

LAMOILLE NORTH MODIFIED UNIFIED UNION SCHOOL DISTRICT
PERSONNEL COMMITTEE MEETING MINUTES
GMTCC COMMUNITY EDUCATION CENTER
WEDNESDAY, JUNE 7, 2017

Committee members present: Katie Orost, Bill Sander, Mark Nielsen, Chasity Fagnant
Others present: Deborah Clark, Brian Schaffer, Charleen McFarlane, Jennifer Stevens

Note: All votes taken are unanimous unless otherwise noted.

1. Call to Order, Approval of Agendas and Public Comment

K. Orost called the meeting to order at 3:34. No changes to the agenda were suggested.

2. Facilities Director Position Discussion

D. Clark said D. Laflam is already contracted with Hyde Park and Belvidere and he is already picking up work at other sites. He has been talking to people and working well with them. It would be easy to slide into just letting him take on the role of centralized facilities director. She feels the board should discuss that role. The new nutrition director would take food service off D. Laflam's plate so she doesn't think salary would be an issue for a stepped-up position. But does the board want to have a formal search process? What about writing a job description?

M. Nielsen said he thinks it makes sense to have D. Laflam handle facilities for all sites and to have someone else doing food service.

C. McFarlane said there is a job description for D. Laflam's position here. We could use the same one and just say LNSU instead of Lamoille Union.

Bill Sander said if we open up the position for a search we would be saying D. Laflam could be canned. It has been the tradition that if someone is already in place and their position changes somewhat we do not open it up to a search. He recommends that we not do a search. C. Fagnant and M. Nielsen agreed.

C. McFarlane said it makes more sense to make him an LNSU employee because then he could work for Cambridge. K. Orost asked if Cambridge would contribute to his salary. C. McFarlane said they would through the assessment. D. Clark said the budget for next year was not written that way. She doesn't think his salary would change because we would be taking out his food service duties.

C. Fagnant asked if Hyde Park will still pay him after July 1. D. Clark said she thinks if we keep his salary equal to what he has been paid by Hyde Park, Belvidere and Lamoille Union that would be in the right range.

B. Sander questioned making the SU his employer. Won't the SU go away eventually? C. McFarlane said the same is true for LMUUSD. At some point it will change and become just a unified district, not a modified unified district. Putting him under LNSU at this point allows

him to work for Cambridge. D. Clark said the assessment is already built based on his salary being included under LNMUUSD.

It was agreed that D. Laflam should be a district-wide facilities director and that he should be an LNSU employee for now.

D. Clark said moving him to the SU would mess with the assessment. But we can find a way to bill back until the FY19 budget.

3. Approve Technology Coordinator (Tier II) Tech Position Recommendation

D. Clark said administration is asking to expand the tech assistant position currently housed at HPES to a tech coordinator position. The current position is a Level 5 non-exempt position. The new position would be Level 10 and exempt. It would have much higher base pay. Campuses other than HPES have had a tech coordinator, so HPES has had a tech deficit. While being housed at HPES this person would be available across the district to do higher tech functions. (*J. Stevens arrived at 3:43.*)

B. Sander asked what the increase in salary would be. D. Clark said the position would also be increased to a full-year position instead of a 160-day position. There would be a salary increase of about \$25K.

M. Nielsen said that \$25K will be absorbed through everything we don't contract out.

D. Clark said ideally we will have a cohesive team housed at different campuses and specialties can deal with problems at sites as needed.

K. Orost asked why this would not be an LNSU position as well. D. Clark said that would be another conversation. C. McFarlane said the other tech coordinators are based at schools.

C. Fagnant asked, this person will go to Cambridge or Johnson to help with tech issues? D. Clark said if a Tier II issue needs to be taken care of at another campus this person could do it so higher level people like Steve Torrey or Brian Pena wouldn't have to. C. McFarlane said this position would be the same level as S. Torrey.

C. Fagnant asked if this is needed. D. Clark said the LNMUUSD tech team feels it is. With Taylor Noonan leaving there is an opportunity to look at it. We have an agreement from the union to reclassify the position. D. Reilly is always talking about a technology deficit. C. McFarlane and D. Clark said currently our tech director spends a lot of time at HPES. The current position is a 160-day position. This would be a higher level, full-year position.

B. Sander asked, is that to avoid overtime or avoid union membership or for another reason?

C. McFarlane said the skill level needed is higher. B. Sander asked, the association is not unhappy about a person being taken out of the bargaining unit? C. McFarlane said the person will still be in the bargaining unit. They are just being reclassified to a higher level. Exempt status is already in the bargaining agreement.

B. Sander moved to reclassify the HPES Technology Assistant position to Technology Coordinator (Tier II) and to advertise the position and the motion was seconded and passed.

4. *Agree to Participate in VEHI and Grant VEHI Power of Attorney*

D. Clark said the LNMUUSD board needs to agree to participate in VEHI and VSBIT. And they need power of attorney, which allows them to look at our specific data and make an assessment.

Committee members agreed this item is appropriate for the personnel committee to handle.

B. Sander moved to agree to participate in VEHI and to grant VEHI power of attorney, M. Nielsen seconded and the motion was passed.

5. *Agree to Participate in VSBIT and VSBIT Unemployment Program*

B. Sander moved to agree to participate in VSBIT and in VSBIT's unemployment program, M. Nielsen seconded and the motion was passed.

6. *Review Director of School Nutrition Services Position and Possible Hire*

D. Clark said Joyce Cleveland's retirement gives us the opportunity to expand her position to a centralized position. The regulatory environment in school nutrition has ramped up a lot over the past year. We don't have good participation. There is much that can be done to improve it. Administration feels it is time to have an individual dedicated to that. J. Cleveland's position is a 200-day position. The new position was annualized and has ramped up responsibilities – overseeing all the kitchens, procurement, applications, reporting, and working with teachers, staff and students to integrate school nutrition into the curriculum. School nutrition is an enterprise function. We can increase revenue by increasing participation. Centralized procurement should lead to savings. Cambridge and Johnson contract with The Abbey. This individual would be a liaison with them for our compliance, which is still our responsibility.

C. McFarlane said this is another position where we can ask whether it should really be an LNSU position.

D. Clark said after the first round of interviews there were 2 strong candidates. The recommended candidate, Scott Fay, impressed everyone with his presentation in the second round. His references all confirmed he is incredible in schools. We have gotten good feedback that he could be the person with the knowledge, creativity, energy and people skills to develop the nutrition program. During his first 6 months to a year he just has to learn what exists. His salary offer would be \$65K, which is a little low on comparables. It is \$20K more than J. Cleveland's salary.

B. Sander asked if there are other people at this classification level making less. C. McFarlane said this is a non-union position. D. Clark said only J. Cleveland and D. Laflam were doing this work previously. B. Sander asked if the union is aware of this. C. McFarlane said yes. They were afraid we would contract out to The Abbey for food service. D. Clark said that would cost more and we wouldn't have the ability to be creative with school nutrition.

B. Sander moved to approve hiring Scott Fay as Director of School Nutrition Services, M. Nielsen seconded and the motion was passed.

7. *Approve LUHS Teacher Hires*

B. Schaffer recommended hiring Michael Potvin as an English teacher, Samantha Labate as a Spanish teacher, and David Mitiguy as a social studies teacher.

B. Sander moved to approve hiring Michael Potvin as an LUHS English teacher, Samantha Labate as an LUHS Spanish teacher, and David Mitiguy as an LUHS social studies teacher. B. Schaffer said we are seeing savings of about \$40-50K on salaries so far based on the new hires. B. Sander asked if we are losing people to places with higher pay. B. Schaffer said when people leave it is mostly to work closer to home or for higher pay. C. Fagnant noted that some of the new hires are from Chittenden County. **The motion was passed.**

8. *Approve JES 5th Grade Teacher Hire*

C. McFarlane said David Manning recommends hiring Patrick Spencer. He would like flexibility to decide whether to put him in 4th grade or 5th grade. K. Orost said D. Manning has already put out a letter saying P. Spencer will be a 5th grade teacher.

M. Nielsen moved to approve hiring Patrick Spencer as a JES teacher, C. Fagnant seconded and the motion was passed.

9. *Adjourn*

B. Sander moved and M. Nielsen seconded to adjourn at 4:11 and the motion was passed.

Minutes submitted by Donna Griffiths