

DRAFT

MINUTES OF THE SOUTH HERO SCHOOL BOARD

July 6, 2017

Folsom Education and Community Center

Called to Order

The meeting was called to order at 6:03 p.m.

In Attendance

School Board: David Cain, Melanie Henderson, Tim Maxham, RJ Sweeney, and Bentley Vaughan

GISU superintendent Donald S. Van Nostrand

Folsom principal Susan McKelvie

Community members: Bill, Banas, Kari Banas, Farryl Bertmann, Andre Bertmann, Maegan Chevrefils, Peter Gregg, Julie Pidgeon, Kathy Robinson, Meg Wickenden, Jim Jones (LCATV)

Adjustment of Agenda

Board Chairman David Cain made the following adjustments to the agenda:

- Added a Superintendent's Report
- Added an update on the hiring process for the Home School Coordinator position
- Added an executive session to talk about the results of the school climate culture survey that included personnel information that is not public.
- The board hired Julie Pidgeon to take minutes for the July 6, 2017, meeting.

Principal's Report

D. Cain greeted new principal Susan McKelvie. S. McKelvie said she appreciates all the well wishes. She has been on the job for two days and has enjoyed seeing staff, meeting with Don Van Nostrand and a few other people. Today, she spent the day with a hiring committee for the home school coordinator position. The interviews were all day long. It was a positive experience for the committee. There were several outstanding applicants for the position, which affirms there are highly qualified people who want to come to Folsom. She hopes to send candidates to D. Van Nostrand by next week. Beth Hemingway, GISU Special Education, is working on hiring a middle-level special educator.

S. McKelvie shared kindergarten enrollment data from 1998 (except 2010). Data was collected by school secretary Susan McNayr from yearbooks at the board's request.

The anticipated enrollment for Folsom this fall is 143 students.

S. McKelvie reviewed her proposal for improved school communication. Her objective is to increase the frequency, content and scope of two-way communication. Her proposal is broken into parents/families; wider community; and the business community. Her proposal includes

plans to revamp the school's Facebook page and increase communication via the newsletter to weekly. She also proposes some open-office times and evenings focused on parent-identified topics of interest. She plans to use the Islander as a tool for communication and submit a monthly article on a current education topic. She also plans to visit community organizations. She suggests visiting Rotary. She plans to coordinate communication with the board.

Superintendent's Report

D. Van Nostrand reports that he is transitioning and learning the systems that are district specific. The hiring process is moving forward for a business manager. They are in the process of looking for an Information Technology position. He is spending time going out into the community to meet with people. He is inviting board members to meet with him individually. He is looking forward to meeting everyone, and he enjoys the work.

School Culture & Climate Survey

The board has received a draft of the School Culture & Climate Survey. D. Cain invited D. Van Nostrand to talk about the parts that are cleared for public communication. Some information will not be released at this point because it is personally identifiable. D. Van Nostrand concurred that a fair amount of information needs to be rephrased for non-identifiable public consumption. He then had the public attending the meeting form small groups to review and discuss the Scaled Survey results to the paper questionnaire staff completed. The survey used a 5-point Likert-type Rating Scale to answer 11 questions. Composite scores were provided for the 11 questions. Jay Nichols, the consultant who conducted the survey, provided the data. The public and board engaged in the following protocol to discuss the data:

-Here's What: What facts pop out to you?

-So What? What do you think that means?

-Now What? Here are my recommendations

The audience discussed the data and the board members took notes.

Here are the survey results shared at the meeting:

Culture & Climate Scaled Survey

This survey asks staff to respond to 11 statements or questions using a 5-point Likert-type Rating Scale. Strongly Agree equates to 5.0. Agree to 4.0. Neutral to 3.0, Disagree to 2.0, and Strongly Disagree to 1.0. Composite scores are listed below:

1. My work gives me a feeling of personal satisfaction.	4.7
2. I am satisfied in my involvement in decisions that affect my work	2.7
3. I feel valued in my job	3.1
4. My job makes a difference to our students	4.6
5. My job requirements and expectations are clear	3.5
6. My colleagues treat each other and me respectfully and professionally	4.4
7. I believe parents are supportive of our school	4.6
8. I am and would be comfortable having my child or grandchild attending our school	3.9
9. Our school has a positive environment for staff and students	2.2
10. I am satisfied with the overall leadership of our Central Office and School Board	2.8

Approval of Minutes

T. Maxham moved, B. Vaughan seconded approval of the minutes for the June 22, 2017, meeting. Approved.

Principal Introduction to Community

D. Cain noted it was a fast hiring process and not much time was available to introduce S. McKelvie to the community. He noted an article was already in *The Islander*. He wanted S. McKelvie's thoughts on an introduction to the community. She has spoken with Kari Banas about connecting with PTO and holding a time before school starts for people to stop by to meet her. She also talked with the Islander reporter about writing an introduction about herself to the community. She is open to most suggestions on an introduction. There was discussion among board members. S. McKelvie suggested it could be a topic for the retreat, and if one of the items that comes out of the retreat is the board's goals for the year, she could share those goals in an article in *The Islander*.

Bill Banas offered two thoughts: 1) in addition to Islander, include something in Front Porch Forum. 2) Do something before school like an ice cream social. It's a good opportunity to draw in kids and parents to mingle. S. McKelvie responded that it was a nice idea.

Farryl Bertmann suggested that the PTO could connect with a tie-dye T-shirt event that has been in the works. She also mentioned the school community event at the Lake Monsters on Aug. 27.

Discussion continued about scheduling an ice cream social to introduce S. McKelvie and other new staff to the community at the start of the school year. It was suggested by Julie Pidgeon that Monday, Aug. 28, be chosen as a date that falls on a local inservice and the day before school begins. Tim Maxham suggested soliciting Island Ice Cream for a donation for the event.

Community members in attendance also brought up other topics for discussion:

Andre Bertmann asked if S. McKelvie could create an email list for parents so they can get email notification. S. McKelvie replied that she would like to use the back-to-school packet to have parents choose their best way of receiving information.

RJ Sweeney suggested making the Patriot Press a PDF and sending it out electronically. F. Bertmann said that would increase accessibility to those who use text to speech as well as reducing paper use.

Melanie Henderson suggested S. McKelvie include meeting with Cider. S. McKelvie has met Judy Duval and has started that discussion. D. Cain suggested S. McKelvie meet with representatives of the Parent-Child Center and Learning Adventure.

B. Banas suggested updating and revamping the school website to improve communication.

Update on Act 46 compliance

M. Henderson reported on a request for high school graduation data. She reported Beth Hemingway told her that the data the district receives is incomplete but the district is continuing to work on retrieving that data.

D. Cain suggested that M. Henderson and D. Van Nostrand meet to update D. Van Nostrand on Act 46 in South Hero.

Support Staff Benefits

Bentley Vaughan reported on his research into which support staff members would see a change in compensation because of changes in health care insurance. His research indicates one support staff member is affected. B. Vaughan suggested making a proposal to compensate the employee for the change in compensation due to the change in benefits.

D. Cain asked when the employee would be affected and how the contract language compares between past and present contracts. B. Vaughan was not sure how the current contract compares to the old contract specifically in terms of the benefit change. T. Maxham said the board needs to have figures.

Peter Gregg suggested the board not tie any decision to the change in health care benefits. He suggested they word any change as a raise. Otherwise, P. Gregg's voiced the concern that the board would be setting a precedent for future employees to seeking salary adjustments.

D. Cain noted the board should be engaging in a general discussion of compensation adjustment in the future. B. Vaughan will research contract language and report back.

Board Retreat and Data Collection

D. Cain amended the agenda and plan for board retreat. The projected goals are:

- Revise a vision statement for board
- Develop a board work plan for the year
- Identify the priorities the board wants the administration to focus on and how the board will measure success

D. Cain noted that the principal and superintendent will attend retreat and thanked them for rearranging their schedules to do so. D. Cain reviewed the agenda for the retreat to be held in Stowe on Aug. 11 from 9 a.m. to 4:30 p.m.

RJ Sweeney asked if priorities would be limited to this year. D. Cain wasn't thinking of limiting it. RJ Sweeney suggested that the board prioritize immediate needs for year 1, then year 2 and year 3 goals. The board agreed to come up with a priority list for the upcoming year and a list for longer-term goals.

D. Cain noted he had not solicited feedback on the retreat agenda from D. Van Nostrand and S. McKelvie. D. Van Nostrand restated the board's goal for the retreat and said he can help the board set up some protocols. He can also offer advice on what a work plan looks like. D. Cain

mentioned that Harry Frank from the School Boards Association offered a suggestion on a work plan and reviewed the agenda.

D. Van Nostrand has done board retreats before, but D. Cain noted this is the board members' first retreat and it hopes to be more forward looking and less short-term and reactive to events as a result. .

T. Maxham said he is looking for direction to the board on guiding the school and what the board is and is not supposed to be doing. He said the board needs an understanding of the role of the supervisory union. It needs to look at where the school is falling short in meeting expectations for providing education as well as meeting the staff's needs as employees. He would like to review board roles and duties and how the board interacts with the administration. RJ Sweeney concurred that board members want to support administration but don't want to overstep.

T. Maxham noted it is an open, public meeting and asked if board members' families would be attending. There was discussion that it's unlikely family members will attend. It was also noted that the public is welcome to attend this public meeting but the board sees the retreat as a work session and does not plan to take formal action. D. Van Nostrand encouraged the board to discuss ways to engage the community in the future as the retreat itself may not be the time to engage the public in that discussion.

F. Bertmann suggested that to save time, the board circulate data for the meeting ahead of the meeting so board members can review the information ahead of time and come to the meeting ready to discuss it. D. Cain said he was open to that suggestion. The board reviewed responsibilities for data collection.

- Climate Survey - need final draft

- Questionnaire for Staff - D. Cain plans to email a survey to the staff. He will coordinate with S. McKelvie

- Achievement Data - M. Henderson will meet with Megan Grube

- School offerings and staffing - M. Henderson has that information from Leonard Badeau

- Kindergarten demographic data and births in South Hero by year and new home data have been collected

- Home sales - RJ Sweeney will reach out to Realtors

- School comparisons - M. Henderson is reviewing staffing descriptions for Montgomery and Sheldon (two K-8 schools that are similar in demographic). D. Cain is also interested in looking at bigger schools (Georgia). D. Van Nostrand said some of the data can be found on Agency of Education website from the census. P. Gregg suggested making comparisons to eighth-graders in districts of high schools where Folsom students typically attend.

- Facilities needs: B. Vaughan will talk with Steve Berard

- Final item was what other data should the board look at? S. McKelvie noted she can provide access to discipline data. She suggested demographic data is helpful (i.e. percentage of kids on IEPs, free & reduced lunch, attendance) and to look at that data historically. S. McKelvie can compile SWIS discipline data. M. Henderson has free & reduced lunch rates. She will get IEP

and 504 data. D. Cain said it would be good to have some comparison to percentages around the state. S. McKelvie noted that the district participated in the Education Quality Review pilot and asked about results. M. Henderson noted that the data was provided at the district level. D. Cain asked about Swift data. D. Van Nostrand said it is still happening and he was discussing it with Megan Grube, curriculum coordinator, today. S. McKelvie has the most recent building-level Swift data and she can send to D. Cain.

Home School Coordinator Position

D. Cain noted S. McKelvie is working on it and asked if she needs anything from the board. S. McKelvie said she does not at this point. The staff participating in the hiring committee was helpful in educating her about the position. She plans to tighten up that job description to be more clear about how that position will be used. She noted there were some questions about what was envisioned as the qualifications of the person fulfilling that position. There is nothing stipulated about college education and licensure in the job description. That may be something the school wants to specify.

Board Action

The board noted it had four applicants for board secretary and received two emails of inquiry. The board deferred executive decision to discuss candidates until the end of the meeting.

Old Business

B. Vaughan reported on the solar panel computer in foyer. He met with DC Energy. DC Energy has taken the system to figure out what is wrong with it. There is a warranty. They are hoping to repair it at low cost. B. Vaughan has begun looking at the price of replacement computers. There are options that are affordable (\$300 range). The system tells what the building is using for power and what energy the solar panels are making.

Payment of Bills

B. Vaughan moved and RJ Sweeney seconded to pay bills for FY18. Approved. B. Vaughan moved and RJ Sweeney seconded to pay bills for FY17. Approved. During bill review, the board discussed the following:

T. Maxham noted the fact that the district is at the end of FY17, and he asked about the new contract of D. Cain: Do you feel that there was enough money allocated to take care of the terms of the new contracts?

D. Cain: Yes

T. Maxham: Regarding the action the board took settling with the former principal and hiring a new principal, he asked the new superintendent for a financial update. He would like to know the district's yearly obligation to staff on salaries so the board knows if it is under budget. As he understands it the district will have a deficit for FY17 in part due to high school students moving into the district. T. Maxham noted the board has already spent and obligated some money that wasn't in the budget and he believes it needs to start taking a look at those figures to get a handle on it.

D. Cain noted it's early in the year but the budget-to-actuals report will list the amount that is encumbered for salary.

D. Van Nostrand said he decided not to have the report for this meeting because the interim business manager just started. He had Ellen Norris print him some expenditure reports so he can get up to speed.

T. Maxham said he realizes it's early, but asked that the district provide data as soon as possible.

D. Cain asked if the board could have it in 2 weeks. D. Van Nostrand said he would provide the information as soon as possible.

Executive Session

At 7:30 p.m., RJ Sweeney moved and T. Maxham seconded the board go into executive session to discuss candidates for board secretary and which parts of the climate survey can be publically released. Approved.

At 8:15 p.m. the board returned from executive session.

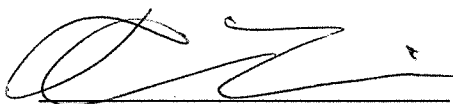
RJ Sweeney moved and M. Henderson seconded to hire J. Pidgeon as board secretary at a rate of \$100 per meeting. Approved. D. Cain noted he will email a second candidate, Angela Allard, to see if she is interested in serving as a backup secretary.

Adjournment

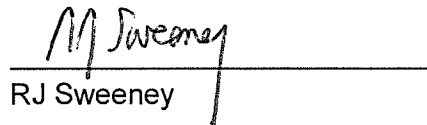
T. Maxham moved and M. Henderson seconded that the board adjourn. Approved. The board adjourned at 8:20 p.m.

Next meeting

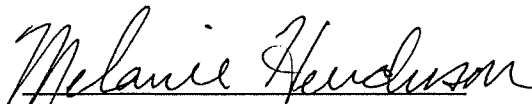
6 p.m. July 20, Julie Pidgeon's room at Folsom Education and Community Center.



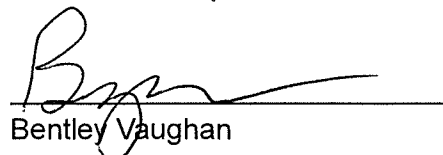
David Cain



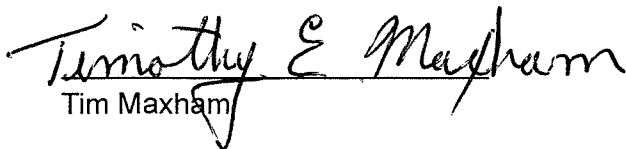
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