

LAMOILLE UNION DISTRICT #18 BOARD MEETING MINUTES
LAMOILLE UNION LIBRARY
TUESDAY, AUGUST 21, 2007

Board members present: B. Bailey, D. Baker, P. Ingvaldstad, T. O'Hear, K. Roberts, W. Sander, D. Whitcomb, S. Reber, S. Hamlyn-Prescott. Absent: C. Mann, D. Osborn, J. Eisenhardt. Others: T. Bailey, C. Hindes, B. Schaffer, M. Spaulding, M. Frederick, John Greenia, Victoria Greenia.

Note: All votes taken are unanimous unless otherwise noted.

1. *Call to Order, Introductions, Announcements and Public Input*

A. Call to Order – 6:29

B. Introductions

P. Ingvaldstad introduced the new board member from Johnson, Terri O'Hear, and John and Victoria Greenia, who had come for the discussion on the international student tuition waiver request. Everyone introduced themselves.

2. *International Student Tuition Waiver Request*

B. Schaffer distributed copies of a letter requesting waived tuition for an international student from Germany who wants to attend LUHS through the Youth for Understanding program. Policy allows tuition to be waived for up to two international students, but two other international students have already had their tuition waived, so the board needs to approve waiving it for this student. T Bailey recommended accepting her as a non-tuition paying student. The students already allowed are South American, so she would add additional diversity, and she is a solid student. W. Sander asked if the agency is charging a fee for tuition and pocketing it if we don't charge tuition. T. Bailey and B. Schaffer said the agency does charge a fee, but they don't charge it as tuition.

ACTION: W. Sander moved to accept the recommendation to accept the student from Germany as a non-tuition paying student, seconded by D. Whitcomb, and the motion was passed.

3. *Directors' Orders and Approval of Minutes of the August 7th Meeting*

A. Directors' Orders

ACTION: W. Sander moved to approve directors' orders for District #18 in the amount of \$212,542.57, and for GMTCC Construction Project in the amount of \$1,163,493.01, seconded by S. Hamlyn-Prescott.

W. Sander said D. Osborn had reviewed the District #18 expenses, and the finance committee had reviewed the GMTCC construction expenses. He gave a breakdown for GMTCC Construction expenses. **The motion was passed.**

B. Approval of Minutes of August 7th Meeting

ACTION: W. Sander moved to approve the minutes of August 7, seconded by D. Whitcomb, and the motion was passed.

4. **Administrative Reports / Action Items**

A. **Central Office**

T. Bailey said there would be a staff development and in-service on technology tomorrow. The acting principal at Hyde Park will be Cassandra Thomas, a teacher, who will be working initially with Sharon Fortune in a mentoring program. Eden has a special board meeting next Tuesday, when the public will be invited to come and meet the principal finalists.

B. **GMTCC**

W. Sander said the GMTCC construction continues to go well (other than the kitchen), and is only about 2 weeks behind. Some accommodations have been made to allow school to get started. We don't have final figures yet on the kitchen, but hopefully will by the next meeting. T. Bailey said the furniture arrived today. He said the Hardwick Facility is great – unique in the whole state. Six or seven Lamoille students are in the forestry program this year. D. Whitcomb said he was amazed when he saw the new Hardwick building. It is beautiful, and fits into its environment, and the sign out front is great.

C. **Middle School**

C. Hinds passed out a sheet showing the financial impact of Sarah Popowicz's requested leave. Granting her request would save money over hiring a substitute.

ACTION: D. Baker moved to approve Sarah Popowicz's unpaid leave request, and the motion was seconded and passed.

C. Hinds gave a presentation on the middle school action plan.

What we accomplished in 2006-07:

- a successful transition with the new administrative team
- use of successful student-centered mgmt. practices on team
- increase of restorative practices
- i-roads to GMTCC and technical training
- collaborative work done on student seminars-workshops
- continued commitment to literacy enrichment
- piloted a successful summer school program
- met AYP
- infusion of Vermont Math and Science Leadership Institute
- maintenance of Middle Level philosophy

Where we are going:

- introduction of student-centered seminars-workshops
- increased academic choices and reduction of scheduling barriers
- introduction of Discovery Team to the middle school
- new Reflection Room for students to reflect/redirect their engagement and commitment to their school success
- after school Homework Club 2 days a week.
- Summer School program for 2008

On the horizon:

- 8th/9th grade academic collaborations (successful transitions into high school)
- differentiated learning and instruction
- development of internal leadership capacity
- website development – team participation
- examine student interests/strengths
- NELMS Spotlight School

W. Sander said he is impressed with Homework Club, and he wondered how C. Hinder got the teachers willing to stay and participate in it. C. Hinder said teachers are here till at least 3:30, which gives them 15 min. to get students started on their homework.

S. Reber asked what NELMS is. C. Hinder said they come in and evaluate the school to see if it meets the criteria to be a Spotlight School. S. Reber asked how they got to be the ones to do that. C. Hinder said they've been doing it for quite a while. T. Bailey said there is another level for high school and colleges, and there is a similar group in the south. People are generally interested in knowing whether a college is accredited by an outside agency. C. Hinder said they haven't made the final commitment yet to seek accreditation from NELMS; they need to decide if they have time to devote to the process.

T. O'Hear asked if kids have to drop phys ed to take band. C. Hinder said in some cases they can get around that, but not all.

ACTION: W. Sander moved to accept the Middle School Action Plan for 2007-08, seconded by S. Hamlyn-Prescott.

P. Ingvaldstad asked for more info about the seminars. C. Hinder said they provide the next step for students who are interested in further exploration of a topic. They are workshops, not classes. Eighth period is study hall for many students, and seminars will be held during 8th period in the 3rd quarter. Teams will pair up to offer seminar choices, and students will pick which they are interested in. It is mandatory to take some seminar. S. Reber asked about plans for the school website. B. Schaffer said he would address that later. There will be a new interface with many options, tentatively planned to be in place by the end of first quarter.

P. Ingvaldstad asked for more information about continued faculty and professional development. C. Hinder talked about what was planned. P. Ingvaldstad asked if LAPTA is offering what they need. C. Hinder said they can tailor classes to our needs.

S. Hamlyn-Prescott asked, how do you see us bringing the action plan and testing results forward to parents and the community? C. Hinds said AdCo has a study team working on that. T. Bailey said we are working together on how to report this out – looking to do something similar to what Lamoille South does. S. Hamlyn-Prescott asked about the time frame. T. Bailey said there is no deadline, but something is in progress, and should be ready for spring.

P. Ingvaldstad asked, is the budget going to be developed in accordance with the law as it is now, where it has to fit within a 4% (or 3.5%?) increase? M. Frederick said that law doesn't go into effect until FY10, but it might be interesting to see what FY09's budget would be like if that were in place. S. Hamlyn-Prescott said she'd like C. Hinds to use the initiatives from the action plan for the budget presentation.

The motion was passed.

D. High School

B. Schaffer presented a summary of the high school action plan. There were 4 identified needs:

- Improved math competency: problem solving skills
- Improved English competency
- Improved literacy in all areas
- Improved learning environment

For each of these, there is a target and an action plan.

S. Hamlyn-Prescott said it had been suggested to look at other schools and study best practices. B. Schaffer said he regularly considers what other schools are doing.

P. Ingvaldstad asked about the plan to track advanced art students from ML to AP art. B. Schaffer said S. Fortune wrote the plan; he has been informed this is happening, but that's all he knows. K. Roberts described how this action plan had been created using a different format than previous plans. S. Hamlyn-Prescott said our expectation was that there would be writing and reading components in each of the areas described in the plan to improve literacy, and that the expectation was that teachers would be assessing students' writing with consistency based on the highest expectations. K. Roberts said we asked staff to come back with a list; the next step is to figure out how to assess whether targets have been reached. With regard to the art part of the literacy plan, the idea was that kids shouldn't just keep taking middle level art classes; they would be expected to advance to an AP class which would involve writing.

B. Schaffer suggested an idea for Social Studies – an in-house town meeting day, as part of a study of VT politics.

B. Schaffer talked about plans for the website. P. Ingvoldstad asked, will the student website and D. Jewett's website be combined? B. Schaffer said neither site was very functional; his intention is to have just one site. D. Whitcomb said the library has a website that doesn't work. T. Bailey said that is a commercial database which is supposed to allow students to go online to do research. S. Reber said it's not a simple issue, he applauds the idea of getting the website under control. K. Roberts said one reason the website is important to focus on is that there will be a lot of other things that won't have to happen anymore once it's improved, because it will simplify communication.

K. Roberts said student council is great, but doesn't represent all students. She said B. Schaffer should make sure to reach the whole group. P. Ingvoldstad asked about B. Schaffer's ideas on student council. B. Schaffer said it was explained to him by the advisor for student council that its main responsibilities now are homecoming, the bonfire, and dances. His experience with student council is that you get out of it what you put into it. There is an activity period – time for clubs and organizations to meet during school day – but it is not working. There are abuses. He thinks this is a student accountability issue, so student leaders need to make their voices heard as representatives. He is going to have a very active role with them. In other boards he's been involved with there has always been a student representative to the board. P. Ingvoldstad will put student representation to the board on the agenda. Some board members said there have been student representatives in the past, but they have lost interest.

5. *Committee Reports and Action Items*

A. **Finance Committee**

Three bids have come in for the Sweeney House wastewater project. M. Spaulding distributed a memo with the bid results. The recommendation of the finance committee is to go with Grimes (the low bidder.)

ACTION: K. Roberts moved to award the Sweeney House wastewater contract to Grimes Inc., seconded by D. Whitcomb. D. Baker said she thought this had to be done a while ago, since the system had failed. M. Spaulding said we had to get the necessary permits first. W. Sander asked what gallonage the new system is designed for. M. Spaulding said 2000 gallons. **The motion was passed.**

M. Frederick passed out a memo on purchase of a maintenance vehicle. Purchasing is currently more cost effective than leasing. A Chevrolet Colorado can be purchased through the State Bid at a price of \$18,542. The plan is to finance the vehicle by using 3 one-year notes.

ACTION: W. Sander moved to purchase a Chevrolet Colorado through the State Bid at the price of \$18,542.00, seconded by D. Whitcomb. K. Roberts asked, why 3 one-year notes? M. Frederick said, according to Paul Giuliani, we can't take out a note for more than one year without going to the voters, so this is the only way to do it. W. Sander

said this sounds fishy – we seem to be getting around the clear intent of the law if we are obligating for 3 years. M. Frederick said the state recommended doing this for driver's ed vehicles; it is allowed under law. She said as long as she has been in VT it has been done this way. **The motion was passed.**

M. Frederick distributed a memo on the resolution of the FY04 SPED audit. Originally, \$983,617 of costs were questioned as being valid. Due to the efforts of Central Office staff and school personnel, that was reduced to \$276,469. Sue Cano further challenged that figure, and the total amount of disallowed cost was amended to \$237,172. She gave an example of something that might be disallowed: If a student is tuitioned to a special school, it might have been assumed that transportation to the school would be covered. But it would not actually be covered unless it was specifically mentioned in the IEP. (*M. Spaulding left at 8:12.*) The final revised reimbursement figure is \$136,682. The fund balance will be reduced by that amount.

ACTION: K. Roberts moved to accept the report of M. Frederick and S. Cano regarding the outcome of the SPED audit and recommended actions for LUSD (District 18), seconded by D. Whitcomb. B. Bailey asked, this won't happen again? M. Frederick said S. Cano is organizing some training, and new program codes have been created for tracking ineligible time and reflecting it in the budget. W. Sander said we can probably never entirely prevent having some costs disallowed. M. Frederick said the state has been getting pressure from the feds to crack down. **The motion was passed.**

On September 10 at 2:30, in the conference room at the high school, there will be a Finance Committee meeting lasting about an hour to discuss the Sweeney house. The committee will bring further discussion back to the board.

B. 40th Birthday

D. Baker said there will be a planning meeting here on August 30 at 6:30. S. Hamlyn-Prescott said the times of the varsity games on Homecoming day were wrong on the schedule. D. Baker said we can talk about that at the meeting, and maybe change the time of the celebration. (*M. Frederick left at 8:20.*) D. Whitcomb said B. Schaffer will write an article on the 40th birthday for the News and Citizen.

C. Policy Committee

S. Reber said M. Spaulding had come to the Policy Committee and said that the existing facility use policy (calling for charging people for use of building, grounds, or equipment) had not been enforced. He wanted to start enforcing user fees, and wanted the board to clarify what was intended in the policy. S. Reber distributed copies of the current policy and the draft policy the committee is recommending be warned. The main difference is the prioritization info, classifying uses by priority and charging

fees for some. W. Sander said he can see some community groups being upset about the fees, but it is a little unfair for the school to bear the expense. K. Roberts said the school budget is the school budget. S. Hamlyn-Prescott said it is not unusual for schools to charge for facilities use. S. Reber said we are not trying to make money, just cover expenses. T. Bailey suggested maybe the warning should include the text of the proposed changes.

ACTION: W. Sander moved to warn and publish the proposed Facility Use policy in the News and Citizen, seconded by K. Roberts, and the motion was passed. K. Roberts suggested M. Spaulding might want to give the proposed policy to groups he knows it will affect.

S. Reber presented the Policy Committee's goals and timeline. One goal is to work on requested changes/additions to current LUSD board policies, and the other is to investigate the advantages/disadvantages of Policy Governance for LUSD. This would include training on PG, and there would be a cost for this. The board agreed to accept these goals.

S. Hamlyn-Prescott said the board can't spend any more money until the anniversary party is complete. After that, she can tell the board how much can be spent. P. Ingvoldstad said money can possibly be moved from other line items to the Board of Ed. S. Hamlyn-Prescott said if we use money above what we have, we need to find another category to move it from. She said we should also wait until the legal fees from the settlement are known. K. Roberts said we could also look for additional revenue.

D. Discussion of Proposal to Have a Paid Committees Minute Taker

The Finance Committee recommends waiting until we have final numbers from the anniversary party before making a decision on this. P. Ingvoldstad said, in the meantime, committees are expected to turn in minutes. Minutes from committee meetings should be going to the full board. S. Hamlyn-Prescott said Finance Committee discussions involve long supporting documents; she can't concisely put all this together and get it out to the full board. S. Reber said minutes don't need to detail the discussions, just list topics addressed and the committee's recommendations.

6. Request for Future Agenda Items and Adjourn

A. Future Agenda Items

K. Roberts would be interested in having maybe 20 minutes or so on what the kids are doing at school, maybe at one of the two meetings each month. T. Bailey said some forestry studentn can probably be at the meeting at Hazen. D. Whitcomb asked if T. Bailey could have some reporters there.

S. Hamlyn-Prescott said at the second October meeting there needs to be discussion about possible use of part of the fund balance for the capital reserve fund.

B. Adjourn:

ACTION: It was moved and seconded to adjourn at 8:44 and the motion passed.

Respectfully submitted by,
Donna E. Griffiths

Actions taken at the LU District #18 Board Meeting 8-21-07:

2. ***International Student Tuition Waiver Request***
ACTION: W. Sander moved to accept the recommendation to accept the student from Germany as a non-tuition paying student, seconded by D. Whitcomb, and the motion was passed.
3. ***Directors' Orders and Approval of Minutes of the August 7th Meeting***
 - A. **Directors' Orders**
ACTION: W. Sander moved to approve directors' orders for District #18 in the amount of \$212,542.57, and for GMTCC Construction Project in the amount of \$1,163,493.01, seconded by S. Hamlyn-Prescott. W. Sander said D. Osborn had reviewed the District #18 expenses, and the finance committee had reviewed the GMTCC construction expenses. He gave a breakdown for GMTCC Construction expenses. **The motion was passed.**
 - B. **Approval of Minutes of August 7th Meeting**
ACTION: W. Sander moved to approve the minutes of August 7, seconded by D. Whitcomb, and the motion was passed.
 - C. **Middle School**
ACTION: D. Baker moved to approve Sarah Popowicz's unpaid leave request, and the motion was seconded and passed.
ACTION: W. Sander moved to accept the Middle School Action Plan for 2007-08, seconded by S. Hamlyn-Prescott. The motion was passed.
5. ***Committee Reports and Action Items***
 - A. **Finance Committee**
ACTION: K. Roberts moved to award the Sweeney House wastewater contract to Grimes Inc., seconded by D. Whitcomb. The motion was passed.
ACTION: W. Sander moved to purchase a Chevrolet Colorado through the State Bid at the price of \$18,542.00, seconded by D. Whitcomb. The motion was passed.
ACTION: K. Roberts moved to accept the report of M. Frederick and S. Cano regarding the outcome of the SPED audit and recommended actions for LUSD (District 18), seconded by D. Whitcomb. The motion was passed.
 - C. **Policy Committee**
ACTION: W. Sander moved to warn and publish the proposed Facility Use policy in the News and Citizen, seconded by K. Roberts, and the motion was passed.
6. ***Request for Future Agenda Items and Adjourn***
 - B. **Adjourn:**
ACTION: It was moved and seconded to adjourn at 8:44 and the motion passed.