

**SLATE VALLEY MODIFIED UNIFIED UNION SCHOOL BOARD****Regular Meeting****April 9, 2018****Fair Haven Union High School****6:30 p.m.****Approved Minutes**

Name	Role/Term	Town Representing	In Attendance
Kris Benway	Director of ARSU Spec Ed	ARSU	No
John Wurzbacher	Board Member/1 Year	Benson	Yes
David Renninger	Board Member/ 2 Year	Benson	Yes
Amy Munger	Board Member/3 Year	Benson	Yes
Toni Lobdell	Board Member/1 Year	Castleton	No
Liz Mackay	Board Member/2 Year	Castleton	Yes
Julie Finnegan	Board Member/3 Year	Castleton	Yes
Shannon Baldwin	Board Member/1 Year	Hubbardton	Yes
Joshua Hardt	Board Member/2 Year	Hubbardton	Yes
Mike Fallis	Board Member;3 Year	Hubbardton	Yes
John Oakman	Board Member/1 Year	West Haven 9/11/17	Yes
Angela Charron	Board Member/2 Year	West Haven	Yes
Michael (Trevor) Ezzo	Board Member/3 Year	West Haven	Yes
Tara Buxton	Board Member/1 Year	Fair Haven	Yes
Michael Bache	Board Member/2 Year	Fair Haven	Yes
Rick Wilson, Sr.	Board Member/3 Year	Fair Haven	Yes
Peter Stone	Board Member/1 Year	Orwell NMD (Non Member District)	Yes
Glen Cousineau	Board Member/2 Year	Orwell NMD	Yes
Dave Carpenter	Board Member/3 Year	Orwell NMD	No
Brooke Olsen Farrell	Superintendent	Slate Valley MUUSD	Yes
Cheryl Scarzello	Director of Finance	ARSU	Yes
Chris Cole	Director of Operations	ARSU	Yes
Casey O'Meara	Curriculum Coordinator	ARSU	Yes

**Attending Audience:** Sarah Winter, Bonnie Condit, Linda Peltier, Skip Cooke, Deb Smith, Kim Prehoda, Kathleen Kilbourne, Jason Rasco

**Call to Order - 6:30 p.m. - Pledge of Allegiance:** Board Chair Mike Bache called the meeting to order at 6:34 p.m. and began with leading us in the Pledge of Allegiance.

**Approval of Agenda:** Chairman Bache mentioned that we needed to make 1 amendment to the agenda, that there will not be a Student Presentation this evening by FHUHS students. Julie Finnegan made a motion to amend the agenda as stated; this was seconded by Glen Cousineau; motion carried by the full Board.

**Approval of Minutes - March 26, 2018:** John Wurzburg indicated there was one correction on the Board Attendance needed; he was listed as Temporary Clerk; this should read Board Member/ 1 year Term. Julie Finnegan made a motion to approve the March 26, 2018 minutes with correction as noted; this was seconded by Josh Hardt; motion carried by full Board.

**Student Presentation - FHUHS:** None

**Public Comment:** None

**Correspondence:** None

#### **Committee Reports**

- a. **Finance:** No recent meetings.
- b. **Personnel:** Personnel committee met tonight at 5:30 p.m. and needs to present two contracts and 1 letter of intent as follows: Alexandra Jones as Athletic Director for FHUHS for a salary of \$50,923.00 and Christina Wheeler, Student Support Coach for FHGS for a salary of \$23.97/hr for up to 8 hrs. a day; She also read a Letter of Intent for Brian Muller for BVS for an ELA position for the next school year for a salary of \$40,419.00. Shannan Baldwin made a motion to approve the two contracts and to record the Letter of Intent into the meeting minutes, this was seconded by David Renninger; motion carried by full Board.
- c. **Policies:** Committee will meet in two weeks.
- d. **Building and Grounds:** Committee meets on 4/10/18; a major focus of this meeting will be an update on School Security.
- e. **Negotiations:** On-going for both Teachers and Support Staff; additional sessions for both groups are coming up.

#### **Central Office Reports:**

**Superintendent's Report:** (Brooke mentioned she expects there may be some additional staff openings as there generally is movement at the end of the year.)

We have begun the hiring process for next school year. All of the principals in Slate Valley are hiring through a collaborative process across schools. This means that there is one advertisement and one interview process instead of principals competing for interviews/candidates. As always our goal is to attract and retain highly skilled educators in all of my skills. We have/had the following positions open:

2 Elementary Positions (Castleton Elementary School, Fair Haven Grade School)

2 Middle School English Language Arts (Fair Haven Grade School, Benson Village School)

1 Middle School Science/Social Studies (Benson Village School)

3 Anticipated Special Education Positions (ARSU)

5 (at least) Inventionist Positions (ARSU)

Dean of Students/Proficiency Based Learning Coach (Fair Haven Union High School)

Technology Professional (Orwell)

7-12 Math Anticipated (FHUHS)

1 Nurse (CVS/ARSU)

2 Administrative Assistants to the Principal (CVS and CES)

1 Maintenance Technician (Slate Valley)

#### **Director of Special Services**

The staff have been busy gearing up for the Smarter Balanced Assessments that must be administered this spring. Additionally, just this week the Agency of Education announced the requirements for the Alternative Assessments that must be completed and submitted on eligible students by June 15, 2018. These activities require a significant amount of time from the special education providers, and is required in addition to their direct service to students. We are also in the midst of planning for the provision of Extended School Year Services for eligible students who are served in Individual Education Plans and must have access to services, during the summer months, in order to meet their identified needs. Whenever possible, we combine the service needs of like students and group students across grades and across schools. The extended school year supports are funded by the IDEA B grants.

On April 4, 2018 we will be hosting a Universal Preschool Information Night at the Castleton Elementary School from 6:00 p.m. - 7:00 p.m. We will have screening information available for families with children ages birth to five, be sharing details about our preschool programs and the registrations process, and will have a few of our partner providers present to share details of their programs. In addition, we have stations that will provide opportunities for families to engage in, and learn activities, that will promote academic and social/emotional growth in young children. There will be snacks, as well as childcare available.

#### **Director of Operations**

Over the past 2 weeks each of our school buildings have gone through a complete school security audit. This was provided through our partnership with the Vermont School Boards Insurance Trust. From this audit will come an approximate 50 page report detailing the findings and recommendations.

Planning continues on the many building projects that will be occurring this summer. The Facility Managers have started the process of visiting each of the schools to meet the staff and tour in detail the buildings and grounds. The technology team has been busy supporting the administration of the Smarter Balanced Assessment. I want to thank Lisa Cacciatore and Trevor Kelson for the great job they did with the Castleton Village School 3D Vermont Competition. The students received first place in the recent competition.

#### **Director of Finance**

During the month of April, 11 out of 21 work days will be dedicated to training and implementation of our new accounting software, Infinite Visions (IV). The Business Office is working diligently on all that is required to set up the system in anticipation of our July 1<sup>st</sup> “go live” date, and looking forward to all the new functionality the system will provide. At the end of March, we had our first phone call with Frontline regarding the Absence and Substitute Management system that we will be using to centralize substitute calling. The software will allow staff to request substitutes using most any electronic device available to them and substitutes will be able to use their device to schedule themselves to fill absences. The system will provide administration valuable information about absence trends in our district which we have never had before. It will also interface with IV and allow us to upload timesheet hours for substitutes. Unfortunately, the one thing all of this will not solve is the chronic shortage of substitutes that we, and surrounding districts, are experiencing due to low unemployment.

At the end of March, the Banking Services Request for Proposal was sent out to the three banks we currently work with and was advertised in the Rutland Herald. Proposals are due from prospective bidders by April 16<sup>th</sup>. I will be looking to select one bank to satisfy all of our banking needs and I will be bringing my recommendation to the ARSU, SVMUUSD and Orwell board meetings in May. In addition to our current services, such as online access to our accounts and check positive pay, I am hoping to add remote deposit capture and an electronic file of cleared checks that we can use to efficiently reconcile our bank accounts.

As some of you may heard from the news or from me, our current Section 125 Plan third party administrator (TPA), Future Planning, notified all their school district customers in early March that as of May 31<sup>st</sup> they were terminating their service agreements. The transition to the new VEHI plans with the addition of health care spending accounts has been extremely difficult for some employees, and has been a significant and ongoing administrative burden for the Business Office. I had hoped that after a couple months the issues as a result of the transition would begin to diminish. Unfortunately, Future Planning despite their assurances was not prepared to handle the volume of claims it received from nearly 80% of the school districts in Vermont. VEHI and Blue Cross Blue Shield quickly went into action to help districts vet a replacement TPA. Last week I signed a service agreement with DataPath to take over as TPA as of May 1<sup>st</sup> in order to begin to get claims processed in a timely manner as quickly as possible. DataPath will take over using the same online interface as employees have been using with Future Planning, which means that new forms will not need to be processed. DataPath will also resolve the backlog of claims in process with Future Planning. I am hopeful with our new TPA and the new resources available to us that our employees will find it easier to deal with the plans.

#### **Director of Curriculum, Instruction & Assessment**

ARSU had a successful Geo Bee on March 12th at Castleton University. After the first two rounds there was a three way tie for first place. At the conclusion of the fourth round the first place finisher was the Orwell Village School followed by the Fair Haven Grade School and Castleton Village School.

The March 15th in-service increased the PreK-5 understanding of how and when to apply the Eureka Math “three-step” preparation and customization process to grade appropriate modules. This was followed by the March 16th in-service when PreK-5 teachers worked in grade level teams to apply the Eureka Math three-step process to customize their curricula and instructional practices to meet the needs of students while maintaining pacing. The pacing will allow grade levels to reflect on their practice and student outcomes based on shared

pacing, instruction and assessment tools.

Grades 6-12 English, social studies, science and math, and world languages, music, art, physical education and health, K-12, teachers worked to increase their understanding of Proficiency-Based Learning (PBL) and grading for 2018/2019 implementation. Teachers used *performance indicator breakdown tools* as resources to help them guide students to proficiency. These “tools” were introduced on March 15th and developed on March 16th, connecting existing content to performance indicators. A [PBL Website](#) is located on ARSU’s homepage. This is a means to communicate with our community about the shifts in practice for the 2018/2019 school year and beyond.

Five Fair Haven Union High School teachers, Principal Jason Rasco, Special Education Director Deb Robinson and I visited Mill River Union High School on March 23rd. The visit provided opportunities to see PBL in action, collaborate with teachers and administrators, and a chance to hear from students engaged in PBL.

On April 5th at 6:00 pm Fair Haven Union High School will be hosting a PBL informational night. The purpose of the night is to communicate the shift in curricular, instructional and assessment practices as a result of proficiency-based learning. The presentation will include Fair Haven Union High School teachers, Fair Haven’s Guidance Director, Special Education Director, Principal Rasco, myself, and Castleton University’s Dean of Enrollment Maurice Ouimet. A save the date and ARSU [PBL Flyer](#) was sent home to current 8th grade through 11th grade parents in March.

On April 9th two middle school teachers from Benson Village School, one from Orwell Village School, three from Castleton Village School and three from Fair Haven Grade School will join Fair Haven Grade School Principal Skip Cooke and myself for a day long visit to Mt. Abraham Middle School in Bristol. The visit will provide opportunities to see PBL in action, collaborate with teachers and administrators and a chance to hear from students engaged in PBL for students in 7th and 8th grade.

Using the Consolidated Federal Grant (CFP) we are able to send four teams of teachers, a total 25 from ARSU, to UVM’s BEST Institute in June. BEST supports teachers towards increasing and strengthening schools and their communities to better anticipate and respond to the needs of students who are at risk of, or who experience, emotional and behavioral challenges. CFP funding is also supporting the Stern Center’s Language and Learning Literacy Skills Workshop at Fair Haven Grade School. The focus of this course is to increase expertise in early literacy instruction.

#### **Parent Advisory Updates:**

- a) **BVS:** 1st meeting was held last Thursday; had 3 Parents attend. John Wuzbacher indicated that there was a good deal of discussion around the following topics:
  - The transition to SVMUUSD and what does that mean in terms of:
  - Equity for BVS kids in terms of Enrichment, Academics, Sports, Standardization of Curriculum
  - LifeTime Activities
  - Kim Prehoda shared information with Parents on the changes of the Health Program and the changes to the Building Maintenance.
- b) **CES:** Met this evening and had one parent attend.
- c) **CVS:** Met last week and no parents or community members attended despite the advertisements on Front Porch Forum, Parent Letter Sent home, Flyer sent out, Postings on School FaceBook Page.
- d) **FHGS:** Meeting Wednesday the 11th of April in conjunction with PTO
- e) **FHUHS:** Scheduled first meeting is 4/25/18. Peter Stone to team with Jason Rasco
- f) **OVS: ?**

#### **Continuous Improvement Plan (CIP):**

Casey O’Meara, Director of Curriculum, Instruction and Assessment gave an overview and slide presentation explaining why districts have a Continuous Improvement Plan. The CIP may also formerly been known to districts as the Action Plan. The CIP Goals should link directly to the requests we are making for the Consolidated Federal Grant in terms of Professional Development and other Budget requests should link to the requests for funding of positions through the Consolidated Federal Grant.

The Continuous Improvement Plan describes 4 Priority Areas: Student Engagement, Instruction, Accountability and Rigor, Communication. Discussion ensued regarding this first draft of the CIP. We are waiting for feedback from the AOE on our first draft.

**Link to the Slide Presentation :**

**Other Business:**

Update on Central Office: Brooke met with Landlord of Central Office to see if a lease extension would be considered through the building remodel at FHUHS for the ARSU office relocation through November 2018 or as far out January 2019. This extension request was approved. In addition to that Brooke shared that she and Chris Cole, Director of Operations would be meeting on 4/19/18 to obtain the building permit for FHUHS renovations.

Orwell Village School Board Members met with Secretary of Education Rebecca Holcomb prior to her resignation. The meeting was for her to gather information to make a recommendations to the State Board of Education for those districts that had not made an attempt to merge. That recommendation was due to the State Boards by July 1, 2018 The Interim Secretary should be holding to the deadlines put in place by Rebecca Holcomb, and a final recommendation should be made by August 1, 2018.

**Agenda Building:**

1. Banking Bid
2. Major Loan will be sought prior to July 1 for operating expenses.
3. Update on Parent Advisory Meetings
4. Personnel Committee Meeting Updates
5. List of Policies to be Adopted and Warned
6. CES or CVS Student Presentation
7. Update on Negotiations if there is one
8. Other Committee Updates
9. Principal's Reports
10. Finance Projection of where we are as we near the end of fiscal year.

**Executive Session - If Needed:** Brooke Olsen Farrell asked for Executive Session for purpose of Personnel to include the Board, the Superintendent and the CES Principal, Kathleen Kilbourne. Shannon Baldwin made a motion to move into Executive Session for the purpose of Personnel, this was seconded by Julie Finnegan at 7:30 p.m. Action is expected to be taken. Peter Stone made a motion to come out of Executive Session at 7:42 p.m., this was seconded by Mike Fallis with the following action: Motion was Glen Cousineau made a motion to accept Kathleen Kilbourne's resignation, effective June 30th, 2018 with regret. this was seconded by Peter Stone and motion was carried by full Board.

**Adjournment:** Toni Lobdell made a motion to adjourn at 7:42 p.m.; this was seconded by Julie Finnegan. Motion carried by full Board.

**Next SVMUUSD Board Meeting - April 23, 2018 - CES - 6:30 p.m.**

Respectfully Submitted,  
Bonnie Lenihan