

**Rutland Southwest Supervisory Union**  
**Board of School Directors' Regular Meeting**  
**Date: September 26, 2011**  
**Time: 6:30PM**  
**Location: Wells Village School (Library)**

**Official Minutes**

Board Members Present: Karen Stomski (M), Kimberly Stewart (M), Mary Jo Teetor (M), Kimberly Mathewson (M), Jennifer Miller (M), Pat Davenport (M), Cindy Taylor-Patch (M), (Alicia Marcy and Tammy Holcomb arrived later in the meeting).

Administration Present: Superintendent Joan Paustian, Director of Student Support Services Darren McIntyre, Assistant Director of Student Support Services Paul Eaton, Business Manager Louis Milazzo, Principal Gail Curtis.

Guests: Senator Peg Flory, Senator Bill Carris, and Representative John Malcomb

The meeting was **called to order** at 6:31PM by Chair Kimberly Mathewson.

The Senators and Representative were thanked for attending and introductions were made. Following is a summary of the discussion which occurred: this was the first of several planned meetings with the Legislators, for the purpose of opening and continuing the line of communication between the Board and legislation. The Board requested if there was anything in legislation which might impact the school districts that they would very much like to be notified. Discussion ensued regarding Hurricane Irene and how our and surrounding communities were affected; as well as how that is likely to affect the towns' grand list and ultimately school budgets. The Senators and Representative noted that this is a re-districting year and would be interesting. Many businesses were affected by Irene; roads although being fixed still raised concern regarding safety especially as we approach winter, and other matters concerning revenues, etc. are expected to take up much of the legislative session. The Board inquired if there was any action or changes expected with Act 153 (school mergers); it was the consensus of the Representatives that this topic would probably stay the same unless there were financial issues attached due to the newer issue of Hurricane Irene and the recovery from same. The Senators and Representative indicated that hard data is helpful to them on how decisions (in the legislation) are affecting schools. They confirmed that they are aware of the potential problems that Act 153 could pose (e.g. transportation, school choice, loss of schools = loss of center of communities, etc.); they indicated that letters and phone calls are the best way to communicate with them (mass e-mails are not an effective way to communicate). The Senators, Representative and Board Members were appreciative of the communication and open to holding more such meetings in the near future. The guests were thanked for attending.

**Consent Agenda:**

**Approval of Minutes:**

- **Motion made by Karen Stomski, seconded by Kimberly Stewart to approve the minutes of June 6, 2011 (Special), June 9, 2011 (Special), August 22, 2011 (Regular and Continuation) and September 12, 2011 (Special). No amendments were requested. Motion carried.**

**Report of the Superintendent:** Dr. Paustian's written report was included in the Board's packet, in addition she reported/highlighted:

- NESAs (New England Superintendents' Association) conference was attended and was very informative. Dr. Paustian informed the board of the topics for the conference, with more details to follow.
- The model we are using for evaluations and service providers was noted to be one of the most cost effective models and is recognized as a best practice model.
- ELA (English Language Arts) Curriculum was rolled out as a working draft to all educators across the supervisory union. Dr. Paustian shared a model manual with the Board and gave an overview.
- A Fact Finder has been selected (pertaining to teacher negotiations)
- A Template was handed out to Board Clerks, Chairs and others who may need to take continuation or special meeting minutes - to be used if so desired as a tool to assist in obtaining all needed information for minutes and ease of submission.

**Report of the Business Manager:** Mr. Milazzo's written report was included in the Board's packets, in addition he discussed:

- Insurance policy - loss ratio (liability) for workers compensation and unemployment. Further explanation was provided.
- FY11 financial audits are complete. There were no findings noted for the supervisory union. A draft audit

- is expected to be available within the next month or two.
- Workers compensation claims were discussed further and explanations provided by Mr. Milazzo.
- FY13 budget discussion will follow later in the meeting.

Report of the Director of Student Support Services: Mr. McIntyre's written report was included in the Board's packet, in addition he highlighted/reported:

- Summary chart was developed to assist with time study reports
- The new process should expedite and streamline the process.
- Related Service Providers meetings are now taking place on a regular schedule. This allows the Service Providers opportunity to collaborate and assists in avoiding scheduling conflicts and allows opportunity to share important information pertaining to students they have in common.
- Service Plan/Budgeting Process - streamlined using only one State form now, this saves time and steps. The new process should provide information faster and assist with schedules, DOE reporting as well as greater accuracy for budgeting purposes.
- A problem was identified across the State regarding annual review dates for Child Count. Mr. McIntyre has been able to identify the problem on ten of the fourteen dates in our supervisory union as due to transition between programs and/or dual program operation. This has been corrected for the ten. The remaining four are being addressed with teams and case managers, and a stop gap system has been implemented which should prevent this from occurring in the future.
- The transition program which is in place now gives us the ability to expand connections and opportunities for students. We are very excited about this new program. A disk is available from VABIR at a cost of \$400 which provides contact information for students. This is believed to be a valuable tool for our students and well worth the cost.
- Discussion ensued regarding the fact that tracking IEP dates is the responsibility of the case managers and should not be a responsibility of the Director/Assistant Director. This was acknowledged, however, the stop gap measure which has been implemented is an extra safeguard to ensure timely meetings while the responsibility still falls to the case manager.
- Discussion ensued regarding whether/how we track students after they graduate to determine if they are being successful in the employment field they were trained in and what how that data could assist us with our program in the future.

Report of the Director of Educational Advancement: Mr. LaMora will submit a more detailed report in the next month; Dr. Paustian gave a summary update regarding the progress being made to date. Mr. LaMora has attended trainings from the State and continues to make connections with those who will assist. At this time, it is believed that the State will allow a waiver to be submitted where we hope to get some or all of the carry over funds. Mr. LaMora has learned important strategies for allocation of funds and for budgeting which will be of great benefit. Mr. LaMora is working on an RSWSU Action Plan which will tie all local Action Plans together.

- **Motion made by Karen Stomski, seconded by Mary Jo Teetor to accept the reports of the consent agenda. Motion carried.**

**Approve Bills and Orders:**

- **Motion made by Pat Davenport, seconded by Karen Stomski to approve Warrant #122 in the amount of \$119,511.68 dated 8/12/11; Warrant #123 in the amount of \$26,935.45 dated 8/26/11 and Warrant #124 in the amount of \$3,153.44 dated 9/9/11. Motion carried.**

**General Public Comments:** None

**Old Business:**

Board Goals - By consensus, the board agreed to table the goals until the next meeting.

The Chair called for a short break at 8:00PM, calling the meeting back to order at 8:11PM.

**New Business:**

FY13 Budget - Mr. Milazzo presented the timeline for the FY13 budget process (included in the board packet). The Finance Committee will have a preliminary first draft prepared for the board to review at the October meeting. At the local levels, all Principals have been provided with worksheets and a preliminary draft. They will continue to meet with Mr. Milazzo and local first drafts should be ready for local boards in October as well.

Committee Reports:

Finance - Next meeting is scheduled for October 13 at 4:30PM at Central Office. The focus will be on FY13 budget. At the last meeting, the committee discussed:

- o FY13 budgets
- o Jobs Fund
- o Merit Raises
- o Service Providers - the change from vendor to employee will not affect the FY13 budget, however, it will appear increased. It will be assessed back to the local school districts (where it is budgeted); therefore there will be offsetting revenues. The assessment will be based on Child Count.
- o Flexible Spending Account - Horace Mann (currently one of our 403(b) vendors) has provided information regarding a flexible spending plan option. Discussion ensued.
- o Workers compensation insurance regarding vendors - discussion ensued. If they do not have their own insurance, we are allowed to decrease their rate of pay to account for our cost for the insurance.
- o Miscellaneous stipend payments for short term, temporary positions were discussed and the committee approved Mr. Milazzo's proposal.
- o The plan is to finalize the SU Budget (FY13) at the November meeting.

Systems Management - Next meeting is scheduled for 10/12/11 at 5:30PM at Central Office. Karen gave an overview of the committee's work at the last meeting.

Human Resources - No meeting held or scheduled.

SU Negotiations - Fact Finder has been selected. Attorney Wells will be forwarding more information in the near future.

Act 153 - Next meeting scheduled for 10/18/11 at 4:30 at PHS.

Policies:

For input -

- o H-5 Visits by Parents, Community Members and Media .....
- o B-1 Board Member Education
- **By consensus, the board agreed to return H-5 and B-1 in October for adoption, no suggested changes requested.**

For adoption:

F-106 Idling of Vehicles Other than School Buses - it was noted that school bus idling was law and is noted in the policy, this policy addresses other vehicles.

- **Motion to adopt F-106 Idling of Vehicles Other than School Buses made by Tammy Holcomb, seconded by Mary Jo Teetor. Motion carried.**

Action on Personnel Contracts:

New hires:

- **Motion made by Mary Jo Teetor, seconded by Kimberly Stewart to approve the following new hires:**  
**Dillon Marino – Document Shredder**  
**Shaunna Sheldrick – PES Title I ASP Assistant**  
**Leanna Golfin – PES Title I Part-Time Instructional Assistant**

**Motion carried.**

Resignations: None

Terminations: None

Other:

- **Motion made by Karen Stomski, seconded by Jennifer Miller to approve the following Kelly Services Substitutes:**

- |                    |                   |                 |               |
|--------------------|-------------------|-----------------|---------------|
| o Alyssa Donovan   | Daryl Doty        | Kelly Roberts   | Sara Gayle    |
| o Tracy Fitzgerald | Caitlin Cassidy   | Laurence Booker | Jacinda Brown |
| o Megan Munson     | George Forstbauer | Tammy McLaren   | Andrea Parker |
| o Phyllis Smith    |                   |                 |               |

**Motion carried.**

**Set Next Meeting:** Scheduled for October 24, 2011 at 7:00PM at Middletown Springs Elementary School.

**Other Lawful Business:** None.

**Personnel Contracts (continued):**

**Release from Contract:**

- **Motion made by Kimberly Stewart, seconded by Cindy Taylor-Patch to move the board into executive session at 8:41PM for personnel matters (1 VSA 313 1(a)(b) and to include Dr. Paustian, Mr. McIntyre, Mr. Eaton, Mr. Milazzo and the Recording Secretary. Motion carried.**

Respectfully submitted,

Jan Dente  
RSWSU Board Recording Secretary

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Rutland Southwest Supervisory Union  
Continuation Minutes (Unofficial)  
September 26, 2011

All except the board and Superintendent Paustian were excused; Mr. Milazzo was asked to briefly exit the meeting until called back in by the board.

- **Motion made by Mary Jo Teetor to move the board out of executive session at 9:22PM, seconded by Karen Stomski. Motion carried.**
- **Motion made by Karen Stomski and seconded by Kimberly Stewart to release Darren McIntyre from his contract, with regrets, effective 10/7/11. Motion carried.**
- **By consensus, the board authorized the Superintendent to advertise the position of Director of Student Support Services.**
- **Motion made by Alicia Marcy, seconded by Jen Miller to adjourn at 9:24PM. Motion carried.**

Respectfully submitted,

Cynthia Taylor-Patch  
RSWSU Board