

RUTLAND PUBLIC SCHOOLS
REGULAR MEETING OF THE BOARD OF SCHOOL COMMISSIONERS

August 23, 2016

School Board Members Present:

Dick Courcelle
Rob Kurchena
Daniel Alcorn
Peter Fagan
Matthew Olewnik
Kate Thomas (6:48 pm)
Christian Widewake
Student Representative Nova Wang
Student Representative Connor Solimano

Members Absent:

Daniel Alcorn
Hurley Cavacas, Jr.
Alison Notte
Joanne Pencak
Erin Shimp

Also Present:

Superintendent Mary Moran
Assistant Superintendent Rob Bliss
Patricia Aigner
Peter Amons
Carol Baker
Fieh Chan
Michael Derevjanik
Bob Johnson
Ellie McGarry
Bill Olsen
Glenn Olson
Pam Reed
Steve Sampson

The meeting was called to order at 6:30 pm followed by the Pledge of Allegiance. Chair Courcelle noted the absence of Commissioners Alcorn, Cavacas, Notte, Pencak, Shimp and Thomas. He also noted that there were not enough Board Members present to constitute a quorum and any “official business” would not be conducted unless/until a quorum was achieved.

CALL TO ORDER

Communications - Written – Commissioner Kurchena read a thank you letter from Matthew Burd, who received the Dr. and Mrs. Michael Dick Scholarship Award. Oral – none.

COMMUNICATIONS

Performance Excellence Initiative/Progress – Assistant Superintendent Rob Bliss reviewed the Draft Proposal for PEI Reporting Schedule. This has been a long process to allow a high level view of performance for the Board and community. Input was collected to create goals, vision and performance standards. Our aim is to provide one easy view for understanding where we are in relation to the big picture goal. Discussion revolved around the impressiveness and wide range of the initiative.

PEI UPDATE

School Program Update: Opening of School Activities 2016 – Beginning dates for all schools were reviewed. Athletics started last Thursday. We are looking forward to another successful season. Homecoming was noted – more information will be forthcoming. New Staff Orientation is Thursday. Families were encouraged to access our website and contact schools for any information they need.

SCHOOL PROGRAM UPDATE

Summer Professional Development Report – Assistant Superintendent Bliss noted: “work starts when school lets out in June.” This is when work on school improvement efforts, handbooks, policies and personnel issues begins. He reviewed and highlighted portions of the Summer Professional Development Report. It was a successful summer. Discussion revolved around how the activities were deemed worthwhile prior to going forward and realizing a final product. Kudos to all staff for focused and planned work, and working in buildings and on professional development on their own time.

SUMMER PD REPORT

Chair Courcelle noted that a quorum is now present and adjusted the agenda to address the minutes of the June 14, 2016 regular school board meeting.

QUORUM ACHIEVED

Motion by Fagan/Thomas to accept the minutes of the June 14, 2016 regular school board meeting as written. Minutes Stand.

**MINUTES
6/14/2016**

Central Office Reports: Superintendent Moran congratulated Student Representative Connor Solimano on his appointment to the Vermont State Board of Education and welcomed new members of the Leadership Team: Bob Johnson, Fieh Chan and Carol Baker. She referred to the Athletics Schedule and passes distributed to Board Members and pointed out Summer Tapestry and EPIC materials on display in the Board Room. Deb Hathaway will provide a comprehensive report on these programs at a later meeting.

Assistant Superintendent Bliss noted the art work on display from the Hanamaki Art Exchange, a gesture of kindness and friendship. The art work was produced by students in the Ishidoriya Zenrinkah and Taehata Preschools to honor the 30 year anniversary of the Rutland Ishadoria Student Exchange. Mark your calendars: October 13 – 15, 2016, 35 delegates from Hanamaki will be here to tour Rutland and New York City. Assistant Superintendent invited everyone to view the art work and added that we will try to move it around the community so that more people can see it.

There are a substantial number of new hires that are on the personnel memo, both veterans and rising young stars.

Facilities and Finance – Michael Derevjanik updated the Board on summer renovation projects. More parking has been added at RIS/RMS, new lockers and upgraded lighting have been installed at RMS. STC windows have been a challenge. We are working on the process of perfecting this project. Other than the STC windows, all projects were completed. Superintendent Moran commended the Buildings, Grounds and Transportation Department for their work. The summer is a whirlwind of activity.

**FACILITIES
& FINANCE**

Flexible Benefits Plan Resolution – Peter Amons reviewed the RCPS Flexible Benefits Plan. The plan needs to be approved by the Board. Discussion revolved around percentage of employees who participate – more than half.

**FLEXIBLE
BENEFITS
PLAN**

Commissioner Kurchena read the Adopting Resolution (attached.)

Motion: Fagan/Thomas to adopt the resolution as read.

**MOTION:
FLEXIBLE
BENEFITS
RESOLUTION**

Motion passed unanimously by all those in attendance.

FY17 Food Service Program Renewal – Peter Amons noted that the Food Service Program Renewal needs to be approved by the School Food Authority/Board annually. Discussion revolved around revenue, surplus and reinvestment for capital purchases, local procurement, Fresh Fruits and Vegetables Grant and hydroponic garden.

**FOOD
SERVICE
PROGRAM
RENEWAL**

Motion by: Fagan/Thomas that the Rutland City Public Schools authorize the Superintendent to renew the food service contract with Café Services for FY17 reflecting a fixed fee of \$90,000 and guaranteed return to the district of \$51,987.

**MOTION:
FOOD
SERVICE
PROGRAM
RENEWAL**

Motion passed unanimously by all those in attendance.

Personnel - Motion by Fagan/Thomas to approve the Licensed and Non-licensed section of the Personnel Memorandum No. 540 dated August 19, 2016, as recommended by the Superintendent of Schools.

**MOTION:
PERSONNEL
MEMO #540**

Personnel Memorandum No. 540 was reviewed by Superintendent Moran.

Motion passed unanimously by all those in attendance.

Committee Reports – Assistant Superintendent Bliss presented the following policies for First Reading. Some are routine updates. Others are related to business operations.

COMMITTEE
REPORTS –
POLICY
COMMITTEE

- Policy 7690: Non-Discrimination on the basis of Disability 504 Rehabilitation Act of 1973 and the Americans with Disabilities Act
- Policy 5210: Accepting Gifts
- Policy 5320: Bonding of District Personnel
- Policy 5330: Budget Transfers
- Policy 5420: Bids and Quotations
- Policy 5510: Accounting of Funds and Financial Statements
- Policy 5530: Petty Cash Funds and Cash in School Buildings
- Policy 5540: Cash in School Buildings (eliminated - language added to Policy 5530)
- Policy 5610: Insurance
- Policy 5620: Asset Inventories
- Policy 5650: Free and Reduced Lunch Program
- Policy 5710: Transportation Program
- Policy 5770: Financial Management of Surpluses and Deficits at the Stafford Technical Center
- Policy 5771: Investment and Borrowing Policy

Discussion centered on:

- Policy 5530: What does major mean? Major means a completely different intent from the original budget. It is a generic policy and rarely used.
- Policy 5620: Chromebooks are not tracked as assets but are tracked and accounted for by the I.T. Department. The word equipment should not be eliminated.
- Policy 5770: This is an antiquated policy and the reference to Statute covers everything. Concern was brought up over bill from last session regarding technical centers. This bill was more programmatic rather than financial.

Motion by Fagan/Thomas that the Board accept Policy 5620 with the word *equipment*, in paragraph two, reinserted and other policies as reviewed for First Reading.

MOTION:
POLICIES
FIRST
READING

New Business – none

NEW
BUSINESS

Old Business – none

OLD
BUSINESS

Motion by Fagan Wideawake at 7:35 pm for the board to convene to executive session for the purpose of discussing contractual matters, the premature release of information regarding those subjects which would place the Board at a substantial disadvantage. Passed unanimously.

MOTION:
EXECUTIVE
SESSION

The Board came out of executive session at 7:47 pm.

OUT OF
EXECUTIVE
SESSION

Motion by Fagan/Olewnik to adjourn at 7:48 pm. Passed.

AJOURN

Respectfully submitted
Betty Kapitan, Recording Secretary

ADOPTING RESOLUTION

The undersigned authorized representative of Rutland City Public Schools (the Employer) hereby certifies that the following resolutions were duly adopted by the Employer on _____, and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED, that the Rutland City Public Schools Flexible Benefits Plan, including a Health Flexible Spending Account and Dependent Care Flexible Spending Account, restated effective 01/01/2016, presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

The undersigned further certifies that attached hereto as Exhibits A and B, respectively, are true copies of Rutland City Public Schools Flexible Benefits Plan as amended and restated, and the Summary Plan Description approved and adopted in the foregoing resolutions.

Date: _____

Signed: _____

[print name/title]

TO: Board of Education
 FROM: Mary E. Moran, Superintendent
 DATE: August 19, 2016
 RE: Personnel Memorandum – Licensed and Non-Licensed

RESOLVE: That the LICENSED and NON-LICENSED SECTION OF THE PERSONNEL MEMORANDUM NO. 540 dated August 19, 2016, be approved as recommended by the Superintendent of Schools.

A. LICENSED SECTION

1. Resignations

<u>Name</u>	<u>Position/Location</u>	<u>Effective</u>
Laurel Austin	Cosmetology Instructor/STC	8/1/16
Nicholas DeVita	School Psychologist/District	6/30/16
Holly Savage	Cosmetology Instructor/STC	7/1/16
Thomas Shannon	Auto Refinishing and Collision Instructor/STC	8/12/16
Marc Whitman	Music Instructor/RIS	6/30/16

2. Appointments

<u>Name</u>	<u>Position/Location</u>	<u>Salary</u>	<u>Effective</u>
Cynthia Dunigan	Outreach Coordinator/STC	\$53,000.00	8/8/16
Nicole Hadeka	Health Careers Instructor/STC	\$57,083.00	8/26/16
Melissa Hoyer	Special Educator/ASC	\$52,046.00	8/26/16
Stacy Hutchins	Cosmetology Instructor/STC	\$43,651.00	8/26/16
Paula Levasseur	Cosmetology Instructor/STC	\$53,725.00	8/26/16
Mark Little	Auto Ref./Collision Instructor/STC	\$53,725.00	8/26/16
Kathryn Luzader	Music Instructor/RIS	\$67,156.00	8/26/16
Karyn Stannard	Special Educator/NW	\$55,404.00	8/26/16

3. Family/Medical Leave

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Dianna Bassett	Heath Careers Instructor/STC	2016-17 School Year

B. NON-LICENSED SECTION

1. Resignations/Retirement

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Aaron Bloomer	Paraeducator/NW	8/13/16
Haley Cotrupi	Paraeducator/ASC	7/14/16
Jackie Dikeman	Playground Aide/RMS	8/9/16
Sarah Herrick-Kaiser	Paraeducator/RHS	6/30/16
Angelique Mace	Custodian/RMS	6/17/16
John Taft	Bus Driver/District	8/15/16
Jennifer Westebbe	Paraeducator/NE	8/2/16

2. Appointments

<u>Name</u>	<u>Position/Location</u>	<u>Salary</u>	<u>Effective</u>
Margaret Etori	Substitute Coordinator/District	\$5,400.00	8/31/16
Barbara MacLeod	Facilities Worker I/RMS	\$20.93/hr.	8/8/16
Taylor Trombley	Paraeducator/RHS	\$17,589.60	8/29/16
Krista Young	Paraeducator/STC	\$18,018.00	8/29/16

3. Coaching Appointment – See Memo for Reappointments

<u>Name</u>	<u>Position</u>	<u>Stipend</u>	<u>Effective</u>
Dominique Gatto	JV Cheerleading Coach	\$1,534.85	Fall
Bo McDougall	Asst. Football Coach	\$3,069.70	Fall
Kayla Ploof	JV Field Hockey Coach	\$2,268.91	Fall
Christine Smith	JV Red Girls' Soccer Coach	\$3,069.70	Fall

4. Co-Curricular Appointments – See Memo

William K. Olsen Jr., Principal
 Stephen A. Sampson, Associate Principal
 Glenn L. Olson, Associate Principal



Pamela J. Reed, Associate Principal
 Michael J. Norman, Athletic Director
 Peter Miller, Director of Fine Arts

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To: Mary Moran
 From: Mike Norman
 Date: July 1, 2016
 Re: 2016 Fall Coaches

I would like to recommend the following Fall Coaching Nominations for the 2016 season.

FALL COACHES		Cat	step	2016-2017
MIKE NORMAN	HEAD FOOTBALL COACH	1	7	\$ 6,952.09
MICKEY CALIGUIRI	V ASST	3	7	\$ 5,073.12
JEFF CASSARINO	V ASST	3	7	\$ 3,603.55
TIM POCKETTE	JV FOOTBALL COACH	4	7	\$ 3,411.47
JERRY GORRUSO	JV ASST	3	7	\$ 2,321.32
JIM SHORTLE	JV ASST	4	7	\$ 1,580.54
DAVE TIBBS	FRESHMAN FOOTBALL COACH	4	7	\$ 3,161.79
RICK LANTMAN	FR ASST	4	7	\$ 1,580.54
STEVE FRENCH	CROSS COUNTRY HEAD COACH	2	7	\$ 5,024.43
BILL BELMONTE	ASST	5	6	\$2,335.64
RON HENDERSON	BOYS SOCCER HEAD COACH	1	7	\$ 5,333.35
MATT SERRANI	JV RED BOYS SOCCER	4	5	2669.3
CHRISTIAN STEVENS	JV WHITE BOYS SOCCER	5	7	\$ 2,199.50
GEOFF BLOOMER	MS BOYS SOCCER	6	5	1868.51
LORI MCCLALLEN	GIRLS SOCCER HEAD COACH	1	7	\$ 5,822.24
EMILY OSMER	JV WHITE GIRLS SOCCER	5	3	\$1,735.05
KATE MCCORD	MS GIRLS SOCCER	6	6	\$2,068.71
KAREN POLJACIK	FIELD HOCKEY HEAD COACH	2	7	\$ 4,137.42
CARA GAUVIN	FALL CHEER	3	7	\$ 4,248.66
DOMINIQUE GATTO	FALL ASST CHEER	5	2	\$ 1,534.85



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

To: Mary Moran, Superintendent
 From: Mike Norman
 Date: July 1, 2016
 Re: Co-Curricular Advisors

I would like to recommend the following individuals for the positions as listed for the 2016-17 academic year:

		Cat.	step	fy"17
RHS				
John Pesky	ADVANCED ORCHESTRA	7	1	\$1310.00
Darren Spafford	ART CLUB	7	5	1334.65
Dan Graves	CHORAL FESTIVALS CLUB	6	7	2523.97
Kate Herlihy	CLUB GIVING	8	5	1121.75
Cathy Archer	DRAMA	3	7	3649.00
Ron Eisenman	FORENSICS CLUB	7	5	1499.54
Bianca McKeen	SOPHOMORE ADVISOR	8	3	667.33
Paula Tordonato	SOPHOMORE ADVISOR	8	3	667.33
Meaghan Marsh	GMTI	7	5	1868.51
Jamie Sherwood	GSA	8	2	467.13
Dan Graves	MALESTROMS	7	5	1374.69
Brent Barnett	JAZZ BAND	7	5	1468.12
Liz Filskov	SENIOR ADVISOR	8	4	867.52
Matt McDonough	SENIOR ADVISOR	8	4	867.52
Carolyn Ravenna	KEY CLUB	6	5	1868.51
Hilary P. Beitzel	CREATIVE WRITING CLUB	8	5	1134.14
Taborri Bruhl	MODEL U.N.	7	5	749.76
Ellada Siliski	MODEL U.N.	7	5	749.76
Hunter Berryhill	NATIONAL HONOR SOCIETY	8	4	867.53
Brent Barnett	PEP BAND/FESTIVALS	7	5	1499.54
Travis Crewdson	ROCK CLIMBING	7	5	869.20
Michael Ellis	SCIENCE CLUB	8	5	549.88
Jody Sabataso	SCIENCE CLUB	8	5	549.88
Carolyn Ravenna	FRESHMEN ADVISOR	8	1	467.13
Sara Gregory	FRESHMEN ADVISOR	8	1	467.13
Amy Conn	JUNIOR ADVISOR	8	3	667.33

Elaine Beal	JUNIOR ADVISOR	8	3	667.33
Patricia Alonso	SPANISH HONOR SOCIETY	8	5	1187.75
Meaghan Marsh	SR. VIDEO	8	3	667.33
Mary Haskell	STUDENT SENATE	8	5	1187.75
Yoshi Aday	STUDENT SENATE	8	5	1187.75
David Lane	TECH DIRECTOR	3	7	3649.00
Jennifer Hart	TRI-M MUSIC HONOR SOCIETY	7	5	1374.69
Jennifer Hart	UNPREDICTABLES	7	5	1899.55

RMS

John Pesky	RMS ADVANCED ORCHESTRA	7	1	\$1310.00
Carol Baker	RMS ADVANCED ORCHESTRA	7	5	819.28
Sally Timmons	RMS ART CLUB	7	5	1458.41
Ted Lindgren	RMS DRAMA	7	5	772.30
Nicole Kanehl	RMS INTRAMURALS	7	5	733.16
Richard Alberti	RMS INTRAMURALS	7	5	733.16
Kate Labelle	RMS INTRAMURALS	7	5	733.16
Carol Baker	RMS JAZZ LAB	7	5	1412.39
Open	RMS LIFETIME SPORTS	8		
Josh Bunker	RMS MATHCOUNTS	8	5	1168.48
Laura Foley	RMS MEMORY BOOK	7	5	767.09
Tegan Kirk-Elkin	RMS MEMORY BOOK	7	5	767.09
David Cornwell	RMS ROCK CLIMBING	7	5	742.24
Sara Coon	RMS ROCK CLIMBING	7	5	631.00
Sandy Celauro	RMS SPELLING BEE	8	5	560.87
Marisa Astin	RMS SPELLING BEE	8	5	560.87

RIS

John Pesky	RIS ADVANCED ORCHESTRA	7	1	\$1310.00
Debbie Dauphinais	RIS ART CLUB	7	5	1690.71
Jason Ballard	RIS CHESS CLUB	8	5	1187.75
Kristen Scannell	RIS COMMUNITY SERVICE	8	2	467.13
Catherine Garrone	RIS COMMUNITY SERVICE	8	2	467.13
Jessica Weber	RIS HANDBELLS	7	5	1441.44
Carol Baker	RIS JAZZ BAND	7	5	1638.58
Deb Jiloty	RIS ROBOTICS	8	2	233.56
Sandy Harper	RIS ROBOTICS	8	2	233.56