

LAMOILLE UNION DISTRICT #18 BOARD MEETING MINUTES  
LAMOILLE UNION LIBRARY  
TUESDAY, APRIL 17, 2007

Board members present: B. Bailey, D. Baker, S. Hamlyn-Prescott, C. Hickory, P. Ingvoldstad, C. Mann, D. Osborn, D. Whitcomb. Absent: S. Reber, K. Roberts, W. Sander, J. Eisenhardt. Others: T. Bailey, C. Hindes, C. Miller, S. Fortune, M. Frederick, M. Spaulding, D. Lepikko, Jeff Beattie, Palmer Hunt, Mark Floyd, Jeff Limoge.

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

**1. *Call to Order, Introductions, Announcements and Public Input***

**A. Call to Order – 6:31**

**B. Introductions**

Introductions were made for the benefit of the guests.

**C. Announcements**

S. Fortune said there was a dance performance that evening, because it was snowed out last week

**2. *Directors' Orders and Minutes of the April 3<sup>rd</sup> Meeting***

**A. Directors' Orders**

**ACTION: D. Osborn moved to approve expense orders in the amount of \$1,107,891, seconded by D. Whitcomb.** The breakdown was: VOC Bldg. Trades \$4865.64; GMTCC Building Project \$662,821.69; District #18: \$440,204.33. Notable expenditures include: Kingdom Construction, Inc. \$288,639.50; DEW Construction Corp. \$363,101.70; Hazen Union School \$11,590.00; Lamoille Co. Sheriff \$17,314.14; The Bank of New York Trust \$349,085.73; Village of Hyde Park (electric) \$17,473.52. D. Osborn asked how the mileage reimbursement rate is set. M. Frederick said we normally use the rate set by the IRS. D. Osborn said the current rate is .485 cents. **The motion was passed.**

**B. Minutes of the April 3<sup>rd</sup> Meeting**

**ACTION: D. Whitcomb moved to approve the minutes of April 3, seconded by C. Mann.** S. Hamlyn-Prescott said that in the LNSU Representatives - Revote section it should be noted that D. Whitcomb is still a primary alternate, along with the new alternates who were elected. **The motion to approve the minutes as amended was passed.**

**3. *LUSD Booster Club Presentation***

J. Beattie described the Booster Club's programs. It was started up midyear last year. He read the club's mission statement: "The LUHS Lancer Booster Club is a non-profit organization formed to support, encourage and aid student organizations at LUHS. The LUHS Booster Club allows parents, community members, friends, alumni and the business community the opportunity to support LUHS students throughout their high school careers." It is not just sports oriented – they want to support any approved club or team, though they have mostly been involved with sports so far. They provide concessions at all varsity home games, and have tried to create more festivity around games. They provide an opportuni-

ty for clubs to earn money. They initiated Project Graduation. They are sponsoring three \$500 scholarships for graduating students – one for a scholar athlete, one for a scholar artist, and one for a scholar booster. D. Osborn asked how parents can get involved with the Booster Club. J. Beattie said there is an email list. The group that comes to meetings is probably 5-7 parents. They went to freshman orientation this year. So far they are not working with the middle school. There are a variety of ways parents can be involved, such as working at the concession stand. They put out a program for varsity games with ads from sponsoring businesses. They are looking for someone to take on ad sales for next year.

The Booster Club would like to put a concession stand by the upper soccer field. P. Hunt showed plans for the proposed building. In addition to providing space for selling concessions, it would provide shelter in bad weather for the elderly, handicapped, etc., a covered first aid station, space for outdoor class activities, storage, and cover for the PA system. P. Hunt met with M. Spaulding and Tim Messier last week to discuss the building. M. Spaulding said he has learned since then that no permit is required for a structure this size. P. Hunt said the entire post and beam structure will be donated. Site work, roofing, labor, etc. will still need to be arranged for. They hope to have it completed by fall. They are not asking the board for money – they will seek funding and donations of materials.

4. ***Administrative Reports / Action Items – Central Office***

M. Frederick discussed the financial report for this month. Things are looking very well. There will be a fund balance in food service, for perhaps the first time ever. M. Frederick praised M. Spaulding's work on food service, and the board applauded. She handed out a projected fund balance detail. Positive balances are projected for ML/HS, GMTCC, and food service, and a negative balance of only \$187 is projected for the Sweeney House. The cumulative projected fund balance (taking into account the prior year deficit) is \$390,816. However, there is a caveat. The state SPED audit for FY04 was just completed, and the state questioned a number of items. They wanted to withhold over \$200,000 but we already have it figured down to \$150,000. We have meetings set up to explain some of the variances. But there will still be some amount, perhaps around \$100-120K, that will be taken out of the fund balance. S. Hamlyn-Prescott said we have to pay it next year, not this fiscal year. M. Frederick said they don't bill us – they just don't send all the revenues that would otherwise be due.

One of the accountants (Sheila) is going to step into the position of M. Frederick's administrative assistant, so they will be looking for a new accountant. M. Frederick apologized for missing some meetings last week. Her husband was hospitalized. (*M. Frederick left at 7:09.*)

5. ***Possible Executive Session for Student Matter***

P. Ingvaldstad asked everyone to introduce themselves. He explained to the student and his parents that they could request that the matter be discussed in executive session, and they said they would like that. P. Ingvaldstad explained that C. Miller would describe the situation, then the student and parents would have an

opportunity to speak, then the students and parents would wait in the conference room while the board deliberated.

**ACTION: S. Hamlyn-Prescott moved to enter executive session for a student issue, with C. Hindes, C. Miller, and D. Leppiko remaining, at 7:11, seconded by D. Whitcomb, and the motion was passed.** The board consented out of session at 7:45.

**ACTION: D. Osborn moved that the board endorse the administrative recommendations in regard to the student matter, seconded by C. Mann, and the motion was passed.** P. Ingvoldstad asked administration to report back on the situation in the future.

6. *Administrative Reports / Action Items*

A. **Middle School – C. Hindes**

C. McFarlane mistakenly sent the high school action plan in the packets instead of the middle school plan. C. Hindes passed out copies of the action plan and explained how to read it. He noted that results from the 2006 NECAPs show the math target has already been achieved. S. Hamlyn-Prescott said the curriculum committee would like to recommend this action plan be approved tonight.

**ACTION: S. Hamlyn-Prescott moved to adopt the 2006-07 Middle School Action Plan, seconded by D. Osborn.** C. Mann asked when C. Hindes planned to update the action plan for next year. He said he'd like to have a preliminary one at the start of the school year. He'll be working on it this spring and summer. D. Osborn asked for clarification about the intended meaning of "meet and/or exceed concepts by 70%" in the Needs Identified columns for Science and Applied Academics. C. Hindes said that means 70% of students will meet or exceed the concepts. D. Baker said she really liked the format. P. Ingvoldstad asked if there is any way he could have next year's plan done by the time the teachers leave for the summer. He said he could have a good chunk of it done, but it probably couldn't be completely done. He should have an almost done one by August that he and the teachers could work on at one of their meetings. P. Ingvoldstad asked if he could schedule earlier completion of the action plan in future years, and he said yes. **The motion was passed.**

NECAP results are back, and the middle school achieved adequate yearly progress in all areas. C. Hindes will have details at the next meeting.

The job share situation the board approved in the fall has been very successful, and it will be extended next year.

B. **High School – S. Fortune**

S. Fortune recommended hiring Mark Floyd as high school guidance director, starting July 1, at a salary of \$60,000. M. Floyd was present so the board could meet and talk to him.

**ACTION: D. Osborn moved to approve S. Fortune's recommendation to hire Mark Floyd as high school guidance counselor for 2007-2008 at a salary of \$60,000, and the motion was seconded.** D. Osborn noted that his resume showed most of his experience was in the area of substance abuse, and asked if he could talk about his qualifications to work with the general student population, providing guidance to college bound kids. He said he will need to learn in that area. He has to take two classes at Johnson State and complete an internship for licensure. He'll have to focus on the guidance part of the job. But he has worked with kids for a long time, and he'll do whatever he needs to do to make sure they are successful. He's a problem solver. C. Mann asked how people who already are licensed in guidance, with years of experience, might feel serving under him. S. Fortune said the two current guidance counselors both strongly felt M. Floyd was the right person for the position. S. Hamlyn-Prescott asked if the position also includes oversight of guidance at the middle school. S. Fortune said no. M. Floyd would supervise the health office staff, the student assistance person, and 2 counselors. D. Whitcomb asked M. Floyd if he had left his job with the state. He said not yet. D. Whitcomb asked if they knew he had applied here. He said his supervisor knows.

**ACTION: S. Hamlyn-Prescott moved to go into executive session to discuss the salary, with S. Fortune remaining, at 8:11, seconded by D. Whitcomb, and the motion was passed.** The board consented out of session at 8:46. T. Bailey joined the board during the executive session.

**ACTION: C. Mann moved to amend the motion to say that M. Floyd's salary will be determined after talking to human resources, based on factors such as when he will have his licensure, seconded by D. Whitcomb, and the motion was passed.**

**The amended motion was passed.** D. Baker asked P. Ingvaldstad to put the salary determination on the agenda for the next meeting, and ask G. Chicoine to join us. (*M. Floyd left at 8:48.*)

S. Fortune recommended hiring Maureen Cooper to replace Polly McCarthy, who runs the Life Skills program. The contract says new hires can't come in at higher than step 9, so she would come in at Bachelor's 30, Step 9 (\$45,440.)

**ACTION: C. Mann moved to approve hiring Maureen Cooper as life skills special educator, as recommended by S. Fortune, at a salary of \$45,440, and the motion was seconded.** The motion was passed.

S. Fortune reminded the board that when the Dept. of Ed. gave us the the equivalent of a special educator's salary, the board approved hiring Tom O'Toole with the understanding that he would be offered a contract for

2007-08 only if the Dept. of Ed. continued to fund the position. The Dept. of Ed. is willing to provide funding, but with too many strings attached, so the position will not be continued next year. Another special educator has resigned, so T. O'Toole will replace her. S. Hamlyn-Prescott said that because T. O'Toole only had a 1 year contract, she thought the board should vote on moving him into the other position. She asked about the difference in salary and experience between T. O'Toole and the other teacher. S. Fortune said there is not much difference, but she doesn't remember exactly what the difference is. She said she thought T. O'Toole had already been issued a contract, but she will check.

Amy and Chris Whitlock, both LU teachers, are having a baby. They are each entitled to 30 days of paid sick leave after the birth of their baby. They are proposing that C. Whitlock be allowed to donate his 30 days of leave to A. Whitlock, at her per diem salary rate, instead of them both taking 30 days leave. This was approved once before for two other teachers who had a baby. S. Fortune said that because A. Whitlock is paid less than C. Whitlock, this proposal lessens the financial burden for the board. It would save \$786 dollars over the cost for each of them to take 30 days leave. It would also minimize disruption to the students and require the hiring of only one substitute.

**ACTION: D. Baker moved to grant the Whitlock's request that C. Whitlock be allowed to donate 30 days of sick leave to A. Whitlock, at her per diem salary rate, seconded by D. Whitcomb.** C. Mann asked if people can donate their sick time to people they're not related to. **S. Hamlyn-Prescott suggested a friendly amendment that this should not be viewed as a precedent setting decision, and D. Baker agreed to that.** S. Fortune said the substitute for A. Whitlock would not be issued more than a 90 day contract. **The motion was passed.**

S. Fortune passed out copies of Lancer Life. She also passed out copies of a memo proposing a change in AP course procedure, which she would like to discuss with the curriculum committee at an upcoming meeting.

The dance teacher has resigned and will be replaced. Enrollment is slightly down for next year, so there will be two dance classes, not three as in the past.

**C. GMTCC – J. Teegarden**

Some alternatives not included in Phase 2 of the Hyde Park project now need to be considered. There are seven items with costs of over \$15,000 which need approval by the board. All have been approved by the RAB and the building committee. Some were taken out of the project and some were not originally there. S. Hamlyn-Prescott asked which had been taken out, but J. Teegarden wasn't sure. He said he would like the board to give approval to the building committee to approve each of the 15 items as they come up. The most expensive items are equipment and revisions for the

culinary kitchen. Jeff Limoge was there to answer any culinary arts questions.

**ACTION: S. Hamlyn-Prescott moved to approve Items 1 through 7 on the GMTCC Alternatives Report for the amounts stated, and the motion was seconded.** D. Whitcomb said this kitchen is 40 years old. We have 81 restaurants in this area that could employ GMTCC students. He thinks the kitchen renovation really needs to be done. **The motion was passed.** D. Osborn asked if J. Limoge will be involved in the process of designing the new kitchen. J. Teegarden said yes.

J. Teegarden would like the board to give him the authority to dispose of the modules the best way he can. He can think of 3 options – putting an ad in the paper, letting Harvey’s take them away for free, or possibly auctioning them. T. Bailey and J. Teegarden said the cabinetry, etc. will be removed before sale.

**ACTION: D. Osborn moved that J. Teegarden be given authority to dispose of the modulars as he sees fit, as long as it happens by June 15, and the motion was seconded.** D. Whitcomb said the building committee should be involved, and that was added as a friendly amendment. **The motion was passed.**

7. *Request for Future Agenda Items and Adjourn*

**A. Future Agenda Items:**

The May 1 agenda will include presentations on summer school and the ropes course, discussion of the salary for the guidance director, and an executive session for evaluation of C. Hindes.

At the May 15 meeting there will be discussion on MySpace, Facebook, and YouTube. D. Whitcomb suggested inviting the state’s attorney.

Town meeting minutes need to be reviewed before they are put into next year’s report.

**B. Adjourn:**

**ACTION: It was moved and seconded to adjourn at 9:25 and the motion passed.**

Respectfully submitted by,  
Donna E. Griffiths

Actions taken at the LU District #18 Board Meeting 4-17-07

2. *Directors' Orders and Minutes of the April 3<sup>rd</sup> Meeting*

A. **Directors' Orders**

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B. **Minutes of the April 3<sup>rd</sup> Meeting**

**ACTION: D. Whitcomb moved to approve the minutes of April 3, seconded by C. Mann.** S. Hamlyn-Prescott said that in the LNSU Representatives - Revote section it should be noted that D. Whitcomb is still a primary alternate, along with the new alternates who were elected. **The motion to approve the minutes as amended was passed.**

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C. GMTCC – J. Teegarden

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7. *Request for Future Agenda Items and Adjourn*

B. Adjourn:

**ACTION: It was moved and seconded to adjourn at 9:25 and the motion passed.**