

**Lamoille North Supervisory Union and
Lamoille North Modified Unified Union District Board
Minutes of Meeting
November 13, 2017**

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

Members Absent: Andrew Beaupre, Mark Nielsen, Sue Prescott

Others Present: Deborah Clark, Michele Aumand, Denise Maurice, Jennifer Stevens, Jade Hazard, Brian Schaffer, Melinda Mascolino, Wendy Savery, Charleen McFarlane, Jan Epstein, Mary Anderson, Brian Pena, Janet Murray, Lucy Boyden, Catherine Gallagher, Jeremy Scannell, Sherry Lussier, Deb Baker

Call to Order, Approval of Agenda and Public Comment: Chair Whitcomb called the meeting to order at 6:00 p.m. He then asked for a moment of silence for Myrna Tallman who had passed away recently. She had served on the Belvidere Elementary School and Lamoille Union High School School Boards for a number of years. Deb Baker expressed her appreciation to the Board for their recognition of Mrs. Tallman. B. Sander then made a motion to adopt the agenda, seconded by Moulton. The motion passed unanimously. There were no public comments.

LNSU/LNMUUSD Routine Business: Consent Agenda Items

Minutes of the October 23, 2017, Meeting, and Personnel Committee Meeting on November 1, 2017: B. Sander made a motion, seconded by Barry, to approve the minutes. The motion passed unanimously.

Board Orders: This item was postponed.

Local School Board Pay: Clark explained that the town school boards and Union school board would cease to exist as legal entities on January 1st. Therefore, compensation for participation on the local board would be paid December 1, 2017 for the ten-month period of service from March 7, 2017 through December 31, 2017. The expenditure would be paid with Act 46 grant funds. Clark explained that, from an accounting standpoint, it would be best going forward to pay this Board in February for the period from the date of election in March through February. Orost asked when the actual work started. Deb stated the work officially began in March. Gallagher stated that the Board became fully operational on July 1, 2016. However, there were periods of time between April and July that the Board met as a new board. Whitcomb stated this item would be put on the next meeting's agenda.

LNSU:

LUMS Student Support Center (SSC) Presentation: Savery informed the Board her goal was to share what made this Student Support Center different from other support services. In particular, the partnership with Laraway Youth and Family Services made this Center very different. Five years ago there had been a program offered called the Discovery Program, which was small, self-contained, and served an average of 3 to 12 students. Savery wanted to serve more students. Over a period of two years, Savery and Laraway worked to create a new program that would cost no more than the Discovery Program had.

The underlying principles they developed for the Center revolved around connectedness: 1) accountability vs. exclusion; 2) shared responsibility and expectations vs. isolation; 3) building community – being supported vs. being on the periphery; and 4) strong home/school relationships. Savery explained this program was also strongly aligned with the State's multi-tiered system of support (MTSS) and outlined the three tiers: 1) Tier 1: Universal, involving all students (PLP's, counseling, check-in/check-out system); 2) Tier 2: Supplemental, Targeted and Short-Term (math and reading specialists, behavior specialist intervention, counseling groups) and 3) Tier 3: Intensive, individualized and long-term (special education, 1:1 support, out-of-school placement).

Savery then outlined the objectives of the SSC: To build a strong foundation for success later in life; to provide classroom management skill development to help students feel supported and welcome in their classes; and, to help develop strong social and anger management skills. Savery stated that the partnership with Laraway increased the therapeutic services and resources to students and families.

The representative from Laraway explained they currently worked with 14 schools. Their goal was to work collaboratively with the school and to create a program that allowed the two organizations to work together as a regular part of the system. The students that Laraway worked with on an ongoing basis had identified behavioral issues with some sort of diagnosis. However, there were students who didn't need that type of intensive service but still needed social support of some kind. They were students on the periphery who didn't cause problems but also weren't accessing education as thoroughly as possible or weren't connected to their school community. Laraway and LUMS worked together to determine how to blend and serve as many students as possible. They created a Behavior Advocate position to address this need. The Behavior Advocate visited with between 25 and 50 Tier 1 students a day. These were short check-ins. Tier 2 involved working on specific social skills and behavioral issues. The goal was to work collaboratively with the teachers and staff to support the students in the classroom. Savery explained they were committed to having very strict criteria so that students weren't removed from the classroom and "dumped" into these programs.

Savery stated team members recently outlined what they believed the SSC provided: assistance with processing, reflection, and gaining skills to move forward and not stay 'stuck' by building relationships that strengthened and grew; support for building skills by practicing and preventing future crisis incidents; a dedicated therapeutic space; and consistent and caring adults who would surround students in a 'no judgment zone'. This center was not just a room for students to go to. It was a wraparound therapeutic environment. What the SSC was not was a punitive/punishment space, not an emergency room, not a space for fun and games, was not an excuse for not being in the classroom, and they were not enablers of inappropriate behavior. A staff member explained the breakfast and lunch groups, which allowed students to get out of the busy and sometimes intimidating cafeteria. The maximum number of students in these groups was 10. Many students who participated in the breakfast/lunch programs last year did not need to return this year. Another staff member outlined the variety of opportunities they had to get students involved, such as raising salmon from eggs and then releasing them, and providing invitations to identified students for holiday meals. Savery added that the school was part of the Truancy Prevention Project, stating there were a number of students who had trouble getting to school every day. This Center had become a safe haven for them. Anxiety was often a reason for truancy and the SSC helped the students get back to school.

D. Maurice stated the common behaviors that students struggled with, with defiance, inappropriate language and disrespect being the top three. She noted the office wasn't the right place to teach them the skills necessary to not repeat these behaviors. The SCC could take the time to help the students by teaching them the skills to express themselves in an appropriate and respectful manner. Once the students learned these skills, they didn't come to the office as often.

Savery then provided data to the Board on the Center's usage. In September of last year there were 14 visits per month. That number increased by May of last year to over 500 per month. The breakfast and lunch groups were extremely popular. Academic and behavioral supports were the most common types of visits, including support at break times. 7th graders used the SSC 268 times last year compared to 126 8th graders. Savery noted this program was particularly helpful for students transitioning from 6th to 7th grade.

B. Sander asked what instruments were being used to measure academic, social and behavioral success. Savery stated their intent was to use the data every year to develop longitudinal data. She believed there was a need to have more of these programs in grades K-12 and she hoped they could expand this program. She was concerned about what happened when the students moved on to high school. This program had

been wildly successful, however, there still were students that needed additional help. Savery wanted to look at additional models to offer those students.

The Board was informed that students who kept being referred for the same behavior did receive a written behavior plan. A specific functional behavior assessment questionnaire was later sent to the school team to determine if the SSC was helping the student take less staff time away from other students. Characteristically, those students who didn't qualify for specialized services could take up a great deal of staff time. Other questions asked teachers whether the SSC was making the student perform better socially and whether the support of the SSC was helping the student be academically successful. The ultimate goal was that the student be able to access their education with more consistency.

Wendy stated she had implemented literacy and math assessments when she was hired and this information was reviewed two to three times a year. Maurice was creating a way to track that data. Additionally, every six weeks teachers were reviewing how students were doing. Fagnant asked how students were informed about the services. Savery stated she informed prospective middle school students at the night meetings she held at all elementary schools in February. Students then toured the school in May or June and visited the Support Center. It was mentioned on the first day of school and staff members also visited the classrooms. Savery stated there was no stigma related to the program and sometimes a student would refer another student to the Center.

Central Office Report: MacFarlane was asked to explain the hiring process. She explained that recruitment for a position was done at the local building level. The Principal advertised the position and, along with their team, interviewed and selected a candidate. The Superintendent then interviewed licensed staff and a recommendation was brought before the Board for approval. Non-represented staff had the same approval process but did not meet with the Superintendent. Administrators worked with McFarlane to determine a consistent and comparable rate of pay. If the rate of pay was above base, the Board needed to approve it. If hired at base, the Board did not need to review the pay.

Gallagher reported that the Vermont School Nutrition Association and Hunger Free Vermont had recognized Donna Ferland, Food Services Manager for Hyde Park Elementary School. Ferland received the 2017 Innovation and Advocacy Award for extraordinary efforts to support and enhance the school meals program in the LNSU.

Gallagher then reported on the matter of bedbugs. There had been one isolated incident several years ago at the Tech Center and there was now one confirmed report. Gallagher stated they would not send students home for something that traveled on their backpacks. Any confirmed case of bedbugs would be treated according to State mandate. Stevens reported the District determined they did not have a protocol in place for administrators to follow. This had now been rectified and the protocol would be distributed. The protocol was now that students with bedbugs would not be sent home. Parents would be notified and backpacks and other items brought to school would be sealed in a plastic bag for the day. Stevens said it was important to remember that these were children and people should be compassionate and thoughtful when dealing with the situation. Laflam reported there had only been one incident with two bedbugs discovered on November 7 and none had been seen since. There was not an infestation at the school as reported on social media.

Gallagher then discussed the recent power outage and the discussion on social media that ensued. It had been suggested on social media that the entire SU should shut down because one school was without power. Gallagher stated the SU was here to educate students and the doors would remain open. Parents could make the decision to keep their children at home if they were concerned. If an individual building were affected, that building leader would make the decision to close their doors. Gallagher spoke about social media, stating it was easy for people to comment on Facebook threads and they might feel a sense of anonymity and empowerment when making those comments. Gallagher encouraged Board members not to engage with the comments.

Gallagher informed the Board that the next meeting would include a presentation by the Early Education Director, Student Support Director, and Curriculum Director on student growth trends, as well as a report on the site visit to Lake Region High School. Finally, Gallagher stated that six Board members had their one-year terms expiring soon. Instructions would be sent outlining the process for re-election.

Elementary Principal Updates

Waterville/Belvidere: Epstein reported they had consolidated the preschool program and placed the 3 and 4 year olds together in the afternoon program. This would be the case in the 2018-2019 year as well. This plan would allow Becca Raymon to provide case management to other preschools in the district. A bus driver recently resigned requiring that some students ride the bus for almost 45 minutes. Epstein was concerned that LVT could not provide any idea of when a replacement would be available and that no contingency plans were in place. A fresh fruit and vegetable program had begun at the school.

Cambridge: Anderson reported that Ray Mascolino would be filling in as a long-term substitute for Colleen Legris' leave of absence. The Head Start teacher resigned from that organization and they were not able to provide a replacement on a timely basis. Therefore, Cambridge decided to end their relationship with Head Start. Diane Desroches would be returning to Cambridge to be the pre-school teacher until the end of the year. The Cambridge spelling bee team placed third overall at the regional competition. Anderson invited Board members to attend the Community Lunch this Wednesday at the Congregational Church.

Eden: Mascolino reported that the first installment of a grant would be delivered in December. The biggest piece being worked on as part of the grant was organizing a community playgroup at the school. They would partner with the Lamoille Family Center to offer a Friday program. The grant of \$150,000 was to assist in reaching out to Eden children ages 0-3 years. Mascolino noted there were a lot of staff absences recently and they were struggling to find substitute teachers.

Middle School, High School and GMTCC Principal/Director Updates

Middle School: Savery stated that Jim Roy, a teacher at the middle school for 17 years, had expressed interest in the math specialist position. Jennifer Park, who was interested in working in the classroom, would replace Mr. Roy. There was also a long-term science position open that Melissa Hunkins was being recommended for. Her application for licensure would be submitted in December. She would begin as a substitute teacher until her license was received at which time she would receive professional pay. Savery reported that both the parent-teacher conferences and fall harvest craft show had been well attended. She expressed appreciation to Lori Lisai for her work on Annie.

High School: Schaffer requested that the Board review his report for updates and personnel requests. He then shared his thoughts about the production of Annie, stating it was one of the proudest achievements of the school; a collaborative effort of middle school students and staff alongside high school students and staff. While L. Lisai would be leaving, there was interest in continuing with musicals. Lucy Boyden reported that the Student Council had started a food drive for Thanksgiving, that students were involved in the controversy over i-Pads versus laptops, and the NHS was sponsoring a movie night. Tyne Bechtoldt, the President of the Student Council, informed the Board that she was also a part of the Tech Center Creative Media Art and Design Program. She reported that the students had been working with Marilyn Montufar, an artist from the Studio Center, and they would be displaying their photography on Thursday at the Vermont Studio Center.

Green Mtn. Tech: Lussier explained that Mr. Neckers' class had been selected by the Vermont Studio Center to have an artist-in-residence. This award came with \$1,000 worth of supplies and equipment. Lussier stated she would begin talking about her budget at the next meeting, with an anticipated vote in mid-December. The Sugarhouse had frost walls and concrete would be poured this week.

LNSU Transportation Increase in FTE in Response to Service Demands: Clark reported that transportation was very challenging. The SU provided transportation services and requests increased on a daily basis. Clark stated they would be increasing a part-time FTE to a full-time FTE. This program was an enterprise program and last year there had been a surplus of \$41,000. The SU will ensure that this position can be reduced in hours if there was a decrease in ridership.

Subcommittee Breakouts: Gallagher asked that the Finance, Curriculum, Communications, and Safety and Drug Free School Environment Committees meet to determine who would be Chair, who would participate in the Committee, when they would meet, and what objectives they would like to work on. The Board then broke into subcommittees.

The Committees reconvened and provided the following information:

Finance: The Chair would be Prescott. The first four objectives listed in the document were selected.

Communications: The Chair would be Hayford. They chose all four of the objectives listed, focusing on individual school webpages and social media, making sure they were up-to-date. They would be meeting the first meeting in December at the Tech Center at 5:30 p.m.

Curriculum: The Chair would be Beaupre. They chose the first three objectives listed. They would be meeting the second meeting of the month at 5:30 p.m.

Safety: The Chair would be Hobart. They selected all five objectives listed and would be meeting the second meeting of the month at 5:00 p.m.

SU Wide Online Forms: Pena explained he had participated in an on-line presentation with Ecollect, which he thought should be the preferred vendor if they were to move forward with this project. The cost for the system was a \$2,400 implementation fee, plus \$5,310 per year. There would be no additional fees. Jewett and Pena thought this system was more intuitive. Parents would upload documents and those forms would be integrated into PowerSchool. Pena spoke with LSSU and determined that they were using Grantwood, which was a manual system and didn't provide much support. It cost less, at \$1.50 per student. Pena did not recommend going with Grantwood. Clark asked how long it would take to implement the program and whether it would be available for next fall. Pena stated it would be subjective and then outlined the work that would need to be done to get the program up and running. He recommended that parents needed to be encouraged to register with PowerSchool as soon as possible to begin updating their information. Stebbins asked if Pena was moving away from an in-house option. Pena stated he was. Clark asked that Pena make a presentation to the administrators next month.

Pena then discussed 911 compliance, stating that Hyde Park, Eden and Waterville were currently non-compliant. Pena would be applying for a grant that offered up to \$25,000 to assist the district in this effort. Pena would also be incorporating entryway and room signage to increase response time.

LNMUUSD

Personnel Committee Report:

Middle School Teacher Transfer to Middle School Math Specialist Position: Savery reported that Jim Roy would be filling the math specialist position. This was a full-time position.

Middle School Math Teacher Hire: Savery reported that Jennifer Clark would be replacing Jim Roy. This was a full-time position.

High School Library Aide Pay: MacFarlane reported this position was being filled by Jennifer Huffman Martin and hired at a Step 2 based on her relevant degree and experience.

Orost made a motion, seconded by Moulton, to approve the above requests. The motion passed unanimously.

New Hires

Approve LUMS 1:1 Paraeducator Pay Rate: J. Scannell informed the Board that Jason Graves had two years of direct paraeducator experience. Scannell asked that Graves be brought on at a Step 2 at \$12.20/hr. Tilton-Martin made a motion, seconded by Barry, to approve the request. The motion passed unanimously.

Approve Recommendation for LUHS Attendance Secretary and Pay Rate: Schaffer requested the Board approve Alexis McLean for the part-time attendance secretary at Column 3, Step 5, \$12.80/hr. B. Sander made a motion to approve, seconded by Tilton-Martin. The motion passed unanimously.

Approve Recommendation for LUHS Part-time Driver's Education Teacher: Schaffer requested the Board approve an up-to-.4 FTE contract for Darren McIntyre to assist with driver's education. He came highly recommended. B. Sander made a motion, seconded by Tilton-Martin, to approve the request. The motion passed unanimously.

Approve Request for LUMS Long-term Science Substitute: Savery requested the Board approve the hire of Melissa Hunkins for the long-term science substitute for a maternity leave absence. B. Sander made a motion, seconded by Tilton-Martin, to approve the motion. The motion passed unanimously.

Facilities

JES Plow Truck Bids: Laflam explained he had received three plow bids for Johnson, with the low bid being \$9,000 for a three-year contract. The least expensive tractor available without attachments would cost \$43,500. Laflam didn't believe the Johnson site would accommodate a tractor. He concluded there would be a ten-year savings of \$21,600 to purchase a plow truck. He asked that the Board decide whether to accept Goss Dodge's bid of \$36,841. Lamell asked about the costs of paying employees to plow on weekends. Laflam stated that would be built-in overtime. Tilton-Martin asked who would ensure the snow banks were pushed back. Laflam stated that could be done in-house or, if it were really heavy snow, it could be subbed out. B. Sander made a motion to accept the Goss Dodge bid of \$36,841. Tilton-Martin seconded the motion. Miller noted that because this was a MUUSD vote, Cambridge members and B. Sander could not vote on this issue. Barry then made a motion, seconded by Moulton, to approve the purchase of the plow truck from Goss Dodge for \$36,841. Following a voice vote, the Chair asked that the nays raise their hands. Barry, Lamell, and Rodriguez voted no. The Chair stated the motion passed.

Lamoille Union Building Control Upgrades/Lamoille Union Replace Building Management Server: Laflam reported that the server that controlled the on-campus LUHS and LUMS HVAC system had failed. A new server was ordered costing \$6,750, which would be paid out of the general operating budget. Laflam asked that the Board approve that amount be paid from the capital reserve funds instead. The second request was upgrading the control monitors that were connected to the service. That upgrade would be an additional \$20,080. B. Sander made a motion, seconded by Moulton, to approve up to \$27,000 to upgrade the system. The motion passed unanimously.

Belvidere Central School Building Management Upgrades: Belvidere paid Control Tech to remove what they could of the Building Management system from the Hyde Park demolition for Belvidere's use. Control Tech's bill was \$12,975 which Belvidere had available in their capital reserve fund. Tilton-Martin made a motion to approve payment to Control Tech. Moulton seconded the motion. The motion passed unanimously.

Other Business: Miller asked for clarification on the plow truck vote. The Chair asked for a show of hands and the vote was a tie. The Chair then voted to purchase the plow truck.

Adjourn: Moulton made a motion, seconded by Fagnant, to adjourn the meeting at 8:26 p.m. The motion passed unanimously.