

**Grand Isle Supervisory Union**  
School Board Regular Meeting  
Thursday August 23, 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   | 6:31 p.m. |
| 3. Citizens and/or Staff to be Heard                                   | 6:35 p.m. |
| 4. Consent Agenda (Action)   | 6:40 p.m. |
| a. Approve the minutes from 7-16-2018 and 8-13-2018 (Special Meetings) |           |

**Board Business.**

- |   |           |
|---|-----------|
| 5. 90/Interim/Full time (M. Clark)(Discussion)                              | 6:45 p.m. |
| a. Superintendent Job Description   |           |
| 6. Budget Building Timeline (R. Gess) (Discussion)                          | 7:00 p.m. |
| 7. Substitute Pay (M.Clark) (Discussion/Possible Action)                    | 7:05 p.m. |
| 8. Financial (R. Gess) (Action)   | 7:20 p.m. |
| a. Audit Update   |           |
| b. Cash Flow Update   |           |
| 9. Hiring Update (M.Clark) (Informational)                                  | 7:35 p.m. |
| 10. In-service Update (M. Clark) (Informational)                            | 7:40 p.m. |
| 11. Start of the Year Update (M.Clark) (Informational)                      | 7:45 p.m. |
| 12. Review Candidates who have submitted applications (Executive Session)   | 7:50 p.m. |
| 13. Superintendent Hiring Process (M. Maltais) (Discussion/Possible Action) | 8:20 p.m. |

**Closure**

- |   |           |
|---|-----------|
| 14. Setting the next agenda (M. Maltais) (Discussion) | 8:40 p.m. |
| 15. Adjourn (M.Maltais) (Action)                      | 8:45 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 BOARD**

Meeting Minutes from Monday, July 16, 2018  
North Hero Elementary School

### **GISU Board Members Present:**

Mike Savage, Alburgh  
Mallory Ovitt, Alburgh  
Stephanie Waters, Alburgh  
Don Bartlett, Grand Isle  
Nathan Robinson, Grand Isle  
Carol Miller, Grand Isle  
Jane Zera, Isle La Motte  
Chet Bromley, Isle La Motte  
Joyce Tuck, Isle La Motte  
Bridget Brisson, North Hero  
Tim Maxham, South Hero  
Bentley Vaughan, South Hero  
Melanie Henderson, South Hero  
Gary Marckres, CIUUSD

### **Members of the Administration:**

Beth Hemingway

### **Members of the Public:**

Ben Joseph  
Trevor Creller

Meeting called to order by Gary Marckres at 7:32 p.m.

### **Adjustment to the Agenda:**

Gary Marckres added a discussion of the search for a consultant that will assist the GISU in finding a permanent superintendent and improving board relations

### **Public Comments:** None

### **Business of the Board:**

**Discussion of Superintendent Vacancy Process:** Gary Marckres gave the board an update regarding the superintendent search process. First, he confirmed that the Agency of Education (AOE) has given their approval for the GISU to hire a long-term superintendent. Gary Marckres noted that the search process for the long-term superintendent will take time, and suggested that the GISU hire an Acting Superintendent in the meantime. Chet Bromley suggested that the GISU hire a consultant to assist with the search for the Interim Superintendent. Don Bartlett then asked for clarification on whether the consultant would assist with the hire of the Interim Superintendent or the Long-Term Superintendent. At that time, Gary Marckres clarified the three superintendent stages: Acting Superintendent, Interim Superintendent, and Long-Term Superintendent.

- The Acting Superintendent can be hired immediately (without AOE approval), and will serve for a brief period of time. The Acting Superintendent will ideally have a superintendent's license, and will carry out the immediate duties of the superintendent's office.
- The search for the Interim Superintendent will be carried out during the tenure of the Acting Superintendent. The Interim Superintendent will serve for the remainder of the school year.
- The search for the Long-Term Superintendent will be carried out during the tenure of the Acting and Interim Superintendents. Hiring the Long-Term Superintendent requires approval from the Agency of Education (AOE), which has been given. The Long-Term Superintendent *will* have a superintendent's license, and will carry out all responsibilities of the superintendent's office.

Mike Savage asked how much money is available for hiring a consultant. Gary Marckres stated that the amount is currently unknown and will need to be clarified with Rob Gess. Bentley Vaughan suggested that the consultant be hired to assist with the search for the Long-Term Superintendent, while a sub-committee of the GISU board handle the search for the Interim Superintendent. Chet Bromley asked whether the superintendent position had yet been posted, and Bentley Vaughan asked if a job description has been written up. Gary Marckres said that the job description has been written, but was unsure whether the position had been posted. Chet Bromley made a motion to post the Superintendent position. Second by Nathan Robinson. All in favor.

Gary Marckres mentioned that despite the incomplete audit, both the Federal and State funding will be awarded to the GISU. Mike Savage asked when the towns will be given their tax anticipation notes, and Gary Marckres said he would confirm with Rob Gess.

### **Executive Session:**

Carol Miller motioned to move into Executive Session at 8:00 p.m. The purpose of the Executive Session was to discuss the Teacher of the Deaf position, a request for sick time, and to interview Superintendent candidate, Michael Conran. Second by Bridget Brisson. All in favor.

Meeting reconvened at 8:49 p.m.

Melanie Henderson made the motion to offer the Teacher of the Deaf position at \$70,000/year, as a non-union position. Second by Carol Miller. All in favor.

Bentley Vaughan made the motion to pay \$50/day for 144 unused sick days to Beth Hemingway. The payment will be made in three installments, paid in October, January, and March of FY2019. Second by Carol Miller. All in favor.

Nathan Robinson made the motion to offer the position of Acting Superintendent to Michael Clark. The Acting Superintendent contract will be for 90 days, to be paid at the current daily rate for the superintendent's position. Second by Carol Miller. Of the board members present, 13 voted in favor, 1 opposed, and zero abstained. The motion passed.

Chet Bromley requested confirmation that Michael Clark's references have been checked. Gary Marckres agreed and will direct Megan Grube to provide confirmation.

Gary Marckres motioned to direct Rob Gess to develop a contract for the Long-Term Superintendent search consultant. The dollar amount to be offered will be determined at the next board meeting. Second by Tim Maxham. All in favor.

**Future Agenda Items:**

Research the available funds for hiring a Long-Term Superintendent search consultant, and determine the dollar amount that will be offered.

**Adjournment:**

Don Bartlett motioned to adjourn the meeting. Second by Carol Miller. All in favor. Meeting adjourned at 8:56 p.m.

# **Grand Isle Supervisory Union**

## **School Board Special Meeting**

Monday August 13, 2018 at 7:30 p.m.

Location: North Hero Education & Community Center

### **Minutes**

(prepared by Michael Clark)

**Board Present:** Mason Maltais(by phone), Nathan Robinson, Melanie Henderson, Joyce Tuck, Jane Zera, Bridget Brisson, Don Bartlett, Mallory Ovitt, Tim Maxham

**Community Present:** None

**Administration Present:** Michael Clark

Mason Maltais called the meeting to order at 7:34

No adjustment to the agenda

No citizens or staff to be heard

Acting Superintendent Clark nominated Michele Weaver for the position of Student Support Services.

Nathan Robinson made a motion to approve the nomination of Michele Weaver for the position of Student Support Services. Tim Maxham seconded. Result of the roll call vote was 9-0.

Mason Maltais yes

Nathan Robinson yes

Melanie Henderson yes

Joyce Tuck yes

Jane Zera yes

Bridget Brisson yes

Don Bartlett yes

Mallory Ovitt yes

Tim Maxham yes

The board discussed the process for hiring the Interim Superintendent the board will follow. During the conversation Melanie Henderson made a motion to to contract with the VSBA for an Interim Superintendent search consultant in the amount of \$8000. After discussion Melanie withdrew the motion. The consensus of the board was to have HR Assistant Megan Devinny post a version of the last GISU Superintendent SchoolSpring posting after it was edited by Melanie Henderson to be up to date and to set an application deadline of August 22, 2018. The GISU board would review the applications submitted at the GISU regular meeting scheduled for August 23, 2018.

Superintendent Clark reviewed the cash flow information shared in the packet.

Nathan Robinson made a motion to adjourn the meeting at 8:37 Tim Maxham seconded. Result of the roll call vote was 9-0.

Mason Maltais yes

Nathan Robinson yes

Melanie Henderson yes

Joyce Tuck yes

Jane Zera yes

Bridget Brisson yes

Don Bartlett yes

Mallory Ovitt yes

Tim Maxham yes

## Draft of Potential Responsibilities of Superintendent

90 Day	Interim	Permanent
DSS Hiring	Evaluations	See Job Description
FY 17 Audit	Mentor DSS	Launch CIUUSD
Day to Day Operations and Decisions	Smooth FY 18 Audit process	Technology Plan
Plan and Facilitate the Opening Inservice	Communications Plan	
New Teacher	Close GI/NH/ILM	
Contracts and MOUs	Open CIUUSD	
Initiate the GI/NH/ILM Closing Plan	Navigate any SU Configuration Challenges	
Initiate the CIUUSD Opening Plan	Provisional License Progress Report	
GISU Budget Draft	Budget Approvals	
Be aware of potential SU Configuration Challenges	Jan and April Inservice	
Begin Implementation of Human Resource Audit Recommendations	Transition for PowerSchool Finance System	
Open Meeting Lawsuit	Unified Chart of Accounts	
HRA Reconciliation	Integrated Field Review	
Provisional License Applications	ESSA Report Cards	
Open enrollment	Board Professional Development (CIUUSD Policy Governance)	
First Day of School	Direct Corrective action plans	
School Safety Updates	Continuous Improvement Plan	

Work with the DMG	Consolidated Federal Grants Program	
Staff Communication	Office Space	

## **Grand Isle Supervisory Union Job Description**

**JOB TITLE:** Superintendent of Schools

**FLSA STATUS:** Exempt

**UPDATED:** July 1, 2013

**POSITION OBJECTIVES:**

To inspire, lead, guide and direct every member of the administrative, instructional and supportive services team in setting and achieving the highest standards of excellence, so that each individual student enrolled in the district may be provided with a complete, valuable, meaningful and personally rewarding education.

Further, to oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency, a minimum of waste, and an ever-present, overriding awareness of and concern for their impact upon each individual student's education.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Union Superintendent shall devote his/her entire time to the duties of the office and shall divide his/her time among the towns of the supervisory union, as nearly as may be feasible, in proportion to the number of teachers in each town. He/she shall have general supervision of the public schools in the supervisory union, and perform such duties as are prescribed by the laws of the state and by the school directors of the supervisory union (Title 16, Sec.303).

#### **Leadership**

- Builds with others a shared vision of standards-based learning and teaching
- Identifies the need for systemic change/growth and serves as an agent for that change
- Defines and articulates the GISU vision to the school community
- Establishes current and long-range goals, objectives, plans and policies, subject to approval by the Board.
- Effectuates the development and implementation of a Comprehensive Plan for Continuous Improvement that uses individual student and systems data.

#### **Management**

- Plans, coordinates and controls the daily operation of the GISU and member school districts through subordinate managers.
- Identifies the educational goals and objectives of the school district and prepare plans to achieve those goals and objectives for adoption by the School Board (Title 16, Sec.24).
- Administers the development and maintenance of an educational program designed to meet the needs of the community.
- Promotes effective communication throughout the school system.
- Attends or is represented at all meetings of the Board of Education and participate in all deliberations, except when such deliberations involve his/her own employment.
- Enforces all provisions of law and all rules and regulations of the Board of Education.
- Establishes such procedures, regulations, rules, or administrative directives as are necessary to carry out his/her responsibilities as the chief executive officer of the school system.
- Dispenses advice, guidance, direction, and authorization to carry out major plans, standards and procedures, consistent with established policies and Board approval.
- Meets with school district and GISU senior staff members to ensure that operations are being executed in accordance with the district's policies and procedures.
- Reviews operating results of the district, compares them to established objectives, and takes steps to ensure that appropriate measures are taken to correct unsatisfactory results.



- Plans and directs all investigations and negotiations pertaining to master agreements, mergers, joint ventures, the acquisition of businesses, or the sale of major assets with approval of the Board.

#### Policy

- Carries out the policies adopted by the School Board, relative to the educational or business affairs of the school district (Title 16, Sec. 242).
- Establishes and maintains an orderly system for the development and codification of board policy.
- Recommends policies on organization, finance, personnel, instruction, school plant, and other phases of the school program.
- Encourages board participation in the development of policies to meet the systems' needs.
- Insures staff and community awareness of all existing and proposed policies.

#### Budget

- Oversees the adequacy and soundness of the district's financial structure.
- Develops the system necessary for budget preparation that clearly shows the relationship of program to expenditures.
- Supervises the preparation of the annual budget, and the fiscal administration of the budget.
- Makes recommendations concerning the budget to the Board for approval.
- Assists the board in the presentation and explanation of the budget.
- Develops and maintain systems to insure the continuous monitoring of all budgets in providing the Board with sufficient data for accurate decision-making.
- Ensures the planning and management of resources is consistent with the GISU vision and local school district action plans.

#### Public Relations

- Directs a public relations program designed to enlist the understanding, support, and participation of the community in solving the major problems of the school system.
- Represents the school system wherever and whenever necessity or opportunity allows, in order to further the support and understanding of the system's needs and problems.
- Establishes and maintains a positive working relationship with local and state agencies.
- Represents GISU and member school districts interests with the Board, faculty, staff and the public.

**SUPERVISION RECEIVED:** Reports to and evaluated by the GISU Board Chair. Receives direction from the Alburgh, Isle La Motte, North Hero, Grand Isle and South Hero S.D. School Boards.

**SUPERVISORY RESPONSIBILITIES:** Manages 5 principals and 5 GISU Administrators who supervise a total of 240 employees. Is responsible for the overall direction, coordination, and evaluation of these units/departments. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Education and Experience. Masters' Degree in School Administration or other appropriate discipline plus three or more years of experience as a PK-12 educator, and two or more years of educational administration experience. Plus competence in the following areas:
  - Fundamentals of educational administration/leadership
  - School Law
  - School finance or school business management
  - Staff evaluation/development
  - Curriculum management (e.g. development, supervision, evaluation)
  - School/community relations
- Certifications and Licenses. Valid Vermont Professional Educator's License with a 3-90 Endorsement (Level II preferred), plus meet all the basic competencies and qualifications under section 5440-90

of the *Regulations Governing the Licensing of Educators and the Preparation of Educational Professionals*.<sup>i</sup> Valid Vermont drivers' license also required.

- Language Skills. Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.
- Mathematical Skills. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Computer Skills and Experience. Proficient with Microsoft Word, Excel, Power point, and Groupwise (or similar e-mail system). Experience and knowledge of computerized database systems. Excellent computerized file management skills.
- Reasoning Ability/Mental Requirements. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Communication & Interpersonal Skills. Ability to communicate effectively and work cooperatively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Understands and is responsive to the needs of others. Understands and effectively uses skills and strategies of problem solving, consensus building, conflict resolution, stress management and crisis management.
- Visionary Planning. Understands strategic planning processes and involves others in strategic plan development; understands the nature of internal and external political systems and environments as they apply to schools and effect educational change.
- Partnerships. Understands the role of school/community relations and school governance in furthering the GISU vision. Understands the role and relationship between school boards and school personnel. Understands the value of school/community partnerships to maximize school resources.

**PHYSICAL EFFORT AND STRESS**. Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to keyboard; and talk and hear. The employee is occasionally required to reach with hands and arms; climb; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Employee is regularly required to drive. Employee is regularly required to handle stressful situations and resolve conflicts.

**WORKING CONDITIONS**: While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions. The noise level in the work environment is usually quiet to moderate.

.....  
This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<sup>i</sup> May be found on the Vermont Dept. of Education website <http://www.state.vt.us/educ/license/index.htm>

# Superintendent

## Overview

Perhaps the most important decision a board makes is to hire a qualified superintendent to lead and manage education throughout the district or supervisory union. Boards provide oversight; they do not manage day-to-day operations of the school system. Vermont law designates the superintendent as the chief executive officer for the supervisory union/district. As the CEO, the superintendent is accountable for the operations of the entire school system.

To employ a well qualified and capable superintendent, a board needs to be in a position to assure mutual accountability between the Board and the superintendent. The Board is accountable to provide clear direction and set priorities for the superintendent. The superintendent is then accountable to deliver on the priorities of the Board.

*\* Adapted from Essential Work of Vermont School Boards, VSBA, p.27*

## **Roles and Responsibilities of the Board and Superintendent Relationship**

### **The Board**

1. Is accountable to voters, and subject to the laws and regulations of the state.
2. Adopts performance goals for the district, approves school continuous improvement plans, and reviews regular performance reports as provided by Superintendent.
3. Employs and evaluates the Superintendent.
4. Holds the Superintendent accountable for developing a strategy and education work plan to achieve District or SU goals.
5. Reviews and provides feedback to Superintendent on an annual basis.

### **The Superintendent**

1. A) Is accountable to the school board and to the state for operating within statute and regulations.  
B) Provides operational oversight of the school district.
2. A) Maintains focus on the Board's vision, and develops an education work plan to achieve the vision.  
B) Ensures quality of education and equity of opportunities within the system.  
C) Manages services, programs and resources through the implementation of the school board's annual district education plan and budget.  
D) Makes day-to-day decisions consistent with the policies set by the school board, and within statute and state regulations.
3. A) Employs all non-licensed staff  
B) Recommends one licensed candidate to the Board for review and approval  
C) Dismisses employees subject to collective bargaining agreement.
4. Leads the development of a robust comprehensive local assessment system, implemented system-wide, that assesses student progress toward proficiency-based graduation and captures evidence of learning with respect to all seven education goals outlined in the Education Quality Standards and standards adopted by the State Board of Education.
5. Prepares reports, such as the district strategic plan, district budget and district fiscal and student learning performance reports that enable the School Board to evaluate implementation of their vision and progress towards their goals.

## **Policy – Board/Superintendent Relationship**

The School Board establishes policy and governs through the policy it creates. The Superintendent manages all operations of the school system in accordance with School Board policies.

The Board recognizes and values the Superintendent's experience and expertise in instructional and administrative matters. The Superintendent recognizes and values the Board's experience in issues related to the \_\_\_\_\_ School District (/Supervisory Union) and the Board's connections and responsibilities to the community it represents.

The Superintendent and the Board members respect the confidentiality of communication in both directions and work toward open communication and trust. The Superintendent works only for the Board as a whole, not for any individual member. Only decisions of the Board acting as a body are binding on the Superintendent.

Board members work directly with the Superintendent and central office staff, so long as such communication is clearly not giving direction or suggesting a course of action that staff perceives as direction. When presented with citizen concerns, Board members refer them to appropriate levels of authority, in accordance with the district's policy on complaints.

The Board directs the Superintendent through written policies that prescribe the results the Board wants to achieve. The Board is realistic in setting expectations about what can be accomplished, given the school district's (/supervisory union's) available resources. The Superintendent is accountable to the Board for the performance of staff.

Annually, the Board evaluates the Superintendent's performance. The Superintendent is accountable to the School Board for the achievement of the Board's goals. The Board is responsible for clearly setting forth and communicating its expectations before evaluation takes place. The Board will evaluate the Superintendent's job performance in a way that is systematic, fair, and effective.

**Michelle A. Hetling**[REDACTED]  
Grand Isle, Vermont 05458  
[REDACTED]  
[REDACTED]

**OBJECTIVE:** To obtain a challenging position in Accounting or Finance utilizing my organizational skills and professional experience in a competitive business environment.

**QUALIFICATIONS:** Vast experience in computerized Accounting/Bookkeeping including Financial Statement preparation and Corporate and Personal Income Taxes.

**EDUCATION:** Bachelor of Science, May 1988  
LeMoyne College, Syracuse, New York 13214  
Major: Business Administration  
Concentration: Financial Management  
Minor: Accounting  
Other graduate level business courses, annual income tax course updates

**COMPUTER SKILLS:** Lacerte, Yardi, Peachtree, Quickbooks, Excel, Word, and other accounting software

**PROFESSIONAL EXPERIENCE:** **Pomerleau Real Estate, Burlington Vermont**  
Feb 2011 – May 2018  
**Manager of Financial Reporting and Analysis**  
Responsible for Financial statements and analysis for over 90 properties. Present to commercial property owners and Home Owners' Associations as required.

Provide all information required for timely filing of associated tax returns. Meet monthly with property owners and accountant for tax planning.

Increased revenue and security of assets by developing and implementing internal controls related to separation of duties, automation of processes, and establishment of review and approval processes.

Supervise staff in reporting, reconciliations, year-end closings, job costing, and year-end preparations.

↳ BS reconciliation

Initiated the use of automated budgets for all properties. Prepare and present annual budgets to boards for review and approval.

Manage all treasury and cash management related functions associated with properties including establishment of new cash accounts and analysis of required funding sources.

Led the successful initiative to utilize modules in accounting software including budgeting, job costing and loan management resulting in increased efficiency and accuracy throughout the department.

Processed payroll weekly and administer benefits including Health Insurance and 401K for 23 employees.

**James R. Bessette, CPA, PC, Essex Junction, Vermont**

January 2001 to April 2011

**Staff Accountant:** Prepared and reviewed Corporate, Fiduciary, Estate and Individual tax returns. Performed Audits and prepared Financial Statements for clients. Assisted in tax planning for clients. Performed multiple bookkeeping functions for clients.

**Dayman, Lurie & Goldsbury, PC, Burlington, Vermont**

January 1999 to October 2000

**Staff Accountant:** Prepared Corporate, Fiduciary, Estate and Individual tax returns. Assisted Partners in tax planning for clients. Implemented accounting systems for clients and consulted on solutions to existing problems.

**Bottom Line Bookkeeping, South Burlington, Vermont**

January 1997 to December 2000

**Bookkeeper:** Responsible for Accounts Payable, Sales Revenue, Payroll and Payroll Taxes, and other accounting reports for clients.

**H & R Block, Essex Junction, Vermont**

January 1996 to April 1998

**Senior Income Tax Preparer:** Responsible for all aspects of individual income tax preparation.

**Twin Oaks Sports & Fitness, South Burlington, Vermont**

May 1993 to February 1995

**Bookkeeper:** Responsible for Electronic Funds Transfer, Payroll, Accounts Payable expensing, and other accounting reports.

**Holden & Associates, East Greenbush, New York**

May 1991 to February 1993

**Bookkeeper:** Responsible for supervision and direction of Cash, Accounts Receivable and Accounts Payable.

Prepared financial reports for other business ventures as required by company management including income analysis for Real Estate investments.

**The Children's Corner Day Care Center Inc., Albany, New York**

June 1991 to February 1993

**Bookkeeper:** Responsible for all accounting functions including Reconciliations, Accounts Receivable, Accounts Payable and Financial Reports required by the Board of Directors. Assisted with cash flow analysis, budgeting, and fund accounting for multi fund not-for-profit organization.

**REFERENCES:**

Furnished upon request.

### Self Assessment – Board-Superintendent Relationship

	Fully Achieved	Mostly Achieved	Partially Achieved	Beginning to Achieve	Don't know/ unsure
The Board has set clear performance goals for the District/SU.					
The Board has clearly communicated annual performance goals for the superintendent.					
The Board holds the superintendent accountable for developing a strategy and work plan to achieve District or SU goals.					
The Board evaluates the superintendent's performance on an annual basis.					
The Board receives regular reports that enable the Board to evaluate implementation of its vision and progress towards its goals.					



## 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

# Grand Isle Supervisory Union

## New Staff Orientation

August 23, 2018

Grand Isle School

8:30 AM to 3:00 PM

### Objectives:

1. Get to know GISU
2. Make new connections
3. Understand Major SU Priorities

Time	Activity
8:00 am - 8:30 pm	Coffee and Snacks
8:30 am - 9:00 am	Welcome/Getting to Know You
9:00 am - 9:30 am	GISU Goals and Beliefs
9:30 am - 9:50 am	Welcome to the Islands
9:50 am - 10:15 am	Union Information
<b>10:15 - 10:30</b>	<b>Break</b>
10:30 am - 11:00 am	Meet in School Teams for "Getting to know you"
11:00 am - 12:00 pm	Introduction to MTSS/PBiS
<b>12:00-12:30</b>	<b>Lunch (Bring your own)</b>
12:30-2:50	What is Proficiency-Based Learning?
<b>2:50-3:00</b>	<b>Closing</b>

## Grand Isle Supervisory Union

SU In-Service  
August 24, 2018  
Grand Isle School  
7:30 AM to 3:00 PM

### Objectives:

1. *Build cross school community and collegiality*
2. *Understand year ahead*
3. *Celebrate, Prepare, Energize, Focus*

### To prepare:

- Bring technology
- Bring or have access to your standards and curriculum maps for the school year

Time	Activity
7:30 am - 8:30 am	Coffee & Conversation <ul style="list-style-type: none"><li>• Sign in</li><li>• Snacks</li><li>• Staff Pictures</li></ul>
8:30 am - 9:00 am	Welcome & Introductions
9:00am - 9:45 am	Keynote: Former Secretary of Education Rebecca Holcombe
9:45am - 10:15 am	The Year Ahead
10:15 am - 10:30 am	Break
10:30 am - 11:00 am	SU Updates
11:00 am - 12:00 pm	The Google Transition <ul style="list-style-type: none"><li>- Transfer Data</li><li>- Self Study</li><li>- Google 101</li></ul>
12:00 pm - 1:00 pm	Lunch (On your own) 12:30 CPR Recert Begins
1:00 pm - 2:30 pm	Grade Band/Content Focus Teams  Special Education Staff with Michele Weaver
2:30 pm - 2:45 pm	Break/Transition to gym
2:45 pm - 3:00 pm	Closing