

**RUTLAND PUBLIC SCHOOL  
REGULAR MEETING OF THE BOARD OF SCHOOL COMMISSIONERS  
MARCH 25, 2014**

**School Board Members Present:**

Peter Mello  
Daniel Alcorn  
Hurley Cavacas, Jr.  
Richard Courcelle  
Peter Fagan  
Alison Notte  
Matthew Olewnik  
Erin Shimp  
Kate Thomas  
**Member Absent**  
Rob Kurchena  
Cooper Babbitt

**Also Present:**

Superintendent Mary Moran  
Assistant Superintendent Rob Bliss  
Peter Amons  
Lyle Jepson  
Bill Olsen  
Steve Sampson  
Susanne Engels  
Kristin Francoeur  
Ellie McGarry  
Patricia Aigner  
Jessica Henderson  
Nicole Carter  
Pam Reed

---

The meeting was called to order at 6:30 pm followed by the Pledge of Allegiance.  
Absent were Commissioner Kurchena and Student Representative Cooper Babbitt.

**CALL TO  
ORDER**

**ROLL CALL**

Motion by Cavacas / Fagan to accept the minutes of the March 11, 2014 regular school board meeting as written. Motion passed unanimously by all those in attendance.

**MOTION:  
MINUTES  
03/11/14  
MEETING**

**Communications:**

Departing Board Member Rob Towle was thanked for his service to the Board and the committees he served on. Mr. Towle thanked Board members and said he had a valuable experience. Mr. Towle also congratulated the Lady Raiders, Bronze Medalists in the New England Tournament.

**WRITTEN &  
ORAL  
COMMUN-  
ICATIONS**

Recognition of Stephen A Sampson - 2013 Vermont Assistant Principal of the Year - Mr. Mello congratulated Mr. Sampson and read a portion of the House Concurrent Resolution naming Mr. Sampson as the 2013 Vermont Assistant Principal of the Year. Mr. Sampson said he is humbled by the recognition and it is a testament to the work taking place daily at Rutland High.

**RECOGNIZE  
STEVE  
SAMPSON  
AS VT ASST.  
PRINCIPAL  
OF THE  
YEAR**

Mayor Louras Nomination Letter for Vacant School Board Seat - Mr. Mello read a letter from Mayor Louras nominating Christian Wideawake to the Rutland City School Board, vacancy Rob Towle, for School Board approval. The Board will act on this at their next meeting, April 8.

**MAYOR  
NOMINA-  
TION FOR  
VACANT  
SCHOOL  
BOARD  
SEAT**

**Reorganization:**

Swearing in Elected Member - The following Board members all took the oath of office for three year terms: Peter Fagan, Alison Notte, Matthew Olewnik and M. Kate Thomas.

**BOARD  
REORGAN-  
IZATION**

Election of Board Clerk - Motion by Cavacas / Fagan to nominate Dick Courcelle for the position of Board Clerk for one year. There were no other nominations. Motion passed unanimously by all those in attendance.

**MOTION:  
ELECTION  
OF BOARD  
CLERK**

Election of Board President - Mr. Courcelle called for nominations for Board President. Motion by Cavacas / Thomas to nominate Peter Mello for the position of Board President for one year. There were no other nominations. Motion passed unanimously by all those in attendance.

**MOTION:  
ELECTION  
OF BOARD  
PRESIDENT**

Mr. Mello asked any Board members who would like to change their committee assignment to let him know. He will discuss assignments with new Board members. Mr. Mello appointed Hurley Cavacas as new Chair of the Building Committee.

**EDUCATION  
REPORT**

Budget Planning - Mr. Mello reviewed the steps. The Board needs to decide on a revised budget amount, set a date for revote, warn a public information meeting, hold a public information meeting at least five days after the warning, and hold the election at least seven days after the warning. At the next Board meeting, there will be specific discussion about budget recommendations. Mr. Mello said the Administration has been asked to reduce the budget amount in the amount of a half-million dollars and describe to the Board how that would impact current staffing and programs.

**BUDGET  
PLANNING**

Mr. Mello said voting results by ward were reviewed. There was discussion about working to get out the vote. The revote will most likely be in the month of May. Commissioner Cavacas said his ward did not even get to 20% turnout. It will be even harder in a special election. He agrees we need to go after the "yes" votes and let people know the importance of the election.

**RETREAT  
REPORT**

Retreat Report - Mr. Mello said he and Mr. Courcelle have been discussing the Board goals: Collaborative Decision Making and Continuous Student Progress. Mr. Courcelle reviewed his thoughts on the recent Board - Administrator Retreat and the Board goals. He feels that there was an incomplete process and that setting a goal is not enough. The Board needs to define what "good" looks like and "how can we measure progress?" He believes the process needs to be revisited. He asked for interested Board members to meet in a subgroup to look at the tools and processes. Mr. Courcelle said he does not think the Board does a good job of communicating outward success and that the recent vote reflects that. He would like to establish a process that could be used for the next three years. Other Board members agreed and Mr. Cavacas recommending tying the Board goals to those of the Administration and teachers. Mr. Mello said he will invite all Board members to be a part of the process.

**PERSONNEL**

Motion by Cavacas / Fagan to approve the Licensed and Non-licensed section of the Personnel Memorandum No. 498 dated March 21, 2014, as recommended by the Superintendent of Schools.

**MOTION:  
PERSONNEL  
MEMO #498**

The appointments, retirement, and leave of absence were reviewed by Superintendent Moran. She thanked the members of the screening committee for the Rutland Middle School Principal. The memorandum includes the administrative appointment of Kristin Holsman-Francoeur for Principal of Rutland Middle School. The memorandum is attached.

**BUSINESS  
OFFICE  
CHANGES**

Mr. Amons reviewed a memorandum outlining business office changes resulting from the coming retirement of Randy Roberts, effective 6/30/14. The memorandum is attached.

Motion passed unanimously by all those in attendance.

RIF  
PROCESS

Reduction-In-Force Process - Mr. Mello said we are anticipating a potential budget reduction for the revote. The Master Agreement calls for notification of Reduction-In-Force by April 15.

MOTION:  
REDUCTION  
IN FORCE  
PROCESS

Motion by Fagan / Cavacas for the Superintendent to begin to implement the Reduction-In-Force procedure as outlined in the Master Agreement. Motion passed unanimously by all those in attendance.

BUSINESS  
REPORT

Deferred Maintenance Financing Voting Resolution - Mr. Amons said this Resolution is to correct a technical issue with the bond vote wording. The financing will be a tax exempt municipal lease. Mr. Mello read the Resolution.

MOTION :  
ADOPT  
RESOLU-  
TION RE:  
DEFERRED  
MAINTEN-  
ANCE  
FINANCING

Motion by Thomas / Fagan to adopt the Board of School Commissioners Resolution (attached) regarding financing the cost of making school building improvements, as presented. Motion passed unanimously by all those in attendance.

Chris Franco Memorial Scholarship Award - Ms. Moran said the Chris Franco Memorial Scholarship Award is intended for the benefit of STC students in the Culinary Arts program who plan to pursue further education.

MOTION:  
ACCEPT  
CHRIS  
FRANCO  
MEMORIAL  
SCHOLAR-  
SHIP  
AWARD

Motion by Cavacas / Shimp for the Board of School Commissioners to accept the Chris Franco Memorial Scholarship Award to be accepted through the Scholarship Committee. Motion passed unanimously by all those in attendance.

SUPERIN-  
TENDENTS  
REPORT

#### Announcements

ANNOUNCE-  
MENTS

- Ms. Moran said she and Cooper Babbitt will be attending a meeting regarding student school board members and encouraging student voice.
- It is Youth Art Month and the student art show at the Chaffee Art Center will be opening on Friday. Art will be shown from students in grades K-12. Thanks to RIS art teachers Debby Dauphinais and Darren Stafford.
- At Northeast School, there will be a family movie night on Friday and the PTC will be meeting the same evening. The school will launch their annual Positive Behavior recess contest starting March 31. There will be a school wide celebration of learning and healthy decisions held on the Spartan Arena turf on April 3.
- At Northwest School, the PBIS hero assembly will be held on Thursday and retired teacher Marie Fusco is the hero of the month. Spring picture day is Friday. The PTC will meet on Friday morning.
- The RIS PTC will hold their annual Book Fair March 26.
- The RMS 8th grade Humanities and UA teachers recently completed a two day integration unit on diversity. The unit culminated in the Naturalization Ceremony held on Monday. The ceremony was exceptional, all planned, organized and ran by students. 22 people were naturalized and are now USA citizens. Four RMS students have received the top prizes in the VT Month of the Military Child Poster Contest. First Prize: Francie Ettore; Second Prize: Brianna Beauchamp; Third Prize: Emma Gonzales; and Honorable Mention: Grace Perkins. Students and their families will be recognized during the VT Month of the Military Child

**Kick-Off Event on April 1.**

- As of today, the last day of school for students and paraeducators will be June 18. teachers June 20. Graduation is June 12. Last day of school, subject to change.

**Legislative Report - Mr. Fagan reviewed the proposed Education Property Tax Rate, which is actually a reduction for the base homestead rate from what had originally been proposed and from what our budget was based upon. He also reviewed some of the proposals outlined in the School Governance Bill.**

**LEGISLA-  
TIVE  
REPORT**

**Policy Committee - Commissioner Shimp reviewed the changes for three policies recommended for updates.**

**COMM.  
REPORTS**

**POLICY  
COMM.**

**Motion by Shimp / Cavacas to adopt the following Policies for first reading:**

- Policy #1360 Student Representation on the School Board
- Policy #3271 No Idling of Motor Vehicles on School District Property
- Policy #7440 Tobacco Use

**MOTION:  
ADOPT  
POLICIES  
FOR FIRST  
READING**

**Motion passed unanimously by all those in attendance.**

**New Business**

**Mr. Fagan reflected on a conversation he recently had with an RHS Senior who was accepting a scholarship. He said the student had positive things to say about his education at RHS and is in favor of personalized learning plans.**

**NEW & OLD  
BUSINESS**

**Mr. Mello asked for a future update about upcoming changes in teacher licensing.**

**Motion by Fagan / Shimp to adjourn at 7:32 pm. Passed.**

**ADJOURN**

**Respectfully submitted**

---

**Janet Mondlak  
Recording Secretary**

TO: Board of Education

FROM: Mary E. Moran, Superintendent

DATE: March 21, 2014

RE: Personnel Memorandum – Licensed and Non-Licensed

RESOLVE: That the LICENSED and NON-LICENSED SECTION OF THE PERSONNEL MEMORANDUM NO. 498 dated March 21, 2014, be approved as recommended by the Superintendent of Schools.

**A. LICENSED SECTION**

1. Administrative Appointment

<u>Name</u>	<u>Position/Location</u>	<u>Salary</u>	<u>Effective</u>
Kristin Holsman-Francoeur	Principal/RMS	\$105,553.00	7/1/14

2. Appointments

<u>Name</u>	<u>Position/Location</u>	<u>Salary</u>	<u>Effective</u>
Fieh Chan	STEM Academy & Outreach Coordinator/STC	\$68,000.00	7/1/14
Brian Narkewicz	STEM Instructor/STC	\$47,630.00	8/22/14

3. Leave of Absence

<u>Name</u>	<u>Position/Location</u>	<u>Effective</u>
Kylie Wolgamott	Art/RHS	2014-15 School Year

**B. NON-LICENSED SECTION**

1. Business Office Transfers ~ See Memo

2. Appointment

<u>Name</u>	<u>Position/Location</u>	<u>Pro-rated Salary</u>	<u>Effective</u>
Taylor Kenyon	Secretary III/RHS Activities/Athletic Office	\$6,140.72	3/31/14

3. Retirement

<u>Name</u>	<u>Position/Location</u>	<u>Effective</u>
Janice Semp	Paraeducator/RMS	6/30/14

4. Coaching Appointment

<u>Name</u>	<u>Position/Location</u>	<u>Stipend</u>	<u>Effective</u>
Rob Labate	Varsity Boys' Lacrosse Coach	\$4,137.42	Spring Season



6 Church Street, Rutland, VT 05701  
Phone: 802-773-1900  
Fax: 802-773-1927  
Web: [www.rutlandcitypublicschools.org](http://www.rutlandcitypublicschools.org)

Mary E. Moran, Superintendent  
Robert S. Bliss, Assistant Superintendent  
Peter P. Amons, Chief Financial Officer  
Eloise S. McGary, Director of Support Services

**Date:** March 20, 2014  
**To:** Mary Moran, Superintendent  
**From:** Peter Amons, CFO *MA*  
**Subject:** Business office changes

---

The coming retirement of Randy Roberts effective 6/30/14 as Accounting Manager in the Business Office is setting off a planned internal chain reaction of job positions.

Effective July 1, 2014 we would like to promote Jeri Tyl to Accounting Manager to replace Randy. She is currently the Accountant in the business office.

To replace Jeri as Accountant, we would like to promote Melissa Yennerall to Accountant who is currently serving as Accounts Payable Clerk in the business office.

Because the Accounts Payable position will then be empty, and Randy's last day actually on site will be June 6, we wish to begin looking for a new payables person to provide some overlap training time before these folks change seats.

For FY15 I would propose a salary rate of \$66,520 for the Accounting Manager position and \$55,740 for the Accountant position. The Accounting Manager position has traditionally had an equivalent pay rate with the financial analyst position and I see no reason to change that. The Accountant pay rate recommended is the midpoint between the Accounting Manager rate and the Accounts Payable Clerk rate.



6 Church Street, Rutland, VT 05701  
Phone: 802-773-1900  
Fax: 802-773-1927  
Web: [www.rutlandcitypublicschools.org](http://www.rutlandcitypublicschools.org)

Mary E. Moran, Superintendent  
Robert S. Bliss, Assistant Superintendent  
Peter P. Amons, Chief Financial Officer  
Eloise S. McGarry, Director of Support Services

CITY OF RUTLAND  
BOARD OF SCHOOL COMMISSIONERS  
RESOLUTION

WHEREAS, the Warning for the 2014 annual meeting of the City of Rutland, held on March 4, 2014, contained a proposition for incurring bonded indebtedness to finance the cost of making school building improvements; and

WHEREAS, notice of said annual meeting was to be given, *inter alia*, by publishing the Warning thereof pursuant to 24 V.S.A. §1756, "once a week for three consecutive weeks on the same day of the week, the last publication to be not less than five nor more than ten days before such meeting;" and

WHEREAS, as a result of oversight, inadvertence or mistake, the Warning for said annual meeting was published once on February 20, 2014; and

WHEREAS, the proposition of incurring bonded indebtedness to make school building improvements (School Article 3) was approved, the vote thereof being In Favor 1342 and Opposed 1116.

NOW, THEREFORE, the Board of School Commissioners of the City of Rutland, desiring to avail themselves of the provisions of 17 V.S.A. §2662 and 24 V.S.A. §1757, hereby ratify and confirm to the fullest extent permitted by law all matters and actions relating to the call, notice and conduct of said annual meeting, and the business conducted thereat.

Adopted at a duly convened meeting of the Board of School Commissioners of the City of Rutland held on March 25, 2014.

ATTEST:

\_\_\_\_\_  
\_\_\_\_\_, Clerk,  
Rutland City Board of School Commissioners