

RUTLAND PUBLIC SCHOOLS
REGULAR MEETING OF THE BOARD OF SCHOOL COMMISSIONERS

June 11, 2019

School Board Members Present:

Dick Courcelle
Hurley Cavacas
Michael Blow
Ann Dages
Dena Goldberg
Kam Johnston
Alison Notte
Matthew Olewnik
Joanne Pencak
Charlene Seward
Erin Shimp
Isabella Gides, Student Representative
Haley Lassen, Student Representative
Hannah Solimano, Student Representative

Also Present:

Superintendent Adam Taylor
Assistant Superintendent Rob Bliss
CFO Peter Amons
Laurie Colgan
Michael Derevjanik
Ellie McGarry
Dan Roswell

The meeting was called to order at 6:30 pm followed by the Pledge of Allegiance.

**CALL TO
ORDER**

It was noted that all Commissioners are in attendance.

Motion by Johnston/Seward to accept the minutes of the May 28, 2019 regular school board meeting as written. Minutes stand.

**MINUTES
5/28/19**

Audience Communication – None.

**COMMUNICA-
TIONS**

Isabella Gides was recognized for her service as Student Representative on the Board. Hannah Solimano was welcomed to serve as the new Junior Student Representative. Haley Lassen was recognized as the new Senior Student Representative.

Written Communication – None

Student Representatives' Report – Northeast Second Grader, Alyssa Chisamore, was chosen as the Vermont Winner in the Doodle for Google Contest. Both Northeast and Northwest held Field Days at Meadow Street Park. Special thanks were noted for the Firefighters who provided water hoses for students at the events. RMS students are participating in the Extended Studies Program through the end of the year. The Stafford Technical Center's Digital Arts Program held a final art show which was catered by the Culinary Program. Stafford Technical Center held their annual awards ceremony. Dates and times for Rutland High School Senior Awards Night and Graduation were noted.

**STUDENT
REPS. REPORT**

Performance Excellence Initiative – President Courcelle noted that Superintendent Taylor will include an update in his report.

PEI

Superintendent's Report/Legislative Report/Summer Hiring Protocol – Superintendent Taylor reviewed plans for providing findings from the School Climate Survey to staff and community members. The Integrated Field Review and the School Climate Survey are both relative to PEI. He provided legislative updates regarding the Education Funding Bill, delayed implementation of S 141 and Act 11, S 40 (lead in drinking water), the creation of the Ethnic and Social Equity Standards Advisory Working Group (Act 1), H79 (Farm to School Grant Program) and S86 (Tobacco and Use Bill.) A personnel update was provided and the Summer Hiring Process was reviewed. End of the year events were noted and the bid process was reviewed. President Courcelle noted that the summer hiring process has worked well in the pass and has not held up the filling of key positions.

**SUPERINTEN-
DENT, LEGIS-
LATIVE,
SUMMER
HIRING
PROTOCOL**

Facilities and Finance - Approval of Food Service Bid – Peter Amons and Laurie Colgan (former AOE Director of Nutrition) reviewed the rebid process. Laurie will be assisting RCPS in dealing with quality of food issues and audits related to food service. The RFP was sent out to approximately eight vendors, with three responding with proposals from: Abbey Group, Fresh Picks/Café Services and Aladdin.

**FACILITIES &
FINANCE**

Motion by Cavacas/Seward that the Rutland City Board of School Commissioners accept the proposal of Café Services Inc. to provide food services to the District for fiscal year 2020. The Board further authorized the Superintendent and Chief Financial Officer to negotiate and sign the State template contract for such purpose subject to Rutland City Public Schools' requirement that candidate number one in the proposal be available to serve as Food Service Director.

**MOTION:
FOOD
SERVICE BID**

Discussion included location of Café Services (New Hampshire, but they service Vermont and the region), reference checks, prior experience with the vendor, consulting agreement with Laurie Colgan (She is an "at will" employee, but has committed to 10-15 hours per month through the next year.), Scores (Abbey – 54, Café Services – 92, Aladdin – 80), local purchases and procurement requirements.

Motion passed unanimously.

Purchases by Buildings and Grounds – Michael Derevjanik reviewed the process for bidding custodial supplies and noted that he is not using an overall bid for all supplies (sections/categories of supplies were created for the purpose of quality and cost control.) A discrepancy in the lowest bid for bathroom supplies was explained (due to length of paper towel rolls.)

Motion by Cavacas/Pencak that the Board of School Commissioners accept the following bids for school custodial supplies for FY20:

**MOTION:
CUSTODIAL
SUPPLIES**

- | | | |
|-----------------|---------------------|-------------|
| • WB Mason | Bathroom Supplies | \$22,711.50 |
| • Central Paper | Plastic Can Liners | \$ 7,468.50 |
| • Central Paper | Floor Care Products | \$ 5,149.75 |
| • WB Mason | Hand Soap | \$ 2,332.00 |

Discussion ensued regarding lowest bids overall.

Motion passed unanimously.

Motion by Cavacas/Pencak that the Board of School Commissioners accept the bid of \$24,995 from Carpet King of Vermont for replacement of carpet in classrooms at Rutland Intermediate School for FY20.

**MOTION:
CARPET RIS**

Discussion revolved around replacing carpet with more durable flooring, the reasons for maintaining carpet at RIS (best for this age group, sound absorption), lifetime of carpeting (10-15 years) and plan for carpet replacement next year (unknown at this time.)

Motion passed unanimously.

Motion by Cavacas/Notte that the Board of School Commissioners accept the bid of \$21,636.68 from Carpet Warehouse for replacement of flooring in the art and music rooms at Northeast Primary for FY20.

**MOTION:
FLOORING
NORTHEAST**

Multiple vendors were contacted. Only one bid was received. Mr. Derevjanik noted that he preferred using local vendors due to scheduling and quality.

Motion passed unanimously.

Motion by Cavacas/Seward that the Board of School Commissioners award the contract of \$18,600 from the Royal Group for the front door replacement at Rutland High School.

**MOTION:
DOOR
REPLACE-
MENT RHS**

Discussion revolved around specific replacement plan (the entire store front including the glass around the doors) and safety considerations (all tempered glass with safety film.)

Motion passed unanimously.

Summer Building and Grounds Work Plan – Michael Derevjanik – Summer work will include the work related to action items of this meeting, as well as: beautification of parking areas at RHS, repaving the basketball court at Northeast, parking at RMS and RIS, abatement project due to a flooding incident in January, new signs at both primary schools, library renovations at RMS/RIS and Northwest, single point of entry at RMS/RIS, lawn mowing, floor stripping, room cleaning and window replacement. Discussion revolved around parking concerns (signs by Keefe Gym and the RHS Student Parking Lot), fencing around the Rutland High School Complex, vehicle barriers, and the wooded area behind RHS (ownership and space availability.)

**SUMMER
BUILDINGS &
GROUNDS
WORK**

Approval of IT Purchases:

Motion by Cavacas/Seward that the Board of School Commissioners accept the price quotation of \$185,227.20 for 580 HP 14A Chromebooks from Best Buy for use at RIS, RMS and RHS to be effective for fiscal year 2020.

**IT
PURCHASES**

Discussion revolved around life cycle of Chromebooks (4-5 years), buy- back programs (there are none – we recycle ethically) and where we are with issuing 1:1 and logistical challenges of deployment.

**MOTION:
CHROME-
BOOKS**

Motion passed unanimously.

Motion by Cavacas/Notte that the Board of School Commissioners accept price quotation of \$60,075 from Ormsby Computer Systems of Berlin, Vermont, for a storage area network for FY19. Discount spread.

**MOTION:
STORAGE
AREA
NETWORK**

Discussion revolved around centralized storage and back-up plan/device.

Motion passed unanimously.

Contingency Technology Purchases for 77 Grove Street

Motion by Cavacas/Notte that the Board of School Commissioners approves the expenditure to the contingency account for FY19 for \$44,921.88 for Chambers Communications, Inc. to do the cabling work at 77 Grove Street for internet access.

**MOTION:
INTERNET
GROVE
STREET**

No money was budgeted for office furniture, technology or renovation. This is a classic application for using contingency funds. Five vendors were contacted – 2 did not provide a bid, 1 did not respond, 1 did not have the capacity to complete the work.

Discussion revolved around limits of the current infrastructure (no access as cables have been cut and moved), investment (anything we installed, we would take in the event of a move – exception: cables in the walls), location of Chambers Communications (Williston), technology available to move from Howe Center (includes a computer cart and some phones – there are no security cameras, Smartboards or wireless points), and fiber (minimal fee is applicable.)

Motion carried 10 – 1 (No vote – Johnston.)

Motion by Cavacas/Seward that Board of School Commissioners approves the expenditure to the contingency account for FY19 for up to \$20,000 to pay for wireless rooftop technology equipment, general equipment and supplies for 77 Grove Street.

**MOTION:
WIRELESS
ROOFTOP
TECHNOLOGY
GROVE
STREET**

Discussion revolved around funds left in the contingency fund (about \$6,000 with only a couple of weeks until year end) and using RMS/RIS as a back-up Wi-Fi link.

Motion carried 10 – 1 (No vote – Johnston.)

Retirement Plan Restatements:

Motion by Cavacas/Notte resolve that the forms of amended 403(b) plans (Teacher 403(b) plan, General 403(b) plan, and Retirement Incentive 403(b) plan) presented to the meeting are hereby approved. It is further approved that the Superintendent or Chief Financial Officer are hereby authorized and directed to execute and deliver to the Administrator of the Plans one or more counterparts of the Plans.

**MOTION:
RETIREMENT
PLAN RE-
STATEMENTS**

Discussion ensued regarding the IRS requirements for restatements.

Motion passed unanimously.

Motion by Cavacas/Shimp resolve that the Board of School Commissioners authorize the termination of the IRS section 457 retirement plan due to minimal use of the plan. The Board authorizes the Superintendent and CFO to execute documents taking such termination action as required.

**MOTION: 457
RETIREMENT
PLAN
TERMINA-
TION**

Discussion ensued regarding the duplication of benefits of a 403 B, non-use of the plan and participants (only 2) being moved to 403 B Plan.

Motion passed unanimously.

Solar Energy Contract:

Motion by Cavacas/Seward Whereas, Rutland Public Schools is a Vermont public school system serving the City of Rutland, Vermont (“RPS”);

**MOTION:
SOLAR
ENERGY
CONTRACT**

Whereas, RPS is the entity responsible for the operation, construction and maintenance of school buildings and facilities serving the Rutland Public Schools;

Whereas, RPS acts with the approval and consent of the Rutland City Schools Board of School Commissioners; and

Whereas, RPS and the Board of School Commissioners have determined that it would be in the best interest of the Rutland Public Schools to undertake certain energy conservation projects at school buildings (the “Project”);

Whereas, RPS has received a proposal from Johnson Controls, Inc. (“Johnson”) to undertake the Project as set forth in a Contingent Payment Contract (the “Contract”) which has been delivered to all the members of the Board of School Commissioners;

Whereas, the Board of Director voted in favor to appoint Peter Amons its agent for the purpose of signing the Contract and all other documents required or useful to complete the Project;

Now Therefore

It is resolved, that the Rutland City Board of School Commissioners hereby authorizes Peter Amons to negotiate the terms and conditions and to sign the Contract with Johnson Controls, Inc. and take all necessary or useful actions for the purpose of completing certain energy conservation projects at Rutland City Schools, all in accordance with a Contract between Rutland Public Schools and Johnson Controls, Inc. as submitted to the Board of School Commissioners.

It is further resolved, that the Rutland City Board of School Commissioners hereby confirms and ratifies all actions taken by Peter Amons in furtherance of the above resolutions, and the same shall be binding on the Rutland Public Schools.

Discussion ensued regarding anyone at RCPS having a relationship with Johnson Controls. Mr. Amons stated that there are none that he is aware. Commissioner Johnston noted that he does not support this project and believes that we could probably get a better deal in the future. Commissioner Shimp noted that construction and timelines need to be transparent to the Board and the community. Adherence to the one-year project timeline is dependent on how much objection there is to public filing.

Vote by roll call: Olewnik – Yes, Johnston – No, Seward – Yes, Notte – Yes, Cavacas – Yes, Pencak – Yes, Goldberg – Yes, Shimp – Yes, Blow – Yes, Dages – Yes. Motion carried.

Acceptance of FY20 IDEA-B Grants Funds:

Motion by Cavacas/Notte to accept the FY20 Total IDEA-Basic Allocation of \$707,858.00:
IDEA-B

- Special Educators \$697,561.18
- Special Educator for Parentally Placed Students \$ 6,119.82

IDEA-B Pre-School

- EEE Paraeducator \$ 22,420.00

**MOTION:
IDEA-B &
IDEA-B PRE-
SCHOOL**

Ellie McGarry noted that Board approval is required annually for Federal money that flows through to us. Discussion revolved around expectations of fund amounts (it is in range of what was expected) and parentally placed students (We are required to provide a certain amount of services to students placed in Independent Schools.)

Motion passed unanimously.

Motion by Cavacas/Notte to approve the Licensed and Non-licensed sections of the Personnel Memorandum No. 596 dated June 7, 2019, and the Addendum to Personnel Memorandum No. 596, dated June 11, 2019, resignations with regret, as recommended by the Superintendent of Schools.

MOTION:
PERSONNEL
MEMO #596 &
ADDENDUM

Superintendent Taylor reviewed Personnel Memorandum No. 596 and the Addendum to Personnel Memorandum No. 596 and they are attached.

Discussion ensued regarding ELL (English Language Learner) and professional licensure for School Psychologist Intern (she will be working under a provisional license.)

Motion passed with one abstention (Johnston.)

Motion by Cavacas/Goldberg to accept the Non-Aligned Employees' Salaries adjustments as exhibited to the Board.

MOTION:
NON-ALIGNED
SALARIES

Discussion - none

Motion carried with one abstention (Johnston.)

Committee Reports – Policy Committee

Motion by Shimp/Notte to accept policies for second reading as presented:

MOTION:
POLICIES –
SECOND
READING:
7680,7690,7691
& 7692

- **7680 – Educational Support Team** – *Order of verbiage changed*
- **7690 – Non-Discrimination on the Basis of Disability 504 Rehabilitation Act of 1973 and the American with Disabilities Act** – *Updated to clarify language and to include the job title, Director of Equity and Inclusion*
- **7691 – Animal Policy** - *Updated to place the responsibility for decisions to include animals in the educational process in the hands of school administration*
- **7692 Head Lice** – *Updated to remove judgmental language*

Motion passed unanimously.

Motion by Shimp/Notte to accept policies for first reading as presented:

MOTION:
POLICIES –
FIRST
READING:
7550, 7670, 7693,
7694, 7696, 7697,
7698, 8110, 8120,
8210, 8211, &
8213

- 7550 – Student Awards and Scholarships – Updated to reflect current practice
- 7670 – Crisis Intervention Policy - Updated to reflect use of Vermont School Crisis Guide and to provide administration with the duty to take action
- 7693 – Independent Education Evaluation – Updated to remove gender reference
- 7694 – Provision of Special Education Services to Students Enrolled in an Independent School or Who are Home Schooled – Updated to remove gender reference and to make language more accurate in terms of compliance with law.
- 7696 – English Language Learner Students – Updated the name and terms within to reflect current terminology
- 7697 – Notification of Rights Under the Protection of Pupil Rights Amendment – Updated title and one typographical error
- 7698 – Child Nutrition and Wellness Policy – Updated to remove gender reference
- **8110 – Curriculum Development** (deleted) – Deleted and combined with 8120 and 8240 to make new combined policy
- **8110 – Curriculum and Courses of Study** – This new policy created to combine policies 8110 and 8240 to make new 8110

- **8120 – Courses of Study** – Deleted and combined with 8110 and 8240 to make new 8110
- **8210 – Safety Programs** – Adjusted to update language and combine with 8213
- **8211 – Substance Abuse Prevention Instruction** – Minor update to language, removing reference to “Act 51”
- **8213 – Bus Emergency Drills** – Deleted and added to 8210

Commissioner Johnston noted the consolidation with Policy 8110 and advised anyone with concerns to review the update.

Motion passed unanimously.

New Business – President Courcelle noted that he would like to set a date for a Board/Administration Retreat for early August. He will ask Cherie to send out potential dates. The next meetings include June 25th (a grievance hearing) and August 27th (the day before school starts.)

**NEW
BUSINESS**

Old Business – None

OLD BUSINESS

Motion by Notte/Pencak at 7:53 pm for the board to convene to executive session for the purpose of discussing a contractual matter (this portion of executive session only to include Administration) and personnel matter, the premature release of information regarding those subjects which would place the Board at a substantial disadvantage in the opinion of the chair.

**MOTION:
EXECUTIVE
SESSION**

Motion passed unanimously.

The Board came out of executive session at 8:40 pm.

**OUT OF
EXECUTIVE
SESSION**

Motion by Notte/Shimp to adjourn at 8:40 pm.

ADJOURN

Motion carried.

Respectfully submitted,
Betty A. Kapitan, Recording Secretary

TO: Board of Education
FROM: Adam Taylor, Superintendent
DATE: June 7, 2019
RE: Personnel Memorandum – Licensed and Non-Licensed

RESOLVE: That the LICENSED and NON-LICENSED SECTION OF THE PERSONNEL MEMORANDUM NO. 596 dated **June 7, 2019**, be approved as recommended by the Superintendent of Schools.

A. LICENSED SECTION

1. Resignation

<u>Name</u>	<u>Position/Location</u>	<u>Effective</u>
Elizabeth Coltey	K-6 Literacy Coach/District	6/30/19

2. Appointments

<u>Name</u>	<u>Position/Location</u>	<u>Salary</u>	<u>Effective</u>
Carol Adams	Registered Nurse/RIS/RMS	\$39,840.00	8/22/19
Frank Aigner	ELL/District	\$67,003.00	8/22/19
Patricia Harris	Elementary Teacher/RIS	\$54,327.00	8/22/19

B. NON-LICENSED SECTION

1. Resignation

<u>Name</u>	<u>Position/Location</u>	<u>Effective</u>
Aaron Bloomer	Paraeducator/RMS	6/30/19

ADDENDUM

TO: Board of Education
FROM: Adam Taylor, Superintendent
DATE: June 11, 2019
RE: Personnel Memorandum – Licensed and Non-Licensed

RESOLVE: That the LICENSED and NON-LICENSED SECTION OF THE PERSONNEL MEMORANDUM ADDENDUM NO. 596 dated **June 11, 2019**, be approved as recommended by the Superintendent of Schools.

A. LICENSED SECTION

1. Resignations

<u>Name</u>	<u>Position/Location</u>	<u>Effective</u>
Stephanie LaFountain	Mathematics/RMS	6/30/19
Taylor Trombley	Special Educator/ASC	6/30/19

2. Appointments

<u>Name</u>	<u>Position/Location</u>	<u>Salary</u>	<u>Effective</u>
Alicia Engel	School Psychologist Intern/NW	\$49,600.80	8/16/19
Roxane Johnson De Lear	Science Teacher/RMS	\$74,247.00	8/22/19