

**MEETING:** Orange East Supervisory Union Board

**DATE:** Tuesday, January 7, 2020

**TIME:** 6:00 PM

**PLACE:** The Inn at RBCTC

**Board members:** Danielle Corti, Judy Murray, Melissa Gordon, Charlie Buttrey, Julie Acker, Angeline Alley, Megan Snider, Jason Rogers, Sarah Nolin, Judy Murray, Allison Ingerson

**Administrators:** Bruce Williams, Robin Wozny, Sherry Hoyt, Jean Wheeler, Lori Blood, Melanie Elliott, Nicole Bell

**Public:** Ted Pogacar, Tyler Slie, David Chase Aubrie Smith, Taylor Hathaway

VSBA: Sue Ceglowski, Susan Holson

## CALL TO ORDER

### Welcome

- A. Alley called the meeting to order at 6:01 PM.

### Board Business

- Agenda Review

Add Student Records to Executive Session.

- Approve Minutes of the 11/5/2019 and 12/3/2019 meetings.

M. Gordon made a MOTION to approve the minutes of 11/5/2019. D. Corti seconded. ALL VOTED IN FAVOR. C. Buttrey, A. Ingerson, M. Snider abstained.

J. Murray made a MOTION to approve the minutes of 12/3/2019. M. Gordon seconded. ALL VOTED IN FAVOR. C. Buttrey, M. Snider, A. Ingerson, S. Nolin, D. Corti abstained.

- Contracts to be discussed in Executive Session.
- D. Corti reported that the Board Orders were all fine. Nothing to question.
- No correspondence

### Superintendent Evaluation Presentation with Sue Ceglowski, 6:06

Sue discussed the 3 handouts provided to the Board: Superintendent of Schools job description, VSBA Superintendent Evaluation Service description, Model Superintendent Evaluation.

- Sue recommended comparing the job description that's presently in place with the one she provided. M. Elliott said the present job description is outdated.
- If the Board opts to use the VSBA evaluation tool as is, the process will be faster than if the evaluation survey has to be significantly customized. Covered in the evaluation survey:

Board and superintendent relationship

Policy

Business and finance

Community relations

Operational management and leadership

Recruiting new personnel to the district

Institutional leadership

- The survey will be sent to the Boards and the leadership team; the leadership team distribution is to be determined; including just the Supervisory Union and principals was discussed. It will also be sent to the Superintendent as a self-evaluation. There will be a two-week turnaround for responses.

- VSBA will prepare a detailed report in response. Actual survey results will be reported in Executive Session.
- Sue will write up an evaluation for the Board Chair to approve and sign. A. Alley would like the evaluation process to be concluded before the end of the academic year. A. Alley confirmed that Add E. Knisley's goals to the added to the survey.
- The Board should review the survey and be prepared to discuss any issues or questions about the survey at the next Board meeting.

#### **Substitute Pay, 6:20**

M. Elliott distributed the OESU Substitute Rates Recommendations handout. M. Elliott recommends conforming the rates across the schools, since they presently differ between schools, and raising the rate to \$13.50/hr beginning July 1, 2020.

M. Elliott recommends a longer timeline for Nurse rates, that goes out to July 1, 2021, in order to more slowly bridge the pay rate gap between schools.

Each individual Board will need to address the nurse, cafeteria/kitchen, and custodian rates, as they are paid out of local budgets.

#### **Facilities – Office Space Update, 6:35**

B. Williams reported that T. Copeland agreed to a 3-year lease, beginning April 1, 2020, with a July 1, 2020 occupancy date. Before moving in, the space needs electrical, plumbing, and Internet installation/modifications. Efforts are being made to minimize costs involved with prepping the space. T. Copeland has some partitions that will help configure the space. Rent will be a bit higher than the present space, not including the modifications needed to the office.

#### **Health Insurance Update, 6:40**

M. Elliott reported that health care negotiations at the state level are approved with an arbitrator. Negotiations are due for Thetford, BMU teachers, and BMU support staff on Jan 1, 2021. Health care administrators are due by Jan 1, 2022.

The Vermont Education Health Initiative's suggested rates were not approved at the state level, and the final outcome will not be confirmed for another 6-8 weeks.

#### **Policy-Adoption, 6:45**

D. Corti made a MOTION to approve the following polices. M. Gordon seconded. ALL VOTED IN FAVOR.

- A1 Conflict of Interest
- B5 Prevention of Employee Harassment
- B7 Tobacco Prohibition
- C4 Limited English Proficiency Students
- C6 Home Study Students
- C8 Pupil Privacy
- C9 Nutrition & Wellness
- D3 Responsible Computer Internet & Network Use
- D4 Title One Comparability

BMU doesn't have a policy on this. Confirm whether this is for each district.

- D6 Class Size Policy
- E1 Title 1 Parental Involvement Compacts

## Add "PTA or equivalent"

- F1 Travel Reimbursement  
IRS per diem rate.
- A20 Board Meetings, Agenda Prep & Distribution
- A21 Public Participation at Board Meetings
- A22 Notice of Non-Discrimination
- A23 Community Engagement and Vision
- A24 Board/Superintendent Relations
- B20 Personnel Recruitment, Selection, Appointment, and Background Checks
- B21 Professional Development
- B22 Complains About Personnel & Instructional Materials
- C21 Search & Seizure of Students by School Personnel
- C24 Interscholastic Sports
- C25 Admission of Non-Resident Tuition Students
- D20 Curriculum Development & Coordination (SU)
- D21 Educational Support System
- E20 Community Use of School Facilities
- F20 Fiscal Management & General Financial Accountability
- F21 Financial Reports & Statements  
Not to exceed \$10,000. Anything over \$10,000 has to come to the Board.
- F22 Electronic Communications Use and Retention
- F23 Capitalization of Assets
- F24 Prevention of Conflict of Interest in Procurement
- F25 Access Control
- F26 Security Cameras

## Policies to be discussed at a future meeting:

- B1 Substitute Teachers
- B2 Volunteers & Work Study Students
- B3 Alcohol & Drug Free Workplace
- B4 Drug & Alcohol Testing of Transportation Employees
- C1 Student Records
- C2 Student Drugs & Alcohol
- C7 Student Attendance
- C22 Student Activities (Elementary)
- C23 Student Clubs & Activities (Secondary)
- C26 Tuition Payment
- C27 Student Self-Expression and Student Distribution of Literature
- E21 Distribution of Non-School Sponsored Literature in Schools

**Retreat, 7:05**

Angeline Alley suggested delaying until after Town Meeting.

**Agenda Items for February Meeting, 7:08**

Superintendent evaluation questions.

- Read through the document and E. Knisley's goals for the year and bring comments/questions to the meeting.
- Define who is on the leadership team so they can receive the evaluation.

- B. Williams suggested looking at the questions with an eye to eliminating those that do not seem critical.
  - M. Gordon suggested adding a box that indicates we do not have enough information to respond – but maybe we should have that information.

**Budget Items, 7:20**

L. Blood distributed the OESU 2021 budget and explained the format changes. For the central office of the SU, the budget is divided into cost centers made up of assessments: regular education, ELL teacher, transportation, preschool/early education, special ed expenditures, central office, human resources, business office. This format shows the 2019 adopted budget, 2019 actual budget, the 2020 adopted budget, and the 2021 drafted budget. L. Blood pointed out these items:

There's a 1% increase in special education since last year

One-time cost of \$117,500 for the office move

Presently over budget on Systems Plus expenses

Numbers are based on enrollment as of October 1, rather than equalized pupil

5.88% increase on the drafted 2021 budget

The audit is almost complete. It is presently indicating some surplus funds.

C. Buttrey made a MOTION to approve the budget as presented. A. Alley seconded. ALL VOTED IN FAVOR.

**Executive Session, 8:05**

- Superintendent Evaluation
- Negotiations Update
- Student Records

C. Buttrey made a MOTION to enter into Executive Session for Student Records and asked Nicole Bell and Bruce Williams to join in the session. D. Corti seconded. ALL VOTED IN FAVOR.

Exited Executive Session, 8:31.

C. Buttrey made a MOTION to accept Administration's decision regarding Student Records. D. Corti seconded. ALL VOTED IN FAVOR.

**Adjournment, 8:33**

D. Corti made a MOTION to adjourn. C. Buttrey seconded. ALL VOTED IN FAVOR.

Respectfully Submitted,

Barbara Briggs