

**Lamoille North Supervisory District and
Lamoille North Modified Unified Union District Board
Minutes of Meeting
October 9, 2017**

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

Members Absent: Mark Nielsen, Heather Rodriguez, Jeff Hunsberger, Bobbie Moulton

Others Present: Catherine Gallagher, Deborah Clark, Michele Aumand, Denise Maurice, Sherry Lussier, Jennifer Stevens, Jade Hazard, Brian Schaffer, Melinda Mascolino, Wendy Savery, Dylan Laflam, Charleen McFarlane, Jan Epstein, Chris D'Amato, Dana Jewett, Mary Anderson, David Manning, Brian Pena, Tim Messier

Minute Taker: Sue Trainor

Call to Order, Approval of Agenda and Public Comment: Whitcomb called the meeting to order at 5:59 p.m. J. Sander asked to amend the agenda by tabling the committee meetings and committee reports. Stebbins seconded the motion to amend the agenda. B. Sander then made a motion to approve the amended agenda, seconded by Stebbins. The motion passed unanimously. There were no public comments.

LNSU Routine Business: Consent Agenda

Minutes of the September 25, 2017, Meeting: B. Sander made a motion, seconded by Barry, to approve the minutes. The motion passed unanimously.

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

Attorney/Client Communications: Gallagher stated that because premature general public knowledge would clearly place the public body or person involved at a substantial disadvantage, she sought a motion to go into Executive Session under the clause of confidential attorney/client communications made for the purpose of providing professional legal services to the body. Brian Schaffer was invited to remain. B. Sander made the motion, seconded by Stebbins. The motion passed unanimously. Upon return, Whitcomb stated the issue had been discussed and no action had been taken.

Dental Coverage for Non-Represented Employees: McFarlane informed the Board that the ratified Support Staff Master Agreement allowed for two-person dental for school year and extended year employees. The recommendation from the BNC was to offer the same two-person dental for all school year and extended year employees for free, with any level above that being paid by the employee. B. Sander made a motion to allow school year and extended year support staff non-represented employees two-person dental for free, with any level of coverage higher being paid by the employee. Tilton-Martin seconded the motion. Orost asked what the cost would be. McFarlane stated it affected no employees at this time but was good to have for future hires. The motion then passed unanimously.

Board Goals and Objectives: Gallagher discussed the suggested objectives she had provided the Board for the agreed upon goals. She explained how the Board could access the expertise of staff members to determine whether objectives were being met. Gallagher stated she thought subcommittees would be needed to adequately review and discuss the work. She asked that people review the material she had provided to determine if additional objectives should be added. This topic would be discussed at the next October meeting. Gallagher noted that both the Finance Committee and

the Technology Committee could work on Goal #1 (Develop and Implement a Long-Range Financial Plan to Ensure Fiscal Strength and Extended Facility Life). Goal #2 (Improve Communications Through Increased Transparency) could be the work of the Communications Committee. Goal #3, which addressed student achievement, would require a Curriculum Subcommittee. Goal #4, ensuring a safe and drug-free school environment, would also require its own subcommittee.

Gallagher asked the Board if these subcommittees should be held as part of the regular Board meeting or at a separate time. Stebbins stated it was hard to find a useful block of time to have meaningful and detailed discussion during the regular Board meeting. He believed this type of work would need to take place outside of the meeting. Orost agreed with Stebbins and suggested subcommittee meetings be scheduled immediately before the Board meeting. Tilton-Martin and Hobart agreed with Orost. Barry and Evans stated they wouldn't be able to attend meetings at 5:00 p.m. Tilton-Martin suggested having the Board meeting pushed back to a later time. Fagnant suggested that each committee meet to discuss developing their own schedule. Gallagher then asked that the Board read the objectives and provide comments at the next meeting, which members agreed to. The following members expressed interest in the two new subcommittees:

Safe and Drug Free School Environment Subcommittee: Fagnant (who asked to be moved from the Finance Committee), Hobart, J. Sander. Hobart volunteered to coordinate the meeting.

Curriculum Subcommittee: Beaupre, Miller, B. Sander, Barry, Hazard. Beaupre volunteered to coordinate the meeting.

Prescott encouraged Board members to be on at least one committee. She suggested that if members didn't want to commit to a committee they could at least shadow a member.

Discussion and First Reading of the Following Policies: Financial Reports and Statements; Fiscal Management and General Financial Accountability; Public Participation at Board Meetings; and Community Engagement and Vision: Gallagher stated the Policy Subcommittee had reviewed the policies. This was now being presented to the Board for a first reading. She asked that the Board be prepared to discuss and possibly adopt these LNSU/LNMMUSD policies at the next meeting.

SU Wide Online Forms: Orost reported to the Board that parents were bombarded with paperwork at the beginning of each school year. Parents were required to complete the same personal information on a variety of forms. Johnson residents had suggested moving to an online system that would allow families to complete only one form. Orost suggested this should be a District-wide initiative. Manning explained that Lamaille South had purchased a suite of forms that connected to PowerSchool. This system had saved parents a great deal of time. Forms were customizable and schools could select the particular forms they wanted to be completed. Fagnant asked who was currently entering the information on the parent paperwork. Manning stated staff entered the information and there were a small percentage of data entry issues. This would eliminate data entry errors on the school's part and save the staff time as well. Prescott asked if parents would still be able to provide a hard copy of the information. Gallagher stated they would. Orost asked if this could be implemented before next year. Pena was asked to research this program with LSSU and provide information to the Board at their next meeting.

Central Office Report: Gallagher stated there would be a Spelling Bee held tomorrow at the high school with Denise Maurice and Deborah Clark serving as judges. She then talked about the Harvest Dinner that she had attended, providing the Board with the highlights of the event. Many students and

families were in attendance and students asked that more dinners be held. Gallagher stated that Karyl Kent, the SU Nutrition Director, expressed interest in continuing these events.

Gallagher stated they were now working on making the substitute teacher pool more robust. Principals were finding it difficult to find substitutes. Gallagher was working with LSSU and OSSU to increase substitute teacher pay rates. The current compensation was \$80 a day, which was not a competitive rate. Another idea was to share the pool of available substitutes with LSSU and OSSU.

Gallagher then informed the Board that the next meeting would include a presentation from the Early Education Director, Special Education Director, and Curriculum Director about growth trends in the SU. This was an important topic and one that schools were being evaluated on by the State of Vermont. Vermont's population was declining, poverty levels were increasing, and with the number of teachers declining, the use of paraeducators was at an all-time high statewide. Rebecca Holcombe had expressed concern that schools often staffed support staff with the neediest students. Gallagher stated that Stevens, Hazard and Murray were looking at a service delivery model that would allow those students to first receive instruction in the classroom. A paraeducator need tool was being developed which would require that administrators look at what went into determining if a student needed individual support, small group support or all day support.

Clark stated that audits were progressing well. Audit reports could be ready by the end of November or early December. Clark informed the Board that Special Education was planning on retiring a van and it would need to be replaced. The system should be able to support the cost of the van. This item would be brought to the Board later. Waterville Elementary School had been approached by SunCommon to place a solar array on their rooftop. Following a review of the material, this item would be forwarded to the Board.

Clark explained that Johnson Elementary School was interested in purchasing a plow truck. There was a public road at the back of the school and parking spots across the road. It had always been difficult to coordinate the town plowing with the private plowing. Over the last two years \$8,750 on average had been spent on plowing contracts. Purchasing a truck would pay for four years of contracted plowing with a ten-year anticipated life of the vehicle. The ability to adequately plow the area would alleviate some problems they had experienced. Clark expected to have bids for the vehicle at the next meeting. Also recommendations for the GMTCC Sugar House would be presented at the next meeting.

B. Sander asked about the bid process for the plow truck. Laflam stated bid requests were sent to all commercial dealerships and fleet pricing was provided by these dealerships. Stebbins asked if additional savings could be realized by using the truck at other sites. Clark stated that they would be using Johnson's Capital Funds to purchase the vehicle so the truck could only be used at Johnson.

Hazard then informed the Board there would be an in-service next week. Material would be available for review on the website.

Elementary Principal Reports

Cambridge: Anderson stated they were still seeking a part-time pre-school instructional assistant. The school would be participating in the Spelling Bee and had recently participated in the International Walk to School Day. The Annual House would be held this Tuesday and she invited Board members to attend. The school's part-time tech integrationist was joining forces with their IT person to offer after-school optional professional development for teachers and other interested staff. The school recently installed a buddy bench and it was getting a lot of use.

Eden: Mascolino reported there had been some changes to the lunch program. A salad bar was now being offered and students were very excited about it. After the ALICE training, a safety committee

had been instituted at the school. The committee created four binders that were placed within the school with safety procedures and important student information. Mascolino stated they were having an issue with tardiness and absences and were trying to determine how best to address this. Mascolino noted they were short on space at Eden and she asked the Bond Committee to look at how to expand the space.

Waterville/Belvidere: Epstein stated they had held a very successful Open House. Classes were working on a Belvidere/Waterville town history unit, with maps on the wall and students' houses highlighted on the map. A trip to Shelburne Museum was planned for this Friday. Fundraising was starting up. Laflam and Epstein spoke about addressing a sewer backup in Belvidere.

Johnson: Manning reported that during next week's early release, the school would be holding ALICE-style mock drills. Teachers would practice scenarios in their own classrooms and then debrief and calibrate what the best response would be in that situation. Manning then offered his opinion that pay was a significant problem in the District. In his effort this summer to hire three paraeducators and one custodian, seven people turned his job offer down once they were informed of the hourly rate. He would like to see the Union allow principals to increase the pay. Staff were leaving to work at other schools because those schools paid more money and principals were not always getting the first person they wanted to hire. He stated it was difficult to get experienced people in paraeducator positions and suggested paying at least \$13/\$14 an hour. B. Sander endorsed Manning's suggestion, stating this was a problem and Lamoille North was basically an apprenticeship program for Chittenden County.

Middle School, High School and GMTCC Principal/Director Reports

Middle School: Savery reported she was still seeking a math specialist. She had interviewed two applicants. In one case the references were not acceptable, and the other candidate, per the Master Agreement, could not be paid enough because of the cap. There was also an issue with Vermont licensing requirements being too strict in certain situations. In the meantime, she was making sure parents were aware that teachers were available to meet and there were online options to supplement the math program. Additionally, an option for placement in high school level classes for additional credit was also available. Savery then reported she was advertising for a long-term substitute for a science maternity leave. Open House was a great success. Savery said they were continuing to work on ALICE protocols. This had been well received by students and parents. The school safety committee was continuing to work on rally points and evacuation sites and they would be expanding the conversation to include Hazmat incidents.

High School: Schaffer stated he was excited that a curriculum committee was forming. The high school was now two years into an overhaul of what it meant to be a Lamoille Union graduate. He discussed the fact that they were using the sample AOE proficiencies. He noted now, in year two, they were finding some areas of redundancies in some of the standards. With the previous Board, discussions could take place to address these issues. He looked forward to working with the curriculum committee.

GMTCC: Lussier reported the Forestry instructor would be out on paternity leave and his predecessor would be covering for him. Lussier also informed the Board that the Harvest Dinner, a collaboration with the Vermont Land Trust, Robtoy Farm and West Farm, had been a success, with a good portion of the meal being made by culinary students. Lussier encouraged Board members to tour the Tech Center. She also reminded Board members that the first draft of her budget would be presented in November.

LNMUUSD Routine Business: Consent Agenda Items:

Minutes of the September 25, 2017, Meeting and Committee Meetings: B. Sander made a motion, seconded by Tilton-Martin, to approve the minutes. The motion passed unanimously.

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

LUMS Athletic Director Compensation: Savery stated this request was for an increase in FTE for the Athletic Director due to the fact that the position had been a full time position for quite some time. The position was currently a .5 half-time position and she would at some point be requesting that it become a 1.0 FTE.

B. Sander noted that he had tabled his motion at the last meeting and he was now making a motion to bring it up for discussion. Beaupre seconded the motion.

Following the last meeting Savery met with Schaffer, Stokes, Clark, and Messier to fully represent what the request was. She provided a job description of the responsibilities of the Athletic Director to the Board and noted it was clear from the description that this was a full time position. Savery introduced Tim Messier, the High School Athletic Director, who had volunteered to address the Board on this matter. Messier explained that the role of the Athletic Director had changed significantly over the years. As schools offered more sports opportunities the Athletic Director position was created. Messier noted it was a different model from school to school. He was impressed with this school's model because Stokes and Messier were basically a two-person department and worked extremely well together. He noted that there was a no cut policy at the middle school policy and so any student could participate in a sport. This meant there could be a large number of students at sporting events. All student events were covered by the Athletic Department and this was significant. He noted that Stokes was at every event and could handle issues involving safety, liability, concussions, and crowd control. They were often commended by other school officials because they always knew who to go to during an athletic event. Messier stated the school was blessed to have such great collaboration between the athletic directors. Savery noted there were eight middle schools in the state that had athletic directors.

Savery also provided the Board with a list of middle school athletic offerings. 91 athletes were participating in the soccer and cross-country running. She noted that there were now 277 students at the Middle School, an increase from last year of almost 30 students. Stokes' current salary was \$21,062 and the proposed 1.0 FTE salary was \$42,124. Savery explained that the total savings from new hires was \$146,497. Backing out the cost of hiring a math specialist at \$72,000 would leave \$60,000 to contribute toward the health care recapture.

Barry asked if the documentation about other middle school athletic directors were full time equivalents. Savery stated the VPA did not collect that information and despite making calls to the schools they had not received callbacks. Miller asked if Stokes already worked 40 hours a week. Savery stated the current Athletic Director was performing all the tasks on the job description, no matter how long it took. Orost asked why Savery hadn't presented this as a .75 FTE in this year's budget. Savery explained that principals were asked not to increase the budget every year. She had now been presented the opportunity to use the savings resulting from a retirement and staff members leaving. Orost asked Clark about the health care recapture dollars. Clark agreed the middle school numbers were sound. Orost requested an update at the next Board meeting on the plan to provide the funds for the health care recapture.

In response to a request from B. Sander, Savery stated she had met with the support staff association representative. It was determined that a side letter wasn't necessary because it involved a support staff position and a mid-level management position. Darcy Fletcher had said it did not warrant a side letter. B. Sander's concern was that this request was outside the usual time parameters and that was why he wanted the side letter. B. Sander also stated the document outlining AD's at other schools wasn't meaningful because it didn't state whether they were full time. Savery stated the Board had asked if it was typical for middle schools to have athletic directors and that was the information the

document provided. Messier stated it was difficult to ascertain solid data on that. Miller stated she had reached out to one of the schools and found that the position was a paid stipend. McFarlane was asked if the position needed to be posted. Because it wasn't a union position, it did not.

B. Sander made a motion to approve this position at a 1.0 FTE. Evans seconded the motion. Prescott expressed her view there was a budgeting process and this item should be part of budgeting process. The motion passed by a vote of 8 to 5, with Orost, Hayford, Barry, Miller, and Prescott voting against.

Approve Rate of Pay for JES Paraeducator: McFarlane explained this was for two paraeducator positions. K. Lefevre had two years of behavior interventionist experience and McFarlane wanted to hire her at a Grade 3, Step 1, at \$11.99. Tilton-Martin made a motion to approve, seconded by Hobart.

H. Wingfield had experience in daycare settings, which was translatable. McFarlane was recommending she be hired at a Grade 3, Step 1, at \$11.99. The motion to approve the pay of both paraeducators passed unanimously, with B. Sander abstaining.

Approve Rate of Pay for ECS Custodian: McFarlane explained that Eric Aither was currently a bus driver at Eden Central School. The custodian position was a 2-hour a day position. Based on Aither's experience, McFarlane recommended he be placed at a Grade 3, Step 2, at \$12.20. Orost made a motion, seconded by Tilton-Martin, to approve the request. The motion passed unanimously, with B. Sander abstaining.

Other Business: Schaffer informed the Board that the Performing Arts Club was again conducting Haunted High on October 19-21.

Adjourn: B. Sander made a motion, seconded by Hayford, to adjourn at 7:50 p.m. The motion passed unanimously.