

**Grand Isle Supervisory Union**  
School Board Executive Committee Regular Meeting  
Thursday September 27, 2018 at 6:30 p.m.  
Location: North Hero Education & Community Center  
**Agenda**

**Call to Order**

- |   |           |
|---|-----------|
| 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 8-27-2018   |           |

**Reports**

- a. Superintendent's (M. Clark)
- b. Financial (R. Gess)

**Board Business.**

- |   |           |
|---|-----------|
| 5. Department Updates (In written reports)  | 6:45 p.m. |
| 6. Website Update (M. Clark) (Discussion)   | 6:55 p.m. |
| 7. Sub Pay Rates (M. Clark) (Action)  | 7:00 p.m. |
| 8. Conflict of Interest Policy Review (M. Clark) (Discussion/Table to full meeting)   | 7:10 p.m. |
| 9. GISU Office Space (M. Clark) (Discussion)  | 7:15 p.m. |
| 10. Audit Update (R. Gess) (Discussion)   | 7:25 p.m. |
| 11. Review FY20 Budget Timeline & Planning (Hopes/Guidelines) (M. Clark) (Discussion) | 7:30 p.m. |
| 12. VEHI/VSBIT meeting (M. Clark) (Action)  | 7:45 p.m. |
| 13. Resignation (M. Clark) (Informational)  | 7:55 p.m. |
| 14. Negotiations (M. Clark) (Discussion/Possible Action)                              | 8:00 p.m. |
| 15. Update regarding Values and Beliefs (M. Clark) (Discussion)                       | 8:10 p.m. |
| 16. Other   |           |

**Closure**

- |   |           |
|---|-----------|
| 17. Setting the next agenda (M. Maltais) (Discussion) | 8:15 p.m. |
| 18. Adjourn (M. Maltais) (Action)                     | 8:20 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.*

**Grand Isle Supervisory Union**  
School Board Regular Meeting  
Thursday August 23, 2018 at 6:30 p.m.  
Location: North Hero Education & Community Center

**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 Zera made a motion to adjourn the meeting. Tim Maxham seconded. Vote 10-0

# Superintendent Report

## September GISU Board Meeting 2018

### **Audit Update**

GISU has received the FY 17 draft Audits for GISU, North Hero, and Isle La Motte. The draft audits have been reviewed by the GISU business office staff which has submitted questions to the audit firm and has responded to all but one finding (the final response to the findings in these three audits is scheduled to be submitted to the audit firm on Friday, August 31, 2018) We have received draft copies of the Alburgh, South Hero, and Grand Isle School Districts. Reviewing the Alburgh, Grand Isle, and South Hero audits and responding to the findings will be the priority of the GISU business office. FY 18 audit fieldwork has been scheduled for the first two weeks of December with a completion date of early February. The process should be significantly more straight forward compared to the FY 17 audit process.

### **Cash Flows**

The cash flow situation in the GISU and member districts has lessened. Alburgh and Grand Isle have received their tax anticipation notes. It appears South Hero and Isle La Motte will not require Tax Anticipation Notes. The North Hero Note should come through soon.

### **Substitute Pay**

Included in your packet is a document which shows what surrounding districts are paying for substitutes. Based on the discussion at the last GISU board meeting I will bring a proposal to local boards to increase substitute pay.

Three boards have met and approved changes to substitute pay:

Alburgh raised pay for substitutes to \$90/day

North Hero raised pay for substitutes to \$100/day

South Hero raised pay for substitutes to \$100/day

Grand Isle raised pay for substitutes to \$100/day

Isle La Motte raised pay for substitutes to \$90/day

### **Board Education—Executive Session**

Most of the work that school boards do is required to take place in accordance with open meeting law in open session available to the public to attend. In some limited and specific situations, a school board can vote to go into executive session. Included in your packet is a copy of VSA 1 §313, the law that governs how, when, and for what reasons a school board can vote to go into executive session.

### **In-service**

New Educator Orientation and the opening in-service days were a success. Rebecca Holcombe was our keynote speaker on the first day of in-service. Educators report her talk was inspirational and powerful.

### **Opening day of School**

Despite a hot and humid start to the year, there was lots of excitement and smiles in the schools on the first day. The staff did a great job getting the buildings ready for the start of the year. I was able to visit all 5 schools and nearly every classroom.

### **VSBA Meeting**

I attended the 2018 VSBA Chittenden/Grand Isle and Franklin Regional Meeting on September 5. Secretary Dan French was at that meeting and shared some of his current thinking with the board members in attendance. I have attached the slides he used for his talk. My take away is under Dan's leadership the AOE is going to be more design focused, I took from Dan's talk that he believes education in Vermont is heading into new territory and that solutions which have worked in the past may not be solutions that will work in the future. Dan mentioned several times that he believed the role of the AOE is to be a leadership organization. He talked about working in partnership when possible with the VSBA and the VSA. Dan mentioned that we was considering a restructure within the AOE. On Tuesday of this week the AOE announced that Deputy Secretary Amy Fowler would be leaving the AOE on Friday September 14, 2018.

I have also attached slides that were presented at the meeting which were designed to provide an orientation to Act 173 (Commonly know as the Special Education Restructuring Law). Act 173 represents a major change in how we provide/fund special education services. I think the slides give a nice overview.

### **Sick Banks**

Section 9.9 of the Teacher Master Agreement describes a Sick Leave Bank option for teachers who wish to participate. The Sick Leave Banks are supposed to be managed by a committee made up of one board member, one association member, and the superintendent (or his/her designee). There are several potential challenges which I am working on with the Association and will update you if needed. **The question I have is "Do you know who the board representative on each of the committees is?"**

### **Principal Goals**

I have requested that principals provide me with 2-3 goals they are working on for the year by September 30<sup>th</sup> and to meet with me to review those goals by October 5<sup>th</sup>. If there is something specific, as a board chair, you think your principal should be working on and would like me to be sure it is part of my conversation with the principal please call me as soon as you.

### **Websites**

We continue to work on rolling out new websites. The new Folsom, GI, and GISU sites are up and live (in some cases the old sites are not down yet). CIUUSD and North Hero are built and ready to go live but there is some technical difficulties with existing websites which need to be addressed before they can go live. Megan DeVinny is working with principals for Alburgh and Isle La Motte on finalizing those pages.

Thank you for all the work you do to support education in the Islands!

## 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/> .



# Grand Isle Supervisory Union

5038 US Route 2 North Hero, Vermont 05474

Phone: 802-372-6921 Fax: 802-372-4898 Web Site: [www.gisu.org](http://www.gisu.org)

September 11, 2018

Memorandum to: Michael Clark

Subject: Current Work Product

In response to your email today, below are some current and future items that the Finance team is working on.

1. The GISU single audit was filed with the Federal Clearinghouse on Friday, September 19<sup>th</sup>. The AOE is reviewing it and we expect additional questions from them.
2. We have provided responses to Sullivan & Powers to the draft audits from Alburgh, Grand Isle and South Hero school districts. We included additional questions on our end as we could not tie to some of their figures.
3. Michelle Hetling and I attended a training session on the new statewide chart of accounts which will be implemented in July 2019. We will attend future training sessions as they are scheduled.
4. The School Safety and Security grants have been executed and schools can now initiate projects for reimbursement.
5. FY19 grant agreements will be loaded to the new Grants Management System in the next week or so. Once loaded, reimbursements can be requested.
6. We are still working with the AOE/Child Nutrition Programs staff on remaining issues from the admin review held earlier in the year. They are claiming there are items still waiting to be responded to. I am not aware of anything.
7. I will be participating as a guest panelist at the Grants Management training class to be held in October.

Please let me know if you have any questions.

## **IT update September 2019**

Dave Brisson  
GISU IT Director

It has been a busy, successful year in the GISU IT department. Focus has been on bringing Consistency, Reliability, Redundancy and Security to the network infrastructure.

### **Phase I: Stabilize the network and reduce cyber security vulnerabilities.**

This work included an overhaul and reorganization of the Microsoft Active Directory database including removing almost 800 users that were no longer active in the SU, removing 2200 devices (PCs etc.) that had been decommissioned and no longer on the network. All onsite servers were in a poor state of health and needed operating system patching and various reconfigurations to become stable. There were significant issues with the Domain Name System (DNS) not self cleaning and causing conflicts. The network time was incorrect and was sourced from three different sources causing conflicts.

Network monitoring and notifications have been turned on and configured to notify when abnormalities are occurring on the various security appliances. Firmware upgrades were performed on all security appliances to bring them up to date, Link Balancer, Web Filter, SPAM filter etc.. Server backups were not being performed and needed to be reconfigured. All of these issues and many, many more have been corrected.

The wifi was reviewed in this phase, poor wifi was a complaint in every building. We moved and repositioned access points (ap) in each building but still there were issues. Through configuration changes, we were able to increase bandwidth throughput by 400+% to end users. This helped significantly and the complaints reduced.

### **Phase II: The daily Network Administration process.**

We have installed Desktop Central, a PC and Server centralized management system. This system manages PC operating system and third party patching in each of the schools, patching is critical for reducing cyber security vulnerabilities. Desktop Central also helps us maintain inventory and allows us immediate access to a user's PC from remote and view all the details of the device they are using. We have also installed a help desk ticketing system. This system manages help requests from all users in each school, allowing IT staff to prioritize and manage time better while keeping a record of issues worked on.

### **Phase III: The staff user experience**

Over the past summer we migrated our internal Exchange email server to Google Gmail. We also have consolidated our six Google G Suite accounts into one G Suite account named "gisu.org". The change creates efficiencies across the entire network, including Network Administration. Users are now connected amongst the schools and can easily communicate as needed. Previously each teacher had two email accounts, one for their local school and one for the SU. Now they maintain one account. Student accounts are also managed in the same domain with staff. Students email addresses are "student@student.gisu.org" this differentiates their addresses from staff addresses.

From the SU perspective, we have turned off our internal Exchange email server and our SPAM filter. We will no longer need to pay maintenance fees for our SPAM filter and there will be no need to pay to upgrade our internal Exchange email server. Chromebook licensing has been consolidated and is now managed at the SU level, making it much easier to maintain inventory and compliance. During the summer Chromebook cleanup, we affixed an identification label that is based on the serial number of the Chromebook. This will assist with inventory and allow easy identification of an individual Chromebook. All incoming devices will receive a similar label for identification.

### **Phase IV: The student user experience**

The steps and priorities for this phase will be worked out by the Technology Committee and others. There will be strong support of the 21st Century classroom concept and also on efficiency of communication by leveraging the Google platform.

### **Other Projects:**

Other major projects in the works, include replacing the SU "firewall", installing a firewall in Isle La Motte and upgrading our Aerohive wifi access points to a newer, more robust model. I have secured eRate funding to assist the SU in paying for these upgrades. USAC will reimburse 57% of the cost of the new Next Gen Firewalls and 80% of Aerohive wifi access point upgrades. This is a significant windfall and will save the SU and the schools many thousands of dollars.

We are in the process of developing a hardware life cycle plan.

Many of the PCs and devices in each of the schools are EOL (End of Life) and in desperate need of replacement. This also includes projectors, Smart Boards and document cameras. We will have a more detailed look in the next few weeks but it looks like we will need to start planning a large Chromebook refresh in each of the schools soon. Many of the Chromebooks are from 2015, Google suggests replacing a Chromebook at five years. Many of our infrastructure switches are EOL and need replacing as well, we will be reviewing those for the upcoming budget.

## Budget Timeline

Month	GISU	Individual Districts
September	Budget Priorities (traditional community engagement?)	Share Timeline
October	Present "First Draft Budget" (traditional community engagement?)	Present Budget Priorities (traditional community engagement?)
November	Finalize and Approve GISU Budget	Present "First Draft Budget" (traditional community engagement?)
December	No Meeting	"Second Draft Budgets" Finalize if possible (traditional community engagement?)
January		All Budgets Finalized
February		Budget Education Communities
March		Budget Votes

# The Vermont Statutes Online

## Title 1 : General Provisions

### Chapter 005 : Common Law; General Rights

#### Subchapter 002 : Public Information

(Cite as: 1 V.S.A. § 313)

#### § 313. Executive sessions

(a) No public body may hold an executive session from which the public is excluded, except by the affirmative vote of two-thirds of its members present in the case of any public body of State government or of a majority of its members present in the case of any public body of a municipality or other political subdivision. A motion to go into executive session shall indicate the nature of the business of the executive session, and no other matter may be considered in the executive session. Such vote shall be taken in the course of an open meeting and the result of the vote recorded in the minutes. No formal or binding action shall be taken in executive session except for actions relating to the securing of real estate options under subdivision (2) of this subsection. Minutes of an executive session need not be taken, but if they are, the minutes shall, notwithstanding subsection 312(b) of this title, be exempt from public copying and inspection under the Public Records Act. A public body may not hold an executive session except to consider one or more of the following:

(1) after making a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage:

(A) contracts;

(B) labor relations agreements with employees;

(C) arbitration or mediation;

(D) grievances, other than tax grievances;

(E) pending or probable civil litigation or a prosecution, to which the public body is or may be a party;

(F) confidential attorney-client communications made for the purpose of providing professional legal services to the body;

(2) the negotiating or securing of real estate purchase or lease options;

(3) the appointment or employment or evaluation of a public officer or employee, provided that the public body shall make a final decision to hire or appoint a public officer or employee in an open meeting and shall explain the reasons for its final decision during the open meeting;

(4) a disciplinary or dismissal action against a public officer or employee; but nothing in this subsection shall be construed to impair the right of such officer or employee to a public hearing if formal charges are brought;

(5) a clear and imminent peril to the public safety;

(6) records exempt from the access to public records provisions of section 316 of this title; provided, however, that discussion of the exempt record shall not itself permit an extension of the executive session to the general subject to which the record pertains;

(7) the academic records or suspension or discipline of students;

(8) testimony from a person in a parole proceeding conducted by the Parole Board if public disclosure of the identity of the person could result in physical or other harm to the person;

(9) information relating to a pharmaceutical rebate or to supplemental rebate agreements, which is protected from disclosure by federal law or the terms and conditions required by the Centers for Medicare and Medicaid Services as a condition of rebate authorization under the Medicaid program, considered pursuant to 33 V.S.A. §§ 1998(f)(2) and 2002(c);

(10) municipal or school security or emergency response measures, the disclosure of which could jeopardize public safety.

(b) Attendance in executive session shall be limited to members of the public body, and, in the discretion of the public body, its staff, clerical assistants and legal counsel, and persons who are subjects of the discussion or whose information is needed.

(c) The Senate and House of Representatives, in exercising the power to make their own rules conferred by Chapter II of the Vermont Constitution, shall be governed by the provisions of this section in regulating the admission of the public as provided in Chapter II, § 8 of the Constitution. (Amended 1973, No. 78, § 2, eff. April 23, 1973; 1979, No. 151 (Adj. Sess.), § 3, eff. April 24, 1980; 1987, No. 256 (Adj. Sess.), §§ 3, 4; 1997, No. 148 (Adj. Sess.), § 65, eff. April 29, 1998; 2005, No. 71, § 308a, eff. June 21, 2005; 2011, No. 59, § 7; 2013, No. 143 (Adj. Sess.), § 3; 2015, No. 23, § 1.)

# Act 173 of 2018 Orientation–

An act relating to enhancing the effectiveness,  
availability, and equity of services provided to  
students who require additional support

Presentation from the Vermont Agency of Education  
*VSBA Regional Meetings*



## Agenda

1. Purpose of Act 173
2. History
3. Reports
4. What's Changing and When
5. What's Not Changing
6. Other Items of Note
7. Next Steps



## Purpose of Act 173

The purpose of Act 173 of 2018 is to enhance the effectiveness, availability, and equity of services provided to all students who require additional support in Vermont's schools.

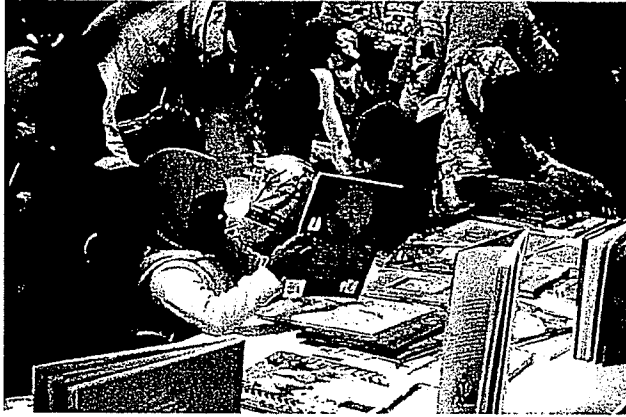


## Using Research to Inform Legislation

- In 2016, the General Assembly directed the Agency of Education (AOE) to contract for two studies.
  1. UVM Study: To evaluate current special education funding model and recommends a model that provides incentives for desirable practices and stimulates innovation in the delivery of services (2016 Act 148 Sec. 3).
  2. DMG Report: The second study compared current practice to best practices for special education service delivery (2016 Act 148 Sec. 4) in 10 representative Supervisory Unions/Supervisory Districts.



## Who is this law intended to support?



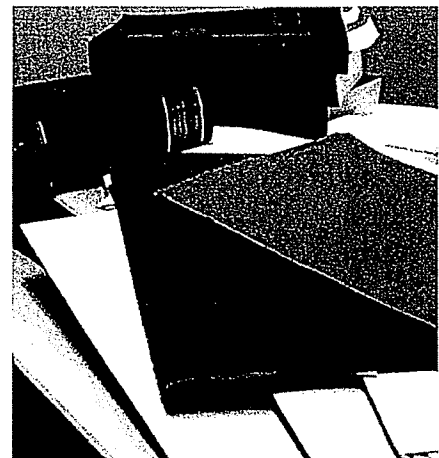
1. Students with an individualized education program (IEP);
2. Students with a 504 plan under the Rehabilitation Act of 1973;
3. Students without an IEP (1) or 504 plan (2) but whose ability to learn is negatively impacted by a disability or by social, emotional, or behavioral needs;
4. Students who are English learners;
5. Students who read below grade level.



## UVM Study- Current Funding System Problems

Stakeholders reported the current funding model to be:

1. Administratively costly for both the state and local SU/SDs
2. Misaligned with current policy priorities of MTSS and PBIS
3. Incongruent in regards to incentives for identification and placement of students
4. Discouraging of cost containment
5. Unpredictable and lacking transparency



## UVM Study- Solutions offered by Census Funding Model



The census model addresses these concerns because it:

1. Allows increased flexibility in the use of funds
2. Allows the use of funds for all students, not just those on IEPs, to provide flexibility for early intervention if needed
3. Is simple and predictable
4. Aligns with the policy priorities of serving students who need additional support in both general and special education



## DMG Report- Opportunities for Improved Service Delivery

The District Management Group (DMG) identified five opportunities for improving services and supports for students who need additional support:

1. Ensure elementary Tier 1 core instruction meets the needs of most students;
2. Provide additional instructional time outside core subjects aligned to the core instruction, to students who struggle, rather than providing interventions;
3. Ensure students who struggle receive all instruction from highly skilled teachers;
4. Create or strengthen a systems-wide approach to supporting positive student behaviors based on expert support; and
5. Provide students having more intensive support needs with specialized instruction from skilled and trained experts.



## What does Act 173 Include?

1. Establishment of an Advisory group to shape proposed rules and procedures
2. A several year transition to the new funding system providing time for rule-making, procedure development and professional learning.
3. Resources to support implementation of the law and professional learning

## Advisory Group

Act 173 creates a census-based advisory group that will meet from September 2018 through June 2021 that has three duties:

1. Advise the State Board of Education on the development of rules to implement the act; (adopted in 2020, in effect 2021)
2. Advise the AOE and supervisory unions on the implementation of the act; and
3. Recommend to the General Assembly any statutory changes necessary or advisable to meet the goals of the act.

## What's Changing: Funding Model

### Today

Special education is funded through a reimbursement system. Overall the state funds 60% of all special education costs through three mechanisms:

- Mainstream Block Grant
- Special Education Expenditure Reimbursement
- Extraordinary Service Reimbursement

### Future

Starting in Fiscal Year 2021 the State will replace Mainstream Block Grant and Special Education Expenditure Reimbursement with a census-based grant.

- The state will set a per student (ADM) amount
- SU/SDs will receive a grant equal to the per student amount times the 3-year average ADM count



## What's Changing: Funding Model

- SU/SDs will use these funds for services outlined in IEPs and to ensure compliance with IDEA fiscal requirements
  - If all IEP requirements are met, SU/SDs can use the funds to provide other services to kids, such as MTSS and other preventative services, that were not allowable for reimbursement under the reimbursement model.
  - All remaining costs will be the obligation of the SU/SD
- Extraordinary cost relief will be available for students with high individual costs at a new threshold of \$60,000 that will increase annually by inflation.



## What's Changing: Independent Schools

Act 173 also addresses special education costs provided to independent schools.

- Independent schools may bill LEAs for costs required by an IEP that exceed the general tuition rates.
- An LEA may receive extraordinary cost reimbursement if the individual students' special education costs at the independent school exceed the threshold for reimbursement.
- Provisions related to independent schools do not go into effect until July 1, 2022.

## What's Not Changing: Funding Model

Some aspects of state special education funding were not addressed by Act 173 and will continue in their current state:

- Annual grant funds for Best/Act 230,
- Annual grants for consultants for students with the most significant and complex disabilities, for student that are blind or visually impaired and for students that are deaf or hard of hearing.
- Essential Early Education grant program that provides SUs with funds for 3-5 year-olds who are eligible for special education will not change.

## Resources for the Transition: Professional Learning in 2018-19



1. Underway- A contract to develop a statewide blueprint/plan for early literacy
2. Underway- A contract to provide regional training for 12 SU/SD for high leverage instructional strategies;
3. Underway- A contract for regional training and technical assistance on building schedules
4. In Procurement: A contract in process for professional learning on effective first instruction for students who struggle in math.



## Resources for the Transition: Professional Learning in 2019-20

This year, the AOE will work with the Advisory Group to develop a state-wide, coordinated professional learning plan for anticipated stakeholder groups:

- **Finance Strand:** SU/SD Special Education Financial Staff
- **Instructional Strand:** SU/SD Instructional Staff including general education and special education
- **Communications Strand:** Community members, particularly those who have children needing support, legislators and educators.

We anticipate a high-level plan being disseminated to stakeholders in November 2018.



## Resources: Weighting Study

Act 173 directs AOE to contract for a weighting study analyzing factors that should be used to increase the census grant to supervisory unions, based on what may cause an increase in the number of students needing support.

A report of the findings of the study is due to several legislative committees on or before November 1, 2019.



 VERMONT  
AGENCY OF EDUCATION

## Closing Thoughts for Board Members



1. Send your questions and concerns to VSBA to inform Advisory Group work
2. Ask your Superintendent about their plans for professional learning in 2019-20 to prepare
3. Include budget items to support professional learning in 2019-20
4. Ask for a presentation on student learning outcomes for students with disabilities

 VERMONT  
AGENCY OF EDUCATION

# VSBA Regional Meetings Fall 2018

Secretary Daniel M. French

## Representative vs. Design Strategies

### Representative Strategy

- Used when the new solution is already in the repertoire of solutions, when affirmation of stakeholder values or current practices supersedes the need for change.

### Design Strategy

- Used when an entirely new solution needs to be created; a design team might not be representative, but composed of small group that can rapid prototype, and then the prototype is scaled by stakeholders in real organizational process for refinement and utility.



## Accountability vs. Responsibility

- Accountability can be seen as a state function to ensure quality and equity across the entire system.
- Responsibility can be seen as a local function fulfilled by school boards enacting their fiduciary responsibility to the public:
  - Ensure public funds are handled appropriately
  - Through policy, determine the desired outcomes for students, and ensure the organization obtains these desired outcomes
  - Hold the superintendent responsible for organizational performance and student outcomes

We need to design effective school board governance models and scale them.

## Restructuring the AOE

- The AOE will be restructured somewhat to improve its effectiveness while also being able to provide design leadership for the system.
- New structures, new tools, and new spaces to support “the work”
  - Getting clarity on “the work”
  - New org chart to support the work
  - New tools to visualize the work: help desk/CRM system across the entire enterprise
  - Now evaluating moving to a new building. Space will be leveraged to support the work.
- The AOE will need to use its “convening authority” so that good ideas can be percolated/tested from the field on up, and then scaled responsibly and rapidly across the entire system as best practices.



Vermont Education Health Initiative  
52 Pike Drive  
Berlin, VT 05602  
802/223-5040

## MEMO

To: VEHI Member School Board Chairs, Superintendents and Business Officials  
From: Laura Soares, President  
Date: September 4, 2018  
Re: **VEHI Annual Meeting Notice**

---

The Vermont Education Health Initiative (VEHI) will hold its Annual Meeting on Friday, **October 19, 2018 at 8:15 AM** at the Lake Morey Inn in Fairlee, Vermont. Included with this Memo are **Exhibit A: Notice of the 2018 Annual Meeting** and a copy of the Minutes of the 2017 Annual Meeting.

**Please note, there is no action item requiring a vote of the membership on the enclosed Agenda. Act 11 of 2018 changed the composition of the VEHI Board effective October 1, 2018.** Under this Act, the VEHI Board will consist of six members, three appointed by VSBA and three appointed by Vermont-NEA. The newly appointed VEHI Board will commence operations October 1, 2018 and be encouraged to attend the Annual Member Meeting. Representatives of the Department of Financial Regulation plan on attending the Annual Meeting to respond to questions on their role in implementing Act 11.

A school district is a member of VEHI, and therefore eligible to vote at the upcoming meeting if there is a vote, if it has a signed Health and/or Dental Member Agreement on file with VEHI by 4 P.M. on October 5, 2018. The membership list is posted online at [www.vehi.org](http://www.vehi.org), and will close at 4 P.M. on October 5th. Members of both the Health and Dental programs have two votes. Members may vote in-person by designating an authorized representative to attend the meeting or by vote via proxy by appointing the VEHI Board. We ask each member to complete **Exhibit B: Proxy/Certificate of Authority**, enclosed, and **send it ahead** of the meeting to the following address. This will allow the authorized representative to receive his/her voting cards in an expedited manner at the meeting on the 19<sup>th</sup>.

Vermont Education Health Initiative  
Attention: Laura Soares  
52 Pike Drive  
Berlin, VT 05602

You may submit Proxy/Certificate of Authority forms on the day of the meeting, however it may take longer to sign in and receive your voting cards.

We hope you will attend the Annual Member Meeting, where we will introduce the new VEHI Board, discuss Act 11, share the accomplishments of the Trust over the past year, and answer your questions on the upcoming year.

Over

Our Annual Report will soon be available online. Currently, two years of our financial audits are available; our most recent audit will be posted in early November. All documents can be found on our website at [www.vehi.org](http://www.vehi.org).

We look forward to seeing you at the Lake Morey Inn on October 19<sup>th</sup>.

Enclosures



**VERMONT EDUCATION HEALTH INITIATIVE**

**ANNUAL MEETING  
LAKE MOREY INN  
FAIRLEE, VT**

**OCTOBER 19, 2018  
8:15 AM**

**AGENDA**

- 1. Roll Call of Members**
- 2. Proof of Notice of Meeting or Waiver of Notice**
- 3. Reading of Prior Annual Meeting Minutes**
- 4. Reports of Officers and Directors**
- 5. Legislative Update – Act 11**
- 6. Information Exchange**
- 7. Adjournment**



Vermont Education Health Initiative  
52 Pike Drive  
Berlin, VT 05602  
802/223-5040

## MEMO

To: VEHI Members  
From: Laura Soares, President  
Date: September 4, 2018  
Re: VEHI Board of Directors

---

### **VEHI Board of Directors Serving Until October 1, 2018**

Elizabeth Fitzgerald, School Board Member

Martha Gagner, Business Official

Tracy Wrend, Superintendent

Jeff Fannon, Executive Director VT-NEA

Nicole Mace, Executive Director VSBA

**As of October 1, 2018 the VEHI Board of Directors shall be appointed as outlined in Act 11 of 2018.** Three Board Members shall be appointed by the VSBA and three Board Members shall be appointed by the Vermont-NEA. The following directors have been appointed:

By the VSBA: Elizabeth Fitzgerald, School Board Member

Martha Gagner, Business Official

Tracy Wrend, Superintendent

By the VT-NEA Joel Cook, Former Executive Director of the VT-NEA

Fran Brock, Educator

Peggy Maxfield, Educator



## EXHIBIT A

### NOTICE OF MEETING

The Board of Directors of the Vermont Education Health Initiative at a regular meeting of the Board held on August 30, 2018, determined that the 2018 Annual Meeting of the Corporation will be held at the following date, time and place:

DATE: October 19, 2018  
TIME: 8:15 A.M.  
PLACE: Lake Morey Inn, Fairlee, Vermont

The Agenda for said Annual Meeting is as follows:

1. Roll Call of Members
2. Proof of Notice of Meeting or Waiver of Notice
3. Reading of Prior Annual Meeting Minutes
4. Reports of Officers and Directors
5. Legislative Update
6. Information Exchange
7. Adjournment

At the regular meeting of the Board of Directors of the Corporation held on June 11, 2018, it was resolved by the Board that the Membership Books would be closed as of October 5, 2018 for the purpose of determining members entitled to vote at the October 19, 2018 meeting.

A list of voting members of the Corporation entitled to vote at said Annual Meeting is posted online at [www.vehi.org](http://www.vehi.org) and available for inspection by any member at the principal office of the Corporation located at 52 Pike Drive, Berlin, Vermont (Telephone: (802) 223-5040).



## **INSTRUCTIONS FOR EXHIBIT B VEHI PROXY OR CERTIFICATE OF AUTHORITY**

- **In order to vote at the VEHI Annual Meeting on *October 19, 2018* Exhibit B must be completed prior to the meeting.**
- **If you will be sending a person to the Annual Meeting to represent you, complete the first selection, option (a) by checking the box and listing the name of your representative and their title. This person must be present, with a copy of this form on file, in order to vote.**
- **If you will not be attending or sending a person to the Annual Meeting but wish to cast a vote, complete the second selection, option (b) by checking the box and in doing so, naming the VEHI Board as a proxy to cast a vote on your behalf.**
- **If your school district is a participating member of **both** the VEHI health program **and** dental program, a separate Exhibit B form must be filled out for each program.**
- **In either case, sign and date the bottom of the form and either bring it to the meeting or mail it ahead to:**

**VEHI  
52 Pike Drive  
Berlin, Vermont 05602**





**EXHIBIT B**

**VEHI PROXY OR CERTIFICATE OF AUTHORITY**

LET IT BE KNOWN THAT: \_\_\_\_\_, member of  
(Name of Member School District/Supervisory Union)  
the VEHI Health Program, a body corporate and politic, created and existing under the laws of  
the State of Vermont, does hereby:

***Certificate of Authority***

☐ (a) appoint as its authorized representative to appear and vote on its behalf at any and all meetings of the members of the Vermont Education Health Initiative, or any adjournment thereof, the following person:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

***Note: If option (a) is selected, the person listed above must attend in-person to vote.***

**OR**

***Proxy***

☐ (b) appoint as its true and lawful attorney, the Board of Directors of the Vermont Education Health Initiative, by majority vote, with the power of substitution for it and in its name to vote at the Annual Meeting of the Vermont Education Health Initiative, to be held on the 19<sup>th</sup> day of October, 2018 or at any adjournment thereof, with all the powers it should possess if personally present through its authorized representative.

**Please sign and date this section once you have chosen (a) or (b):**

Dated at \_\_\_\_\_, Vermont, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

This action is valid for one year [365 days] from the date of enactment, or until it is superseded by subsequent action of the member filed with the Trust.

\_\_\_\_\_  
Name of Member District

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DENTAL



## **EXHIBIT B**

### **VEHI PROXY OR CERTIFICATE OF AUTHORITY**

LET IT BE KNOWN THAT: \_\_\_\_\_, member of  
(Name of Member School District/Supervisory Union)  
the VEHI Dental Program, a body corporate and politic, created and existing under the laws of  
the State of Vermont, does hereby:

#### ***Certificate of Authority***

☐ (a) appoint as its authorized representative to appear and vote on its behalf at any and all meetings of the members of the Vermont Education Health Initiative, or any adjournment thereof, the following person:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

***Note: If option (a) is selected, the person listed above must attend in-person to vote.***

**OR**

#### ***Proxy***

☐ (b) appoint as its true and lawful attorney, the Board of Directors of the Vermont Education Health Initiative, by majority vote, with the power of substitution for it and in its name to vote at the Annual Meeting of the Vermont Education Health Initiative, to be held on the 19<sup>th</sup> day of October, 2018 or at any adjournment thereof, with all the powers it should possess if personally present through its authorized representative.

**Please sign and date this section once you have chosen (a) or (b):**

Dated at \_\_\_\_\_, Vermont, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

This action is valid for one year [365 days] from the date of enactment, or until it is superseded by subsequent action of the member filed with the Trust.

\_\_\_\_\_  
Name of Member District

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

# VERMONT EDUCATION HEALTH INITIATIVE

## ANNUAL MEETING

October 20, 2017, 8:30 A.M.

## LAKE MOREY INN

Fairlee, Vermont

**Board and Staff Present:** Tracy Wrend, Elizabeth Fitzgerald, Nicole Mace, Jeff Fannon, Mark Hage, Laura Soares, Tim Vincent, Gillian Pieper, Lisa Locke, Shevonne Travers, and Angela Tremblay

**Others Present:** Lisa Kenyon/Rutland Northeast, Deborah Songiser/Rutland Northeast, Patrick Murray/Essex Westford Educational Community Unified Union, Kelley Hersei/SAU #70, Mary Moran/Rutland City, Laurie Childers/Addison Northwest, David Whitcomb/Lamoille North, Dana Peterson/Patricia A. Hannaford Career Center, Mark Tucker/Washington Northeast, Lynn Cota/Franklin Northeast, Beth Pearce/State Treasurer/VSTRS, Suzanne Hull-Parent/Franklin Northeast, Emily Long/Windham Central, Kevin Christie/Hartford, Jen Botzjorns/Caledonia North, Martin LaLonde/South Burlington, Joanne LeBlanc/Orleans Southwest, Clarence Haynes/Rutland Southwest, Debra Taylor/Rutland Central, Michael Clark/Essex Caledonia, Winton Goodrich/Franklin Northwest, Laurie Gossens/Washington South, Tom Candon/SAU #70, Neil Odell/SAU #70, Andre Roy/Westford, Amy McMullen/Windsor Southeast, Edward Canon/Springfield, Karen Conroy/Essex North, and 185 proxies.

The Meeting was called to order by Chair, Tracy Wrend at 8:30 a.m. Tracy introduced members of the current board and staff.

### Items 1-3

Readings of the Roll Call of Members, Proof of Notice of the 2017 Annual Meeting and the Minutes of the previous meeting were waived. Winton Goodrich, made a motion and Joanne LeBlanc, seconded the motion to waive the readings. The vote to waive was unanimous, the motion passed.

### Item 4

Reports from the Officers and Directors were included in the VEHI 2017 Annual Report, which is posted on the VEHI website. Prior to the meeting, members were notified electronically how to access the report. Additional copies were available at the Meeting. Tracy Wrend drew member's attention to the Mission of the organization included in the report. Winton Goodrich made a motion and Amy McMullen, seconded the motion to accept the VEHI Annual Report. The vote to accept was approved, the motion passed.

### Item 5

Tracy asked President Laura Soares to summarize the work of the Vermont Education Health Benefits Commission work to date. The Commission is charged with looking at the advantages and disadvantages of a single statewide health benefit plan for school employees, considering a variety of factors, including the structure and composition of the VEHI Board. The Commission has met four times and requested an extension of the due date of November 15<sup>th</sup> for its report to be complete. The structure and composition of the VEHI Board has not yet been discussed.

VEHI provided the Chair of the Commission a letter of introduction and information on VEHI's current structure, regulatory structure, Bylaws etc.

Meetings are open to the public-agendas and minutes are available on the Vermont Department of Financial Regulation website.

Tracy asked Nicole Mace, who is on the Commission, and Jeff Fannon who has a designee on the Commission, if they wished to add anything, neither did.

#### **Item 6**

Tracy Wrend opened the meeting to questions concerning VEHI Programs.

A request from member Laurie Childers of Addison NWSD was made for a brief overview of why the Commission exists. Tracy explained it was included in Act 85 which was passed by the Legislature in the veto session in June.

Jen Botzjoins requested photos in VEHI materials, such as the Benefit Guides, reflect greater diversity. Laura Soares acknowledged that this had been identified by staff as well, and increased efforts are being made to capture the diversity of those we serve.

Tracy Wrend announced there were 146 votes represented at the meeting. The Board has 39 votes and the Board will vote for the slate.

Tom Candon made a motion, seconded by Winton Goodrich, to reassert the vote taken last year by the membership on the current board composition, to inform the VEHB Commission discussion. Tracy requested voting members hold up their voting cards as the vote was taken. The motion carried with four votes against. Beth Pearce requested her vote on behalf of VSTRS be reflected in the minutes as a vote against the motion.

Laurie Childers inquired as to why the Annual report did not include a balance statement. Laura Soares responded that it has been historical practice to include the Combined Statement of Revenue in the Report and make the full audit available upon request.

Laurie Childers asked for a summary of the rate setting process and the role of DFR, which Laura provided.

#### **Item 7**

As there was no further business, the meeting adjourned at 8:55 a.m.

Respectfully submitted,  
Gillian Pieper  
Health Promotion Specialist



Vermont School Boards Insurance Trust  
52 Pike Drive  
Berlin, VT 05602  
802/223-5040

## MEMO

To: VSBIT Member School Board Chairs, Superintendents and Business Officials  
From: Laura Soares, President  
Date: September 4, 2018  
Re: **VSBIT Annual Meeting Notice**

---

The Vermont School Board Insurance Trust (VSBIT) will hold its Annual Meeting on Friday, **October 19, 2018** in conjunction with the Vermont School Board Association's Annual Meeting at the Lake Morey Inn in Fairlee, Vermont. The VSBIT Annual Business Meeting will start at **8:00 AM**. Included with this Memo are **Exhibit A: Notice of the 2018 Annual Meeting** and a copy of the Minutes of the 2017 Annual Meeting.

We hope you will join us bright and early to elect two Directors to the Board - there will be an election for one two-year at-large term and one three-year superintendent term. After the election of Directors, we will share the accomplishments of the Trust over the past year and answer questions from members. Our Annual Report will soon be available online. Currently, two years of our financial audits are available; our most recent audit will be posted in early November. All documents can be found on our website at [www.vsbite.org](http://www.vsbite.org).

Since 1978, we have been assisting Vermont schools in pooling resources and saving money. The Annual Meeting is a time for us to hear from you - our members - on how we can continue to serve you more effectively and in innovative ways. Please bring your feedback and ideas!

We hope you will join us at the Annual Meeting. Please remember each member entity is entitled to one vote for each program (Multi-Line and/or Unemployment) of which they are a member. The membership books close at 4 PM on October 5<sup>th</sup>; the final list will be posted online at [www.vsbite.org](http://www.vsbite.org). Members may vote in-person by designating an authorized representative to attend the meeting or by vote via proxy by appointing the VSBIT Board to vote on their behalf. We ask each member to complete **Exhibit B: Proxy/Certificate of Authority**, enclosed, and **send it ahead** of the meeting to the address below. This will allow the authorized representative to receive his/her voting card(s) in an expedited manner at the meeting on the 19<sup>th</sup>.

Vermont School Boards Insurance Trust  
Attention: Laura Soares  
52 Pike Drive  
Berlin, VT 05602

We look forward to seeing you at the Lake Morey Inn on October 19<sup>th</sup>.

Enclosures



## **VERMONT SCHOOL BOARDS INSURANCE TRUST**

**ANNUAL MEETING  
LAKE MOREY INN  
FAIRLEE, VT**

**OCTOBER 19, 2018  
8:00 AM**

### **AGENDA**

- 1. Roll Call of Members**
- 2. Proof of Notice of Meeting or Waiver of Notice**
- 3. Reading of Prior Annual Meeting Minutes**
- 4. Reports of Officers and Directors**
- 5. Election of Directors**
- 6. Information Exchange**
- 7. Adjournment**



Vermont School Boards Insurance Trust  
52 Pike Drive  
Berlin, VT 05602  
802/223-5040

## MEMO

To: VSBIT Members  
From: Laura Soares, President  
Date: September 4, 2018  
Re: VSBIT Board of Directors

---

The VSBIT Board is comprised of five members. As outlined in the organization's current Bylaws, the Directors include one school board member, one superintendent and one school business official, each with a three year term. In addition, there are two at-large seats with terms of two years. The current directors, along with the length of their term, are included below.

### **Current VSBIT Board of Directors**

Brenda Fleming, Business Official	Term expires 2020
Robert Giroux, Member At-Large	Term expires 2020
Michael Clark, Superintendent	Term expires 2018
Emily Long, School Board Member in At-Large Seat	Term expires 2018
Stuart Wepler, School Board Member	Term expires 2019

The membership will elect two Directors to fill the terms expiring in 2018 at the Annual Meeting to be held October 19, 2018, at 8:00 a.m., at Lake Morey Inn, Fairlee, Vermont.

The VSBIT Board established a nominating committee to seek out interested candidates. The nominating committee recommends Michael Clark for the three-year Superintendent seat and Steve Hier, semi-retired Business Official, for the two-year at-large seat.

I encourage each member to send a representative to the Annual Meeting utilizing the Certificate of Authority included in this mailing, or use the proxy to allow the Board of Directors to cast a vote on your behalf.



## EXHIBIT A

### NOTICE OF MEETING

The Board of Directors of the Vermont School Boards Insurance Trust, Inc., at a regular meeting of the Board held on April 16, 2018, determined that the 2018 Annual Meeting of the Corporation will be held at the following date, time and place:

DATE: October 19, 2018  
TIME: 8:00 A.M.  
PLACE: Lake Morey Inn, Fairlee, Vermont

As outlined in the Bylaws of the organization, the Agenda for said Annual Meeting is as follows:

1. Roll Call of Members
2. Proof of Notice of Meeting or Waiver of Notice
3. Reading of Minutes of Preceding Meeting
4. Reports of Officers and Directors
5. Election of Directors
6. Information Exchange
7. Adjournment

At said regular meeting of the Board of Directors of the Corporation held on April 16, 2018 it was resolved by the Board that the Membership Books would be closed as of October 5, 2018 for the purpose of determining members entitled to vote at the October 19, 2018 meeting.

A list of voting members of the Corporation entitled to vote at said Annual Meeting is posted online at [www.vsbitt.org](http://www.vsbitt.org) and available for inspection by any member at the principal office of the Corporation located at 52 Pike Drive, Berlin, Vermont (Telephone: (802) 223-5040)





## **INSTRUCTIONS FOR EXHIBIT B VSBIT PROXY OR CERTIFICATE OF AUTHORITY**

- **In order to vote at the VSBIT Annual Meeting on *October 19, 2018*, Exhibit B must be completed prior to the meeting.**
- **If you will be sending a person to the Annual Meeting to represent you, complete the first selection, option (a) by checking the box and listing the name of your representative and their title. *This person must be present, with a copy of this form on file, in order to vote.***
- **If you will not be attending or sending a person to the Annual Meeting but wish to cast a vote, complete the second selection, option (b) by checking the box and in doing so, naming the VSBIT Board as a proxy to cast a vote on your behalf.**
- **If your school district is a participating member of **both** the VSBIT Multi-Line program **and** Unemployment program, a separate Exhibit B form must be filled out for each program.**
- **In either case, sign and date the bottom of the form and either bring it to the meeting or mail it ahead to:**

**VSBIT  
52 Pike Drive  
Berlin, Vermont 05602**

UNEMPLOYMENT



**EXHIBIT B**

**VSBIT PROXY OR CERTIFICATE OF AUTHORITY**

LET IT BE KNOWN THAT: \_\_\_\_\_, member of  
(Name of Member School District/Supervisory Union)  
the VSBIT Unemployment Program, a body corporate and politic, created and existing under the  
laws of the State of Vermont, does hereby:

***Certificate of Authority***

☐ (a) appoint as its authorized representative to appear and vote on its behalf at any and all meetings of the members of the Vermont School Board Insurance Trust, or any adjournment thereof, the following person:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

***Note: If option (a) is selected, the person listed above must attend in-person to vote.***

**OR**

***Proxy***

☐ (b) appoint as its true and lawful attorney, the Board of Directors of the Vermont School Boards Insurance Trust, by majority vote, with the power of substitution for it and in its name to vote at the Annual Meeting of the Vermont School Boards Insurance Trust, to be held on the 19<sup>th</sup> day of October, 2018 or at any adjournment thereof, with all the powers it should possess if personally present through its authorized representative.

**Please sign and date this section once you have chosen (a) or (b):**

Dated at \_\_\_\_\_, Vermont, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

This action is valid for one year [365 days] from the date of enactment, or until it is superseded by subsequent action of the member filed with the Trust.

\_\_\_\_\_  
Name of Member District

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

MULTI-LINE



## **EXHIBIT B**

### **VSBIT PROXY OR CERTIFICATE OF AUTHORITY**

LET IT BE KNOWN THAT: \_\_\_\_\_, member of  
(Name of Member Supervisory District/Supervisory Union)  
the VSBIT Multi-Line Program, a body corporate and politic, created and existing under the laws  
of the State of Vermont, does hereby:

#### ***Certificate of Authority***

☐ (a) appoint as its authorized representative to appear and vote on its behalf at any and all meetings of the members of the Vermont School Boards Insurance Trust, or any adjournment thereof, the following person:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

***Note: If option (a) is selected, the person listed above must attend in-person to vote.***

**OR**

#### ***Proxy***

☐ (b) appoint as its true and lawful attorney, the Board of Directors of the Vermont School Boards Insurance Trust, by majority vote, with the power of substitution for it and in its name to vote at the Annual Meeting of the Vermont School Boards Insurance Trust, to be held on the 19<sup>th</sup> day of October, 2018 or at any adjournment thereof, with all the powers it should possess if personally present through its authorized representative.

**Please sign and date this section once you have chosen (a) or (b):**

Dated at \_\_\_\_\_, Vermont, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

This action is valid for one year [365 days] from the date of enactment, or until it is superseded by subsequent action of the member filed with the Trust.

\_\_\_\_\_  
Name of Member Supervisory District/Supervisory Union

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

VERMONT SCHOOL BOARDS INSURANCE TRUST

ANNUAL MEETING

October 20, 2017, 8:00 A.M.

LAKE MOREY INN

Fairlee, Vermont

**Board and Staff Present:** Emily Long, Stuart Wepler, Laura Soares, Tim Vincent, Gillian Pieper, Shevonne Travers, Lisa Locke, and Angela Tremblay

**Others Present:** Lisa Kenyon/Rutland Northeast, Deborah Songiser/Rutland Northeast, Patrick Murray/Essex Westford Educational Community Unified Union, Kelley Hersei/SAU #70, Mary Moran/Rutland City, Laurie Childers/Addison Northwest, David Whitcomb/Lamoille North, Dana Peterson/Patricia A. Hannaford Career Center, Mark Tucker/Washington Northeast, Suzanne Hull-Parent/Franklin Northeast, Kevin Christie/Hartford, Jen Botzjorns/Caledonia North, Martin LaLonde/South Burlington, Joanne LeBlanc/Orleans Southwest, Clarence Haynes/Rutland Southwest, Debra Taylor/Rutland Central, Michael Clark/Essex Caledonia, Winton Goodrich/Franklin Northwest, Laurie Gossens/Washington South, Tom Candon/SAU #70, Neil Odell/SAU #70, Andre Roy/Westford, Amy McMullen/Windsor Southeast, Edward Canon/Springfield, and 74 proxies.

President Laura Soares called the meeting to order at 8:00 a.m. and introduced members of the current Board and staff. Laura reviewed the Mission of the organization and the VSBIT member programs.

**Items 1-3**

A motion was made by Tracy Wrend, seconded by Kevin Christie, to waive the readings of the Roll Call of Members, Proof of Notice of the 2017 Annual Meeting and the Minutes of the previous meeting. Motion passed.

**Item 4**

Reports from the Officers and Directors were included in the VSBIT 2017 Annual Report, which is posted on the VSBIT website. Prior to the meeting members were notified electronically how to access the report. Additional copies were available at the meeting. A motion was made by Tracy Wrend, seconded by Kevin Christie, to accept the reports. Motion passed.

Kevin Christie and Winton Goodrich both thanked the Multi-Line Program for support it provided their districts.

**Item 5**

Laura Soares announced there were 74 votes represented at the meeting. The Board has 27 votes and the Board will vote for the slate.

**Item 6**

Laura Soares reviewed the seats up for election. The Nominating Committee presented the following for the election to the Board:

Michael Clark, Superintendent from Essex-Caledonia, to fill the last year for Ron Ryan's, 3 year term.

Robert Giroux, Executive Director of the Vermont Municipal Bond Bank, to serve another 2-year term as an at-large member.

Brenda Fleming, School Business Official, to serve another 3-year term.

There were no other nominations from the floor. A motion was made by Kevin Christic to accept the slate and cast one vote to elect all three individuals to the VSBIT Board. The motion was seconded by Jeannie Collins and passed.

**Item 7**

Laura Soares opened the meeting to questions concerning VSBIT Programs.

Tim Vincent was asked to provide an overview of the Multi-Line member grants as well as the safety, security and playground inspections provided by VSBIT.

Members discussed the challenges with deferred maintenance and the impact on the Multi-Line Program. Tim provided an overview of the VSBIT U satellite program for facilities managers and the increased efforts by VSBIT staff to engage facilities personnel.

Laurie Childers requested a copy of the FY 17 VSBIT audit when complete.

There were no indications of any other business. Motion to close the meeting was made by Winton Goodrich, and seconded by Kevin Christie. The motion passed.

**Item 8**

As there was no further business, the meeting adjourned at 8:28 a.m.

Respectfully submitted,  
Laura Soares  
VSBIT President

## 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