

Grand Isle Supervisory Union  
**Alburgh School District**  
School Board Regular Meeting  
Monday, October 1, 2018 at 5:30 p.m.  
Location: Alburgh Education & Community Center  
**Agenda**

**Call to Order**

1. Call to Order (M. Savage)
2. Adjust the Agenda
3. Citizens and/or Staff to be Heard
4. Consent Agenda (Action)
  - a. Approve the minutes from 9-17-2018
  - b. Approve building use request
5. Reports (*Discussion*)
  - a. Principal's Report (B. Hemingway)
  - b. Superintendent's Report
  - c. Financial Report

**Board Business.**

6. Approval of Bills for Payment (M. Savage) (Action)
7. Audit Update (R. Gess) (Discussion)
8. VEHI and VSBIT Annual Meeting (M. Clark/M. Savage) (Discussion/Possible Action)
9. Consultant to assist with exploration of leaving GISU update (M. Savage) (Discussion/Possible Action)
10. North Country Federal Credit Union (M. Savage) (Action)
11. Verify the readiness to transition to @board.gisu.org email addresses
12. Setting the Next Agenda (M. Savage) (Discussion)
13. Other

**Closure**

14. Adjourn

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.*

**Alburgh School Board**  
**Alburgh Community Education Center**  
**September 17, 2018**

**Present:** Board Chair Michael Savage, Board Members Stephanie Waters, Virginia Wright, and Mallory Ovitt, Principal Beth Hemingway, GISU Interim Superintendent Michael Clark

Meeting called to order at 5:30 P.M. by Mike Savage

**Adjustment of Agenda:**

- Add to board business- Appoint Pro Tem Chair for hiring of the Executive Assistant to the Principal portion of the meeting
- Add to board business- New Hires

**Citizens and/or Staff to be Heard:**

- None at this meeting.

**Reports:**

- Principal's Report- Beth Hemingway updated the board on building maintenance, hiring updates, curriculum and assessment, PBIS, the 8th grade trip, the Promise Committee, and upcoming dates.

**Board Business:**

- New Hires
  - Executive Assistant to the Principal- Michael Savage recused himself and appointed Stephanie Waters as pro tem chair. Michael Clark discussed the position and his hiring recommendation.
  - Math Position- Michael Clark discussed the position and his hiring recommendation.
- Consultant to assist with exploration of leaving GISU- Mike Savage has not received contact information for consultants yet.
- Promise Committee Update- The Alburgh Selectboard has given approval to move forwards for applying for the \$500,000 grant as the municipality. The Promise Committee is also looking to apply for the Rural Business Development Grant and the Northern Border Regional Commission. These two grants would total \$750,000. The Promise Committee would like to know if the Alburgh School District would serve as a sub-grantee. Beth Hemingway shared a map with potential options for the building.
- Setting the next agenda- audit update, VEHI/VSBIT annual meeting, consultant to assist with exploration of leaving GISU
- Verify readiness to transition to gisu.org email accounts- the board will wait two more weeks for this transition.

**Board Action:**

- Stephanie Waters moved to accept the minutes of September 4, 2018 (2nd Virginia Wright) Unan.
- Mallory Ovitt moved to support the Superintendent's hire of Wendy Savage for the position of Executive Assistant to the Principal (2nd Virginia Wright) 3-0-1 recusal (Mike Savage)

- Mallory Ovitt moved to approve the superintendent's recommendation of Lincoln Martin for the math position, provided Lincoln submits a provisional license plan to the superintendent and qualifies for a provisional license (2nd Stephanie Waters) Unan.
- Stephanie Waters moved to authorize the payment of current valid invoices (2nd Virginia Wright) Unan.
- Stephanie Waters moved to adjourn at 6:06 P.M. (2nd Virginia Wright) Unan.

Respectfully Submitted,

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Stephanie Waters

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Virginia Wright

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Mallory Ovitt

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Trevor Creller, Vice Chair

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Michael Savage, Chair

# Superintendent Report

## October 2018

### **Substitute Pay**

The 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—Handling Complaints**

As a board member you may be approached by community members with complaints. It is important for you to be able to address complaints in a way helps resolve the issue and maintains your ability to hear a complaint if it reaches your level. Included in your packet this month is the VSBA's guidance from the Essential Work of School Boards document and the GISU policy for addressing complaints.

### **VSBA Regional 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 September 11, 2018 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.

### **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.

**VSBIT and VEHI Annual Meetings**

The annual meetings for VSBIT and VEHI are scheduled to take place on the morning of October 19, 2018. Boards can assign a specific member to vote on their behalf, assign a proxy to another person attending the meeting, or assign their proxy to the VSBIT or VEHI board. I will be attending the annual meeting and could be the proxy if boards would like me to. I am however the Superintendent representative to the VSBIT Board of Directors and am on the ballot for this meeting.

## 5.A. HANDLING COMPLAINTS

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Board members often receive complaints from staff, parents, and/or community members. It is important to have a structure in place to formally respond to these complaints. The steps outlined below will help the Board deal with complaints.

First and foremost, the Board should adopt and utilize a complaints policy and administrative procedures. This clarifies the “Chain of Command” through which complaints are received and responded to. Generally, the complaint is directed first to the teacher for recourse. If not satisfied, the next level would be the principal. The third step is the superintendent. The Board is the final level of appeal.

Individuals often erroneously believe they should register their complaint directly with the Board. It is the Board member’s responsibility to help the complainant use the system below. Board members should not intervene at the first levels of recourse.

**STEP 1:** Complainants are to first bring complaints to the individual concerned.

**STEP 2:** If the problem cannot be resolved with the individual concerned, it should be brought to the attention of the immediate supervisor or administrator. The complaint should be in writing stating the issue and supporting facts. If the complaint involves an employee, the individual employee shall be given opportunity for explanation, comment, and presentation of the facts as he/she sees them.

**STEP 3:** If the issue is not resolved by the involvement of the immediate supervisor, the complainant may refer the issue to the Principal for his or her review and decision.

**STEP 4:** In the event the Principal’s review does not lead to a satisfactory resolution, the complainant may submit the issue to the Superintendent for review and decision.

**STEP 5:** If after completing the above steps the complainant feels that he/she was not treated in a manner consistent with policy, or that the Superintendent did not act in compliance with policy, he/she may request in writing to the Board Chair review by the Board at its next regularly scheduled meeting. The Board review shall determine if actions taken by the district were in compliance with policy. This review may take place in executive session if appropriate. If there were no policy violations the matter is deemed closed. However, the Board may consider revising policy for the future. If the Board determines violation of policy it shall instruct the Superintendent to regain policy compliance. Board decisions are final.

## CODE D10 - PUBLIC COMPLAINTS ABOUT PERSONNEL

**Policy**

It is the policy of the Grand Isle Supervisory Union (GISU) to see that complaints about school personnel are considered in a timely manner that is fair to all parties. The District places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or unjustified criticism or complaints.

**Resolving Complaints**

The complainant shall be encouraged first to bring a complaint to the individual concerned. If the problem cannot be resolved with the individual concerned, it should be brought to the attention of the immediate supervisor or administrator. The complaint should be in writing stating the issues and supporting facts. The individual employee involved shall be given every opportunity for explanation, comment, and presentation of the facts as he/she sees them.

If the issue is not resolved by involvement of the immediate supervisor, the complainant may refer the issue to the Principal for his or her review and decision. In the event the Principal's review does not lead to a satisfactory resolution, the complainant may submit the issue to the Superintendent for review and decision.

In cases of alleged discrimination, the complainant should follow the procedures accompanying anti-discrimination policy (C6).

**Appeal to the Board**

If the above steps do not resolve the concern of the complainant, he/she may request a session of the Board for the purpose of reviewing the Superintendent's decision. If the School Board decides to hear the request of the complainant, it shall invite all parties involved including the appropriate school and supervisory union administrators to attend a meeting for purposes of presenting facts, making further explanations, and clarifying the issue. The Board shall conduct such meetings in a fair and just manner and shall render a decision.

It is the intent of the Board that the rights of employees under collective bargaining agreements and Vermont law be protected through the administration of this policy.

*Date Warned:* 9/18/06, 10/2/06, 10/16/06  
*Date Adopted:* 10/16/06  
*Legal Reference:* 16 VSA § 1752 (Suspension, dismissal)  
1 VSA §§ 310 et seq. (Open meetings)  
*Cross Reference:* Board Commitment to Nondiscrimination (C6)

# 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

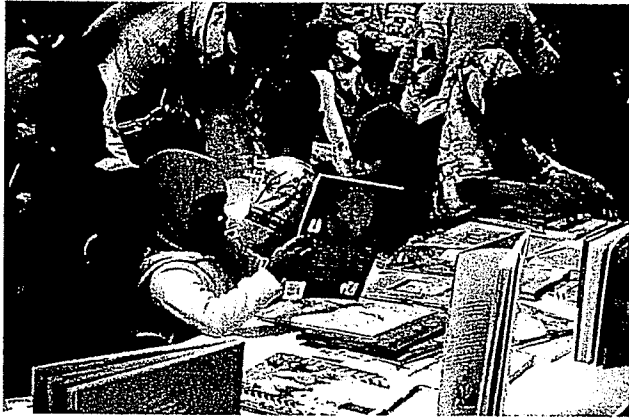
The purpose of Act 173 of 2018 is to enhance the effectiveness, availability, and equity of services provided to all students who require additional support in Vermont's schools.



## 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?

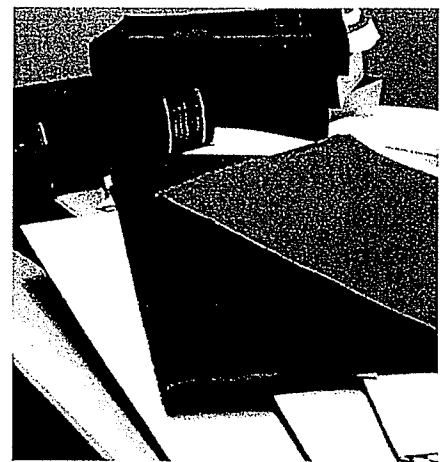


1. Students with an individualized education program (IEP);
2. Students with a 504 plan under the Rehabilitation Act of 1973;
3. Students without an IEP (1) or 504 plan (2) but whose ability to learn is negatively impacted by a disability or by social, emotional, or behavioral needs;
4. Students who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

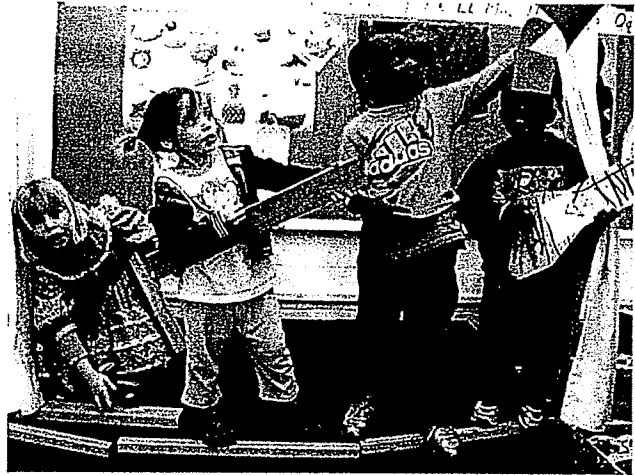
We anticipate a high-level plan being disseminated to stakeholders in November 2018.



## 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.



## 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



# 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**

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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.

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

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### **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 Botzojorns/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 Botzjorns 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**

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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

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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.vsbite.org](http://www.vsbite.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