

## **Rutland Southwest Supervisory Union**

Board of School Directors' Meeting (Regular)

July 26, 2010 at Wells Village School

### **Official Minutes**

**Board Members Present:** Cindy Taylor-Patch (M), Kimberly Mathewson (M), Charity Downs (M), Tracee Oakman Rupe (M), Tammy Holcomb (M), Mary Jo Teetor (A), Helen Mango (M), Kimberly Stewart (M), and Alicia Marcy (M).

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

The meeting was **called to order** by the Chair at 7:03 PM.

### **Consent Agenda:**

#### **Approval of Minutes:**

June 1, 2010 (Special) – **Motion made by Helen Mango seconded by Tammy Holcomb to approve the minutes of June 1, 2010. Motion carried.**

June 28, 2010 (Regular and Continuation) – **Motion made by Helen Mango seconded by Tammy Holcomb to approve the minutes of June 28, 2010 (regular and continuation). Discussion. Motion to approve as amended, carried.**

**Report of the Superintendent:** Written report included in board packets. Dr. Paustian introduced Jason LaMora, recommended candidate for the Technology Integration Specialist. Mr. LaMora was given the opportunity to speak briefly regarding his abilities and successes in the area of Technology Integration. Mr. LaMora was thanked for his time. The Chair noted that the board would have opportunity to discuss and vote on hiring for this position under the new hire section of the agenda.

In addition to her written report, Dr. Paustian also reported:

- Collaborative efforts and positive climate of Administrative Team.
- Further explained school choice changes – discussion ensued.
- SDI- elaborated on material covered.
- Suggested, for consideration, the possibility of seeking a grant writer – discussion ensued.
- Elaborated on the Safe Routes to School Grant Award.
- Reported that all except two IA positions have been filled for FY11 and contract are up to date.

**Report of the Business Manager:** Mr. Milazzo handed out his report and gave a brief overview of same.

- Additionally, board approval is needed to sub grant funds from RSWSU to Poultney and Middletown Springs School Districts for the specified Title I teaching positions (and benefits).

**Motion made by Helen Mango, seconded by Kimberly Stewart to approve the sub granting of funds from RSWSU to Poultney School district for the two Title I funded positions (plus benefits) and to Middletown Springs for the one Title I funded position (plus benefits) as specified. Motion carried.**

**Report of Director of Student Support Services:** Written report included in packets. Mr. McIntyre offered to answer any questions from the board.

- He expressed thanks to the board for their approval of the Assistant Director and Team Leader positions, they have proven invaluable.
- Child Count (across the SU) was decreasing.
- He, Paul and others have been busy with interviews for the Occupational Therapist position, Long Term Substitute Special Educator position, Special Educator position, as well as a few Instructional Assistant positions. The Board was provided with information regarding the Occupational Therapist nominee. Discussion ensued.
- The Special Education Office has been reorganized; Mr. McIntyre invited board members to visit.

The Board thanked Mr. McIntyre for his comprehensive and clear report; they especially appreciated the graphs in his report.

Dr. Paustian informed the board that the Assistant Special Education Coordinator title has been changed to Assistant Director of Student Support Services. Mr. Eaton's responsibilities include acting as LEA in all schools as needed; as well as to cover for Mr. McIntyre during his absence. The title change is meant to more clearly delineate this role.

Report of Director of Educational Advancement: Dr. Paustian reported that:

- Mrs. McKelvie has submitted all grants and is awaiting approval from the State. At this time, there is nothing to report until the grants are approved and work commences.
- Mrs. McKelvie will submit a written report to the board quarterly or as needed. Due to her dual role, she is not expected to attend all RSWSU board meetings.

**Motion made by Tracee Oakman Rupe, seconded by Charity Downs to approve all reports as presented. Motion carried.**

**Approval of Warrants:**

**Motion made by Helen Mango, seconded by Tammy Holcomb to approve Warrant #89 in the amount of \$57,129.83, dated 6/18/10 and Warrant # 90 in the amount of \$129,935.21, dated 6/30/10.** In response to a board member's inquiry, Dr. Paustian explained that mileage reimbursement was a federal and state law, and reimbursement was provided to those employees who traveled in the course of their work day to provide their services; however, mileage to/from home and work is not a reimbursable expense. **Motion carried.**

**General Public Comments:** None

**Old Business:** None.

**New Business:**

**Report of the Finance Committee:**

- Medicaid/Grant Clerk pay rate increase: Tammy Holcomb reported that the Finance Committee met just prior to this meeting, and reviewed the discussion items with the board. The Committee recommends an increase to the rate of pay for the Medicaid/Grant Clerk position – research was

presented to the board with comparisons of pay for the same position from other supervisory unions in the area.

- **Motion made by Helen Mango, seconded by Kimberly Stewart to approve the increase in rate of pay for FY11 for Nicole Keyes (Medicaid/Grant Clerk) from \$10.50/hour to \$11.25/hour; and to increase the rate of pay for the same individual for FY12 by 6% in addition to the approved merit increase. Discussion ensued. Motion carried.**
- Increase per diem pay rate for long term substitutes: The Committee also recommends that the rate of pay for long term substitute teachers who sub consecutively for the same position but for less than 45 days; is increased to compensate for the additional responsibilities. It is recommended that the rate of \$100 per day be paid. Discussion ensued. No action. This topic is to be considered at the HR Committee to determine the definition of “long term” before coming back to the board for action.
- The Rutland Southwest Supervisory Union Teacher’s Salary and Benefits Guide was reviewed by Attorney Zawistoski and the board was presented with a revised salary guide for consideration. Discussion ensued. **Motion made by Mary Jo Teetor, seconded by Helen Mango to approve the RSWSU Teacher’s Salary and Benefit Guide as proposed and reviewed by the Attorney, to be effective 7/1/10. Motion carried with one abstention.**
- The next Finance Committee meeting is scheduled for September 22, 2010 at 5:30PM- location TBA (either TSD or MSD).

The Chair called for a short break at 8:25PM; board back in session at 8:38PM.

Report of the Systems Management Committee: Notes from previous meeting included in packet.

- Helen Mango explained the status of F3, F-4 and the Bullying Policies (as well as the Bullying Rubric).
- She also explained that the Retention policy was being reviewed.
- The next meeting is scheduled for August 9, 2010 at 10AM at Central Office.

Report of the Human Resources Committee: The Committee was unable to meet in July; the next meeting is scheduled for September 2010.

### **Action on Personnel Contracts:**

New Hires:

- **Motion made by Cindy Taylor-Patch, seconded by Mary Jo Teetor to approve hiring Shaunna Sheldrick as the Title I funded PES Summer Instructional Assistant. Motion carried.**
- **Motion made by Cindy Taylor-Patch, seconded by Tammy Holcomb to approve hiring Jason LaMora as the RSWSU Technology Integration Specialist. Discussion ensued. Motion carried with one abstention.**
- **Motion made by Helen Mango, seconded by Mary Jo Teetor to approve hiring Anne Adams at the Occupational Therapist (both school year and EYS) at \$45.00 per hour. Discussion ensued. Motion carried.**

**Other Lawful Business:** None.

**Set Next Meeting:** By consensus the board agreed there was no need to hold the August regular meeting; if needed, the date may be used by the Negotiating Council to meet with Attorney D Wells. The next regular RSWSU Board meeting is set for September 27, 2010 at 7:00 PM (location to be determined (either Tinmouth or Middletown Springs)).

**Executive Session:** None.

**Motion made by Helen Mango, seconded by Kimberly Stewart to adjourn. Motion carried. Meeting adjourned at 9:05PM.**

Respectfully submitted,

Jan Dente  
RSWSU Board Recording Secretary