

HYDE PARK SCHOOL DISTRICT BOARD OF DIRECTORS MEETING MINUTES
HYDE PARK ELEMENTARY SCHOOL LIBRARY
MONDAY, APRIL 3, 2017

Board members present: Richard Bailey, Lisa Barry, Chasity Fagnant, Patti Hayford
Others: Diane Reilly, Catherine Gallagher, Dylan Laflam, Raven Walters

Note: All votes taken are unanimous unless otherwise noted.

1. *Call to Order*

L. Barry called the meeting to order at 6:07.

2. *Approval of Agenda*

P. Hayford moved to approve the agenda, seconded by C. Fagnant.

L. Barry said she wanted to add information about open meeting law along with the Robert's Rules overview and discussion. C. Gallagher said she also wanted to let the board know about board member and board chair training that is available.

The motion to approve the agenda with those changes was passed.

3. *Approval of Minutes*

P. Hayford moved to approve the minutes of February 6, 2017, C. Fagnant seconded and the motion was passed.

C. Fagnant moved to approve the minutes of February 22, 2017, P. Hayford seconded and the motion was passed.

P. Hayford moved to approve the minutes of March 7, 2017, C. Fagnant seconded and the motion was passed.

P. Hayford moved to approve the minutes of March 13, 2017, C. Fagnant seconded and the motion was passed.

4. *Robert's Rules and Open Meeting Law Overview and Discussion*

L. Barry handed out some information for board members to review.

P. Hayford asked, if a quorum of board members ride together to a training, do they have to call a meeting? C. Gallagher said it depends what they discuss. (*R. Bailey arrived at 6:06.*) It should be okay if they are not discussing board business.

C. Gallagher said an example of a common problem is a situation where an employee wants to come to a board meeting and complain about an administrator. That has to be in executive session and the board chair is responsible for telling the employee that they need to talk to their supervisor first. Another situation was that a group of parents wanted to come and complain about an administrator. There is chain of command to follow and such complaints are not material for a board meeting. The superintendent evaluates the principal. If someone brings up an issue with the principal the board chair can thank the person for sharing their concerns and say that

the board is in touch with what is happening with the principal and knows that there are strengths and areas of improvement that are being looked at. The public comment period is a time when the public can comment but that is not the time for the board to address the comments.

L. Barry said in the information she handed out it says that members of the public have a right to attend meetings and express opinions. Many boards allow public comment at the start of meetings, some allow it at the end, and some allow it whenever anyone present has anything to add. But the public comment period is not a free-for-all. The chair may establish rules and time limits. If a member of the public requests a written response the school board must provide it. C. Gallagher said at one Waterville meeting the chair said each member of the public would get one minute to speak. (*Raven Walters arrived at 6:12.*)

C. Fagnant asked if rules for public comment need to be on the agenda. L. Barry said no, she thinks the chair would just tell people at the beginning what the rules are.

L. Barry said she will put discussion of this information on the agenda for the next meeting to review it and let people ask any questions.

5. Take Action on Superintendent Monitoring Report

C. Gallagher said the report she had emailed out earlier in the week covered 2 policies – one that has to do with principal compensation and benefits and the other with how we honor our teachers and with protection of benefits. We honor the teacher master agreement and the support staff agreement. We are currently in contract negotiations. Teachers and support staff don't get raises until we settle; then their raises will be retroactive. The LNMUUSD board approved doing the same for administrators. In the past we have compensated administrators and then adjusted their compensation when teacher and support staff contracts were settled. She thinks that is bad practice.

R. Bailey said just because union contracts are approved he doesn't think there should be an automatic pay raise for anyone else. C. Gallagher said there won't be an automatic raise. The suggestion is not to have any consideration of a compensation change for the principal until after the teacher and support staff contracts are settled. Principal contracts say the principals won't make less in the future than they make currently. (*D. Laflam arrived at 6:16.*) Past practice has been to give the principal the same pay increase as teachers and support staff, but that is not a guarantee. R. Bailey said he doesn't think any principal salary increase should be retroactive.

P. Hayford asked what happens if teachers or support staff don't ratify a contract. It could be a long time before the principal gets an increase. D. Reilly said it is common practice to wait until contracts are ratified before giving an increase to the principal. C. Gallagher said in two schools individual boards decided not to wait before approving principal pay increases. D. Reilly said it has been common practice at HPES to wait and not set a precedent for negotiations by giving an increase to the principal.

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

6. *Discussion of Letter to Secretary of Education*

C. Gallagher said we need to ask the Secretary of State for a waiver of 5 student days because June 9 is the last day we can have students in this building and with the snow days we have had school should go until June 16. It doesn't require board action; this is just for the board's information.

L. Barry asked if this is just for Hyde Park. C. Gallagher said yes, because of the construction project. C. Fagnant asked if we could be turned down. C. Gallagher said we could, but if they turn down the request they have to offer suggestions. D. Reilly said she will go to the meeting with the state with cost-benefit information for every option they could suggest, such as Saturday school or outdoor learning. C. Gallagher said they won't make it cost prohibitive for the school.

7. *Superintendent's Report*

C. Gallagher said we are continuing to receive guidance from Donna Russo-Savage. Given that there is going to be a revote in Waterville, the LNMUUSD board will be asked to take formal action on the question of whether, if Waterville joins LNMUUSD, Belvidere students will automatically go to Waterville. The board already gave assurance that that would be the case, but that wasn't enough for the electorate.

Some Waterville citizens are trying to team with Cambridge, but the structure being proposed is not viable. Some communities don't need to ask permission to remove themselves from a union district, but that is not true for any of our schools. One person in Cambridge heard that Cambridge could withdraw from the union. That was the impetus for a memo from Donna Russo-Savage. An exception was made for a geographically isolated area in Vernon but it does not apply to Cambridge.

8. *Principal's Report*

D. Reilly said during the March 24 in service teachers did some writing scoring and also visited the former Plaza to see the spaces they have been assigned. Some rooms are bigger than others. Each team has a larger room and a smaller one. Packing for storage or moving to the Plaza has begun. Some outdated materials and books will be given away or repurposed. Some items are going to GMTCC. D. Reilly met with Sherry Lussier to go over the space to be used at GMTCC. D. Reilly will probably contract for a small portion of the high school nurse's time for regular medications and emergencies. The HPES nurse will visit kids at GMTCC once a week. D. Reilly talked to Dana Jewett about lunch period. Our kids will only eat with tech center kids and only students in the health program will use the same bathroom HPES students are using. Outside, our students will have a designated space. C. Gallagher said she is not sure HPES needs to contract for extra nursing. D. Reilly said she will talk to the LUHS librarian about having HPES students go to library class at the LUHS library. Later this year 5th graders will take a trip to GMTCC to have a tour.

P. Hayford said a couple of parents have asked her if there will be a time for parents to see how the Plaza space is set up inside. D. Reilly said there will be an open house

in April for community members and parents to see the empty space. In August before school starts, during the in service, there will be an open house for families to see the spaces all set up. She has discussed this with staff and will notify families right after April break.

The book fair is happening. Teachers have been doing a lot of math and literacy professional development. There is a new online component being used to support the 6th grade math program. It is used as a work station where students can practice independently the specific skills they need to work on.

C. Gallagher said D. Reilly and Jade Hazard are going to do a data presentation in May and June. D. Reilly said HPES is going to pilot an assessment tool called MAP that runs like the SBAC. Unlike the SBAC, it is able to assess children at any grade level. The SBAC only goes one grade below or two grades above the child's grade level. The initial assessment will be done in late spring. It takes 42 minutes. This assessment will be used for progress monitoring between benchmarking. It will be used for instruction. L. Barry asked if HPES is using any of the interim assessments for the SBAC. D. Reilly said yes. She said we are the only school in the SU piloting MAP.

D. Reilly said there have been articles in the newsletter about arrangements for next year. As she gets answers she is giving information to teachers. R. Bailey said the board should get copies of the newsletters. D. Reilly said some of the information going home comes from teachers. She told the teachers who would be teaching 6th grade next year (Amy Tatro and Cassandra Oliveras) and they sent a letter home with that information.

D. Reilly said she was accepted into the first cohort from the Vermont Principals' Association to attend the Center for Creative Leadership. Trainings there for principals are planned only during breaks. A Vermont doctor left money to fund the training.

The 4th grade teachers next year will be Jacinta Raboin and Kylie Richardson. Nancy Segreto has decided not to return. The library position has been reduced to .4 FTE for one year and will go back to full time the next year. D. Reilly is working with local libraries on different ways to handle giving books to kids next year. The library position may go up to .6 FTE if there is a need.

R. Bailey asked, we only have two 6th grade classes now? D. Reilly said yes. R. Bailey asked how many are in each class. D. Reilly said 16 or 17. There are 33 students in 6th grade. The 5th grade teachers next year will be Erin Carr and Katie Crosby. The ECO and STEAM programs will be on hold until we get back into this building. But 6th graders will do a lot of STEAM at the tech center. Fifth graders may take field trips to the North Branch Nature Center.

9. *Appointment to Fill School Board Vacancy*

L. Barry said Raven Walters was the only one who sent a letter of interest.

C. Fagnant moved to appoint Raven Walters to fill the school board vacancy until dissolution of the board, P. Hayford seconded and the motion was passed.

10. Construction Bid Timeline

D. Laflam said there was a walkthrough for contractors last Friday. He expected about 12 people and had more like 60. A variety of subcontractors were there. We have prequalified all the major trades – controls, electricians, HVAC. All are Vermont-based. One New Hampshire company has asked to be qualified, but they may not be.

Base bids will be opened April 25. The time and location have yet to be determined. D. Laflam will send that information out later. The bid opening will be public. April 26 will be the opening for add alternate and deduct alternate bids. It will be on the agenda for the May 1 board meeting for the school board to award bids. D. Laflam will review the bids on Thursday and Friday after the openings, meeting with the architects on Friday. He will give recommendations to administration and to the board. The bid openings will be in the afternoon. He has never seen a full board attend a bid opening. R. Bailey indicated he would attend; other board members indicated they would not.

D. Laflam said he anticipates it will take an hour and a half to two hours to go through the bid options on May 1. The architects will be there and probably engineers and the clerk of the works will be also. Bill Root was hired last week as clerk of the works.

D. Laflam said the Plaza and GMTCC spaces will be available June 1. C. Gallagher suggested it would be helpful to have a schedule of what will happen each day. D. Laflam said the schedule is still moving somewhat and there are so many variables it will probably always be moving somewhat. C. Gallagher said once the variables are figured out an absolute list will be helpful.

D. Laflam said the site will be turned over to the contractor June 12-16. Asbestos abatement will start slowly at that time. GMTCC students will do some demolition, away from the asbestos work. June 19 is the date for full turnover. We can no longer be on the site after that.

D. Laflam got a bid of \$15K to have the fuel oil tank removed. Removal has been scheduled for June 3 and will be paid for out of this year's budget. We will no longer be using #2 fuel oil; we will be using propane. A contractor will remove the playground equipment, store it in their warehouse and then reinstall it. That will cost \$10K.

The fire safety permit for the new building has a large cost: \$54,900. D. Laflam will talk to the state about possible reduction. C. Gallagher said she would like him to find out what the cost has been for other buildings in a similar situation and go with comparables. As a public school, she feels we should receive a waiver. D. Laflam

said this is only one of multiple permits we need. Permits for the sprinkler system, etc. will have additional fees.

D. Laflam walked through the building today with some people from GMTCC. They want some light fixtures for renovations at Robtoy Farm and some junk mechanicals to use with the HVAC program.

11. Adjourn

P. Hayford moved to adjourn at 7:03, C. Fagnant seconded, and the motion was passed.

Minutes submitted by Donna Griffiths