

**Lamoille North Supervisory Union and  
Lamoille North Modified Unified Union School District Board  
Minutes of Meeting  
October 23, 2017**

**Members Present:** Belvidere: Angie Evans; Eden: David Whitcomb (Chair); Hyde Park: Andrew Beaupre, Lisa Barry, Chasity Fagnant, Patti Hayford; Johnson: Angela Lamell, Heather Rodriguez, Mark Nielsen, Bobbie Moulton, Katie Orost; Cambridge: Heather Hobart, Laura Miller, Mark Stebbins, Sue Prescott, B. Sander, J. Sander; Waterville: Amanda Tilton-Martin

**Members Absent:** Jeff Hunsberger

**Others Present:** Deborah Clark, Michele Aumand, Denise Maurice, Jennifer Stevens, Jade Hazard, Brian Schaffer, Melinda Mascolino, Wendy Savery, Charleen McFarlane, Jan Epstein, Chris Damato, Dana Jewett, Mary Anderson, David Manning, Brian Pena, Diane Reilly, Janet Murray, Lucy Boyden, Emma Grove-Griffith, Catherine Gallagher (by phone briefly), Beth Foy

**Call to Order, Approval of Agenda and Public Comment:** Chair Whitcomb called the meeting to order at 6:00 p.m. Clark asked that the Attorney/Client Communication item be moved to earlier in the meeting. Tilton-Martin made a motion to approve the request, seconded by Barry. The motion passed unanimously. Beaupre made a motion to table the discussion of policy to the next meeting when the Superintendent could be present. Miller seconded the motion and the motion passed unanimously. Beaupre then made a motion, seconded by Barry, to adopt the agenda as amended. The motion passed unanimously.

**Public Comment:** A representative from VSAC noted the work done as part of the Aspirations project. The Aspirations Project Data Report was included in the Board packet. She thanked Schaffer and the Board for their participation in the partnership.

**LNSU Routine Business: Consent Agenda:**

**Minutes of the October 9, 2017, Meeting:** B. Sander made a motion, seconded by Nielsen, to accept the minutes. The motion passed unanimously.

**Board Orders:** B. Sander made a motion, seconded by Beaupre, to approve the Board Orders. The motion passed unanimously.

**Attorney/Client Communications:** Stebbins made a motion to go into Executive Session to discuss a matter that the premature knowledge of any information discussed would put the Supervisory Union at risk. Stebbins requested that Gallagher (by phone), Clark and Schaffer stay to participate in the discussion. B. Sander seconded the motion and the motion passed unanimously. The Board then went into Executive Session. Upon return, Whitcomb stated the issue had been discussed and no action had been taken.

**Board Goals & Objectives:** Clark explained that Gallagher had asked the Board to identify two or three objectives they wished to include under Board goals. It was important that the objectives not be so broad that they couldn't be achieved. Clark asked if the Board had the top three objectives they would like to see under Goal 1: Develop and implement a long-range financial plan. Tilton-Martin and Orost stated they liked the first three objectives:

- 1a. Adopt a multi-year Capital Improvement Plan for the District;
- 1b. Maintain a student centered budget process that allows for board participation in the development of the budget and ensure that priorities were aligned with funding;
- 1c. Adopt annual budgets that supported the work of the strategic plan.

Stebbins stated he liked the first objective as well as the fourth objective: 1d. Identify cost savings and options for revenue generation. Beaupre agreed with Stebbins. Stebbins noted 1c. was a simplified version of 1b. Barry suggested combining items 1b. and 1c. by rewriting 1b. to add “to support the work of the strategic plan”, thus eliminating the need for item 1c.

B. Sanders noted that many of the objectives, especially in Goal 3, were already being done. He also asked for clarification on revenue generation. Clark explained that administrators applied for available grants to help with new or existing initiatives. Sanders noted that in the past Medicaid funding had not been aggressively pursued. Clark agreed it had been a challenge from time to time, stating that sometimes that had to do with the population and eligibility.

Whitcomb agreed that some of the objectives were already in place and he asked the Board how they would like to move forward with finalizing the objectives and goals. Miller stated that this was a new Board and, as a result, it was not correct to say these procedures were already in place. Whitcomb agreed. Orost explained the goals had been developed after the Superintendent had reviewed materials from other supervisory unions. These written objectives were not necessarily already in place. The Board needed to choose two or three objectives for each goal.

Whitcomb suggested and Nielsen then made a motion that the Board review the minutes and vote on this item at the next meeting. Moulton seconded the motion. The motion passed unanimously.

**SU Wide Online Forms:** Brian Pena stated that he had contacted several vendors about creating online forms. Based on recommendations, he decided not to consider non-PowerSchool vendors, as having separate vendors could complicate the resolution of issues. Pena and Jewett contacted the PowerSchool-owned company that could support this type of program. The quoted costs were \$13,700 for the first year, which included start up costs. The following years would cost \$9,500. This was not an all-inclusive system and some features would cost extra. Instead, Pena recommended creating a stipend position specifically for creating and editing online documents and offering the opportunity to the two most knowledgeable in-house employees familiar with PowerSchool, Steffen Parker and Dana Jewett. Pena could not provide a cost estimate for this option. Beaupre asked if there were any copyright or proprietary issues with this recommendation. Pena stated that templates were provided within the system and were allowed to be manipulated to meet the needs of the school. Jewett stated the best feature of PowerSchool was that the school had permission to do whatever they were capable of doing. Jewett stated the biggest challenge would be getting all the schools on the same page in terms of what they wanted on the forms. Barry asked if there was a per-student cost for the documents feature. Pena stated there was a straight fee for full year support.

Fagnant asked if the goal was to have this ready for next year. Pena stated that was the goal. Stebbins asked if there was a timeframe to implement these extra documents. Jewett replied that if the Board decided to hire the PowerSchool company, someone would still have to work with the company to create the templates. With the stipend model, preliminary work could be done throughout the school year to determine what was needed and then Jewett and Parker could put in hours during the summer to get the program up and running. Throughout the year, Jewett estimated it would take two to three hours a week to maintain the system. He stated they wouldn't replace every single form the first year.

Barry noted that summer was too late to start this. She outlined her experience in her school district when trying to develop a similar program and stated her concern about the time it would take to get this system in place. Pena asked if the Board would be comfortable with a one-year pilot program. Prescott stated the Board was not being provided solid information on the costs associated with

bringing the project in-house. Stebbins asked that Pena work on some existing forms and determine how long each one would take to implement, which could then provide the Board with the stipend cost. Orost stated that Lamoille South was currently offering online forms and asked that Pena contact them. Clark stated they would research the time involved in building a form and suggested this could be brought forward as part of the FY19 budget process.

**Central Office Report:** Clark reported that the LNSU financial statements would be e-mailed on Wednesday to Board members. This information would include future expended revenues. Currently the General Fund had a projected surplus of \$403,000 and the projected General Fund Special Education surplus was \$443,000. Clark also then discussed the Health Care Savings Recapture and provided a preliminary review of potential savings. She stated that once open enrollment information became available in January they would have a better idea of what savings there would be in health care, if any. That would all be applied to the recapture first and then they would review salaries, supplies, and new initiatives. The LNMUUSD currently had a surplus in the General Fund Elementary of \$932,000. The General Fund High School/Middle School had a surplus of \$3.4 million.

### **Elementary Principal Reports:**

**Cambridge:** Anderson stated there were changes coming with the pre-school staff.

**Eden:** Mascolino informed the Board that a gentleman had approached the school to see if they needed a substitute bus driver. He had a CDL and passenger license and now needed to move forward with the written and driving test. Mascolino reported the school had an 8% increase in students meeting the math standard. She reported she might be coming to the Board with a request for additional personnel. The school had a robust group of first graders this year and another adult could be helpful.

**Hyde Park:** Reilly informed the Board the school had been working on collaborating and team building and now found that they were down 90% in office referrals for behavior. Unity Day, a national day to discourage bullying, would be held on Wednesday. Friday was the Fall Festival, with all students walking to the Oxbow to take part in a number of events. On Halloween the students would parade through the shopping mall.

**Johnson:** Manning reported staff had participated in ALICE drills during their half-day in-service. Sheriff Marcoux participated as well. It was a positive and nerve wracking experience. They ran three different scenarios and then held small group debriefings to discuss the results. Manning then reported the paraeducator he had hired several weeks ago had been given a better offer by their former employer and had given her notice today. A custodian resigned as well for a better paying position.

**Waterville:** Epstein stated that as a result of being awarded a grant for outdoor classroom materials, a large tipi was now being built in front of the school. She noted it was much larger than anticipated.

### **Middle School, High School and GMTCC Principal/Director Reports**

**Middle School:** Savery reported to the Board about the World of Difference, an anti-bias, student-led group. Twenty students had just finished four days of training to be a facilitator. In January, these students would go into classrooms and provide peer-to-peer activities about bullying and harassment. There would be a Lancer Pride Assembly on Friday and she encouraged Board members to attend. Savery thanked Denise Maurice and Dana Jewett for getting the middle school set up to use the standard-based report cards.

**High School:** Lucy Boyden reported this was Spirit Week. It had a Halloween theme and would culminate in a dance on Saturday. The Events Committee, a new club, was organizing this. Student Council was organizing a candy drive, which involved donating candy to families who weren't able to buy candy for Halloween. Boyden reported they had had a successful Haunted High, put on by the

Performing Arts Committee. Grove-Griffith reported on the Farm to Table Dinner that had been held. She noted the Environmental Club had supported the effort. It was a very successful event. Schaffer noted the fall season sports were coming to an end. He reported that Jade Hazard had been working with all schools in ensuring teachers received professional training on proficiency-based learning. Teachers from across the campus had worked on the Assessment Audit with Hazard's support. A short-term action plan would be provided to the Board soon on this effort.

**GMTCC:** Damato stated they had their first 100% first time pass rate for the LNA class. All five students passed the test on their first try. The Construction class was a month and a half ahead of schedule in building a home. Automotive and power sport students went to Universal Technical Institute in Norwood to look at their facilities. This institute provided dealer-specific trainings. A Visiting Fellow from the Vermont Studio Center now spent two to three morning a week at GMTCC. The electrical program was at the Sustainable Ag Program in Jeffersonville this week and by the end of the week there would be power in the barn. Recently students from all over the state came to GMTCC to participate in leadership training. Damato noted the Agency of Education Civil Rights Audit was starting today.

**BNC Update:** Prescott stated the Fact Finding Report had been delayed again. It was now due out on October 28th and meetings would be arranged accordingly.

**Non-Represented Personnel Health Benefits:** Prescott made a motion to enter into Executive Session to discuss a matter the premature knowledge of any information discussed would put the Supervisory Union at risk. Prescott invited McFarlane and Clark to participate in the discussion. Stebbins seconded the motion and the motion passed unanimously. The Board then went into Executive Session.

The Board came out of Executive Session. Prescott made a motion that the following be approved for the non-represented personnel health benefits at all campuses:

VEHI Gold-CDHP Plan: The Board would pay 80% of the premium; the employee would pay 20% of the premium. The Board would set up an HRA. The out-of-pocket cost for the single plan would be \$400. \$200 would be paid at the start, the Board would pick up the middle section, and then \$200 at the end of the high deductible. The out-of-pocket cost for the two-person plan would be \$800, with \$400 being paid at beginning and at the end. The out-of-pocket cost for the family plan would be \$1,200, with \$600 being paid at the beginning and the end. The out-of-pocket cost for the parent and child plan would be \$800, with \$400 being paid at the beginning and \$400 at the end. There would be an option of an FSA. Dental was part of the cafeteria plan and hadn't changed. The buy-out for all plans was \$2,250. Tilton-Martin seconded the motion. The motion passed unanimously.

**Recess for Cambridge Elementary School Board Special Meeting:** The Board recessed at 7:20 p.m. The Cambridge Board returned at 7:30 p.m.

**LNMUUSD Routine Business: Consent Agenda Items**

**Minutes of the October 9, 2017, Meeting:** Tilton-Martin made a motion, seconded by Nielsen, to accept the minutes. The motion passed unanimously.

**Board Orders:** Tilton-Martin made a motion, seconded by Moulton, to approve the Board Orders. The motion passed unanimously.

**Johnson Elementary School Plow Truck Bids:** Clark reported that after the last meeting it had been suggested that rather than purchase a truck through Johnson's capital funds, it might be better to use

capital funds from different campuses so the vehicle could be used by other elementary schools. Clark believed it would remain at least a 50% Johnson purchase. Miller asked if any other schools had trucks that could be shared. Clark stated the high school campus was the only one with trucks of this kind and it was becoming more difficult to accommodate the needs of other schools. Miller asked if the truck could be used at other campuses. Clark noted if the truck were purchased with Johnson bond funds, it would be dedicated to Johnson. Rodriguez asked if the Board had looked at the possibility of purchasing a tractor, noting a variety of attachments could be used with a tractor. She noted she had been asked in the past for the use of her tractor to move woodchips at the school. Rodriguez asked for a cost comparison for the purchase of a tractor. She noted that the Johnson taxpayers had asked that a five-year plan be developed for the bond funds and that had not yet occurred. Clark stated the principals and Laflam had been working on developing a five-year plan.

Beth Foy, a former Johnson Elementary School Board member, informed the Board she was concerned about the purchase of an expensive vehicle. She stated Johnson had recently spent a lot of time and money building a garage that a truck wouldn't fit in. It was designed to hold storage and provide a workshop space. At the June meeting, the Johnson Board had developed a list of spending items that would be needed in the next five years. A truck was not on the list. Foy believed there were a number of cost implications to consider. Miller asked how much capital money was available. Clark reported that the high school/middle school campus had a capital reserve of \$490,000; the Tech Center had a combined capital reserve of \$424,000; Waterville had a capital reserve of \$26,000. Belvidere had a capital reserve of \$74,000. Hyde Park had a capital reserve of \$18,000. Eden's capital reserve was \$205,000 and Johnson had a capital reserve of \$316,000.

B. Sander stated the cost of contracting snowplowing over four years would make up the capital cost of the vehicle. He noted an enclosed heated tractor would be required in the winter if being used for plowing and that would cost more than a truck. Sander stated the bid quotes were extremely good prices. Clark reported that all other campuses used contracted snow removal services. Foy stated she believed the issue with the plowing at Johnson was a management issue. She believed that any vendors hired should adhere to the contract and work with the town as far as coordinating the plowing. Foy asked who would run the plow and for how many hours. Clark stated that was difficult to determine, as it depended on the season but that it was part of the estimate.

Manning explained that the challenge was that neither the town nor the snowplow vendor provided a set time when they would be plowing. Years ago the town plowed everything at the school. Then they wanted to charge a significant amount of money so the Board hired a vendor who plowed everything. Several years ago, the town decided they were going to plow the road and refused to plow anything else. Nielsen suggested looking into getting the town involved again and review the cost of a tractor to see if it might be a better purchase. Prescott asked that Laflam look at the contractors that the different schools were happy with and have them provide a bid on the job. B. Sander noted that removing the sander and spreader could reduce the cost of the truck. He believed that purchasing a tractor would cost more and it was more difficult to remove snow with a tractor. Whitcomb requested that Laflam, Manning and Clark come back to the Board with more information on this item.

**GMTCC Forestry & Land Management Sugarhouse Bids:** Clark read a statement from Laflam that provided a brief history of the sugarhouse project. In 2014 the sugarhouse was deemed to be a safety liability, did not meet ADA requirements, and needed significant site upgrades. A capital reserve account was created at that time for the construction of a new sugarhouse. In 2016, a report from the New England Association of Schools and Colleges stated that the need for a new sugarhouse was urgent. Bids were requested in September and seven companies attended the mandatory pre-bid meeting. One bid was received from Morgan Construction in the amount of \$173,940. Laflam

recommended the Board accept the bid to be paid from GMTCC capital reserves. B. Sander asked why the construction trades students weren't building the sugarhouse. Damato stated there was a waiting list of homes to be built. Clark stated this project might be beyond the scope of what the students could do. Damato said the Electrical Program would be wiring the building and the HVAC Program would be doing the plumbing and heating. Damato explained that this would be a showcase piece for the District. It would serve as a classroom for elementary schools and be presented to students who might be interested in attending the technical center.

Whitcomb noted the land the sugarhouse was on belonged to the Hazen Union School District. He was concerned that the District had not yet settled on the Act 46 merger. If they did, Whitcomb wanted to be sure that the proper documents were in place stating the sugarhouse belonged to GMTCC. Damato stated that Laflam was part of the Greensboro School Board and could keep an eye on that. Prescott asked if the Regional Advisory Board were in favor of awarding the bid to Morgan Construction. Damato stated the sending towns had approved the bid. B. Sander noted the Board had never contradicted the Advisory Board's recommendation. B. Sander made a motion to award the bid to Morgan Construction in the amount of \$173,940. Miller seconded the motion. The motion passed, with Orost, Moulton and Rodriguez voting against.

**Subcommittee Meeting Schedule Discussion:** Clark asked that subcommittees develop a meeting schedule. Prescott stated she would like the Finance Subcommittee to meet on a night other than the night of the Board meeting. She could meet on the second or fourth Wednesday or any Thursday. Prescott stated she would contact Finance Committee members to work on a date and time. Fagnant stated the Safe and Drug Free School Environment Subcommittee had agreed to meet at 5:00 p.m. before the scheduled Board meeting and would meet separately more often if necessary. Beaupre stated the Curriculum Subcommittee could meet at 5:30 p.m. before the scheduled Board meetings. Orost stated the Policy Committee could meet at 5:30 p.m. before scheduled Board meetings.

Whitcomb reminded the Board that any subcommittee meetings needed to be warned and minutes taken. Aumand would post all scheduled meetings. Tilton-Martin suggested that each school campus be sure to have space available for these meetings to be held. Clark stated she would send a follow up survey to all committee members.

**Other Business:** Miller noted that there was supposed to have been a presentation at this meeting about growth trends and asked that this be scheduled for the next meeting. Aumand stated it had been removed and she was unsure when it would be rescheduled.

**Adjourn:** Moulton made a motion, seconded by Nielsen, to adjourn at 8:17 p.m. The motion passed unanimously.