

HYDE PARK SCHOOL DISTRICT BOARD OF DIRECTORS MEETING MINUTES  
HYDE PARK ELEMENTARY SCHOOL LIBRARY  
MONDAY, OCTOBER 3, 2016

Board members present: Richard Bailey, Lisa Barry, Chasity Fagnant, Patti Hayford, Raven Walters

Others: Diane Reilly, Catherine Gallagher, Dylan Laflam, Dave Shambaugh

**Note: All votes taken are unanimous unless otherwise noted.**

**1. *Call to Order***

R. Walters called the meeting to order at 6:03.

**2. *Approval of Agenda***

It was agreed to adjust the agenda by moving items 4 and 5 after item 11 so C. Gallagher could leave earlier.

**3. *Public Comment***

D. Shambaugh said he had come for items 4 and 5 but would probably have to leave before they were discussed. The board decided to move directly to items 4 and 5.

**4. *Take Action on the Hyde Park Tree Warden's Recommendation***

R. Walters said the tree warden evaluated an old maple on the west side of the school and proclaimed it a hazard tree. Given the location and the likelihood of damage, he recommended we take it down immediately. There was a public information session at which he explained his recommendation. About 7 or 8 people showed up. They understood the situation and agreed with the recommendation.

D. Laflam said he is working on finding a contractor who is capable of removing the tree. He is not going to have the arborist remove the stump. When the oil tank in that area is dug up with an excavator the stump can be removed at the same time. He guesses the cost of removing the tree will be \$1500 or less.

R. Walters said there was a hope that any usable firewood could be distributed to those in need. (*L. Barry arrived at 6:10.*) D. Laflam said he doesn't think there will be enough usable firewood to make it worthwhile to distribute it.

The board agreed that D. Laflam should proceed with having the tree removed.

**5. *Discuss Renovation Plan Progress***

D. Laflam said there is a meeting with the architects in Burlington this week. They are putting finishing touches on everything. This week they will have a redesign with a few space tweaks. At the next board meeting he should have a comprehensive update.

D. Laflam has an appointment to look at the sheriff's department building to consider the possibility of leasing it. He is thinking that building, which is behind the opera house, might be used for preschool, kindergarten and the kitchen.

D. Reilly said she has another idea. She has been working on licensing for our preschool program and she was told that if we moved our preschool to any place where there is not a

licensed program we have to start all over with the licensing process. The JES preschool classrooms are not used in the afternoon. She has been talking to JES principal David Manning about using JES classrooms for our preschool. We would tuition out 3 year olds and run a program for 4 year olds at JES in the afternoon. (*R. Bailey arrived 6:14.*)

D. Laflam said he talked to Hirschak about the former CREW Arena. They are already in negotiations to lease it out, but Morristown would love to see HPES using it. They told Hirschak we would not need any permits from the town. C. Gallagher said we would need to check residency law before deciding to use a Morrisville location.

D. Laflam said another option would be the old hotel, but it is not a very viable option because all the rooms are 200 sq. ft. C. Fagnant said there is also no outdoor space. D. Laflam said busing would be difficult, too.

C. Fagnant said many community members have asked her about options for moving and have said they would like to be involved in where their kids are going.

D. Reilly said she and D. Laflam are ruling out options. Then they will take all the best remaining options and look at them. The tech center is an option for grades 5/6. S. Lussier would love to collaborate with the older kids.

D. Laflam said the most expensive option, but one that is quite viable, is using portable classrooms. D. Reilly said the portable classrooms would have to be on the Lamoille Union campus. D. Laflam said the LU campus has enough room.

C. Gallagher suggested that D. Reilly and D. Laflam bring around 5 options with pros and cons for discussion. She didn't know a Morrisville site was possibly in the works. That brings up many questions to her.

D. Reilly said her goal is to have a plan by November 11, the day when teachers will meet with the architects.

C. Fagnant said Green Mountain Kids is moving, so the space they are currently using is going to be empty. D. Reilly said if we sent kids there it would have to be under the license of their director, but their director would no longer be at the old location. She said Puffer has contacted us about partnering.

L. Barry said when we were planning for the bond people thought communication was good. We need to continue that communication, even if there is no update. She thinks we need to communicate on a schedule. Maybe every month after the board meeting there could be an update on anything to do with the renovation project.

D. Clark said Johnson used a bond committee to run their bond work. Eden, being smaller, didn't. The board might want to consider structures.

The board agreed that R. Walters should provide a summary of renovation updates from minutes after each meeting for Front Porch Forum, etc.

6. ***Approve Consent Agenda (Minutes of 8/29 and 9/15)***

**P. Hayford moved to approve the consent agenda, L. Barry seconded and the motion was passed.**

7. ***Take Action on Superintendent Policy Monitoring Reports (September and October)***

C. Gallagher reminded the board that the board has received two monitoring reports from her. The first was presented and discussed on August 30. The board decided not to approve it until she had signed and scanned it. The most recent report was fairly straightforward. It had to do with emergency COO succession. Board policy states that at least 2 people should be in line to take over if some event prevents D. Reilly from completing her work as principal. The head of D. Reilly's leadership team head is Shawn Clough, who is in the process of getting his administrator endorsement. He would be suited to take over. Crystal Koch is also on the leadership team and would be the second person in line. They would work in collaboration with the leadership team. The board and superintendent would be intimately involved in the process.

**L. Barry moved to approve the superintendent policy monitoring reports for September and October, P. Hayford seconded and the motion was passed.**

8. ***Superintendent Report***

C. Gallagher said No Child Left Behind is being replaced by the Every Student Succeeds Act. It gives control back to the state and away from the federal government. Under ESSA there will be greater accountability for schools and principals. It won't be rolled out completely until FY18, but there are a couple of things that took effect October 1 that will have implications for our budget. We are required to provide the least expensive form of transportation for homeless students. The change is that now we must provide that transportation for the entire school year, not just until the family finds housing. And we must provide transportation for homeless preschool students even if we don't provide transportation for other preschool students. The Director of Student Support Services is required to train all staff in the requirements of the McKinney-Vento act on education of homeless students. We will need to increase transportation expenses in our budget. If the homeless family owns a vehicle they are required to use it and we reimburse mileage.

Our SU volunteered to be a pilot for Education Quality Reviews. A team will come in to evaluate our programs. We will be measured on 5 dimensions: academic achievement, personalization, safe school climate, high quality staffing, and financial efficiencies. We are scheduled to be reviewed on February 16. They are the process of determining who will be on the team. C. Gallagher asked for board members and students to be involved and AOE has agreed.

L. Barry asked if the pilot review will be SU-wide. C. Gallagher said yes, but it will include each school. She hopes to get helpful information from the review. After the review, we will not have to be reviewed again for 3 years.

D. Reilly updated some of the board policies, but there will be an entirely new board policy manual next year. The LNMUUSD board has a policy subcommittee which will be meeting to write policies.

Jean Pratt and Crystal Koch were teachers of the year, as was Dana Jourdan of GMTCC. They will be honored at a reception at UVM.

David Whitcomb and C. Gallagher will be hosting the LNSU spelling bee tomorrow. C. Gallagher attended a mock spelling bee at HPES.

Healthy Lamoille Valley is offering a \$1000 grant to schools to help with parent engagement. Areas addressed could be substance abuse or career readiness at the high school or elementary level. Schools are identifying what their needs are.

C. Gallagher said she had promised a verbal update on principal goals. She will provide a written report for the December meeting. One of D. Reilly's goals was around identifying what professional development teachers should have this year in math and literacy. D. Reilly put together a year-long plan for both math and literacy, which was more than she was asked for.

We were looking for specific ways to measure teacher understanding of the math program used at HPES. D. Reilly teamed with TJ Jemison to develop a tool she can use with all the teachers.

Two teachers attended a Lesley University session for the Literacy Collaborative. They will attend another session in the future. They are also doing online professional development and training other teachers.

HPES has 6 new classroom teachers. In Vermont all teachers in their first 2 years of employment have to be evaluated twice a year. HPES also has one teacher in her second year, so D. Reilly has 7 teachers who need to be evaluated twice a year. Teachers have identified their goals. D. Reilly will meet with them to agree on goals and arrange times to observe them.

D. Reilly's fourth goal had to do with parent engagement. She met with parents and asked about their preferred media for communication. She identified 4 platforms she will use to distribute information.

C. Gallagher said D. Reilly's work on meeting her goals was well done.

C. Gallagher said next month she would like to agenda a discussion of superintendent goals. She will be talking to all boards about what they would like from her. Then she will discuss her goals with the LNSU board.

R. Bailey asked what a rubric is (as mentioned in the discussion about teacher evaluations.) Is there a form D. Reilly fills out? D. Reilly said LNSU has the

PowerSchool system, which has places to keep forms. Her teachers are given a list of expectations and when she observes she can use a form in PowerSchool to mark which ones she sees them doing, and then she does a narrative. She has teachers pick 3 goals from the list of goals LNSU has for its teachers. The rubric allows her to circle whether they are not yet meeting the standard, meeting the standard, or exceeding the standard. R. Bailey asked if the board can look at the form. D. Reilly agreed to email it to board members.

L. Barry asked, what about the rest of the teachers? D. Reilly said they set goals at the beginning of the year. She doesn't evaluate every teacher every year. She has tried to work her way through them. She does walkthroughs with all of them, but not summative evaluations. She goes into the classroom and observes things like how many kids are engaged, whether the teacher is differentiating, or whether the teacher is calling on both girls and boys. She sends a note to the teacher afterward and the teacher sends back a reaction.

C. Gallagher said the Education Quality Review team may be able to give us a more refined tool. We don't have a great tool for determining whether something that needs work has been met.

D. Reilly said she is observing Number Corner, which is one thing she wants all teachers doing with fidelity. The district math coach is going to help her become a better evaluator of math instruction. TJ Jemison has given her a list of things to look for. That is one of the main things she is working on. She feels one of the main reasons math scores are not as good as they could be is that teachers are not using the math program they way they are supposed to.

R. Walters said the board articulated concern about our focus and D. Reilly was back at the next board meeting with goals, followed by an on-time report out. That feels fantastic. D. Reilly said she appreciates having a way to demonstrate the work that is going on.

R. Walters said the board congratulates HPES teachers J. Pratt and C. Koch for the wonderful award they won. C. Fagnant said C. Gallagher deserves congratulations too.

**9. *Principal Report***

D. Reilly said the preschool room is amazing. There is a Promethean board in the classroom. It is like a big touch screen TV. Because we are moving to a new building and our Smart Boards and projectors are dying, we need to come up with new projection technology. We are trying out the Promethean board and another less expensive board, seeing how they work for our teachers so when we go to put in new systems we will know what we need.

D. Reilly has done several walkthroughs already. She will start formal evaluations next week. The new report card will be rolled out in December. All LNSU elementary schools will be using the same report card. Teachers are getting training on it on Thursday.

D. Reilly said in the past UVM has considered only single individuals for outstanding teacher, but she told them that she couldn't separate the pair of Jean Pratt and Crystal Koch because what makes them amazing is their work together. At UVM, they decided they are teaching their teachers to be collaborative so they should recognize the two HPES teachers as a team. The three UVM outstanding teachers this year all have a Hyde Park connection. Jean Pratt has lived in Hyde Park for a long time and the others were born and raised in Hyde Park and went to school here.

On Friday, Rebecca Holcombe will deliver an award to our school for being an exemplary PBIS school. D. Reilly is sending 3 teachers to Lake Morey to accept the award.

The architects gave us planning forms for the teachers. Teachers will look at them first as teaching teams, then as PLC's, then all together. Tomorrow all the blueprints for the renovation project will be laid out in D. Reilly's office. Teachers will bring in their forms and all will view the blueprints. On Wednesday, there will be a meeting with the architects.

Elementary principals and AdCo have met for first time this school year. D. Reilly said there is a new sense of camaraderie in the SU that has never been there before. It feels different. She thinks C. Gallagher is part of that and so is the new modified union. There is a feeling of excitement and positivity.

R. Bailey asked the price of the two types of boards D. Reilly had mentioned. D. Reilly said one costs about \$1500 and the other is about \$2000 or \$2500.

R. Bailey asked, if Waterville and Cambridge wanted to vote again on coming into LNMUUSD, would they need a petition for town meeting or a separate vote? D. Clark said if they waited until town meeting it would be too late. C. Gallagher said citizens can petition now. A petition needs to be signed by 5% of voters. L. Barry said another vote has to be done within a year of the original vote. C. Gallagher said another vote can come about through a petition or the board can call for action. R. Bailey asked if there has been any interest in another vote. C. Gallagher said yes. P. Hayford said especially in Waterville. R. Walters asked if there is interest in both communities. C. Gallagher said there have been discussions. R. Bailey asked if it is the modified union board that can ask a town to reconsider. C. Gallagher said no; the Cambridge or Waterville school board can ask its own town. R. Walters said Waterville and Cambridge have up to a year to vote to come in without needing LNMUUSD board approval. Richard said then after that it becomes more complicated. C. Gallagher agreed. D. Clark said the state board has to get involved. R. Bailey asked if Waterville and Cambridge are both thinking about another vote. C. Gallagher said she would say that is happening in both towns. People from both towns have been asking about process and procedure.

#### ***10. BNC Update***

C. Fagnant said we are going into negotiations with no ground rules because the two sides couldn't come to agreement. The next negotiations meeting with support staff is October 24 and the next meeting with teachers is November 9.

P. Hayford asked if any of what is going on in Chittenden County now will play a part in what is going to happen here. C. Gallagher said that is a great question.

**C. Fagnant moved to go into executive session, inviting administrators to remain, because discussing additional details of negotiations in open session would place the district at a substantial disadvantage, P. Hayford seconded, the motion was passed and the board entered executive session at 7:02.** The board consented out of executive session at 7:13.

***11. Discussion and Possible Action on Administrator Contract***

C. Gallagher said D. Reilly is the only one of the administrators who has not seen an increase in FY17. She proposes a 3.1% increase, mirroring the increase teachers received, retroactive to July 1, 2016.

**P. Hayford moved to enter executive session to discuss the administrator contract, with administrators invited to remain, L. Barry seconded, the motion was passed and the board entered executive session at 7:16.** The board consented out of executive session at 7:27.

**L. Barry moved to amend the contract for Diane Reilly, HPES principal, to increase the salary from \$86,808 to \$89,412, a 3% increase, retroactive to July 1, 2016, C. Fagnant seconded and the motion was passed.** (C. Gallagher left at 7:30.)

***12. Discussion and Possible Action on Facility Manager Contract***

D. Laflam's contract is up. D. Laflam said it has been up for a while

**C. Fagnant moved to enter executive session to discuss the facility manager contract, P. Hayford seconded, the motion was passed and the board entered executive session at 7:31.** The board consented out of executive session at 7:50.

**P. Hayford moved to approve a contract for the facility manager for the 2016-17 school year for 8 hours a week, \$11,503 for the year, seconded by C. Fagnant.** C. Fagnant asked if we are going to do a separate contract for bond work. D. Clark said yes, we can work on that. **The motion was passed.** (D. Laflam left at 7:52.)

***13. Take Action to Designate a Proxy/Authorized Signer for VEHI/VSBIT***

D. Clark said the VEHI and VSBIT annual meetings are coming up on October 21 at Lake Morey. The board is asked to either designate a proxy to an individual attending the meeting or give VEHI and VSBIT the proxy votes. VSBIT is where we buy our employment insurance and VEHI is where we buy health insurance. The LNMUUSD board voted to give the proxy vote to David Whitcomb.

**P. Hayford moved to invite David Whitcomb to serve as proxy to vote on the HPES board's behalf at the annual VEHI and VSBIT meetings on October 21 and if he does not accept to assign the proxy votes to the VEHI and VSBIT boards, C. Fagnant seconded and the motion was passed.**

***14. Discussion of Student Performance Data/Monitoring of Policy 1.0***

D. Reilly said Jade Hazard, LNSU curriculum coordinator, was unable to come for this discussion as she had planned. She was going to share that our benchmarking is just

finishing up. We use the Fountas & Pinnell reading assessment to check each child's reading, but not as a standardized test. We use it to look for growth over time. It is not helpful to present results of those assessments for groups of students because the individual differences would be evened out. The only standardized test for literacy is the SBAC. HPES is using the same writing benchmarks being used throughout LNSU. For math, we use the Bridges Number Corner, but not the rest of Bridges. We will be able to compare our Number Corner scores to the rest of the SU. We use Singapore Math. We have just gotten the updates on how to change our Singapore to Common Core. We will need to buy new Common Core aligned curriculum in the next couple of years. We will probably get Bridges to be the same across the SU. We are also using a second math program that is fun and hands-on. Hyde Park is ahead of the rest of the SU in training on that program. We are using the same math assessments the rest of the elementary schools in the SU are using. We are pushing toward personal learning plans and proficiency based education. It is not so much about what everyone is doing as about each child being able to make progress.

R. Walters asked, the Fountas & Pinnell assessment can at least show us what percentage of kids are reading at grade level, right? D. Reilly said yes. R. Walters said the board is more concerned with growth than benchmarks. But the board wants data to share with the community. D. Reilly said she will have Steffen Parker work on figuring out how to present the data. She will do another report, probably after February. J. Hazard will come to another board meeting.

C. Fagnant asked if the literacy team will show us what they have accomplished. D. Reilly said yes.

**15. Other Business**

R. Bailey noted that many of the board minutes on the website are shown as unapproved. D. Griffiths said she still needs to upload the approved ones. There is no legal requirement to post approved minutes within a certain amount of time, so it isn't one of her highest priorities.

D. Reilly said people need to know how amazing our staff is. She is nominating a couple of our teachers for awards. She encouraged board members to let her know if there is someone they feel should be nominated.

**16. Adjourn**

**P. Hayford moved to adjourn at 8:13, R. Bailey seconded, and the motion was passed.**

*Minutes submitted by Donna Griffiths*