

# Grand Isle Supervisory Union

## School Board Regular Meeting

Monday, July 22, 2019

### Minutes

**Board Present:** Melanie Henderson, Bentley Vaughan, Tim Maxham, Michael Savage, Mallory Ovitt, Mason Maltais (arrived 7:03 p.m.)

**Admin Present:** Michael Clark, Rob Gess, Megan Grube, Michele Weaver, Dave Brisson, Megan DeVinny

**Public Present:** Michael Inners

#### Call to Order

1. Call to Order - Michael Clark called to order at 6:30 p.m. Board went around and introduced themselves. A moment of silence was taken for recognition of Jane Zera and her dedication to education in the Islands.

2. Board reorganization -

- Michael Clark looks for nomination for board chair. Tim Maxham motions to nominate Mason Maltais, Bentley Vaughan second. Michael Savage would like to nominate Melanie Henderson. Mallory Ovitt seconds. Tim Maxham requests a paper ballot. Paper was distributed for paper ballot. Vote 3-2 in favor of Mason Maltais, motion passes.
- Michael Clark asks for nomination for vice chair, Tim Maxham motions for nomination of Melanie Henderson, Bentley Vaughan second. All in favor, motion passes.
- Melanie Henderson asks for nominations for clerk. Michael Clark clarified duties of clerk. Tim Maxham nominates Nathan Robinson, Bentley Vaughan seconds. All in favor, motion passes.
- No committees at this time.
- Regular board meeting schedule- Michael Clark recommends keeping one meeting per month. Tim Maxham moves to hold regular meetings the 4th Tuesday of the month for regular meetings being held at the North Hero School at 6:30 p.m. Bentley Vaughan second. All in favor, motion passes.
- Designation of posting of meeting agendas and minutes. Currently posted online and at each town clerk and school. Melanie Henderson motions to continue to post meeting agendas and minutes online and at each town clerk and school, Tim Maxham second. All in favor, motion passes.
- Tim Maxham moves to use Roberts Rules for small board, Michael Savage second. All in favor, motion passes.
- Communication practices- Melanie Henderson motions to continue to use current communication practices, Tim Maxham second. All in favor, motion passes.
- Designate newspaper- Melanie Henderson motions to continue to use Islander, Tim Maxham second. All in favor, motion passes.

3. Adjust the Agenda - none

4. Citizens and/or Staff to be Heard - none

5. Consent Agenda(Action)

- a. Approve the minutes from 6/24/2019 - Tim Maxham motions to approve, Bentley Vaughan second, all in favor, Michael Savage and Mallory Ovitt abstain, motion passes.

6. New Hires

- Heather Gadway (Special Educator) - Melanie Henderson motion to accept the Superintendent's recommendation of Heather Gadway, Tim Maxham second. All in favor, motion passes.

Resignations

- Sharon Wight (Instructional Coach) - Melanie Henderson thanked Ms. Wight for her time spent with GISU.

#### Reports

## 7. Superintendent's Report -

- Michael Clark shared that last week he took part in the Snelling Leadership Project. Michael Clark thanked the board for the professional leadership development opportunity.

### Financial Report

- Rob Gess shared the budget to actuals. Minor changes from last month, we are still well in line with forecasts from last month. Tuition for special ed and transportation higher. Still better than projected. Overall not many changes from the budget from last month. Training has started on the new time and attendance system. Stat book data collection starts on August 1, due by August 15. Steps have been taken to smooth the process from last year. Finishing up FY18 audits and starting the FY19 audits. Tim Maxham motions to acknowledge the board received and reviewed financial report expenditures printed July 16, 2019 for fiscal year 2019, Bentley Vaughan second. All in favor, motion passes.

### Board Business.

## 8. GISU Goals - Mason Maltais took over running the meeting.

- **GISU and Member District Finances (Rob Gess):**
  - *Gaining a Clear Picture*
    - Rob Gess shared information on the GISU financial status has not been good for many years- issues with reporting to the AOE. We have made significant progress and the team we have now is ready to take it to the next level.
    - Challenges in losing the historical knowledge. Rob Gess's two year anniversary will be on Thursday.
    - Managing \$18 million of budgets and the reporting that goes along with that as well as the day to day operations.
    - Child nutrition program- must be compliant with USDA requirements, direct certifications, free and reduced lunch applications.
    - FY20 goals include successful completion and compliance of the audits, streamline AP process, standardize central office and business office processes, implement new time and attendance system, convert to new unified chart of accounts (required per statute), vendor standardization.
  - **Preparing for ACT 173 (Michele Weaver):**
    - *Building Local Capacity*
      - Michele Weaver gave stats on the amount of students that are on IEPs. Michele Weaver is LEA and represents GISU at all these students meetings. Michele Weaver shared what types of services are being offered and the locations of the services. These students need a tri-annual evaluations, every time a student is referred, and in special cases.
      - Michele Weaver gave stats on section 504 plans and Pre-K stats that are taking advantage of Act 166, and McKinney Vento Homeless Act.
      - Michele Weaver is the truancy officer for anyone enrolled in the islands and any students tuitioned out of islands. This requires working closely with the state attorney.
      - Doing work to give to Rob Gess data for reporting to the state.
      - Looking to build systems to ensure equity across the islands.
      - Department meetings on a monthly basis to provide professional development for staff.
      - Goals for next year is to establish systems-consistent and pervasive, IEP process, and transportation, truancy, expenditures. Goals around Act 173. Continuum of services-building local capacity, Recruitment and retention, and grants management.
  - **Student Success (Megan Grube):**
    - *Implementing the Continuous Improvement Plan*
      - Megan Grube shared the elements around implementing the CIP.

- This includes setting as vision, expectations, instructional design, alignment of materials and resources, which filters down to the classroom level instruction. This has been ongoing work for the last couple years.
  - Megan Grube shared the collaborative process that has taken place the last few years.
  - This year, focusing on curricular expectations and instructional design now that the groundwork has been done.
  - Megan Grube shared the goals of creating SU-wide support for curriculum and professional learning.
  - Also making sure to monitor and complete ELL, state testing, grant management, working on the CIP, as well as the comprehensive needs assessment coordination.
- **Technology Integration (Dave Brisson):**
  - *Building the Systems for the Future*
    - Dave Brisson shared the process of consolidating the seven separate email accounts to one Gsuite account. This allowed for consolidation of licensing. Installed next generation firewalls, upgraded WiFi in all buildings, decommissioned several unneeded servers and network devices and consolidating where appropriate, this has allowed for cost savings. Installed “desktop central” and “service desk plus” this has allowed to streamline IT help and create efficiency. Completed the first year of SLDS. Constantly working on the Hardware Lifecycle through the buildings.
    - The year ahead- looking at mobile device management, replace all end of life network switches in all buildings, increase internet bandwidth across GISU, continue to work on hardware lifecycle, implement enterprise antivirus/malware protection, reduce internal servers, upgrading classroom tech, consolidate printers, continue to create efficiencies in SLDS reporting.
    - Going forward looking for fewer onsite services and more cloud-based IT solutions- this will help create efficiencies, get to more standardized classroom tech, cyber security for students, infrastructure deliberately built.
- **Systematic Approach Towards Improvement (Michael Clark):**
  - *Creating Systems Which Work*
    - Michael Clark shared his role is to look at this from a systems perspective.
    - System driven organization is more efficient, logical and organized. This supports employees and leadership. This makes it more likely to see the full picture. Change happens intentionally adjusting to system not by changing personnel.
- Micheal Clark asked for questions and feedback. Mason Maltais shared that a rotation of all administrators would be helpful. Melanie Henderson shared that it would be helpful to hear about the success of investments and be able to see the payoff.

## 9. Policy review

- A1: Board Member Conflict of Interest- Melanie Henderson motions to accept policy as presented. Tim Maxham second. All in favor, motion passes.
- B1: Substitute Teachers- Melanie Henderson motions to accept policy as presented. Tim Maxham second. All in favor, motion passes.
- B2: Volunteers and Work Study Students- Melanie Henderson motions to accept policy as presented. Tim Maxham second. All in favor, motion passes.
- B3: Alcohol & Drug-free Workplace- Melanie Henderson motions to accept policy as presented. Tim Maxham second. All in favor, motion passes.
- B4: Drug & Alcohol Testing: Transportation of Employees- Melanie Henderson motions to accept policy as presented. Tim Maxham second. All in favor, motion passes.

- B6: HIPAA Compliance- Melanie Henderson motions to accept policy as presented. Tim Maxham second. All in favor, motion passes.
- C2: Student Alcohol & Drugs- Melanie Henderson motions to accept policy as presented. Tim Maxham second. All in favor, motion passes.
- C3: Transportation- Melanie Henderson motions to accept policy as presented. Tim Maxham second. All in favor, motion passes..
- D6: Class Size Policy- Melanie Henderson motions to accept policy as presented. Tim Maxham second. All in favor, motion passes.
- F1: Travel Reimbursement- Melanie Henderson motions to accept policy as presented. Tim Maxham second. All in favor, motion passes.
- F5 becomes C1: Education Records- rescind and replace with recommended VSBA policy
- F19 becomes C4: Limited English Proficiency Students- no other changes
- F23 becomes C6: Participation of Home Study Students- rescind and replace with recommended VSBA policy
- F27 becomes C8: Pupil Privacy Rights - rescind and replace with recommended VSBA policy
- F28 becomes C9: Federal Child Nutrition Act Wellness Policy - rescind and replace with recommended VSBA policy, selection of #1 presented in section D of policy.
- G11 becomes D3: Responsible Computer, Network and Internet Use - no other changes
- G13 becomes D4: Title I Comparability Policy- no other changes
- G14 becomes D5: Animal Dissection- no other changes
- H7 becomes E1: Title I, Part A, Parental Involvement- no other changes
- Head lice code F17 rescinded and replaced with a procedure.

#### 10. Update on GISU office space

- Michael Clark shared that there was a snag in plans on Friday. The subcontractor that was supposed to start carpeting on Friday walked through and felt the space was not ready and did not start. Michael Clark spent time this weekend ensuring space is ready. All furniture and panels have been delivered and are stored at the school now. Met with HVAC system and that is complete, electrical will be done on Wednesday when wires are done being pulled. Should be able to get carpet down on Wednesday, looking at a set back of hopefully only a week. Phones will be in new office space on August 9. This is an exciting time and will allow for more opportunities for better utilization of office space.

#### 11. Approve updated teacher contracts and sign .

- Tim Maxham moves to approve updated contracts and authorize Mason Maltais to sign, Bentley Vaughan second. All in favor, motion passes.

#### 12. Superintendent Evaluation

- Mason Maltais was unable to bring printed copies of evaluations, will send tomorrow. In the future, Mason Maltais is looking to begin review process in November to complete evaluation by the end of calendar year.

#### 13. Other -

- Michael Clark would like to add that we are appealing a management decision letter by AOE. That meeting is scheduled for Thursday this week.

#### **Closure**

14. Setting the next agenda - SU office update, further policy review, overview of start of year plans

15 . Adjourn - Michael Savage moves to adjourn, Bentley Vaughan second. All in favor, motion passes.

Meeting adjourns at 8:36 p.m.