

ORLEANS CENTRAL SUPERVISORY UNION

**Lake Region Union Elementary-Middle School District  
Board of School Directors Meeting**

Location: Barton School

Monday, Sept. 16, 2019 – 6:00pm

OCSU Vision: All of our students will have choices for success throughout their lives.

OCSU Mission: It is the mission of the Orleans Central Supervisory Union to provide an environment that celebrates diversity and creativity, promotes inclusion and integrity, and partners with parents and community members to give students access to a 21st century education.

MINUTES
---------

PRESENT: Bev Davis, Superintendent; Phil Roberts (Barton); Heather Wright, Business Manager; David Doucet (Barton); Theresa Daigle (Glover); Josh Webber (Orleans); Angelique Thomas (Irasburg); Matt Kittredge (Albany); Dan Demaine (Glover); Amy Leroux (Irasburg); Neil Urie (Albany);

1. Call to Order 6:03 pm
2. Additions or Deletions to the Agenda: VSBA dues, Brianna Ward salary, Purchasing cards update, and substitute pay all added to Business of the Board.
3. Privilege of the Floor None
4. Focus on Learning: Tour of the School with Principal Jenna Lawrence. Principal Lawrence led a tour of all four floors of Barton school. Kindergarten, 1st, the cafeteria, and CEC are all in the basement. Second and third are on the first floor while fourth and some classes of fifth are on the 2nd floor. Sixth, seventh and eighth and some fifth grade classes are on the third floor. With current enrollment at 161, all classes are self contained with no multi age grades. There are bat issues in attic that have recurred through the years. A bat expert is coming to assess the situation.
5. Consent Agenda (Action) Dave motions, Theresa 2nd. All in favor.
  - a. Approve Minutes
  - b. Approve Bills
  - c. Accept Financial Reports
6. Business of the Board (Discussion and Possible Action)
  - a. Kris Coville, math support at Albany. Dave motions to set a salary rate of \$25/hr for Kris Coville, math support at Albany, not to exceed \$12240. Matt 2nd. This will be paid with Medicaid money. All in favor.
  - b. Rachelle Miller, after-school program coordinator at Albany. Dave motions to set a salary rate of \$25/hr for Rachelle Miller as After School Program Director. Maximum 20 hr/week. Additional hours and duties at the discretion of the principal. Matt 2nd. All in favor.
  - c. Kristina Snook, Orton Gillingham Tutor at Albany. Dave motions to set a salary rate of \$25/hr for Kristina Snook as an Orton-Gillingham Tutor to take place after school not to exceed \$3000. Matt 2nd. This is paid by Medicaid funds. All in favor.

- d. Class Size Policy. Bev put together some guidelines based on other schools. This will be used as a part of the school choice policy and also for staffing. The guidelines include minimum, optimal, and maximums and are by grade cluster. The cluster approach means that individual classes may have more than the maximum or fewer than the minimum. Bev's draft guidelines split out K-2, 3-4, and 5-8. Some discussion of maximum numbers in the state board policy as being 19 for K-3 and 24 for grades 4-12. Also, discussion of having clusters of K-2, 3-5, and 6-8. Phil developed a revised version of the policy that had a minimum of 10, optimum 10-15, maximum of 19 for K-3, and 24 for 4-8. These are average numbers of students per teacher. There was some discussion about what to do with classes that end up below the minimum number and whether that needs to be addressed in the policy or guidelines. At this time, the board took no notice of this. Angeliq motions to adopt the revised guidelines. Dave 2nd. All in favor.
  - e. Budget Process. Heather wants to know what kind of process will happen. Some discussion about whether the board should start with a bare bones based on already known details (ie. raises in contracts) or whether administrators should start the process with Heather. The board will have a separate budget only meeting on November 12th at 6 pm at COFEC and then another on November 19th at 6 pm at COFEC with principals. The warning for the budget meeting needs to be done in January.
  - f. Principal Designees. This is for when a principal is out of the building. Some schools have a specific teacher designated as acting principal when principal is out and there are varying amounts of pay associated with this. For example, in Barton a teacher gets a sub and then assumes all roles. In Albany, a teacher handles duties as they come up and get extra pay based on a half or full day. Other schools may not have a specified teacher and various people step in to help cover as needed. Board feels that a specific teacher should be designated when principal is out of building. They also feel that this should be based on a rate of \$50 for a half day and \$100 per full day. Bev will draft something with a list of expectations and a rate of pay for the board to approve at the next meeting. She will also bring number of days principals are out and the agreements that are already in place.
  - g. Brownington Central School Emergency Shelter. The Red Cross would like to designate the school as a shelter for Brownington. The only potential cost associated with this is for a generator that is hoped to be covered by a grant. Several other schools are also shelters and there is an agreement with the Red Cross that covers liability issues.
  - h. VSBA dues. There is a bill for dues from VSBA for \$6362 and Bev wants to make sure the board is aware of it and wants to continue membership. Dues are based on supervisory union and number of students. Last year was nearly \$6800 for all schools. Board wants to continue membership.
  - i. Brianna Ward. Para in Albany and she is a licensed LNA. Original offer was \$12/hr but the student is high needs and her licensing will help. Dave motions to offer \$13/hr retroactive to beginning of school year. Matt 2nd. All in favor.
  - j. Purchasing cards. Cards will be Lake Region EMS and then a line for a person or school. If it is a school, then there is a little less insurance and it makes signing a little harder. Board wants it to be in the administrator's name.
  - k. Substitute pay. Elementary pay is \$94/day, high school is \$110/day. Principals find it hard to get substitutes who have options to go to the high school. There is also concern about how a raise for subs will effect paras. No action taken on this.
7. Administrative Requests, Reports & Information (Discussion & Possible Action)
- a. Heather shared that VEHI has shared that health insurance is expected to be 13-14% and this will be affected by the statewide contract. Administrator benefits are also tied to teacher benefits so the rise in cost will have a big impact.

8. Committee Reports
  - a. OCSU Board
  - b. Facilities Committee. Making a priority list and thinking about facilities management position.
  
9. Executive Session (if needed, pursuant to 1 V.S.A. sec. 313) None
  - a. Post Executive Session Action (if needed)
  
10. Future Agenda Items Next Meeting
  - a. 21C Grant
  
11. Next Meeting(s)
  - a. OCSU Board – Sept. 23<sup>rd</sup> – 7:30pm – Lake Region
  - b. EMS Board – Sept. 30<sup>th</sup> – 6:00pm - Brownington
  
12. Adjournment 9:15 pm

Respectfully submitted,

Dan Demaine