

Grand Isle Supervisory Union

Monday, March 25, 2019

Minutes

Board Present: Michael Inners, Don Bartlett, Mallory Ovitt, Chet Bromley, Joyce Tuck, Nathan Robinson, Mason Maltais, Trevor Creller, Jane Zera, Tim Maxham, Bridget Brisson, Melanie Henderson, Bentley Vaughan (arrived 6:40 p.m.)

Administration Present: Michael Clark, Rob Gess

Public Present:

Call to Order

1. Call to Order - Michael Clark called to order at 6:32 p.m.

2. Board reorganization

- Michael Clark asked for chair nomination. Nathan Robinson nominates Mason Maltais, Melanie Henderson second, no further discussion, all in favor. Motion passes.
- Mason Maltais asked for nomination of vice chair. Mason Maltais nominates Melanie Henderson, Tim Maxham second, no further discussion, all in favor. Motion passes.
- Mason Maltais asked for nomination clerk- Nathan Robinson nominates Michael Inners, Trevor Creller second, no further discussion, all in favor. Motion passes.
- Regular meeting schedule: Mason Maltais suggest fourth Monday, Michael Clark agrees that this date could work. Discussion took place regarding the shift in the board based on the consolidation after July 1. Mason Maltais asked if it was easier to do a regular monthly meeting? Nathan Robinson agreed that there has not been an issue getting a quorum. Michael Inners suggested it would eliminate needs for special meetings. Trevor Creller said the fourth Monday works with their local schedule. Trevor Creller motions to hold board meeting the fourth Monday of every month, Michael Inners second, all in favor. Time beginning 6:30 p.m. Joyce Tuck suggested having a round-robin. Bridget Brisson said it was easiest to have in central location. Michael Inners suggested that board visit other communities. Nathan Robinson voiced that a central location is preferable for consistency. Mason Maltais motions to hold meetings the fourth Monday of the month at 6:30 p.m., at North Hero, second Trevor Creller. Motion passes 9-4; 1 abstention.
- Mason Maltais motions meeting agendas will be posted within the town offices and schools of member towns and GISU office Nathan Robinson second, no further discussion, all in favor.
- Michael Inners motions for use of Robert's Rules of order for small boards, Trevor Creller second, all in favor. Motion passes.
- Code of ethics. Mason Maltais motions to adopt code of ethics provided, Tim Maxham second, no discussion. All in favor, motion passes.
- Communication within the board- use of board email accounts, Tim and Chet will continue to not use the email and remain with their process.
- Michael Inners motions to designate the Islander as the designated newspaper, Trevor Creller second. No further discussion. All in favor, motion passes.

3. Adjust the Agenda

- Mason Maltais would like to add a discussion revolving around the process of evaluation of the Superintendent to be led by Mason Maltais after item #13.

- Michael Clark would like to add discussion about policies. And adjust item 10 to be merged with 5c.
- Michael Clark would like to add a policies discussion after evaluation process of Superintendent.
- Melanie Henderson would like to add introductions as next item of business.

4. Introductions took place around the table and of those who are present.

5. Citizens and/or Staff to be Heard

- none

6. Consent Agenda

a. Approve the minutes from 1/24/2019

- Tim Maxham suggested recommended change at end of financial report and motions, Bentley Vaughan second, no further discussion. All in favor, motion passes.

b. Approve new hire contract (Nurse)

- Michael Clark recommends Emily Dousevicz for the district nurse position. Mason Maltais motions to approve new hire contract and allow chair to sign, Nathan Robinson second. All in favor, motion passes.
- Joyce Tuck asked about compliance, Michael Clark says we are not within compliance and that we have had full time sub nurse and he has discussed with AOE. We would need 1.2 FTE of school nurse to meet quality standards. Right now we have 1.0 FTE school nurse and 2.5 FTE of health assistants. This has allowed us to meet the needs of students, but not the school quality. Michael Clark shared that he plans to work with Emily to develop plan and work with AOE to meet the needs of our district.

c. (10.) SLDS Update

- Michael Clark shared the memo sent to him by Secretary French on Thursday, March 14. Michael Clark shared the challenges of the variety of reports and issues related to the equalized pupils counts. Last year was the first year that the state is pulling the information directly and not having it prepared by a human being. The result is that the codes are not matching up with the new systems put in place. Michael Clark admits that we have been struggling and getting the data completed. It will help to clean up the data and make this easier in the future. We have reached out to Wendy Savage, executive assistant in Alburgh, and Mike Atwood, who is working as a Long Term Sub and has a data management background. We have missed the deadline, but our data is certified at this point. The only thing that kept us out of SLDS jail was the hard work and dedication of Dave Brisson. Michael Clark shared the MOUs for Wendy and Mike. With these two people working with Dave, Ashley, and Megan, we will be able to find and fix things so in the future we do not have issues with SLDS uploading. They are non-licensed and will act as contractors. This will fall within the budget line that already exists.

c. Approve Memorandum of Understanding (SLDS related)

- Melanie Henderson motions to extend MOUs to Wendy and Mike to help with data clean up, Trevor Creller second, Michael Inners asked if they are considered employees, Michael Clark said yes. No further discussion. All in favor, Bridget Brisson abstains, motion carries.

Reports

7. Superintendent's Report

- Michael Clark shared the report in packet, same as what was shared at local meetings.
- Schools are frustrated with residency verification process. But we have been able to identify issues with tuition invoices and save money.

Financial Report

- Rob Gess shared the budget to actual from board packet. No change from the one in January, special education is still projected to be over-budget. Operational side is targeted to be on budget. About 90% complete with transportation RFP with the help of contractor Kara. Goal is to have that by first, if not second week of April. Food service contract, 13 exhibits needs to be provided to state, goal to have this done by the end of April.
- On Tuesday of next week, we will have AOE auditing visit looking at our federal grant budget. They will be looking at procurement paperwork. Any costs disallowed will be charged back to local budgets. Will be beneficial to have our new staff go through this process
- Adjusting Credit Card Limits
 - People's United Bank credit cards. We have 3 as of right now, but we will need 7 to cover the emergency purposes. These credit cards will not change the way procurement works, it will be for emergency purposes only.
 - Each card will have a \$2500 maximum.
 - Nathan Robinson motions to approve the 7 credit cards as presented, Don Bartlett seconds, Bentley Vaughan asked why South Hero is not included, Rob Gess said because they have a different bank. All in favor, Jane Zera and Bridget Brisson abstained. Michael Inners as clerk signed the copy.
- Tim Maxham motions to acknowledge receipt and review of budget to actuals, Jane Zera second. All in favor, motion passes.

Board Business.

8. GISU Space/Potential Move/Lease agreement

- Michael Clark shared the lease agreement. This is a 3 year lease with a \$3,000/year expense to cover projected expenses of utilities. The CIUUSD authorized the spending of up to \$70,000 of transition grant funding to set up modular office space in vacant classrooms. Michael Clark is waiting for an HVAC contract.
- Mason Maltais asked that Melanie Henderson take over running the discussion. Bentley Vaughan shared that he is ecstatic! Michael Inners says the cost saving is beneficial and functional limitations will be eliminated.
- Tim Maxham makes a motion to allow Mason Maltais to sign contract to move the GISU offices, Melanie Henderson second. Mason Maltais and Bridget Brisson abstained. Vote 10-1, motion passes.

9. DataPath Money Due Report

- Michael Clark shared what the money due report indicates from DataPath and how participants have ended up on it.
- Michael Clark shared that participants on money due have been passed onto VEHI to help them reconcile accounts.

10. Job Descriptions

- Megan DeVinny has been working on job descriptions and updating the job descriptions for central office staff. We have put them on the website under the minutes for tonight's meeting if you would like to review. Michael Clark has five hard copies.

11. Determine how GISU Teacher Contracts will be signed

- Michael Clark shared that teacher contracts are due out by April 15 regardless of ratification of new Master Agreement. There will not be a meeting prior to that date. Historically it has been board chair.
- Tim Maxham motions to authorize board chair to sign contracts, Don Bartlett second. All in favor, motion passes.

12. Regional Calendar

- Michael Clark shared under state statute, all schools must agree on calendar that has 175 common student days. Have provided the version of the calendar approved at March 12 Superintendent's meeting. This is the calendar he will work with admin team to build GISU calendar from.
- Our district has 180 student days and 8 professional development days.
- Common days help our students that attend tech centers to line up calendars.
- Nathan Robinson shared it may help to have inservice days fall on national holidays to help parents not have to take extra time off.

13. Central Office and Administrator Evaluation Process Update

- Michael Clark shared that he has met with each central office employee and principals at the beginning of year and mid-year eval. At the end of the year, they will do a self-reflection and do a final year eval.

14. Superintendent Evaluation process- process discussion only, not an evaluation.

- Mason Maltais wanted to come before board to ask what the evaluation process should be as it falls to board chair to complete. Mason Maltais is looking for feedback on what they feel evaluation process should look like. Mason Maltais would like to reach out to board members from prior year for aspects of evaluation and put together report and give back to board.
- Melanie Henderson asked when we need to give eval. Mason Maltais said at the end of every year there is a need to assess the performance of Superintendent.
- Mason Maltais thinks it would make sense to write report for last year- evaluate from March to March.
- Nathan Robinson thinks the review should be in February prior to board turn over.
- Michael Inners indicates that by statute, eval needs to be completed by February.
- Nathan Robinson shared that it should be done in January then to ensure compliance.
- Mason Maltais will forward survey to all members of board from prior year and put together review based on feedback from board and provide to Michael Clark.
- In January we will start the review process and going forward will follow calendar year and go through process in January.
- Michael Inners suggested giving to all board members since they all interact with the Superintendent. Mason Maltais agrees.

15. Policies discussion

- Michael Clark shared that the CIUUSD has contracted with the school boards association and they have completed a review of the GISU policies.
- Michael Clark has provided document with policies and the suggested revisions and the missing policies.
- Michael Clark shared it would be beneficial if all policies were the same in each school, but that will not affect individual procedures within each district. Will begin to put the policies into the local meetings as well.
- Mason Maltais thinks that asking administrators to work across multiple buildings would only be fair to those operating in our SU to act under a unified policy. It is the smart way to do business to know they are in compliance.

- Mason Maltais shared that he feels the GISU should mirror the VSBA and allow member districts to come on board with us.
- Michael Clark shared VSBA policies are designed to keep districts within the law and compliant and cover each district around the state. Generally speaking, encourage board to adopt model policies and procedures can look a little different in each place.
- Michael Inners shared this would be beneficial to employees like the special educators since they are GISU employees working within each school building.
- Mason Maltais asked about the readings since these are policies.
- Michael Clark shared that any policy that does not need changes will be put in April packet for review. Then looking at policy we don't have, then chip away at those that need revision.
- Melanie Henderson asked about adopting VSBA policy manual numbers. Michael Clark said yes, it would be helpful for uniformity.
- Nathan Robinson suggested reviewing less than 18, perhaps 6 at a time. Mason Maltais agreed that the first 6 may be easier for reading.

16. Other

- Michael Clark shared at SU level during reorganization, there needs to be a proxy for the negotiations for insurance at state level. Michael Inners has said he is willing. Mason Maltais nominates Michael Inners, Tim Maxham second. No further discussion, all in favor, motion passes.
- Tim Maxham asked about audit. Michael Clark shared that they have a phone call with auditor next Tuesday

Closure

17. Setting the next agenda

- Update from CIUUSD about office movement
- Datapath money due report
- Update on audit

18 . Adjourn

- Jand Zera motions to adjourn, Tim Maxham second. Meeting adjourns at 8:32 p.m.