tom provided drafts of job descriptions of Athletic Director and Middle/high School Coach.
 - PDCs (Personal Development Collections), a graduation requirement, were discussed and administration is focusing on student reflection to continue to focus on student learning.
 - Tom is interested in inviting members of the student council to participate in Board meetings. Suggestions include having a space for Student Council matters on Board's agenda. Reminder of appropriate chain of command for students.
- **Motion made by Mary Jo Teetor and seconded by Chrispin White to allow administration to bring up to 2 student board members to participate in school board meetings with no voting power. Motion carried. 4-0.**

Report of the Business Manager: In addition to his written report (included in the board packets), Mr. Milazzo reported:

- Louis included a list of surplus area which totals \$230,173 for FY 11. Further discussion about how to proceed with this surplus will be held in future budget meetings.
 - Audit is scheduled for August 29, 2011.
 - Budget time for FY 12 will begin in September/October.
- **Motion made by Alicia Marcy and seconded by Pat Davenport to approve reports of the consent agenda. Motion carried 4-0.**

Approve Warrants: Warrant # 120 in the amount of \$ 125,190.98 dated 7-13-11 and Warrant # 121 in the amount of \$187,009.97 dated 7-27-11 were read into the minutes as approved.

General Public Comments:

Audience member inquired if Dawn Sarli would be replacing Linda Smith, who has done an exceptional job integrating students into local businesses, if Board approved her as the Transition Specialist. Linda will continue her roll as she critical liaison. Students were complemented on being well behaved, well dressed, and professional and it is a very positive experience for all.

Audience member inquired when student schedules would be mailed. Response was that schedules are being mailed out on Wednesday of this week.

Old Business:

Board Goals were extensively discussed. Suggested revisions were made and a revised draft document will be brought back at the September meeting for possible approval.

New Business: PHS School Improvement Plan must be submitted to the DOE by September 15th. This is a requirement because we are an identified school.

Also required is a School Wide Action Plan for the Consolidated Federal Grant Joan has asked Tom to create one school action plan and reference the action plan to note the math targets and reference the school wide plan which refers to the reading/language/writing piece. The Poultney High School's Action Plan will be submitted to the board in September. The Poultney Elementary School's draft will be approved as well in September as well. They need to be adopted yearly and will be reviewed/updated each September.

- Nancy Rupe has given two donations. One was for the Wellness Center in the amount of \$217 and the other for Poultney High School Drama for \$75. Thank you Nancy.
- **Motion made by Alicia Marcy, seconded by Pat Davenport to accept donations. Motion carried. 4-0.**

Personnel Contracts: (Action if necessary)

New Hires:

- **Motion made by Pat Davenport and seconded by Chrispin White to approve Dawn Sarli as Transition Specialist for 12-15 hours monthly at \$25 an hour not to exceed \$5,000.00 for FY 12. Motion carried 4-0.**

Other:

- **Motion made by Pat Davenport and seconded by Mary Jo Teetor to approve Kelly Substitute Gina Ottoboni. Motion carried 4-0.**

Other Lawful Business: None.

Set Next Meeting Date: September 20, 2011 at Poultney High School at 5:30 PM (executive session) 6:00 PM open session.

Adjournment:

- **Motion made by Pat Davenport, seconded by Chrispin White to adjourn at 8:10 PM. Motion carried.**

Respectfully submitted,
Alicia Marcy
Board Clerk