

**Poultney Board of School Directors' Regular Meeting**

**July 18, 2011**

**5:30 PM**

**Poultney High School**

**Official Minutes**

Board Members Present: Mary Jo Teetor, Alicia Marcy, Chrispin White and Pat Davenport (joined the meeting in open session).

Administration Present: Superintendent Joan Paustian, Principal Kristen Caliguiri, Principal Tom Fitzgerald, and Business Manager Louis Milazzo.

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The meeting was **called to order** at 5:37PM by Mary Jo Teetor.

**Motion to go into executive meeting for negotiations and personnel at 5:37PM was made by Mary Jo Teetor, seconded by Chrispin White. Motion carried.**

Attending the executive session were Board Members – Alicia Marcy, Mary Jo Teetor, and Chrispin White. Administration: Superintendent Joan Paustian, Principal Kristin Caliguiri, Principal Tom Fitzgerald.

**Motion to come out of executive session at 6:00PM was made by Chrispin White, seconded by Mary Jo Teetor. Motion carried.**

No action taken.

Respectfully submitted,  
Alicia Marcy  
Poultney Board Clerk

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The meeting entered **Open Session** at 6:05PM.

**Presentations:** None.

**Consent Agenda:**

Approval of Minutes:

- **Motion made by Chrispin White, seconded by Alicia Marcy to approve the minutes of June 21, 2011 (regular and continuation) as presented. Motion carried.**

Report of the Superintendent: In addition to her written report included in the Boards' packet, Dr. Paustian reported:

- Provided information regarding the different types of Teacher Licenses:
  - Emergency- may be applied for by the Superintendent (to the Department of Education) after July 15, 2011 only for those individuals who are not certified/licensed and all other efforts to hire a fully qualified candidate has been exhausted. This license, once approved by the DOE, is only valid for one year.
  - Provisional - may be applied for by the Superintendent (to the Department of Education) for a number of circumstances:
    - if a licensed teacher is not licensed in particular endorsement area;
    - if an out of state licensed teacher is not licensed in Vermont;
    - if a new teacher's Level I application is in process but will not be fully processed before the start of the school year.This license, once approved by the DOE, is valid for two years and the individual is notified of criteria that must be met during that period in order to obtain their Level I licensure. Criteria may include: additional course work, Peer Review, or Transcript Review.
  - Level I - is issued to a teacher who has met all criteria and who has taught less than three years in their endorsement area.
  - Level II - is issued to a teacher who has met all criteria and who has taught three or more years in their endorsement area. This license must be renewed each seven years by showing evidence of professional development in the required areas, as well as meeting other requirements.
- Dr. Paustian is very proud to announce that Dean of Students, Joe DeBonis, Jr. now holds a Level I license as

Principal. Congratulations to Mr. DeBonis.

- Principal Fitzgerald will be acting as mentor to Jay LaMora as he works toward his administrative licensure.
- PHS is eligible to apply for a \$45,000.00 Grant from the State Department of Education which may be used toward total school improvement. We are in the process of applying for this grant and are hopeful we will receive the award. Discussion followed.

Dr. Paustian responded to a board member's inquiry that two Poultney employees are currently on a Provisional Licensure, one will be taking the Praxis Exam this summer and one will be undergoing Peer Review.

Report of PES Principal: In addition to her written report, Principal Caliguiri reported/highlighted:

- School Report Card in board packets for review
  - Draft Job Description for Athletic Scheduler in board packets for review
  - PES has been awarded a Grant in the amount of \$12,900.00 for Child Nutrition
- **Motion made by Pat Davenport, seconded by Alicia Marcy to approve the Child Nutrition Grant in the amount of \$12,900.00. Motion carried.**

Principal Caliguiri requested feedback from the board regarding the draft job description submitted (Athletic Scheduler). The board had no suggested changes; therefore the draft will be formatted as official.

Report of PHS Principal: Principal Fitzgerald reported:

- Humanities Camp began today for 7/8 graders
- Maintenance Staff is making excellent progress with summer work
- Computer Lab is almost finished

Principal Fitzgerald will have requested draft job descriptions for coaches and advisors as well as the PHS School Report Card prepared for the board's review in August.

Report of the Business Manager: Mr. Milazzo reported:

- Work is continuing on closing the fiscal year (FY11)
  - SEER and STAT Reports will be completed within the next few weeks
  - Shared with the Board a financial accounting for the PHS Class and Club Account (from Pattie McCoy) - a total of \$1,429.00 is on the books for accounts believed to be inactive - discussion followed in regard to disbursement of these funds accounts. By policy, funds which remain unexpended by September of the year following graduation are to be deposited into the general fund. Other inactive account funds have historically been transferred into the Principal's Account.
- **Motion made by Mary Jo Teetor, seconded by Chrispin White to authorize Principal Fitzgerald to transfer the funds from the identified inactive accounts into the Principal's Account to be utilized at his discretion for student or classroom needs with the exception of the funds remaining in the Golf Account, which shall remain as there is a golf team and the funds may still be utilized. Motion carried.**
- Mr. Milazzo and Plant Manager Rich Holcomb have been meeting with the Garland Co. regarding the condition of the roofs (at both schools). An inspection has taken place and a written report submitted. Consultation will continue to establish a short term and long range plan for needed improvements.
  - The lighting project is to be worked on for PHS this year. Currently the project is estimated to cost \$50,000.00. A full report will be submitted for the board's consideration.
  - Leap Frog Nursery School currently has 31 students interested in enrolling for FY12; there were only 24 students budgeted. Discussion ensued regarding how state reimbursement would factor in (based on a 2-year rolling average), whether the additional students could be enrolled without incurring additional expenses via more staff and whether the current space could accommodate the additional students. Mr. Milazzo indicated no additional staffing would be necessary and the current space was adequate. He also explained that the revenues would be less than the expenditures for FY12, but since reimbursement is on a 2-year rolling average, if enrollment stays consistent or increases, we should catch up in a few years. Also discussed - if it became necessary to limit the number of students, a lottery system would need to be implemented to be fair to all interested in enrolling. Further discussion ensued. The board felt strongly that they did not wish to limit enrollment for FY12; additional discussion for handling enrollment in future years will occur at a later date, but in advance of planning/budgeting timelines for ensuing years.
- **Motion made by Pat Davenport, seconded by Chrispin White to accept all 31 interested students into the Leap Frog Nursery School for FY12 plus any more that wish to enroll between now and the beginning of the school year. Motion carried.**

Approval of Warrants: Warrant #118 in the amount of \$1,092,674.81, dated 6/17/11 and Warrant #119 in the amount of

\$216,644.28, dated 6/30/11 were read into the minutes as approved.

A board member commented that any efforts to avoid paying interest fees on the credit card would be appreciated. Discussion ensued. Mr. Milazzo indicated that payments could be issued from receipts instead of waiting for the invoice to arrive (due to the limited timeline between receipt of the invoice and processing of payment).

A board member inquired if Mr. Milazzo was able to research the charges for texts on the phone bills. Mr. Milazzo indicated that the plan was supposed to be for unlimited texting; the company had been contacted and they will be refunding the amount charged on the last invoice and correcting it moving forward. A brief discussion ensued regarding who had cell phones and what/when they were used for.

**General Public Comments:** None.

**New Business:**

**Board Goals** - The board will provide input for the August meeting.

**Approve the Substitute list:** There are no new names at this time.

**Appoint RSWSU Act 153 Committee Representative:** Mary Jo Teetor indicated she was willing to represent the Poultney Board initially, but if other members wished to participate they could share the post.

**Old Business:** None

**Policies:** No action or discussion at this time.

**Action on Personnel Contracts:**

**New Hires:** The following were presented to the board for approval:

- a. Molly Nitka - FY11 Grade 9 Co-Advisor - prorated
- b. Russell Ford - FY11 Grade 9 Co-Advisor - prorated
  - i. A correction was noted to the previous appointment for FY12 - both Ms. Nitka and Mr. Ford will be FY12 Grade 10 Class Advisors.
- c. Keith Harrington - PES VT History Day Coach FY12
- d. Tammy Moyer - PES Athletic Scheduler FY12
- e. Beth Winter - PES Band/Choral Director FY12
- f. Jan Dente - Board Recording Secretary FY12
- g. Arlene Mathewson - PSD FY12 School Nurse

- **Motion made by Alicia Marcy, seconded by Mary Jo Teetor to approve hiring the above named individuals for the positions specified. Motion carried.**

No other action on Employment Contracts.

**Other Lawful Business:** None

**Executive Session:** None.

**Set Next Meeting:** August 16, 2011 at PHS at 5:30PM (executive session) 6:00PM open session.

Chair Mary Jo Teetor informed the Board that the RSWSU August meeting was scheduled for PHS.

**Adjourn:**

- **Motion made by Pat Davenport, seconded by Alicia Marcy to adjourn the meeting at 7:10PM. Motion carried.**

Respectfully submitted,  
Jan Dente  
Poultney Board Recording Secretary