

Grand Isle Supervisory Union

School Board Regular Meeting

Thursday, October 25, 2018 at 6:30 p.m.

Location: North Hero Education & Community Center

Agenda

Call to Order

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| 1. Call to Order (M. Maltais) | 6:30 p.m. |
| 2. Adjust the Agenda (M. Maltais) | 6:31 p.m. |
| 3. Citizens and/or Staff to be Heard | 6:35 p.m. |
| 4. Consent Agenda (M. Maltais) (Action) | 6:40 p.m. |
| a. Approve the minutes from 9-27-2018 | |

Board Business.

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| 5. Substitute Pay (M. Clark) (Action) | 6:45 p.m. |
| 6. Website Update (M. Clark) | 6: 55 p.m. |
| 7. Conflict of Interest Policy (M. Maltais) | 7:00 p.m. |
| 8. GISU Office Space Conversion (M. Clark/ M. Maltais) | 7:10 p.m. |
| 9. Audit Update (R. Gess) | 7:25 p.m. |
| 10. Budget First Draft (R. Gess) | 7:55 p.m. |
| 11. Resignations/New Hires (M. Clark) | 8:00 p.m. |
| 12. Hiring Process: Director of Special Education, Board Member (M. Clark) | 8:05 p.m. |
| 13. Values and Beliefs Update (M. Clark) | 8:10 p.m. |
| 14. In-Service Update (10-19-2018) (M. Clark) | 8:15 p.m. |
| 15. GISU Work Plan (M. Clark) | 8: 20 p.m. |
| 16. Superintendent hiring process (M. Maltais) (Discussion/possible action) | 8:35 p.m. |
| 16. Other | |

Closure

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| 17. Setting the next agenda (M. Maltais) (Discussion) | 8:50 p.m. |
| 18. Adjourn (M.Maltais) (Action) | 8:55 p.m. |

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.

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Minutes

Board Present Jane Zera, Joyce Tuck, Chet Bromley (7:24 p.m.), Bridget Brisson, Mason Maltais (6:41),
Melanie Henderson, Tim Maxham, Bentley Vaughan, Don Bartlett, Gary Marckress

Community Present: None

Administration Present: Michael Clark, Robert Gess, Michele Weaver

Gary Marckres called the meeting to order at 6:39

Tim Maxmam asked that a discussion of Conflict of Interest Policy be added to the agenda. Tim Maxman asked for an update regarding the Sheldon/Alburg talks. Tim Maxmam asked that there be a discussion of office space be added to the agenda. These three items were added to the agenda between items 11 and 12.

Superintendent Clark introduced Michele Weaver in the citizens and staff to be heard portion of the meeting.

Tim Maxham made a motion to approve the consent agenda. Bridget Brisson seconded. Vote 9-0

Board Business.

Superintendent Clark reviewed the 90/Interim/Full Time responsibilities of the superintendent. There were no additions (see board packet).

Rob Gess reviewed the budget building timeline ((see board packet)

Superintendent reviewed the current substitute pay practices of the GISU and member districts and shared a preliminary document outlining what surrounding districts are paying substitutes. The consensus of the board was Superintendent Clark will create a proposal and bring it to the local boards september meetings.

Rob Gess shared a financial update. Rob indicated that the GISU FY 17 Draft Audit was complete and the GISU financial staff had submitted questions to the auditor. Cash flow issues at the GISU have eased with the approval of the Tax Anticipation Notes in Grand Isle School District and the Alburgh School District. Gary Marckres made a motion to accept the financial report. Bentley Vaughan seconded. Vote 10-0

Superintendent Clark shared the hire for the position of Financial Support Specialist, Michelle Hetling. Ms. Hetling's resume was included in the board packet.

Superintendent Clark shared that New Educator Orientation was a success and that Rebecca Holcombe would be the keynote speaker for the inservice with all employees on Friday.

Superintendent Clark thanked all of the support staff who worked hard throughout the summer to get the schools ready for the start of the year.

The board asked that the GISU Conflict of Interest Policy be brought to the next GISU board meeting for review.

Superintendent Clark shared that there had been a meeting between two members of the Alburgh Board, a member of the Sheldon Board, a member of the Franklin Northwest Board and the Superintendents for FNWSU and GISU. Board members at that meeting discussed the possibility of a governance merger and asking the possibility of asking the State Board of Education to create that merger. Superintendent Clark shared that there had been an affirmative vote in the town of Alburgh in November 2017 to create a 3X1 district with the CIUUSD which was assigned to the GISU. Superintendent Clark also pointed out to the GISU Board that this summer the Secretary of Education had given the GISU permission to hire a Superintendent without restrictions.

Last year there was conversation about using space within the the Grand Isle School, which would be available due to the change in operating structure effective in July 2019. Superintendent Clark explained the first meeting of the CIUUSD board since he began working for the GISU would take place soon. It made sense for him to talk with the CIUUSD board before moving forward with discussion GISU board. It also made sense to identify the needs of the GISU regarding office space and to share those needs with the GISU board.

At 7:57 p.m. Jane Zera made a motion to go into executive session to review candidates who have submitted applications for the Interim Superintendent search (appointment or employment of a public employee). Tim Maxham seconded. Vote 10-0. The Board invited Michele Weaver into executive session. Superintendent Clark left the building

The Board exited Executive Session at 8:41 p.m.

Gary Marckres made a motion to appoint Michael Clark the GISU Superintendent through June 30, 2019 and to authorize the GISU board chair to negotiate the contract with the superintendent not to exceed the terms of the contract with the previous superintendent. Tim Maxham seconded. Vote 10-0
Gary Marckres made a motion to amend the motion to not more than what was budgeted for the FY 19 school year. Tim Maxham seconded the amendmendment. Vote 10-0

Closure

Next meeting is September 27. Agenda Items to include Sub Pay, Conflict of Interest Policy, GISU Office Space, Audit, Cash Flow.

At 8:49, Jane Zara made a motion to adjourn the meeting. Tim Maxham seconded. Vote 10-0

CODE B3 - BOARD MEMBER CONFLICT OF INTEREST

Policy

It is the policy of the Grand Isle Supervisory Union that it is the ethical and legal duty of all school board members to avoid conflicts of interest as well as the appearance of conflicts of interest.

Definitions

"Conflict of interest" means a situation when a board member's private interests, as distinguished from the board member's interest as a member of the general public, would benefit from or be harmed by his or her actions as a member of the board.

"Majority vote", for the purposes of this policy, means a majority of the full board less the individual board member(s) subject to a complaint of a conflict of interest under this policy. A quorum of the board would not be sufficient for the board to take action under the complaint section of this policy.

Implementation

In order to comply with the obligations thus imposed, the board and its members will adhere to the following recommended standards.

1. Board members will be familiar with the VSBA or similar Code of Ethics, and will observe their provisions.
2. Board members will be familiar with, and adhere to, those provisions of Vermont education law which define school board powers and govern board member compensation and public bidding processes.
3. A board member will not take any action which is intended to give the impression that he or she would represent special interests or partisan politics for personal gain.
4. A board member will do nothing intended to give the false impression that he or she has the authority to make decisions or take action on behalf of the board or the school administration.
5. A board member will not use his or her position on the board in any manner intended to unfairly promote personal financial interests or the financial interests of family members, friends or supporters.
6. A board member will not solicit or accept anything of value in return for taking particular positions on matters before the board.
7. A board member will do nothing intended to leave the impression that his or her position on any issue can be influenced by anything other than a fair presentation of all sides of the question.

Avoiding Conflicts

When a board member becomes aware that he or she is in a position that creates a conflict of interest or the appearance of a conflict of interest as defined in state law or this policy, he or she will declare the nature and extent of the conflict or appearance of conflict for inclusion in the board minutes, and will abstain from voting or participating in the discussion of the issue giving rise to the conflict.

Complaints of Conflict of Interest

When a conflict of interest claim against a board member is brought to the board in writing and is signed by another board member or a member of the public, and the board member against whom the claim is made does not concur that a conflict in fact exists, the following board procedures will be followed:

1. Upon a majority vote of the remaining board members, or upon order of the chair, the board will hold an informal hearing on the conflict of interest claim, giving both the board member and the person bringing the claim an opportunity to be heard.
2. At the conclusion of the informal hearing, the remaining board members will determine by majority vote whether to:
 1. Issue a public finding that the conflict of interest charge is not supported by the evidence and is therefore dismissed;
 2. Issue a public finding that the conflict of interest charge is supported by the evidence and that the member should disqualify him or herself from voting or otherwise participating in the board deliberations or decision related to that issue, as required by Vermont statute; and/or,
 3. Issue a public finding that the conflict of interest charge is supported by the evidence and the board member should be formally censured or subjected to such other action as may be allowed by law.

Date Warned: 6/8/16

Date Adopted: 6/22/16

Legal Reference(s): 16 VSA §262(d) (Election of Officers)
16 VSA §557 (Gratuity/Compensation Prohibited)
16 VSA §558 (Eligibility for Election to School Board)
16 VSA §559 (Public Bids)
16 VSA §563(20) (Powers of School Boards)
VSBA Code of Ethics for School Board Members – Code B3-R

Substitute Pay Summary

We currently pay substitutes \$75/day. Vermont minimum wage went up to \$10.50 hour on July 1, 2018. This allows substitutes to work 7.1 hours per day. Based on work rules substitutes should get a 30 minute unpaid lunch and a 15 minute unpaid break each day. With these work rules in place, we are currently paying our substitutes just over minimum wage. The Vermont minimum wage goes up to \$11.50 an hour on January 1, 2019, at which time, unless we raise the rate we pay substitutes, we will be paying less than minimum wage.

As you can see from the research, Megan DeVinny did, rates in the neighboring school systems vary with most districts paying substitutes at least \$90/day.

The member districts within the GISU each pay for their own substitutes. After consulting with Rob Gess and Megan DeVinny, it is possible that the different member districts within the GISU could set different rates. This would not complicate the payroll process.

To be safe and ensure we do not pay substitutes less than minimum wage we would need to offer a rate of at least \$87/day effective January 1, 2019.

When we budget for FY 20, we need to keep in mind that Vermont minimum wage increases to \$12.50 on January 1, 2020. This means the daily rate would need to be at least \$94/day.

Additionally, any employee who regularly works more than 30 hours/week must be offered health insurance through their employer. There are two methods for calculating if employees have met this requirement, Monthly Measurement Method or Look Back Measurement Method. The GISU office has done a preliminary look at employees working as substitutes and have so far only found one employee who may qualify for the health insurance.

Recommendation:

My recommendation is to meet at least the minimum of what other districts are offering this year which is \$90/day. This will ensure we are paying more than minimum wage and will make our substitute pay more Competitive with other local schools. It will be important to keep in mind the rate will need to be raised again next year. It is important to consider that the difference between \$75 and \$90/day is a 20% increase. Substitute budget lines are built by looking at how many substitute days have historically been needed and estimating at how many will be needed in the year moving forward. It is likely an increase of this size will cause the substitute line to be overspent.

Alburgh set their rate at \$90/Day

North Hero set their rate at \$100/Day

South Hero set their rate at \$100/Day

Grand Isle \$100/Day

Isle La Motte \$90/Day

Franklin Northeast SU (Spoke with Jamie McAllister- HR)

- Daily Rates used
 - Subs covering a teacher receive \$80/day
 - They offer a one day training, if a sub attends the training, they receive an extra \$10/day for a daily rate of \$90/day
 - If the sub is a licensed teacher, they are offered an extra \$10/day for a daily rate of \$90/day (\$100/day if they attend the training as well as have a license)
 - A long term sub receives a daily rate based on step 1 of the BA column of their CBA (\$202.30/day)
 - Teachers contracted for an 8 hour day
 - Subs covering for a paraprofessional receive the base pay for a para position based on the CBA (\$12/day)
 - Paras are contracted for 6.5 hrs/day
- Managed in-house by individual schools
- No benefits offered to any kind of sub

Franklin Northwest SU (Spoke with Pierrette Bouchard- HR)

- All subs are paid on an hourly basis
 - \$11/hr for a para sub
 - \$12.50/hr for a teacher sub
 - Typical day is between 7-8 hours
- Managed in-house by individual schools, except for high school (they use Kelly services)
- Benefits are offered to any sub who typically works more than 30 hours per week to be compliant with ACA.

Chittenden East SU (email from Joanne Russell- HR)

- Daily rates used for subs covering for a teacher
 - Subs covering a teacher receive \$105/day
 - Subs covering a nurse receive \$200/day
 - teacher/nurse subs have an 8 hour work day
 - Long term subs receive daily rate based on step 1 of the BA column of their CBA (\$223.41/day)
 - Long term subs are eligible for benefits
- Hourly rates are used for subs covering for support staff
 - Paras and assistants receive \$12.50/hr
 - Custodial subs receive \$11.50/hr
 - Kitchen subs receive \$11.25/hr

Franklin West Supervisory Union (voicemail from Candy Granger- HR)

- They utilize Kelly Services for their substitutes
- Daily rate is used for subs covering a teacher
 - \$90/day
- Hourly rate used for subs covering for paras

- \$12.50/hr

Milton SD (Spoke with Terry Mazza- HR)

- A daily rate is used to pay teacher subs
 - Unlicensed teacher sub is paid \$93.75/day
 - Licensed teacher sub is paid \$100/day
 - Average day is 7.5 hours
- An hourly rate is used for support staff subs
 - \$12.50/hr
 - Average day is 6.5 hours
- Subs are managed in-house using the frontline system- auto calls subs
- If the sub works an average of more than 30 hours per week, health benefits are offered at the support staff rates.

Colchester SD (emailed with Jessica Phelan- HR)

- Teacher substitutes are paid using a daily rate.
 - A teacher day consists of 7 hours
 - Sub rates are based on a gradual scale of number of days worked within the district. The Superintendent (or designee) tracks number of days.
 - 1-5 days \$90/day
 - 6-15 days \$100/day
 - 16+ days \$110/day
 - Licensed subs are paid a daily rate of \$110/day from day one
 - Long-term subs paid on a daily rate based on the salary scale up to BA Step 5
- Nurse Subs paid a daily rate of \$200/day (must be a licensed RN)
- Support staff subs
 - A support staff school job consists of 6.5 hours
 - Paid base rate of the position for which they are subbing
- Subs are handled in-house through the HR dept
- Subs are not offered benefits
- <http://www.csdvt.org/district/departments/humanresources/substitute-info.php>

*Laura Soares from VSBIT (HR Help Button) responded: 17.5 is the minimum from VEHI's perspective to be even eligible to allow enrollment in one of our plans- but you are not required to offer coverage until 30 hours under the ACA. You do need to look at these employees in a formal manner to determine if they are eligible for an offer of health coverage under the ACA. Please find information on our website here:

<http://vehi.org/benefits/navigating-2018-health-plans/employer-navigation/irs-reporting-and-measurement-period-resources/measurement-period-resources/> .