

Grand Isle Supervisory Union
Alburgh School District
School Board Regular Meeting
Monday, December 3, 2018, at 5:30 p.m.
Location: Alburgh Education & Community Center
Agenda

Call to Order

1. Call to Order (M. Savage)
2. Adjust the Agenda
3. Citizens and/or Staff to be Heard
4. Consent Agenda (Action)
 - a. Approve the minutes from 11/19/2018
5. Reports
 - a. Superintendent's
 - b. Financial
 - c. Principal's

Board Business.

6. Presentation of the FY 17 Audit by Sullivan & Powers (Rick Brigham) (Action)
7. Approve the audit engagement letter (Rob Gess) (Action)
8. Approval of bills for payment (M. Savage)(Action)
9. Budget (R. Gess)(Discussion)
10. Transition to GISU email accounts (M. Clark) (Discussion)
11. Residency verification process (M. Clark) (Action)
12. NCCS bussing
13. Other

Closure

14. Adjourn

Note: Executive Session: If discussion warrants and the Board so votes, some items may be discussed in Executive Session pursuant to VSA 1 §313(a)

Discussion Items - Issues the Board needs to discuss and deliberate, but upon which no action is taken at this meeting.

Action Items - Issues that require the Board to make a decision by vote, may have been discussed over several meetings prior to this point.

Consent Items - Routine matters that need no discussion by the Board, but require Board approval. They are grouped together as a single agenda item. Background materials are provided in the Board packet to be reviewed ahead of the meeting. If there are no concerns, they are approved with a single vote. Any member can request the Board remove an item to be discussed and voted on separately. This frees up time at meetings.

Information Items [Incidental Information] - Matters the Board needs to know about, but for which no Board action is needed. The information flow is one way, from presenter to the Board. Questions for clarification are entertained as time allows.

Alburgh School Board
Alburgh Community Education Center
November 19, 2018

Present: Board Chair Michael Savage, Board Vice Chair Trevor Creller, Board Members Virginia Wright and Stephanie Waters, Principal Beth Hemingway, GISU Interim Superintendent Michael Clark

Meeting called to order at 5:30 P.M. by Mike Savage

Adjustment of Agenda:

- Moved item 7 to executive session
- Removed item 13
- Switched items 6 and 7

Citizens and/or Staff to be Heard:

- None at this meeting

Principal's Report:

- Beth Hemingway's report to the board included building maintenance, hiring updates, PBIS, 8th grade trip, Promise Committee, and Upcoming Dates

Board Business:

- Approval of bills for payment
- Grievance Response
- Emergency response plan
- NCCS Busing
- Extracurricular Activities
- Alburgh participation at the GISU board meetings
- Transition to GISU email accounts

Board Action:

- Trevor Creller moved to accept the meeting minutes of November 5, 2018 (2nd Virginia Wright) Unan.
- Trevor Creller moved to approve a total expenditure of \$26,000 for building security upgrades with \$6098.63 being grant funds (2nd Virginia Wright) Unan.
- Stephanie Waters moved to enter executive session at 6:01 for labor relations (2nd Virginia Wright) Unan.
 - Mike Savage recused himself from the executive session in its entirety, turned the chair role over to Trevor Creller, and left the room.
 - The board exited executive session at 6:07 P.M.
 - Virginia Wright moved for Michael Clark to send the board's response to the Association on November 19, 2018 (2nd Stephanie Waters) Passed 3-0-1 Mike Savage recused.
 - Mike Savage returned to the room at 6:09 P.M.
- Trevor Creller moved to approve and sign the Emergency Response Plan (2nd Virginia Wright) Unan.

- Upon review by Trevor Creller, Stephanie Waters moved to authorize the payment of current valid invoices (2nd Virginia Wright) Unan.
- Virginia Wright moved to allow the principal to use discretion when allowing students from neighboring schools participating in extracurricular activities for the 18-19 school year (2nd Stephanie Waters) Unan.
- Virginia Wright moved to adjourn at 7:02 P.M. (2nd Trevor Creller) Unan.

Respectfully Submitted,

Stephanie Waters

Virginia Wright

Mallory Ovitt

Trevor Creller, Vice Chair

Michael Savage, Chair

Superintendent's Report

December 2018

Three Year Extension

I'm excited for the opportunity to join the Grand Isle Supervisory Union as the full-time Superintendent and thank you for the opportunity. I've included a press release which has gone to all faculty and staff, The Islander, The Messenger, and The Caledonian Record and will be posted on the website and several other social media outlet.

State Board Act 46 Plan

On November 11, 2018 the Vermont State Board of Education met at BFA Saint Albans and finalized the Act 46 plan. There were no surprises and the impact to GISU was that South Hero's Alternative Governance proposal was formally adopted which keeps South Hero with the GISU. I've included information in your packet about a free VSBA webinar about ACT 46 that will happen next week. It may not be terribly relevant to us but may be interesting to individuals. Also here is a [link to a VT Digger](#) article that highlights in more detail yesterday's State Board Meeting.

Audit Presentations/Engagement Letter

Rick Brigham from Sullivan and Powers presented the FY 17 Audit at the November 26, 2018 Gran Isle Supervisory Union meeting. Rick will be coming to local board meetings to present the local audits as requested for the December meetings. Sullivan Powers is scheduled to begin the FY 18 fieldwork the first week in December. We expect to have the FY 18 audit completed and ready to present to school boards at their March meetings. Rob will bring an audit engagement letter to each of the local board meetings this month to have boards sign off on.

Budgets

The GISU Board approved the FY 20 GISU budget at its November 26 meeting. First draft of budgets have been presented to all of the local boards. We will update the local budgets with their GISU assessment information and will update the boards at their December meetings. Important information regarding tax rates are usually sent out in the beginning to middle of December and are important for knowing how our anticipated expenditures will impact actual tax rates. There is some talk that this information may be late this year. Rob and I will share this information with the boards as it becomes available.

DMG Meeting

The District Management Group will be holding its final meeting for the cohort of districts the CIUUSD is a part of on December 18. The full CIUUSD administrative team will be going to the meeting. The description for the meeting is below. I'm excited to not only see how this work can benefit the CIUUSD but also how it can benefit all GISU districts.

“The District Management Group team (DMGroup) is excited to meet with you again on **December 18th** for our final Act 46 Convening. We will be covering and working on the following topic: *Developing and Communicating the Budget for School Year 2019-2020*. The day will largely be a facilitated working session.

Negotiations

The Association is interested in beginning the bargaining process. I am working with the members of each board who have been nominated to participate in negotiations to schedule times to meet and to start putting together a proposal.

Director of Student Services

We posted the Director of Student Support Services position on November 7, 2018 and the application period closes on December 7, 2018. Joyce Tuck has volunteered to be a School Board Member on the Hiring Advisory Committee. There are also several Faculty and Staff members who have volunteered to be on the Hiring Advisory Committee. After the application period closes the Hiring Advisory Committee will review the applicants and move forward with the process.

Update from hearing on November 16, 2018

The plaintiff withdrew their motion for a temporary injunction.

During the hearing on the motion to dismiss the plaintiff also withdrew the section of the lawsuit which addressed Title 16 (This was the part of the complaint about voting members of the board)

The remaining portion of the case has to do with strictly a violation of open meeting law. The judge heard arguments from both sides and is taking the Motion to Dismiss under advisement and will issue a written judgment.

Residency Verification Process

The GISU approved a new residency verification process at its November 26 meeting. I have included information about the current process as well as what the new process would be. Historically the residency verification process was handled by the Director of Student Services who had a long tenure within the Islands. We are finding we need to update the process we use to ensure we are not missing students. The process we have designed is meant to be enough so GISU receives the information it needs to ensure students are residents of the Islands without being overly burdensome to families. We will ask each local board to also approve the new process.

Progress at the GISU Office

I'm pleased with the progress the GISU office staff is making. It is incredible to think that 60% of the central office staff started in July 2018 or later, 30% is in their second year, and the remaining 10% is starting their third year. Everyone who works for GISU is positive, upbeat and willing to do what it takes to get the work done. The challenge remains that every time a project comes up it is new to staff and we have to create systems for the work to get done. As the GISU Office staff gains experience the work becomes smoother and more predictable.

Grand Isle Supervisory Union

5038 US Route 2 North Hero, Vermont 05474

Phone: 802-372-6921 Fax: 802-372-4898 Web Site: www.gisu.org

November 29, 2018

Press Release

The Grand Isle Supervisory Union Board is pleased to announce we have offered Interim Superintendent Michael Clark a three-year extension to his contract to work for the Supervisory Union as our full-time Superintendent, and he has accepted. Michael was first hired by the GISU in July as the Acting Superintendent. After conducting a search in August the board determined Michael was a good fit for the GISU and hired him to be the Interim Superintendent for the year. Based on Michael's work through the fall and his continued execution of plans for our future, the GISU Board decided he is the right administrator to move the Supervisory Union forward.

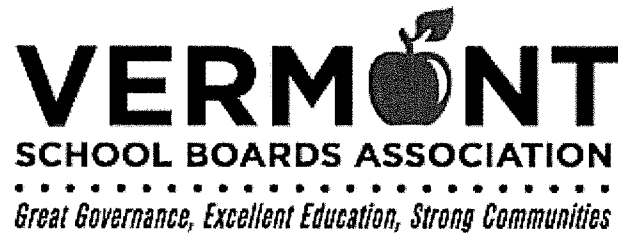
Michael came to the Islands after working for the last three years in the Northeast Kingdom as the Superintendent for the Essex Caledonia Supervisory Union. There, he closed operations for the ECSU after successfully merging with three other Supervisory Unions, fulfilling the best outcome for his towns. Prior to his work in the Northeast Kingdom, Michael was the High School Principal at BFA-Fairfax for six years. He also worked at Colchester High School for ten years in a variety of roles including Science Teacher, Director of Student Services, and Assistant Principal for Student Management. Throughout all venues, Michael has served as a champion for student success and as a key fixture in smooth operating administrations. Furthermore, Michael has served as a Trustee for the Vermont Superintendent's Association and is currently on the Board of Directors for the Vermont School Boards Insurance Trust.

Michael lives in Sheldon on a hobby farm with his wife Jenna and two daughters Mickaela and Josephine.

We look forward to working with Michael, long-term, as we strive to ensure that all Island students have the educational experiences which help them accomplish their hopes and dreams.

Mason Maltais

Grand Isle Supervisory Union Board Chair

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Dear School Board Member,

This afternoon, the State Board of Education voted 7-2 to adopt its *Final Report of Decisions and Order on Statewide School District Mergers Pursuant to Act 46*. This action followed a unanimous vote in the morning to adopt [default articles of agreement](#) that will apply to any district ordered to merge under the final state plan.

In voting to approve the final report today, the State Board did not make any changes to provisional decisions it made earlier in the process. The final plan is not yet available online, but should be uploaded to the Agency of Education's website at this link on November 30:

<https://education.vermont.gov/vermont-schools/school-governance/act-46-state-board-final-plan>

Next Thursday, December 6th, the VSBA's free monthly webinar will focus on the final Act 46 plan and default articles of agreement. We will be joined by Krista Huling, Chair of the State Board of Education, for an overview of the State Board's process and decision. VSBA staff will provide an overview of the default articles of agreement and the steps local school boards affected by the state plan are required to take over the next several months.

[Register here](#) to join us for the webinar.

Best,
Nicole



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Residency Verification Process

Current Residency Verification Process	Proposed Residency Verification Process
<p><u>Student Attended GISU School</u></p> <ul style="list-style-type: none"> • Family completes enrollment and residency verification paperwork when they attended the school, at the school. • Director of Student Support Services monitors residency of student and notifies business office if student moves out of GISU town (or between towns). • Director of Student Support Services communicates with tuition school. <p><u>Student Moves into GISU Town as a Tuition Student</u></p> <ul style="list-style-type: none"> • Family comes to GISU and completes enrollment and residency verification paperwork, prior to enrollment at tuition school. • Director of Student Support Services monitors residency of student and notifies business office if student moves out of GISU town (or between towns). • Director of Student Support Services communicates with tuition school. 	<p>December 2018 GISU Office sends the appropriate Registration, Residency Verification Form, and Tuition Voucher to every student GISU pays tuition for. Forms are due back to the GISU office by the end of January.</p> <p>If forms are not returned to the GISU Office, Families and schools are notified tuition cannot be paid until the forms are returned.</p> <p>In June of 2019 (and each June thereafter) Families are mailed a copy of the Tuition Voucher Form and are required to return prior to the payment of any tuition for the 2019-2020 school-year.</p> <p>If a family moves they must complete a new Registration and Residency Verification forms.</p> <p>If a family's residency is questioned they must complete a new Residency Verification form.</p> <p>Registration, Residency Verification and Tuition Voucher forms attached.</p>

PLEASE PRINT ALL INFORMATION

South Hero School District

Student: Last First Middle Grade: Gender:

DOB: Home Phone: Starting Date:

Race (check all that apply): White American Indian/Alaskan Native African American Asian Hawaiian/Pacific Islander

Ethnicity (check one): Hispanic/Latino Yes No

S.S.# (optional) Primary Home Language:

Mailing Address: Street Address (if different):

Town of Residence (if different):

Tuition Student: Yes No If yes, who is the Person or Town responsible for tuition?

Parent's Marital Status: Custodial Parent(s) (check one): Both Mother Father Other:

Parent 1/Guardian: Relationship to Child: (i.e. mother, father, aunt, etc.)

Mailing Address: Home Phone: Cell Phone:

Employer: Work Phone: Ext.:

Email Address: Parent 1: Parent 2:

Parent 2/Guardian: Relationship to Child: (i.e. mother, father, aunt, etc.)

Mailing Address: Home Phone: Cell Phone:

Employer: Work Phone: Ext.:

Foster Care/Ward of the State: Yes No Complete State-Placed Student Enrollment Questionnaire.

Names, DOB, and Grade of Siblings:

Name: DOB: Grade:

Name: DOB: Grade:

Name: DOB: Grade:

Person to Contact if Parents/Guardians Cannot Be Reached. Please add name, relationship (i.e., grandparent, aunt, neighbor, etc.) and telephone number including type (i.e., home, cell, work, etc.):

Name: Relationship: Phone/Type:

Name: Relationship: Phone/Type:

Name: Relationship: Phone/Type:

Student's Doctor: Phone:

Child Care Provider:

Address: Phone:

School Last Attended:

Address: State Zip Code

Phone: Grade

Did your child receive special education services with an IEP? Yes No

Did your child receive education services with a 504 Plan? Yes No

Has your child ever been retained? Yes No If yes, which grade?

Are there any current court orders curtailing the rights of this child's non-custodial parent to access the child or child's permanent files? Yes No If yes, a copy of the court order must be attached.

Did your child previously attend school in this district? Yes No If yes, last school year attended?

12-061 (over) Which school?

South Hero School District

Residency Verification Form

The **South Hero** School District has the responsibility to the taxpayers of **South Hero** to be assured that we are educating only those pupils whose parents, legal guardians or custodians have chosen to make this district their residence. Accordingly, the district may, consistent with State statute, refuse to accept, or may dismiss, pupils who are not legal residents of the district.

The term "residency" means where one is domiciled, that is, where one actually lives. Residency requirements are not met merely because one owns property in **South Hero**, nor if one has a post office box in **South Hero**, nor if one owns a business in **South Hero**. If you do not meet the State's residency requirement, your child may not attend the **South Hero** schools without paying tuition. One of the following criteria must be met to meet the State's residency definition:

1. A student must have a parent or legal guardian who resides in the Town of **South Hero**.

*Please note an exception to this rule. A student who is in the sole custody of a parent who is not living in Vermont is not considered a resident, even if the student is living with the non-custodial parent in **South Hero**.*

2. A student has reached the age of majority or is considered to be an emancipated minor and resides in the Town of **South Hero**.

If you are unsure of your residency status, please request assistance in making this determination with the Superintendent's Office. Prior to attendance, non-residents who must pay tuition need to contact the Superintendent's Office at 372-6921 to establish satisfactory payment arrangements.

In order for your child to register and attend your choice school without paying tuition, please verify your residency by providing us with the following information:

<p>One of the following documents is required to verify residency in South Hero, Vermont.</p> <ul style="list-style-type: none"> • A current property tax bill. • Current mortgage papers/closing statement showing a South Hero address and the name of the legal parent/guardian, or custodian. • Formal lease showing the name, address and telephone number of the landlord; South Hero address and name of lessee. • A notarized letter from the landlord stating the address of the residence being leased and the name(s) of the lessee(s) with the landlord's address and telephone number. 	<p>AND,</p>	<p>One of the following documents are required to verify residency in South Hero, Vermont.</p> <ul style="list-style-type: none"> • Valid Vermont driver's license with South Hero address. • Valid Vermont non-driver ID with South Hero address. • Current utility bill in your name, with South hero address. • Valid public aid card.
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Your child will be registered in your choice school as soon as this information, along with all other applicable documentation, is returned to the Superintendent's Office.

In making this declaration, I further certify that I am aware of the provisions of Title 13, Section 3016 of Vermont State Statutes concerning false claims. I acknowledge that a person who violates Title 13, Section 3016, of Vermont State Statutes by making a false claim can be imprisoned for not more than five years, or fined not more than \$10,000.00 or both.

<p>I have read the above and attest that I meet the residence requirements.</p>	
<p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Parent/Guardian</p>	<p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>
<p>Residency Documents Verified By: _____</p> <p style="text-align: right;">Signature & Title of School Official</p>	

NON-RESIDENTS OF THE TOWN OF South Hero ONLY:

I am NOT a resident of the Town of **South Hero**. I reside in the town of _____.

Signature of Parent/Guardian

Date

Grand Isle Supervisory Union

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Tuition Voucher 2018/2019

No tuition will be paid to any public or private institution until an approved tuition voucher form is on file at the Grand Isle Supervisory Union Office. The Grand Isle Supervisory Union will not be responsible for any tuition and/or late fees incurred prior to the date that it has been submitted to the GISU Office for approval. If your child changes schools during the semester, please notify the Superintendent's office of the change. Please contact: Megan DeViny at 372-6921, ext. 105 with any questions.

Student's Name: _____ Town of Residence: _____
DOB: _____ Age: _____ Gender: _____ Grade: _____
Parent 1/Guardian: _____
Parent 2: _____
Student resides with (Parent/Guardian Full Name): _____
Relationship to student: _____ Telephone Number: _____
Mailing Address: _____
Physical address: _____
Name and Address of School: _____

Please check one of the following:

- I have completed the residency verification form and enclosed with this voucher.
 I have completed the residency verification form and it is on file at the Superintendent's Office.
 I have completed and returned the residency verification form for my younger son/daughter _____,
Grade _____ who attends _____ school.

In making this declaration, I further certify that I am aware of the provisions of Title 13, Section 3016 of Vermont State Statutes concerning false claims. I acknowledge that a person who violates Title 13, Section 3016, of Vermont State Statutes by making a false claim can be imprisoned for not more than five years or fined not more than \$10,000 or both.

Signed _____ Date _____

Superintendent _____ Date _____