

Alburgh School Board

Meeting Minutes

August 3, 2015

In attendance:

Administration: Barbara Burrington- Superintendent, Jim Ross-Principal, Lynne Carpenter- Business Manager

Board: Mike Savage, John Goodrich, Jennie Lund, Skip Prairie, Allyson Sweeney

Public: Leo Henry, Tammy Sear

Meeting called to order at 5:01pm. Minutes were approved on a motion by Skip Prairie (2nd Ms. Sweeney) Unan.

Public Input: Mr. Henry came to the Board to see if the bus can come down to the end of Henry Rd now that there is 5 children on this road instead of having them walk to the end and be picked up at the cemetery.

Superintendent's Report: See attached.

Principal's Report: See attached.

Board Discussion:

Budget to Actuals- Reviewed Budget to Actuals as of July 2015.

ACT 46 Study- We are still waiting to hear about the structure of the committee. Thursday of this coming week, we should get more information. We do know that when the study begins, we will receive technical support.

Bussing- Reviewed under Principal's Report. There will be an upcoming meeting with the bussing company (Mtn Transit) to establish routes and go over details for the upcoming school year. Mr. Henry's ask will be taken into consideration and brought up with the company at this meeting.

Other- Due to September 7th being Labor Day, there will not be a Board meeting that day. It is rescheduled for August 31, 2015.

Board Action:

Mr. Goodrich (2nd Mr. Prairie) motioned that we sign a teaching contract for David Dabney for 2015-2016 contingent upon successful background checks (Unan.).

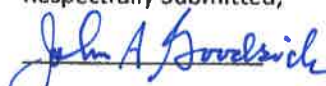

Mr. Goodrich (2nd Ms. Sweeney) motioned that we approve accounts payable up to August 3, 2015 as presented by Mr. Prairie (Unan.).

Executive Session:

Not needed this evening.

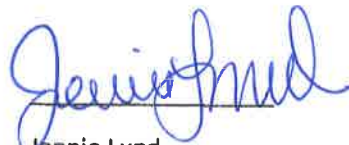
Ms. Lund motioned that we adjourn at 6:40PM.

Respectfully Submitted,

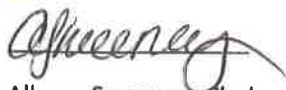
 

John Goodrich

Skip Prairie



Jennie Lund


Allyson Sweeney- Clerk


Michael Savage-Chairman

Grand Isle Supervisory Union

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Superintendent's Report: July 31, 2015

Barbara Burrington

Welcome:

- The Isle La Motte School District has a new principal, Tom Tregan, from Chazey, NY. Tom recently retired as principal from Chazey Central School.

Changes in the Superintendent Board Report Format:

This report may look different than previous Superintendent Reports.

Moving forward, we will be offering one unified [Superintendent's] Report to all 5 local school boards. I am going to follow the process that Elaine Pinckney in Chittenden South SU, and Laurie Gossens in Washington South SU use to create their "Central Office Leadership Team Report" to the boards, each month. Our process will be as follows:

I will solicit topics from the Director of Curriculum, Director of Student Services and Business Manager on a regularly scheduled basis for inclusion in the report to boards. The goals will be to:

1. ensure that we are covering all the important topics and that there is ample information for board members, in advance of meetings, to submit questions, etc.,
2. represent good collaboration among the team and,
3. provide a unified focus of our planning and communication.
4. Information for the Report will include both quantitative and qualitative data (for example, the September Report will include the total enrollment for all secondary students per HS, per the GI School Board request for that information, etc. as well as a welcome to all new district hires).

Board Chairs:

- All Board Chairs were contacted by Andy Julow, GISU Chair, requesting individual boards discuss and vote on the formation of a study committee at their July meeting. The goal is to have a joint session sometime in August to establish this committee and consider a budget Andy has followed up with the VSBA and they are willing to offer a consultant to guide the GISU through this part of the process.
- Andy Julow, Kristin Bowser, Louse Koss and I will be meeting with representatives from VSA, VSBA, VSBIT and the VT AoE on August 6th in Montpelier. This meeting is for questions focused on Act 46 as it pertains to specifically to the GISU. (This group was limited to 3 board members by organizers.)
- The Executive Committee is scheduled to meet on August 4, 2015. The complete agenda is being developed however; the primary driver behind this meeting is the establishment of my professional goals for 2015 – 2016.

Administrative Retreat:

- Principals from South Hero, Grand Isle, North Hero and Alburgh, along with Beth Hemingway, Director of Student Support, Elaine Pentaleri, Director Curriculum and Assessment and I, met on July 9th for a full day to discuss leadership, curriculum, instruction and assessment for 2015-2016. Additionally, we discussed open positions within the district, updating Local and District Action Plans and a "One Plan" process, as well as planning for in-service work for the upcoming year. We have two more days planned for August 11 & 12, including a half day to learn the new version of the Vermont Common Assessment Tool (VCAT).

ACT 46:

- ACT 46 Implementation Project: This is an initiative between the VSBA, VSBIT & VSA to ensure that Vermont's public school communities have access to a range of high quality supports and services in order to achieve effective implementation of ACT 46 (i.e. technical assistance, including communications and group facilitation, education systems design, legal analysis, financial modeling, risk management and project management, etc.). *I have attached an informational sheet about the formation and function of this Project. Additionally, I have attached a copy of the slides from Steve Dale's ACT 46 presentation on July 7, 2015.*
- Guidance on implementation is to avoid the impulse to act without first developing a cohesive and well-coordinated process. *(See attached document.)*
- Guidance regarding "Intra-district Reconfiguration" was sent to Superintendents in the form of a memorandum. *(See attached document.)*

Consolidated Federal Grant:

- The 2016 CFG was successfully submitted on July 13, 2015.
- A new investment was added to the CFG in order to offer students in all 5 schools in the SU, after school learning opportunities. These efforts will be coordinated between and among schools and will be staffed by HQ Teachers from each school. This strategy, combined with providing Wellness / PBIS grant funded services to students *after* the school day, are steps to ensure that our students continue to have access to after school activities following the sequestration of our 21st Century Grant in May, 2015, as an outcome of the federal audit.

Special Education Consolidation:

- GISU must consolidate / create centralization of special education services as required by ACT 156 at the supervisory union level by July 1, 2016 (per waiver), with our next collective bargaining agreement. We must submit an update to the AoE by August 15, 2015, estimating a date by which we expect there to be a ratified agreement. *(See link to full ACT.)*
- Beth Hemingway has met with Vickie Wells, Student Support Services Director in Addison Central Supervisory Union. Vickie shared the ACSU blueprint for consolidation and Beth will be presenting this information to the GISU Board at the September meeting.
- Changes based on ACT 156 will need to be reflected in the 2016 Special Education Service Plan.
- Failure to comply with ACT 156 will result in a 5 cent surcharge on the tax-rate.

Federal Fiscal Monitoring Update:

- On Monday, May 4, 2015, Erin Finneran and Cassandra Ryan, fiscal monitors for the Vermont Agency of Education, conducted an on-site monitoring visit at GISU. The primary purpose of this audit was to determine whether the SU has a grants management system that allows it to meet federal and state fiscal requirements and has the required practices in place. They examined the internal controls and tested contracts; time and effort documentation, and grand expenditures for their compliance with grant requirements and cost principles.

- They found 6 areas that had to be addressed to be in compliance with federal requirements (i.e. Corrective Actions). These were to be completed and implemented as soon as possible.
- On May 5, 2015, the VT AoE sent notification to then Superintendent Phillips that “they were enforcing the suspension of payment of all federal funds from the VT Agency of Education to the GISU until such time as the Corrective Actions are sufficiently implemented”.
- In June, 2015, the GISU hired a new Business Manager, Lynne Carpenter, who has worked diligently with auditors to comply with the findings and improve all areas of business processes. A second monitoring visit was scheduled for July 27, 2015. While pleased with our progress there was a request made for an updated Organization Chart. This form was subsequently created and submitted on July 31, 2015.
- An extremely significant area of non-compliance, Missing Required Policies/Procedures, must be completed at the GISU Board Level. GISU Board Policies are outdated and incomplete and the SU has not updated its policies since 1989. I am working with Nicole Mace, VSBA General Counsel, to improve ALL required and recommended policies and practices that must be updated by the GISU. It is my goal to bring a draft of a new Policies and Procedures Manual to the Executive Committee meeting on August 4, 2015, and to warn a special Policy Committee meeting for full adoption of a final annotated Policy Manual as soon as possible, thereafter.
- I am working with Jeff Francis, Executive Director of the VSA, to work on all areas by which the SU functions and what we should be focusing on to make the GISU operationally excellent on behalf of the students and communities we serve.

Financial Management Questionnaire:

In December of 2014, all Vermont schools were directed to complete a “Financial Management Questionnaire”. No schools within the GISU, or the GISU, completed this mandatory reporting form. This documentation must be completed / prepared by each school and signed by the Board Chair of that school, and returned to Lynne Carpenter ASAP.

Legislation: Links to summaries +/- or reports

ACT 46- <http://education.vermont.gov/documents/edu-act46-fact-sheet.pdf>

<http://education.vermont.gov/documents/edu-act46-governance-changes.pdf>

ACT 156- http://education.vermont.gov/documents/EDU_Legislative_Report_Act156_of_2012.pdf

ACT 166-

http://education.vermont.gov/documents/EDUEarly_Ed_Implementation_Guidance_on_Act_166_of_2014.pdf

Attached:

- Slides from Steve Dale’s ACT 46 Presentation on July 7, 2015
- ACT 46 Implementation Project Information Sheet
- AoE Financial Management Questionnaire
- Intra-district Reconfiguration Memo

Alburgh Community Education Center
Board of Education Meeting

August 3, 2015

Principal's Report

A. Curriculum and Instruction

- **MTSS/EST:** One of the areas identified as a weakness from our faculty/staff is the process in which students who have academic/behavioral challenges are identified and provided support. The past system was described as “bogged down” and “confusing”. As described by the VT AoE:

“A multi-tiered approach to instruction and intervention is a comprehensive and systematic process for assessing and maximizing the opportunities to learn for all students within any content area. It emphasizes the importance of effective, culturally responsive, and differentiated first teaching and effective early intervening supports for both academics and behavior for all students, prior to making a referral for a special education evaluation. The VTAoE has identified a multi-tiered system for “Response to Instruction and Intervention” (RtII) as a major component of school improvement and effectiveness.

Within each school district's comprehensive system of educational services, Title 16 of the Vermont Statutes requires each public school to develop and maintain an educational support system (ESS) for children who require additional assistance in order to succeed in the general education environment. Support includes prevention, intervention, and pre-school services. The educational support system is required to include an educational support team (EST) and a range of support and remedial services, including instructional and behavioral interventions and accommodations.”

I am in the process of restructuring our MTSS so it is more streamlined. less confusing. and ultimately a more effective process for identifying support for students in need. We are at the review phase and I am waiting feedback from key stakeholders before finalizing.

- **Safe Routes To School:** Renee Creller and I met with Maren Hill regarding ACEC participation in the Safe Routes To School program. The SRTS program provides one-on-one support for schools and communities to develop and implement strategies in 5 key areas:
 - **Engineering:** Help create operational and physical improvements to the infrastructure surrounding the school to help ensure the safety of the students and other pedestrians, bicyclist and motorists.
 - **Education:** Teaching students about the healthy benefits and safety skills of walking/biking to school.
 - **Enforcement:** Working with local law enforcement agencies and community members to make sure local traffic laws are obeyed in the vicinity of schools.
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SRTS also help to implement safety programs (i.e safety patrol, crossing guards) and promote community safety awareness.

- o **Encouragement:** Help to generate interest and excitement around pedestrian/bicycling safety by suggesting activities and special events.
- o **Evaluation:** Monitor and document outcomes and trends through the collection of data from before and after the start of the program.

The SRTS program also helps to identify sources of funds for projects and programs intended to support the school safety goals. There are 5 levels of partnership. For each level earned, the school gains incentives such as access to services, banners, and student gifts.

At this point we are coordinating a committee with hopes of meeting before the start of school. WE have begun to identify areas the SRTS committee might address such as: developing and implementing a "walking school bus route(s)", creating assembly programs around bicycle, motorized vehicle and pedestrian safety, and contributing to the discussion regarding the drop off/pick up procedures and possible parking lot modifications.

B. Facilities

- I met with Chad Lewis from the VT Department of Health to read over the Field Operations Guide. We signed an MOU designating ACEC as the POD (point of distribution) in case of emergency.
- A lightning strike is believed to have "taken out" our fire alarm system to the cottages. Estimates for a ne system range between \$1200-\$1300. As indicated by Lynn Carpenter our insurance deductible is \$2500.
- The question has been asked as to when the new windows will be installed.
- Rick would like to know if he should continue trying to contact ^{Pisgan} Pagan and Sons for the door installation or look for another dealer/quote.
- Immediate requests:
 - o A pressure washer to be used in and around the building as needed. The estimated cost is \$175.
 - o Nine fire bricks that line the inside of the furnacc are need to replace crumbling fire bricks.
 - o A new relief valve for the furnace and needs to be replaced as soon as possible.
 - o The fuel pump is worn. Rick is asking the BOE to purchase a back up fuel pump to have on hand in the current fuel pump fails.
 - o The back parking lot should be leveled (scraped by town?) and driveway stone placed down in the parking lot and walk way from the Cottage.

C. Faculty / Staff / Student News

- **Personnel Update**
 - o **MS ELA:** We have offered David Dabney a contract as our MS ELA teacher. Mr. Dabney has accepted.
 - o **Behavior Interventionist:** The number of openings for the BI positions continues to be in flux. This is due primarily to the enrollment of students who require (IEP) one-on-one support. We are currently in need of 3-4 behavior interventionists and a building-wide BI. After discussions with Beth Hemingway, we have shifted our priorities to filling the one-on-one positions

before the building-wide BI position. The applicants have been few and we are being vigilant in making sure we hire personnel who are “good fits” for our students. We have offered a contract to one candidate for the Kindergarten 1 on 1 position.

D. School Events

- **The NaturAlburgh Summer Enrichment Program** for grades 1st-5th and will continue until 6th, Tuesdays-Thursdays, from 8:30am to 11:30am.
- **Kinder Camp** for students entering Kindergarten will be held August 11th-13th from 8:30am to 11:30am.

E. Other

Submitted: James Ross
08/03/2015
