

Grand Isle Supervisory Union

School Board Meeting

Monday, April 22, 2019

Minutes

Board Present: Joyce Tuck, Mallory Ovitt, Tim Maxham, Bridget Brisson, Michael Inners, Melanie Henderson, Jane Zera, Don Bartlett, Chet Bromley

Admin present: Michael Clark, Rob Gess

Public present: Terry Tuck

Call to Order

1. Call to Order - meeting called to order at 6:35 p.m. by Melanie Henderson
2. Adjust the Agenda - Michael Clark would like to add: blurb from new district nurse about Narcan and a resignation. Michael Inners would like to add update on health care negotiations. Melanie Henderson said all would be added after the reports and before the business.
3. Citizens and/or Staff to be Heard - none
4. Consent Agenda
 - a. Approve the minutes from 3/25/2019
 - Tim Maxham motions to approve the minutes, Jane Zera seconds. All in favor, motion passes.

Reports

5. Superintendent's Report
 - Michael Clark shared his written report that has been shared at the local meetings.
 - There are also pages included in the packet regarding the visit Rob Gess and Michael Clark had with the AOE. General gist is the Secretary shared concern about missing five items, we have whittled away so they are only looking for 2 items from GISU- one is the FY18 audit, has been discussed with Sullivan and Powers, we have worked to get them all the information they are looking for in a timely way. Audit must be done by May 12, Rick Brigham from Sullivan and Powers indicated this is a tight timeline and we are staying on top of them. 2nd item is the FY18 STAT report, Kara is working on this and working with Northwest Counseling to get the information for the worksheet that is due. Anticipating that STAT report is likely to be completed within 2 weeks at the latest. We are reporting weekly to AOE in writing. AOE is holding onto to grant funds that have been earned, but not distributed. This is our incentive to get this done. Long term we need to have a conversation about how we avoid this situation again. We have considered contracting out payroll, to free up time for our Finance Specialist to be able to run these reports faster. Other districts have also had this conversation, not just us.
 - Michael Inners asked about money withheld- how does this affect cash flow? Michael Clark responded that the majority of the money goes toward salaries and teachers are paid throughout the summer and this is when cash flow would be affected.
 - Tim Maxham asked what sTAT book is? Rob Gess explained that it is a data collection tool to collect expenditures and revenues to collect data at a state level. It is everything from pupil counts to tuition expenses. It has to be done for SU and all five school districts.
 - Tim Maxham confirmed that the AOE was requesting information from us that they already had. Michael Clark responded yes that they found it before they left the meeting.

Financial Report

- Rob Gess shared the budget to actual in packet- special ed will be over budget, transportation and tuition will be over-budget, but we will get some reimbursement. Operation side is on track to be on budget. Audit expense is over-budget, due to delay in last year's audit, but will be adjusted accordingly.
- Audit is the priority right now and the requests for information is being processed ASAP.
- The visit from AOE around the procurement processes went well and set us up with a lot of information for the auditors.
- Transportation RFP is 90% complete
- Getting quotes from payroll vendors.
- CIUUSD prep has gone on- approved budget is in finance system and all the databases like payroll, AP, etc must be uploaded.
- Tim Maxham motions that board has received and reviewed financial report, Bridget Brisson second. All in favor, motion passes.

Adjusted Agenda Item: District Nurse information regarding Narcan

- Michael Clark shared information that Emily Dousevicz approached him with permission to carry Narcan. Michael Clark shared we do not have a policy to prohibit this, but he would support this. Michael Inners shared that he feels it is something we should do because it is possible for a community member, staff, or accidental administration. Response time of volunteer rescue can be slower. Michael Clark shared that the sheriff's office has it and would support us having it. Melanie Henderson asked about cost. Michael Clark clarified that it is not cost and Emily Dousevicz would train staff and it would be locked as with other medications. Could see limiting training to health assistants within the school.
- Michael Inners motions to support proposal to make Narcan available with health staff in the school, Don Bartlett seconds. All in favor, motion passes.

Adjusted Agenda Item: Resignation

- Michael Clark shared that Ashley Poirier has given her three week resignation. She is willing to come back and train the person who will take over for her.
- Melanie Henderson thanked Ashley Poirier for everything she has done.

Adjusted Agenda Item: Update on Health Care Negotiations

- Michael Inners shared the update from VSBA, proposals have been publicly released and the summary of the proposals. At this point no negotiations are happening and an unfair labor relations has been filed.

Board Business.

6. Policy review: Policies 1-6

- Melanie Henderson reviewed the VSBA policy review and the numbering changes. Tonight is a reading and nothing would be adopted until the next meeting
- Board Member Conflict of Interest B3 would become Board Member Conflict of Interest A1
- Substitute Teacher D6 would become Substitute Teacher B1
- Volunteers and Work Study D7 would become Volunteers and Work Study B2
- Alcohol and Drug-Free Workplace D8 would become Alcohol and Drug-Free Workplace B3
- Health Insurance Portability and Accountability Act Compliance D13 would become HIPAA Compliance B6
- Student Alcohol & Drug F7 would become Student Alcohol & Drugs C2
- Transportation F9 would become Transportation C3
- Class Size Policy G12 would become Class Size Policy D6- plus some changes comments from lawyer include recommendations to first sentence of "It is the intent of the Board to comply with

16 V.S.A. 242(5) requiring superintendents to work with school boards to develop policy guidelines for minimum and optimal average class sizes in regular and technical education classes.”

- Additional policy of Travel Reimbursement Policy F1 policy. Michael Clark shared chosen language “actual cost, except IRS rate for mileage”

7. Update on GISU office space

- Michael Clark shared that we are getting quotes from HVAC companies as the first quote came in much higher than expected. Expect to get other quotes to be in by the 29th.
- Project has to be substantially complete by June 30.

8. Update on DataPath money due report

- Dollar amount has been steady. Weekly phone calls with DataPath continues. People on the list with substantial amounts have been referred to VEHI to help them sort out. Number is not growing.

9. 2019-2020 Calendar

- Michael Clark shared the calendar that has been approved at local meetings. December 20 is a half day for one district. Michael Inners and Bridget Brisson shared their concern with half days.
- Michael Inners motions to approve calendar as presented with December 20 being a whole day, Don Bartlett seconds. All in favor, motion passes.

10. Follow up on job descriptions

- Michael Clark asked for questions about job descriptions that were shared at the last meeting. No questions, will be posted on the website.

11. Side Letter (Column Movement)

- Michael Clark shared letter in packet that is a draft of a potential side letter. Column movement requires notification by October 1, notification was not made. This employee has worked on a provisional license for past two years and has worked on Master’s Degree. She is now a fully licensed special educator. This is a significant pay increase to move these columns. Anticipate that we would lose her. Side letter was drafted with a Uniserve director and is non-binding and would be just for one employee. Demand for special educators is high. This would start with next year’s contract (FY20).
- Jane Zera shared that she is dedicated and is all about the students.
- Tim Maxham motions to approve the side letter and allow Melanie Henderson to sign, Jane Zera seconds. All in favor, motion passes.

12. Superintendent Evaluation

- Melanie Henderson shared that Mason Maltais has this information. Melanie Henderson recommends tabling the item until next time. Melanie Henderson reminded everyone to take a moment to fill out the survey.

13. Other

- Michael Clark has two central office contracts that need to be signed.
- Michael Inners motions to allow Melanie Henderson to sign contracts, Tim Maxham seconds. All in favor, motion passes.

Closure

14. Setting the next agenda

- Policies
- Update on financial
- Michael Clark shared next month our meeting falls on Memorial day and suggested to Mason Maltais to consider the Tuesday after instead. Melanie Henderson suggested moving meeting to May 28.

- Update on final audit

15 . Adjourn Tim Maxham moves to adjourn, Jane Zera seconds. All in favor, meeting adjourns at 7:41 pm.