

HYDE PARK SCHOOL DISTRICT BOARD OF DIRECTORS MEETING MINUTES
HYDE PARK ELEMENTARY SCHOOL LIBRARY
MONDAY, FEBRUARY 6, 2017

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

Others: Diane Reilly, Catherine Gallagher, Dylan Laflam, Deb Clark (by phone), Donna Cullivan, Jean Foss Pratt, Maxine Adams, Dan Noyes

Note: All votes taken are unanimous unless otherwise noted.

1. Call to Order

R. Walters called the meeting to order at 6:04.

2. Approval of Agenda

It was agreed to move the central office items next, starting with the superintendent's report.

3. Superintendent Report

C. Gallagher said this month's superintendent monitoring report had to do with asset protect. The report discusses protections we have in place regarding student records, making sure teachers are familiar with mandated reporting requirements, protection of property, insurance, etc. Our assets are protected. We are in compliance with everything.

C. Gallagher said we applied for a geographical boundary under Act 166. There have been complaints from some children's advocacy groups that if we define a boundary we aren't providing access to children. However, although we aren't mandated to provide special ed services for students in partner preschools, we can do it more readily if they are closer to us.

Cambridge and Waterville are both voting again on joining the MUUSD. Cambridge is voting on town meeting day. The Cambridge board wanted to be proactive about letting the community know about incentives with and without merging. They were going to have an information session. She told them that if community members wanted to vote again, to get the vote in before April 12 it needed to be held on town meeting day. Their information session is March 1. Waterville is having its information session February 16 and its vote on February 21.

L. Barry asked if the geographical boundary just pertains to preschool. C. Gallagher said yes. (*P. Hayford arrived at 6:09.*)

4. Take Action on Superintendent Policy Monitoring Report

L. Barry moved to approve the superintendent monitoring report, C. Fagnant seconded and the motion was passed with P. Hayford abstaining.

5. Accept 2016 Audit Report

D. Clark said the auditors gave a clean opinion. There were no significant findings. The auditors believe our financial statements fairly represent our financial situation. The general fund balance was \$85,561. D. Clark reviewed the assigned and unassigned fund balance amounts. (*M. Adams and R. Bailey arrived at 6:11.*)

L. Barry moved to accept the 2016 audit report, seconded by C. Fagnant. R. Bailey asked about the rate of return on teacher retirement pensions. He feels the figure shown is unrealistically high. (*D. Noyes arrived at 6:13.*) D. Clark said she hasn't been involved long enough with the teacher retirement system to speak to that but she can track down the information. **The motion was passed.**

6. *Authorize Next Steps in Bond Financing*

D. Clark said the bond bank is going out for bond this winter. They will be sending us a bond commitment letter and the board needs to authorize someone to sign it. It has to be returned to the bond bank by February 13. She has a draft of what the letter will look like. Bob Giroux from the bond bank also recommended that the board one more time authorize moving forward with borrowing.

C. Fagnant moved to reaffirm the board's intent to move forward with financing for the renovation project, L. Barry seconded and the motion was passed.

D. Clark said the board needs to designate someone to authorize use of bond funds. She is the designated representative for all the other outstanding bonds. When she hears funds are needed she authorizes moving funds from the restricted bank account to the operating account that all payments to vendors come from. **R. Bailey moved to authorize D. Clark to be the board's representative for bond management, L. Barry seconded and the motion was passed.**

L. Barry moved to authorize D. Clark to sign the bond commitment letter from the Vermont Municipal Bond Bank on behalf of the board, R. Bailey seconded and the motion was passed.

D. Clark said the documents for the bond anticipation note approved at the last meeting need to be signed. R. Walters noted that the amount of the bond anticipation note is \$8,800,000. D. Clark said we didn't ask to borrow the whole \$9.8 million. This line of credit will allow us to replenish operating cash. We will pay it off when the bond closes. P. Hayford asked why we are not borrowing the whole amount of the bond. D. Clark said she followed Marilyn Frederick and Bob Giroux's advice on that. A bond anticipation note is not usually for the whole amount of the bond. If she had known the bond would close in March she would have only recommended a bond anticipation note of \$1 million.

The board signed all the documents for the bond anticipation note approved at the January 11 meeting. (*C. Gallagher and D. Clark left at 6:25.*)

7. *Literacy Collaborative Presentation*

D. Reilly introduced reading specialist Donna Cullivan and second grade teacher Jean Foss Pratt. They are on the literacy leadership team. D. Cullivan and J. Pratt gave an update on the literacy collaborative training. The literacy collaborative provides a coherent, consistent approach to literacy instruction across grade levels. In-depth professional development and coaching are key to this model. Research shows that coaching of teachers is important to improving instruction and has the best impact on student growth. Teacher growth will result in student growth and achievement.

Lesley University did a study of 17 schools that implemented their literacy framework. There were some dramatic changes in those schools. Their data showed students grew more each year after the literacy framework was implemented. Teachers who spent a high amount of time with a coach increased their expertise more than those who spent less time with a coach.

D. Cullivan and Erin Neckers are training to become coaches for this school. D. Cullivan will work with grades K-2 and E. Neckers will work with grades 3-6. This is their training year. Next year is the implementation year. This is a long term effort. HPES is looking at long term change and improvement over time. There is research that shows that this is the kind of change that lasts. Once we have coaches trained in the building we can sustain this over time in-house.

L. Barry asked if there is any requirement for the coaches to sign something saying they won't leave the district for a certain number of years. D. Cullivan said no, but if the district has made this commitment she is vested. She has been living in this community for 12 years. She is vested in the kids in this town and she knows E. Neckers feels the same way. D. Reilly said they talked about whether to put the commitment in writing but felt confident they did not have to.

D. Cullivan showed charts from the Lesley University study of communication within the building pre- and post-implementation of the literacy framework. Communication about kids increased between teachers in the same grade and between grades. At HPES the literacy leadership team can get feedback from every PLC in the building. The goal is to establish long-term site-based professional development. We will use a tool to give us data that will help us analyze our implementation.

J. Pratt said those who went to Lesley for training were tasked with developing a vision and belief statement. Through activities there they developed a draft. They did the same activities with HPES staff and came up with a vision and belief statement about literacy learning.

D. Cullivan and E. Neckers have had intense all-day training sessions in Boston, with homework. They have 2-hour webinars every other Friday and they have a very heavy assignment load. D. Cullivan and H. Lesley each have a liaison from Lesley. The liaisons have already come for one visit. They spent the entire day. D. Cullivan's liaison watched D. Cullivan teach and gave her coaching. She also met with D. Reilly and with the literacy leadership team. D. Cullivan got great feedback. The literacy leadership team consists of J. Pratt, Kim Myette, E. Neckers, D. Cullivan and D. Reilly. They have monthly meetings. Currently they are planning for next year. They will start asking inquiry research questions for themselves and determining what data to start collecting in the baseline year. They will order classroom materials to support teaching. A survey will go out to teachers for feedback.

Teachers are required to have 60 hours of professional development over the first 2 years. Next year they will have 40 hours and the year after that it will be 20. Each year after that 10-20 hours will be required. Every time we get a new teacher they will go through the first 2 years of professional development. C. Fagnant asked if there is specific professional development that is required. D. Cullivan said it will be based around the inquiry questions. That will direct the professional development.

Next year is the implementation year. Twice a month teachers will spend 2-3 hours learning together. They will learn theory and practice and then the next week their coaching will revolve around the topic they just learned about. They will be trying out what they learned. Every teacher has coaching every other week. D. Reilly said every classroom teacher, except maybe 2 who are dedicated to math, will go through the professional development cycle. The training will take place during school hours, some during Sports for Life or on in-service days. There will be a sub scheduled for Thursdays. Kids won't leave the classroom while their teachers are getting training.

Teachers will participate in professional development sessions and will start to implement the framework and instructional strategies, with support from coaches and each other. They will have reading assignments on theory and they will analyze student work during professional development sessions. In each coaching cycle they will have a pre-conference with their coach, discussing plans for the lesson and goals for the group they are working with. Then the coach will observe the lesson and take notes. The next day the coach and teacher will meet for a post-observation conference to talk about what worked well or less well and what improvements could be made. These are completely confidential sessions. D. Cullivan will not report on them to D. Reilly. She will ask permission before sharing anything she sees while coaching.

The leadership team will have community awareness sessions. They will make sure all teachers are trained on the assessment that will be used. They will do book inventories and make sure teachers have the needed supplies. Next year, E. Neckers will continue to loop with Corinne Gardiner. D. Cullivan will co-teach in grade 2.

C. Fagnant asked if all the teachers were for this. D. Cullivan said there is buy-in from the teachers. The literacy leadership team checked with them in the spring to make sure of that.

D. Reilly said we used grant and local money this year to fund the literacy collaborative. Next year we will need to buy some materials. After that expenses will be about \$1500 a year to belong to the collaborative.

P. Hayford asked about how this fits with Hyde Park and other districts merging. D. Cullivan said other schools are doing pieces of this but not a full implementation. We are implementing the whole framework. D. Reilly said we will be leaders in the SU on literacy. We offered the opportunity to the other schools but they were in different places and had different commitments. D. Cullivan said DOE is very supportive of this. D. Reilly said we are currently the only Vermont school participating.

D. Cullivan thanked the board for making this opportunity possible. She said it is a tremendous opportunity for her. R. Walters said it is wonderful to bring together science and research coupled with passion.

8. Renovation Project Update

L. Barry said she heard that a classroom teacher had shared information about the plans for relocating students next year before parents had gotten the information. She does not feel that should happen. We need to be clear about how we communicate with parents. D. Reilly said she told her staff that she would talk to the board tonight and then information would go out to parents on Friday.

D. Laflam said he met with Howard Manosh for the third time on January 27 and gave him an offer that he had discussed with D. Clark. There is additional space we can use on the first floor between Great Outdoors and Union Bank so we will have room for K-5. We offered \$200K for a one-year lease for all of the Plaza Hotel and the additional space. That includes utilities. We had about \$140K slated for rent and we had some additional money budgeted for utilities. H. Manosh charges more than we had planned on but includes utilities. He is giving us a good deal compared to what he usually charges. We are trying to plan an open house for staff. There is a clause that any renovations we do are our cost. We are looking at adding a toilet in an area that is already plumbed, removing 3 walls and adding one wall. Renovations will be minimal. The courthouse rewired everything for wifi, updated sprinklers, and made the whole space ADA compliant. H. Manosh has agreed to everything we have proposed. We don't have a signed contract yet. D. Laflam wanted to bring it to the school board first. We had money budgeted for utilities in the existing building but the general contractor will take over all utilities for the entire complex during construction so some of that money will be put toward leasing costs.

D. Reilly said we will take some books to the temporary location. She hopes to get bookmobile visits and use the local library. D. Laflam said we will be going from 36K sq. ft. to 20K sq. ft. There will be one large room we can use for breakouts. We can probably have PE there. There is a large green space we can use out back that will be fenced.

Grade 6 will be at the tech center. They are not charging us to lease the space. We are bartering. GMTCC wants all our old kitchen equipment and D. Laflam thinks they will take a couple of unit vents. They will be able to tear out anything they want to use for their classes before renovations start. They will have their students remove the shed that is being replaced.

L. Barry said it is anticipated that we will be in the temporary location through March 31, but the contract says occupancy will be June 1 through May 31. Does that mean there is no additional cost if we stay past March 31? D. Laflam said that is right. H. Manosh wanted a 1-year lease but lowered the price. And because the lease is starting June 1 we can move things directly to the new location as soon as they are packed up here.

D. Laflam said the updated engineered estimate as of January 26 is \$79,375.12 higher than the original estimate from March 2016. But we bonded for \$9.8 million. We kept

ourselves a 5% contingency. We had 3 sprinkler systems designed for the gym. But after looking at labor costs to run those 3 systems we changed plans to rip the ceiling out and leave the wood trusses exposed which makes it possible to just put in 2 sprinkler systems. That costs \$4K more but decreases future maintenance costs. The estimates for lights and stormwater are more expensive than the original estimates but the total is still well within the budget.

D. Laflam said all the bidding is being done as deduct alternate. We included everything we potentially want and we will get prices for alternates that are cheaper. Some of the alternates he thinks he will probably axe before they come to the board. For instance, he thinks putting in an asphalt roof instead of a standing seam roof would be a disastrous decision.

L. Barry asked who will make those decisions after this board no longer exists. D. Laflam said the LNMUUSD board. He brought information on the Hyde Park project to the LNMUUSD facilities committee last time they met. He will bring them more information next time. The whole LNMUUSD board will make the decisions, not just the facilities committee.

There will be a base project and a list of add alternates that will be run by D. Laflam, not by the general contractor, such as new bleachers or furniture. P. Hayford asked why we can't move the furniture we have. D. Reilly and D. Laflam said a lot of it is in very bad condition. L. Barry said she doesn't support buying new furniture. That wasn't part of the project. She thinks we need to be very careful. The project was presented as renovation of the building, not new furniture in every classroom. D. Laflam said he agrees. He would never go over the budget to get new furniture. L. Barry said it is not about going over budget. We did not say we were going to renovate the building and also buy new furniture for the building. D. Reilly said in the time Joyce Cormier has been here the high school has gotten new chairs for its library 3 times while we have kept the same ones in our library. A lot of the furniture in this building was bought as leftovers from the state. D. Laflam said we are keeping anything that is good. The filing cabinets here are mismatched and many don't have keys. He would like to get all new filing cabinets. But that costs about \$38K so it won't happen. There are some furniture purchases we have to make. For instance, fireproof filing cabinets for records are required by code. L. Barry said we have to be accountable to taxpayers. She doesn't ever remember hearing that we would outfit classrooms with new furniture. P. Hayford agreed.

D. Laflam said we can either spend all the bond money on the project or if we have extra we can put it into capital reserve. It can't go back to the bond bank. P. Hayford said when we are part of LNMUUSD any capital reserve will benefit the whole district. D. Laflam said he would suggest spending all the bond money on this project. Facilities took a huge hit for next year to support this project.

R. Walters asked D. Laflam to recap what brought us to the proposed temporary location for students. D. Laflam said we looked at the old indoor ice arena but that fell through because they needed us to lease it for 2 years when we only needed it for 8 months. And it

needed to be fully renovated. They wanted us to pay for all renovations and they wanted \$8 per square foot to lease it.

Another option was portables on sheriff's department property or at Lamoille Union. That would have cost around \$300K. The old portables available were deteriorated enough that they were unusable. We also would have needed to hook the portables to power and sewage. It was not going to be an option to hook into Lamoille Union's sewage system. We would have had to put in a temporary septic system. Total costs for that option would have been around half a million dollars.

When D. Laflam first looked at H. Manosh's property he wasn't that pleased and suggested not using it, but he later decided he needed to look at it again. D. Reilly said some teachers went to view it to give input. D. Laflam said H. Manosh said he was a Hyde Park taxpayer and was willing to work with us. It was really the only usable space we found that did not require major renovations. The sheriff's department had a lot of possible properties but if we had used them kids would have been spread all over and renovations would have been needed.

L. Barry asked how food service will be handled. D. Laflam said not easily. Joyce Cleveland is retiring and we will be hiring a new food service director who he believes will take over all schools. It will be that person's issue. He envisions a lot of bagged lunches. D. Reilly said the kids at the tech center will interact only with tech center students, not middle school and high school students. They will eat lunch with tech center students and will conform to the tech center dress code.

D. Reilly said the teachers were enthusiastic about the move. D. Laflam said the whole building is air conditioned. D. Reilly said there will be bathrooms in every classroom. And there are showers.

L. Barry asked how we can communicate with the community about the move. D. Reilly said she can do a press release. L. Barry said she thinks she should. P. Hayford said she thinks there should be more press and more updates. D. Reilly said she didn't want to give out information when the plans were not solid. If the board is in support of the proposed plan, then use of the Manosh property will be solid. Plans for the tech center are solid. D. Reilly said she has the schedule designed for next year. There will be bus pickup at one location in the center of the village for students who used to walk to school. We currently have the longest school day in the district. The buses are going to drop kids at Lamoille Union first then drop the rest of the students at 8:15 at the Plaza. They will be picked up at 2:45. There will be a 15 minute difference in the start time for the day. Teachers will have to start at 7:30. They will have a 45 minute planning period. Our professional development is planned for all of next year and we know where it will be held. We have a basketball schedule already for next year. Students will practice at LUMS. D. Laflam said he booted clubs to make that possible. He considered renting space at Johnson State but it was expensive and too far away. And why should we let club teams in while making part of the district pay to use other space? It is only Mini Metro that is affected. R. Walters

said there was coverage in last week's newspaper. D. Reilly said Friday something will be going out to parents.

R. Bailey moved to accept the facility manager's recommendation to sign a one-year lease for property owned by Howard Manosh for a term of June 1, 2017 to May 31, 2018 at a cost including utilities of \$200,000, P. Hayford seconded and the motion was passed.

9. *Approve Consent Agenda (Minutes of 1/11/17 and 1/26/17)*

C. Fagnant moved to approve the consent agenda, seconded by L. Barry and the motion was passed.

10. *Other Business*

The board agreed not to meet on March 6 and to tentatively plan the reorganization meeting for March 13 at 6:00.

11. *Principal's Report*

D. Reilly handed out copies of the letter going out to parents explaining that we will not offer preschool next year. We will offer families of preschoolers opportunities to meet and greet during the school year. We will continue screenings. She is giving them information about how to access preschool tuition and about current preschool opportunities.

R. Walters asked if parents interesting in sending their child to another district's preschool should go through D. Reilly or contact the other school directly. D. Reilly said she will check with Janet Murray. She thinks it may be better to go through J. Murray.

12. *Personnel Issue*

R. Bailey moved to enter executive session to discuss a personnel issue, inviting administration to remain, P. Hayford seconded and the motion was passed at 8:10.

(D. Noyes left.) The board consented out of executive session at 8:24.

C. Fagnant moved to approve Erin Hazard's request for an extension of leave for the upcoming year pending written confirmation of approval from the superintendent and HR director, P. Hayford seconded and the motion was passed.

13. *Adjourn*

R. Bailey moved to adjourn at 8:27, P. Hayford seconded, and the motion was passed.

Minutes submitted by Donna Griffiths