

**Lamoille North Supervisory Union and
Lamoille North Modified Unified Union District Board Meeting
Waterville Elementary School, Waterville, VT
Minutes of Meeting
May 14, 2018**

Members Present: Belvidere: Angie Evans; Cambridge: Laura Miller, J. Sander, B. Sander, Mark Stebbins (arrived at 6:38 p.m.); Eden: Jeff Hunsberger; David Whitcomb; Hyde Park: Andrew Beaupre, Chasity Fagnant, Lisa Barry, Patti Hayford; Johnson: Bobbie Moulton, Mark Nielsen, Angela Lamell, Katie Orost; Waterville: Amanda Tilton-Martin

Members Absent: Cambridge: Sue Hamblyn-Prescott

Others Present: Catherine Gallagher, Deb Clark, Charleen McFarlane, Michele Aumand, Brian Pena, Dylan Laflam, Diane Reilly, David Manning, Brian Schaffer, Jan Epstein, Mary Anderson, Jeremy Scannell, Heidi Rich, Chris Damato

Minute Taker: Sue Trainor

Call to Order, Approval of Agenda and Public Comment: Chair Whitcomb called the meeting to order at 6:00 p.m. Moulton made a motion, seconded by Nielsen, to approve the agenda. Laflam asked that the agenda be amended to remove one of the custodial position pay rate requests. The Board approved the amended agenda. As part of public comment, Gallagher informed the Board there would be a Tech Center banquet on June 8th and the Board was invited.

LNSU/LNEMUUSD Routine Business: Consent Agenda Items:

Minutes of the April 23, 2018, Meeting, and the May 4, 2018, Personnel Committee Meeting: Tilton-Martin made a motion, seconded by J. Sanders, to approve the minutes. The motion passed unanimously.

Board Orders: Miller made a motion to accept the Board Orders, seconded by Hunsberger. The motion passed unanimously.

Heidi Rich Sabbatical Project Update: Gallagher introduced Rich to the Board, stating Rich would be providing a brief summary of her sabbatical at this meeting with a full presentation to come in October. Rich explained to the Board she had concentrated on the areas of science and curriculum. Rich was able to get out in the field again, participating in a weeklong bird-banding course and acquiring certification to assist at banding stations. She hoped to share this opportunity with her students, as Johnson State College had a bird-banding station. Rich was now working with the Peregrine Falcon Project, monitoring a nest at Hazen's Notch. Rich noted a previous Lamoille student had been involved in this particular project in the past and she hoped to introduce current students to the project. Rich explained to the Board that she had been working on eBird, a database of birds. Students would be introduced to and be able to contribute to this database. Rich was also working with the Vermont Atlas of Life, a similar database, tracking a variety of species. In regards to curriculum work, Rich was working on ideas and statistics for an interpretive trail at Lamoille Union as a project-based learning effort. As part of the project-based learning experience, students would collaborate with elementary school teachers to provide tours of the campus and offer lessons on their individual projects. Rich also noted she was backing up the State of Vermont's vector pilot project surveying mosquitoes and ticks in Vermont. Rich would be conducting a lesson at LUMS on investigating how to catch ticks and mosquitoes and developing traps.

Gallagher stated she would forward Rich's written presentation to the Board for their review. Reilly noted that Waterville Elementary was a perfect location for students to teach elementary students about nature. Reilly asked if Rich would consider bringing the middle school students to Waterville. Rich stated she was willing to do that.

LNSU/LNEMUUSD End of Year Teacher Appreciation Subcommittee Meeting Update: Barry explained the subcommittee had met and were recommending to the Board that sandwiches, fruit platters, drinks and cookies be delivered to each school sometime between Memorial Day weekend and June 8th. It was suggested that a Board representative from that town deliver the items to the school. Gallagher requested that Clark review the budget to determine what funds were available.

Personnel Items:

International Transfer Student Attendance at LUHS: Beaupre made a motion to approve having an international transfer student attend LUHS next year, seconded by Moulton. Schaffer informed the Board that a student who was a relative of a friend of a teacher at Lamoille Union was interested in attending a school in the United States for six weeks. Schaffer explained the high school accepted up to five international students per year. This particular situation was unique because it was for a short period of time and the family was willing to pay

tuition of roughly \$15,000. B. Sander thought it sounded like a good idea. He noted there were international agencies that charged a fortune to bring students to the United States, while providing the schools no compensation. Miller noted the student was 14 years of age and asked if that was young for an exchange student. Schaffer stated the student would be turning 15 in September. In response to a question from Orost, Schaffer stated the parents, host family and school would have to follow the same protocols and provide the same paperwork as the international agencies did. Regarding liability, Gallagher asked if there was anything that rendered the District vulnerable in hosting a student through a personal arrangement rather than a vetted agency. Clark stated that if all procedures were followed the student would be viewed strictly as an international student. Whitcomb noted there was a foundation that provided funds to students to attend schools throughout the world. Whitcomb wanted to work with Schaffer on writing a letter to the foundation requesting funds. The motion then passed unanimously.

Approve HPES Nurse New Hire: Reilly informed the Board the school was fortunate to find a school nurse who had worked at both Copley Hospital and Morrisville Family Practice. She had six years of experience and came with phenomenal references. Reilly requested the Board approve the hire of Laura Darling at an annual rate of \$42,501. Orost made a motion to approve the hire of Laura Darling, seconded by Moulton. The motion passed unanimously.

Approve LUHS SPED Case Manager for Pathways Program New Hire: Scannell requested the Board's approval to hire Sheri Boutin to fill the position. Boutin had previously been in this position and was well qualified to run the program. Scannell requested Boutin be hired at an annual rate of \$61,350. Hunsberger made a motion, seconded by Lamell, to approve the hire of Sheri Boutin. Hayford asked what the normal pay was for this position. McFarlane stated there was no normal rate of pay. Payment was determined according to placement in the Master Agreement. Hiring experienced individuals often meant a higher rate of pay. The motion passed, with Orost and Hayford abstaining.

Ratify SPED New Hire for CES: Anderson requested the Board's approve to hire Kathryn Cheney, a special educator who had previously worked in Wyoming at a Native American reservation and had also taught at Randolph Elementary School. Anderson was unable to provide information on the salary being requested. Orost made a motion, seconded by Tilton-Martin, to approve the hire. The motion passed unanimously.

Approve Custodial Position Rate: McFarlane requested the Board approve the hire of Gary Mallo at a Step 5, at \$12.80 an hour. Mallo had five years of direct school custodial experience and was highly recommended. McFarlane noted Mallo had attended GMTCC and had a construction certificate. The motion passed unanimously.

Board Negotiations Council

Recommendation Regarding Health Reimbursement Arrangement: McFarlane provided the Board with background on recent events involving the health reimbursement account. She reminded the Board that as of January 1st negotiations had resulted in a new HRA. The negotiation required employees to pay for out of pocket expenses first. The District had been using Future Planning Associates for a number of years to manage the Flexible Spending Account. Therefore, the District went with Future Planning Associate to manage the HRA. In April, Future Planning informed the District they would stop managing these plans as of May 31st. McFarlane noted that half of the schools in the state were with Future Planning. VEHI and Blue Cross vetted DataPath Services, Inc. This Illinois company was managing the HRA with their Blue Cross affiliate for schools in Illinois. DataPath agreed to provide services to Vermont schools with the stipulation that they start on May 1st. Once DataPath reviewed the information they received from Future Planning Associates they realized they could not provide the option where employees paid for out of pocket expenses first. The debit card being provided to employees could not determine when the employee had met their first dollar cap.

The BNC met to make a side agreement with the Association to have the employer dollar be paid first and the employee dollar paid last. This agreement would be for support staff, teachers and non-represented staff. The agreement was this would be in effect from May 1st to December 31st, and in September they would return to the table to negotiate the January through June of 2019 period. McFarlane stated the recommendation was to enter into a side agreement with the Association to have the HRA arrangement be employer-funded first and employee-funded last. Miller asked about the financial impact. McFarlane stated that the employer-paid portion for teachers on a single plan was \$2,100 (\$400 being the employee portion) and \$4,200 employer-paid (\$800 being the employee portion) for the other tiers. The employer-paid portion for support staff was \$2,150 and \$4,300 for the other tiers. The employer-paid portion for non-represented staff was \$2,100 and \$3,800 for the other tiers. McFarlane stated they were forced to do this because DataPath would not agree to manage the plan otherwise.

The Association was in full agreement with this recommendation. She noted that due to a required blackout period, VEHI would be funding all employee prescriptions from May 8th to May 28th with no out-of-pocket expenses. B. Sander made a motion, seconded by Miller, to approve entering into a side agreement with the Association to have the HRA arrangement be employer-funded first and employee-funded last from May 1st to December 31st. McFarlane asked if the Board would authorize Prescott to sign the agreement on behalf of the Board. B. Sander amended the motion to authorize Prescott to sign the agreement, seconded by Miller. The motion passed, with Beaupre abstaining.

Recommendation Regarding IT Coordinator Position Reclassification: McFarlane informed the Board there had been discussion over the years to remove IT Coordinators from the Support Staff Master Agreement job classification. They were exempt salary, made more than the other support staff, and as far as the Vermont Labor Relations Board was concerned they were considered confidential, as they could access confidential information. This action would affect two current IT Coordinators and would begin in FY19. The recommendation was to allow IT Coordinators to be non-represented staff and remove them from the Support Staff Union, effective July 1. McFarlane stated the Union approved this recommendation and the attorney had recommended an amendment to the Master Agreement rather than a side agreement. B. Sander made a motion to approve the recommendation as stated by McFarlane, seconded by Miller. The motion passed unanimously.

Recommendation Regarding Reduction in Force Procedure: McFarlane stated this item was regarding support staff for the May 15, 2018 deadline only. The Administration and Association wanted to make a side agreement that reduction in force be by building. The way the Master Agreement was written, it was interpreted that it was within the MUUSD. For this date only, May 15, 2018, the BNC was recommending that they allow RIF by building only for support staff. Tilton-Martin made a motion to approve the side agreement, seconded by Lamell. J. Sander asked for the reasoning behind the request. McFarlane explained that a RIF might require that support staff work in a school away from their communities. These positions were often lower paid and the employee may not want to spend the money traveling to another location. This item would be discussed during negotiations. Miller stated that her concern was that if a school were closed down, the people who worked there would have seniority in the MUUSD. McFarlane stated this discussion was about the May 18th deadline only and would affect two people and two vacant positions. There was some reduction in hours that were position-specific as well. McFarlane stated the principals were in agreement for this year only. Manning stated his support, noting that a RIF could result in losing an employee who had wanted to work in his school and then replaced by an employee who might not want to work there. Additionally it could be an individual who was not the right fit for the student they needed to work with. Manning agreed with McFarlane and stated that many of the paraeducators who worked at Johnson Elementary School lived in Johnson and had a mile commute. The motion passed unanimously.

Eden Central School Driveway and Parking Lot Reconstruction & Paving Bid: Laflam stated the Bond Committee had agreed to move forward with J. Hutchins, Inc. at a cost of \$177,112. This project would involve sidewalk replacement, paving two bus parking spots and four additional parking spots in the back. The scope of the project included removal of existing asphalt, importing six inches of structural fill and 4 ½ inches of asphalt. This would address several code and safety violations and would be paid through their bond. Hunsberger made a motion, seconded by Tilton-Martin, to approve J. Hutchins, Inc. bid of \$177,112.50. Laflam stated that work would begin as soon as school was out. It would be a two-week construction period and the company guaranteed there would be access to the building for summer programs. B. Sander noted the price of asphalt was going to skyrocket and he said it was important to move forward with this project. The motion passed unanimously.

Lamoille Union Zero-Turn Lawnmower: Laflam informed the Board the District had a ten-year replacement cycle on their mowers. Their current mower had 3,800 hours and was twelve years old. This purchase was budgeted for in the FY18 operating budget. The only bid the District received was from Champlain Valley Equipment for \$17,400. Tilton-Martin made a motion, seconded by Stebbins, to approve the purchase of a diesel zero turn mower from Champlain Valley Equipment at a cost of \$17,400. In response to a question from Miller, Laflam stated that Lamoille Union's lawn work was not subcontracted. With the athletic fields, it was unmanageable to bid that work out. In response to B. Sander, Laflam stated this new purchase was a Kabota. The motion passed unanimously.

District Lawn Mowing: Laflam informed the Board that mowing for all schools except for the LUHS campus had been put out to bid. Evergreen Associates was the low bidder for Belvidere and Waterville and Robert and Sons were awarded the contract for all other campuses. Laflam noted that Johnson typically had done their own lawn mowing. However, in reviewing the hours involved, it was determined that contracting that work out made more

sense as it freed up the employee to use the 320 hours that he currently spent on the lawn on maintenance work instead.

Johnson Elementary School IT Infrastructure Bid: Pena informed the Board that the Bond Committee had approved the following three bids: \$12,402 for eighteen Aerohive access points with licensing from Connection; \$19,599 for 48 Category 6E Ethernet runs from Chambers Communication; and \$2,347 for one network switch with stack module and stack cable from AMNET Global for a total of \$34,349. The Bond Committee recommended that the project not exceed \$37,000. Barry made a motion, seconded by Tilton-Martin, to approve the recommendation. The motion passed unanimously.

HPES IT Infrastructure: Pena informed the Board there was a need to increase the wireless coverage at Hyde Park Elementary School. This work would upgrade the existing access points, add five more access points, and pay for the licensing. Connections, the only vendor to respond, submitted a bid in the amount of \$13,901. Pena requested that Hyde Park capital funds be used, stating there was currently \$18,020 available in the capital reserve fund. Tilton-Martin made a motion, seconded by Barry, to approve Connections doing the work at a cost of \$13,901. The motion passed unanimously.

E911 WES, LUSD, HPES, ECS Bid: Pena notified the Board this project would be reimbursed at 50%. Most of the work being done for 911 compliance would be done at Waterville, with Hyde Park and Eden also receiving some upgrades. The bid response from Carousel Industries provided for the installation of 19 VoIP phones for Waterville at a cost of \$14,393. AMNET Global's cost for one network switch for Waterville and one switch at Hyde Park came in at \$4,695. Pena explained that he was selecting the higher bidder, AMNET Global, because the other carrier did not provide full details in their bid response. The combined cost was \$19,088. Pena noted that the Waterville Capital Reserve had \$65,034 available, which could be used to fund \$16,740. The Hyde Park switch would cost \$2,347 and their Capital Reserve account could be used to fund that amount. The administration set a limit of \$19,500 for this project. Tilton-Martin made a motion to approve the recommendation, seconded by Lamell. The motion passed unanimously.

Central Office Report: Gallagher reported that Heather Rodriguez had officially resigned from the LNMUUSD Board. Letters from anyone interested in filling the seat on the Board needed to be forwarded to both the LNMUUSD Board Chair and the Johnson Selectboard Chair. There would be a meeting on May 21st of the Selectboard, which Orost would attend. The School Board would then appoint a member in consultation with the Selectboard. There was a thirty-day deadline to fill the position. Orost asked whether the Personnel Committee could make the selection. Gallagher stated the LNMUUSD Board wouldn't meet until June and it would be a good idea to have the Personnel Committee make the decision by the end of the month. J. Sander made a motion to have the Personnel Committee make the decision, seconded by Fagnant. The motion passed unanimously.

Gallagher requested that Board members contact her with any issues, rumors or concerns they might hear of. She was often able to address the issues quickly. Gallagher then reported that all schools in the District were applying for safety grants of up to \$25,000 per school. David Manning had been asked to serve on the statewide School Crisis Team. Manning would be meeting with Clark and Laflam as they wrote the grant requests for the district schools. Manning explained that he represented the Vermont Principals Association on the team and was on a working group responsible for creating the documents that would go to the Business Managers. Manning noted the Governor had commissioned a survey, which required that local law enforcement visit schools and ask the same set of forty questions to the principal or facilities person. It was determined that 83% of the schools were locking their doors every day, while 17% were not. Safety experts believed that locking exterior doors was the most important safety action and was the number one priority. Therefore, that was the first priority they would fund. Manning stated there were three minimum standards of safety: the locking of exterior doors, interior classroom doors that could be locked from the inside, and a PA system that could be heard throughout the school. The goal was to have every school in the state have those three standards in place. It was possible, therefore, that some schools would not receive any grant money because they had already made sure these standards were in place. He noted that Johnson Elementary School had already done this work and met the minimum standard.

Gallagher reported they were in the process of planning their in-service for next year and one of the things that had been the focus of the Safety and Wellness Committee was bringing restorative practices into all district schools. Heather Hobart would be providing a keynote address and Gallagher asked that the entire Board attend. The restorative practice training would be embedded throughout the years. The goal would be to move away from a punitive system of discipline to one where harm could be repaired. Gallagher then stated that she and Hazard had been working on the continuous improvement plan. The plan had been submitted today and would likely be

approved. These plans were in alignment with the SU's initiatives of boosting Tier 1 instruction so that the general education teachers had the tools they needed to work with all students. There would be professional development in academic areas and social/emotional wellness areas.

Laflam then provided an update on replacing all exterior locks with access controls at Lamoille. He hoped to have bids ready for the Board to review at the June 11th meeting. Pena discussed moving forward with creating and training for the creation of online forms after June 1st. Pena anticipated the training would occur in the summer. Clark informed the Board that the FY19 Tax Anticipation Note RFP would be going out this week. Clark reported that news from the Legislature was that the yield could go down, which would help with the tax rates. It didn't appear that the funding mechanism would change. The finance reports in May looked great. Clark reminded the Board that while the finance reports showed a surplus, they did not include any encumbered items. At this time it didn't seem there would be a deficit. Clark then informed the Board that in order to be in compliance with the Federal Uniform Chart of Accounts, the AOE had gone out to bid for and was installing at the AOE the Shared School District Data Management System (SSDDMS). The Legislature had now mandated that all districts convert to this selected system. Clark noted that 85% of the schools in the state were not currently using the vendor that the State had selected.

Elementary Principal Updates:

Hyde Park: Reilly reported that while at the Plaza out-of-classroom referrals were down 77%. The out-of-lunchroom referrals were down 95%. Reilly met with the leadership team to discuss what practices could be replicated at the new building. She noted they were starting to use restorative practices in the classroom, which had been helpful. In speaking with the full staff, several ideas for the success were that there was flexible seating, with no one having an assigned seat. There were no transitions. Reilly stated the most important reason was that teachers were with their students at lunch, building relationships with the students. Reilly stated it had been a very positive experience.

Cambridge: Anderson stated they were interviewing for two preschool positions. She was encouraged by the fact that those applying were experienced in the field. The Cambridge Connections Director would be stepping down as of June 30th and the position was currently being advertised. Students in grades 4, 5 and 6 traveled to Hardwick Town House to see the Vermont Vaudeville troupe perform their spring show. Anderson stated that students who were selected to have their writing included in the Fine Print magazine would read their pieces at a ceremony at CES on June 1st.

Johnson: Manning stated there were some positions being advertised but they were anticipated openings as the employees were on contract extensions. Interviews would take place next week for a Pre-K position. This position would be shared with Waterville. Manning stated they would be holding their Fine Print celebration on May 22nd. On May 30th there would be an art show at JES. The art teacher at JES is an employee of the Vermont Studio Center. Because of this, almost fifty professional artists and staff attend the event to review the art. Manning stated his appreciation in being able to participate in the School Crisis Safety Team. He was encouraged by the amount of movement right now to provide money and take action to make schools safer.

Waterville: Epstein informed the Board that Eden students joined Waterville students today to attend an event with Jared Campbell, a nationally known singer/songwriter who brought anti-bullying messaging, talked about respect and kindness, and how to be a good friend. Epstein noted they were currently looking to fill a .4 librarian position, a shared pre-school position with Johnson, and a possible Grade 2-3 teacher. The school had just finished the SBAC testing and was finishing up the Vermont Science Assessments. There would be an end of year carnival and picnic with Epstein participating in the dunking booth.

Middle School, High School and GMTCC Principal/Director Updates

High School: Schaffer reported there were four active job postings. They were reviewing applicants for a 0.5 FTE Biology teacher and a 1.0 FTE Mathematics Teacher position. Applicants were in the process of teaching a class and being reviewed by students and staff. Schaffer was looking to hire a proficiency-based learning coach. This position would be linked to the middle school, high school and GMTCC. They were also interviewing for a 1.0 Administrative Assistant vacancy. Schaffer noted that the current Administrative Assistant, Linda St. Cyr, was leaving after 30 years. Schaffer stated he had chaperoned five students to the statewide Power-Squared conference. A team of five Lamoille students planned and facilitated the opening and closing sessions of the conference and two other groups of students presented workshops. Schaffer noted the SBAC testing would start tomorrow. Schaffer informed the Board the school was working on providing a campus-wide schedule. There were 65 students coming from middle school to attend high school classes. There was also an attempt to make sure that students could attend classes at GMTCC. There would be extra time built into the schedule for academic

callbacks or for clubs to meet. Schaffer stated that they were attempting to build in a 20-minute weekly community meeting on Fridays.

GMTCC: Damato informed the Board there were three positions open: an English and Social Studies instructor, a power sport technician, and an HVAC technician. Damato stated they had five State Champions at Skills USA. These students would be going to Kentucky on June 21st. Four adult HVAC technicians would be graduating. The Tech Center had received a grant to offer a CDL program at the high school this summer at the reduced rate of \$3,900. The Woodsman Games would be taking place this week in Hardwick. Students were testing for their certification in St. Johnsbury for computer technology. HVAC students would be testing for their refrigerant license in a few weeks. Allied Health students would be traveling to Bennington to test for their emergency medical responder certification. Construction had dropped the pitch of the roof and this would be shipped to the house next week. Damato stated that one of the students from Craftsbury Academy was awarded the 3rd place ribbon in the Vermont Congressional Art Show.

Other Business: Gallagher reminded the Board that the next meeting would be held on June 11th.

Adjourn: Moulton made a motion, seconded by Orost, to adjourn the meeting at 7:46 p.m. The motion passed unanimously.