

**MILTON TOWN SCHOOL DISTRICT
BOARD OF SCHOOL TRUSTEES MEETING
MONDAY, MARCH 11, 2019
6:00 PM
MHS LIBRARY
17 REBECCA LANDER DRIVE
REGULAR SCHOOL BOARD
MEETING MINUTES**

Board Members in Attendance: Mike Joseph, Rick Dooley, Rae Couillard, Jeremy Metcalf, Emily Hecker

Student Representatives in Attendance: Sam Dooley

Student Representative Absent: Trevor McDonald

School Personnel in Attendance: Amy Rex, Superintendent; Don Johnson, Business Manager; Bruce Cheeseman, Supervisor of Buildings & Grounds; Lynne Manley, Director of Curriculum, Instruction, & Information Technology; Tammy Boone, Data & Assessment Coordinator; Tim Dunn, Director of Student Services; Anne Blake, MHS Co-Principal – Grades 11 & 12; Mary Jane Stinson, MHS Co-Principal – Grades 9 & 10; Brandy Brown, MMS Co-Principal; Bridget Gagne, MES Principal – Grades 3-5; Casey Provost, MES Principal – Grades K-2

Community Members in Attendance: Lori Donna, Maddie Clark, Jim Feldhousen, Francine Feldhousen, Diane Barrows, Janet Babits, Cathy Vadnais

1. CALL TO ORDER

Amy Rex called the meeting to order at 6:05 p.m. and led in the Pledge of Allegiance.

2. BOARD ELECTIONS & APPOINTMENTS

2.1. Elections

2.1.1. Chair – The role of the Board Chair is to promote development of strong team. Establish connection with administration. Organize and conduct productive meetings and promote lawful and ethical considerations and operations.

Rick Dooley moved to nominate Mike Joseph as Board Chair, seconded by Emily Hecker.

Mike Joseph moved to nominate Rick Dooley as Board Chair, seconded by Rae Couillard.

On the motion to accept Mike Joseph as Board Chair, 4 – in favor (Dooley, Hecker, Metcalf, Couillard), 0 – opposed, 1 abstained (Mike Joseph). **Mike Joseph was approved as Board Chair.**

2.1.2. Vice-Chair – The role of the Board Vice-Chair is to run meetings in the Board Chair's absence.

Emily Hecker moved to nominate Rick Dooley as Board Vice-Chair, seconded by Rae Couillard.

On the motion to accept Rick Dooley as Board Vice-Chair, 4 – in favor (Joseph, Hecker, Metcalf, Couillard), 0 – opposed, 1 abstained (Rick Dooley). **Rick Dooley was approved as Board Vice-Chair.**

2.1.3. Clerk – The role of the Board Clerk is to ensure meeting minutes are kept. Ensure draft minutes are available to the public and posted on the district website within five (5) days. The Board Clerk generally delegates recording tasks but the clerk is ultimately responsible for complying with these guidelines.

Emily Hecker moved to nominate Rae Couillard as Board Clerk, seconded by Rick Dooley.

On the motion to accept Rae Couillard as Board Clerk, 4 – in favor (Joseph, Hecker, Metcalf, Dooley), 0 – opposed, 1 abstained (Rae Couillard). **Rae Couillard was approved as Board Clerk.**

2.2. Committees

2.2.1. Distribute Standing Committee Charges

To help serve the students and the community, the Board is permitted to designate Standing or Special Committees. The purpose of these committees is to conduct preparatory work on matters that will be considered by the Board during regular school board meetings. Depending upon the purpose of a specific committee, the committee may be appointed for a short time or an indefinite length of time. Membership is determined when committee charges are distributed. **All Committee meetings are open to the public.**

MTSD currently has 2 Standing Committees: The Finance/ Facilities Committee and the Policy Committee. Preparatory work for both committees is scheduled to occur on the fourth Monday of every month – after the regular school board meeting concludes. It was decided in the February 25th regular school board meeting that all members of the Board will serve on both of these Standing Committees.

2.2.2. Discuss and/or Make Changes to the Charges

No changes were made to the charges of the Standing Committees during this meeting. To view the purpose for each committee please refer to page 9 of these minutes.

2.3. Operational Decisions

2.3.1. Designate Trustee Member as District Voting Delegate for Healthcare Bargaining

There is a new Board forming at the State level for which each school district has the ability to nominate a representative. This designated trustee member will act as the district's voting delegate for Healthcare bargaining in the upcoming contract.

Mike Joseph moved to nominate Rick Dooley as the Designate Trustee Member, seconded by Rae Couillard.

On the motion to accept Rick Dooley as Designate Trustee Member, 4 – in favor (Joseph, Hecker, Metcalf, Couillard), 0 – opposed, 1 abstained (Rick Dooley). **Rick Dooley is approved as Designate Trustee Member.**

2.3.2. Set Regular Board Meeting Schedule

In accordance with VSA Title 1 §312(c)(1), the Board shall set the schedule for all Regular Board meetings.

Mike Joseph motioned to designate the 2nd and 4th Monday of each month as the regular meeting schedule. The meetings will begin at 6:00 p.m. in the MHS Library, unless otherwise noted in the warned agendas. The motion was seconded by Rick Dooley.

The motion to accept the designated regular school board meeting schedule passed unanimously, 5 – in favor, 0 – opposed.

2.3.3. Schedule Annual Board Work Session (Retreat)

Mike Joseph made a statement that the Board will hold a retreat sometime this year. Date to be determined.

2.3.4. Designate Places for Posting Meeting Agendas & Minutes

Regular School Board meeting agendas will be posted in the Middle School foyer and in the District Hallway 48 hours in advance of the meeting. All Special meetings will be posted in the same places 24 hours in advance of the meeting. Both agendas will be posted electronically to the MTSD website.

Minutes will be taken at every public meeting and posted on the MTSD website no later than five (5) calendar days after the meeting. Except for draft minutes that have been substituted with updated minutes, posted minutes shall not be removed from the website sooner than on year from the date of the meeting for which the minutes are taken.

Mike Joseph motioned to accept the declared designated places for posting meeting agendas and minutes. The motion was seconded by Rae Couillard.

The motion to accept the declared designated places for posting meeting minutes and agendas passed unanimously, 5 – in favor, 0 – opposed.

2.3.5. Agree on whether to use Robert’s Rules for Small Boards

Mike Joseph motioned to continue the use of Robert’s Rules for Small Boards. The motion was seconded by Rick Dooley.

The motion to continue to use Robert’s Rules passed unanimously, 5 – in favor, 0 – opposed.

2.3.6. Discuss & Adopt Code of Ethics

Mike Joseph motioned to adopt the MTSD Code of Ethics. The motion was seconded by Rick Dooley.

The motion to adopt the MTSD Code of Ethics passed unanimously, 5 – in favor, 0 – opposed. All Board Members signed a copy of the Code of Ethics.

2.3.7. Identify Communications Practices

The Board will continue to communicate information to the community via posted agendas and minutes, MTSD website, LCATV, Superintendent Communications and other various avenues.

2.3.8. Discuss Board Development Opportunities & Attendance

In accordance with MTSD policy B1: Board Member Education, the District encourages and supports Board members’ efforts to remain knowledgeable about their roles and the issues with which they deal. For more information, please visit the MTSD website under the School Board tab – Board Policies.

2.3.9. Discuss Local & State Education Advocacy Responsibilities

It is the responsibility of the MTSD School Board to serve as effective trustees for education on behalf of the Milton community. The Board will work to support each and every student and to ensure every student is provided a free and appropriate education.

2.3.10. Designate Newspaper for Notification of Meetings

Mike Joseph moved to approve The Milton Independent as the official newspaper for MTSD legal notices, seconded by Rick Dooley.

On the motion to approve The Milton Independent as the official newspaper, 5 – in favor, 0 - opposed. **The Milton Independent is approved as the official newspaper for MTSD.**

3. AGENDA REVIEW

Rick Dooley requested to add, as the first order of business under #7.1. FY20 Budget, a 60 second – Board thoughts and reflections. All Board members agreed to his request.

4. COMMUNITY COMMENTS

Several community members signed the community comment sheet but asked if they could wait and give their comments during the Budget Discussion. The board consented to this request.

5. REPORTS TO THE BOARD

5.1. Student Report

Sam Dooley shared information how the Student Council is planning for the Naturalization Ceremony. The Ceremony is held for people in the community who are getting U.S. citizenship. The Student Council is currently planning for the event. They will help setting-up and volunteer. The Ceremony will be held at the Milton High School.

5.2. Superintendent Report

Amy Rex began her report by celebrating student awards and recognitions received by the High School German program. The program was recognized for several awards in the VT Foreign Language Association Essay Contest. Students recognized for their achievements include:

- **Emma Philbrook** – selected as the winning essay in the Novice German category
- **Dante Thomas** – selected as the winner in the Intermediate German category.
- **Thomas Young** – selected as the winning essay in the Pre-Advanced German category.
- **Molly Loucy** – selected as the winning entry in the Advanced German category.

These students along with their teacher Frau Letsos will be invited to attend an awards reception at the Vermont State House in the spring.

The Milton Town School District was also recognized by the Vermont Department of Health for the Governors Excellence in Worksite Wellness - Gold Level. This is a result of the work of our Wellness/Path Committee who have promoted many activities for personal wellness in the worksite, including, Random Acts of Kindness, Wellness Recipe Swaps, and Mindfulness.

Amy also shared updates about the new committee structure, the policy audit process, the newly written Lice Procedures and an update on the website redesign. To hear the report in its entirety please visit the Lake Champlain Access Television website; <https://lcatv.org/milton> This discussion begins at the 0:19:50 minute mark.

5.3. Financial Report

5.3.1. Data Path Update

Don Johnson shared information about the district's previous third-party administrator for processing employee medical health claims – DataPath. Many of our district employees are still waiting for their claims to get processed. The company is currently conducting an internal audit which they hope will be complete by the end of this month. Milton currently utilizes CS1 to process employee health claims. The Board had no questions. To watch the discussion in its entirety please visit the Lake Champlain Access Television website; <https://lcatv.org/milton> This discussion begins at the 0:22:43 minute mark.

5.3.2. Food Service Replacement Vehicle Options

5.3.2.1. Vehicle Replacement Schedule (CIP)

The Vehicle Replacement discussion is a carryover from the last regular school board meeting. Don Johnson provided the Board with information on different vehicle lease options and the Capital Improvement Plan maintenance and replacement schedule. Emily Hecker asked if Don had thought about exploring grants or donations to help offset some of the vehicle replacement costs. Don

stated that Steve Marinelli, Milton's Food Service Manager, will be looking into additional funding options. To view the documents please visit the MTSD website – under the tab School Board, Board Meetings, 2019.03.11 SB Packet. To watch the discussion in its entirety please visit the Lake Champlain Access Television website; <https://lcatv.org/milton> This discussion begins at the 0:25:25 minute mark.

5.3.3. Food Service School Debt

Don Johnson provided the Board with several documents related to student and employee debt including the USDA Federal Guidelines. Steve Marinelli, Milton's Food Service Manager, created a draft Meal Charge Policy and Procedures based off of the USDA guidelines. The Policy Committee will review the draft at a future meeting. The Board had no questions. To view all the documents please visit the MTSD website – under the tab School Board, Board Meetings, 2019.03.11 SB Packet. To watch the discussion in its entirety please visit the Lake Champlain Access Television website; <https://lcatv.org/milton> This discussion begins at the 0:34:15 minute mark.

6. PRESENTATION

6.1. Continuous Improvement Plan Progress Report – Goal 1

Amy Rex started the discussion stating that the Continuous Improvement Plan is a school accountability requirement set forth by the Vermont Agency of Education. The plan requires each district to develop a Continuous Improvement Plan (CIP) that uses data and goals to increase achievement for all students. This is the first time the MTSD District Leadership Team worked on a collaborative CIP presentation. The first goal of the plan contains Math and English Language Arts information about student academic achievement, teacher professional development, assessment results and progress monitoring. The team will present the second and third part of the plan at a future meeting. To view the presentation please visit the MTSD website – under the tab School Board, Board Meetings. To watch the presentation in its entirety please visit the Lake Champlain Access Television website; <https://lcatv.org/milton> This discussion begins at the 0:36:30 minute mark.

7. DISCUSSION ITEMS FOR FUTURE ACTION

7.1. FY20 Budget

This discussion was added to the agenda following the announcement of the Article I – FY20 School Budget results. The discussion began with the Board and Amy Rex sharing their reflections on the budget, the process and the results. Community members were able to share their comments and insight throughout the discussion. Due to the breadth of this discussion, please view the Lake Champlain Access Television website; <https://lcatv.org/milton>. This discussion begins at the 1:43:20 minute mark.

8. CONSENT AGENDA

8.1. Approval of Warrant #48 in the amount of \$412,477.10

Motion made by Rick Dooley, seconded by Rae Couillard, to approve Warrant #48 in the amount of \$412,477.10.

All in Favor

8.2. Contracts

Motion made by Rae Couillard, seconded by Rick Dooley, to accept the resignation from the following:

Alexis Hall as a Paraprofessional at the Elementary School. Providing the hiring of the new position listed below.

Retiring as of – 6/30/18

Kathryn Metivier as a High School English Teacher.

All in Favor

Motion made by Rae Couillard, seconded by Rick Dooley, to offer a **FY2018-2019** school contract under terms and conditions of the **MESA (Support Staff) Agreements** to the following:
SpEd Funds

Alexis Hall as an Elementary Special Needs Programming Specialist. (Replaces a vacant position)

All in Favor

Motion by Rae Couillard, seconded by Rick Dooley, to offer a **FY2018-2019** Stipend contract under terms and conditions of the **MESA Master Agreements** to the following: **Gen. Funds**

Group II

<u>Position</u>	<u>Employee</u>	<u>Step</u>	<u>\$\$</u>
<u>Track and Field</u>			
Varsity	Roberta Day	06	\$4137
Middle School	Dustin Tanner	06	\$2069
Middle School Assistant	Caroline Coleman	02	\$1633
<u>Boys Lacrosse</u>			
Varsity	Trevor Wagar	10	\$5008
Varsity Assistant	Chris Harinsky	03	\$1742
JV	Geoff Gadbois	03	\$2090
JV Assistant	Prescott Tweedy	04	\$1176
<u>Girls Lacrosse</u>			
Varsity	Donald Pinette	01	\$3048
Varsity Assistant	Christine Lynch	02	\$1633
<u>Softball</u>			
Varsity	Stephanie Hurley	11	\$5226
Varsity Assistant	Sheila Eaton	04	\$1851
Middle School	Andy Farrar	02	\$1633
<u>Baseball</u>			
Varsity	John Learned	11	\$5226
Varsity Assistant	Dennis Harvey	03	\$1742
Middle School	Ryan Abell	01	\$1524

All in Favor**8.3. Approval of Minutes – 2/21/19 Special Admin. Neg. Mtg, 2/25/19 Reg. SB Mtg**

Motion made by Rick Dooley, seconded by Emily Hecker, to approve the above meeting minutes as presented.

All in Favor**9. FUTURE MEETING DATES**

9.1. Special School Board Negotiations Meeting (Faculty) – Monday, March 18, 2019, 5:45 PM – TRC Office

9.2. Special School Board Negotiations Meeting (Administrator) – Wednesday, March 13, 2019, 7:30 AM – District Office

DRAFT

9.3. Special School Board Budget Workshop – Thursday, March 21, 2019, 7:15 PM – MEMS Library

9.4. Next Board Meeting – Monday, March 25, 2019, 6:00 PM – MHS Library

10. UPCOMING EVENTS

10.1. MMS/MES Band Concert – Wednesday, March 13, 2019, 6:30-8 PM – MMS Gymnasium

10.2. Community Book Discussion (*Undeclared: Jim Thorpe and the Carlisle Indian School Football Team* by Steve Sheinkin) – Thursday, March 14, 2019, 2:45-3:45 PM – MHS Library

10.3. PTA Meeting – Monday, March 18, 2019, 6 PM – MEMS Library

10.4. MMS Community Connection (*Technology Safety & Current Trends*) – Monday, March 18, 2019, 6 PM – Rm 224/225 or MMS Cafeteria

10.5. Community Dinner – Thursday, March 21, 2019, 4:30-7:00 PM – MMS Cafeteria

10.6. MMS STEMposium – Thursday, March 21, 2019, 6-8 PM – MMS Classrooms

10.7. MHS Parent Roundtable – Thursday, March 21, 2019, 6:30 PM – MHS Library

10.8. Early Release Day – Friday, March 22, 2019, 10:30 AM for MHS & MMS Students & 11:30 AM for MES Students

11. FUTURE AGENDA ITEMS

Herrick Ave. classroom renovation and District Offices next steps will be added to the March 25th regular school board meeting agenda.

12. BOARD COMMENTS

Mike Joseph wished the Boys High School Basketball team the best of luck in their semi-final game. The game will be played in the Barre Auditorium this Wednesday, March 13th at 8:15 p.m.

Rick Dooley mentioned the One Act MHS production of Moby Dick is this Wednesday. The production will begin at 7:00 p.m. in the MHS Auditorium. He also wished them well.

Emily Hecker shared her thoughts on the recent MMS production of High School Musical. She said it was a great performance and stated that many students were able to share in the experience.

13. ANTICIPATED EXECUTIVE SESSION

There was no executive session held this night.

14. POSSIBLE ACTION AS A RESULT OF EXECUTIVE SESSION

15. MOTION TO ADJOURN

Motion made by Rick Dooley, seconded by Emily Hecker, to adjourn the meeting at 8:51 p.m.

All in Favor

Meeting adjourned at 8:51 p.m.

The video to this meeting can be found on the Lake Champlain Access Television website; <https://lcatv.org/milton>

Additional information is also available in the board packet on the District website: www.mtsd-vt.org

*Respectfully Submitted by:
Jamie Crenshaw*

*Date Submitted:
March 14, 2019*

Milton Town School District

Board of School Trustees Meeting

Date: 3/11/19

Sign-In Sheet

Community Comments will be limited to no more than five (5) minutes per person. All participants must sign and clearly state their name and the topic of comment. No action will be taken on items raised until a subsequent meeting (if action is needed by the Board of School Trustees).

Please Print Your Full Name	Do you wish to address the board?	Please state what your topic will be.
1) <u>Lori Donna</u>	<u>YES During Budget Discussion</u>	<u>_____</u>
2) <u>Maddie Clark</u>	<u>NO</u>	<u>_____</u>
3) <u>Jim Feldhousen</u>	<u>Maybe</u>	<u>budget</u>
4) <u>Francine Feldhousen</u>	<u>No</u>	
5) <u>Diane Demous</u>	<u>Maybe</u>	
6) <u>Janet Bobit</u>	<u>?</u>	<u>Budget??</u>
7)		
8)		
9)		
10)		
11)		
12)		
13)		
14)		

Board Committees / Charges

Policy Committee

The purpose of the Policy Committee is to review and revise all MTSD policies to ensure that they reflect best practices, and are aligned with all Federal and State legal requirements in accordance with all VSBA model policies. The policies guide the superintendent in successfully carrying out the mission and vision of the district.

Finance/Facilities Committee

The purpose of the Finance/Facilities Committee is to review the internal financial controls in order to assure there is focused and responsible management of resources and that the annual budget accurately reflects the district's goals in improving student achievement as outlined in the Continuous Improvement Plan and is responsive to community needs. Additionally, the committee will monitor the Herrick Avenue building project.



Milton Town School District

Code of Ethics for School Board Members

As a member of MTSD school board, I will remember that my primary concerns must be the educational welfare of the students in my district and excellent return on investment for taxpayers. I agree to conduct myself in accordance with the following commitments. I will:

Act within the scope of my official role:

- Recognize that a board member’s responsibility is to see that schools are well run, but not to run them
- Act only as a member of the board and not assume any individual authority when the board is not in session, unless otherwise directed by the board
- Give no directives, as an individual board member, to any school administrator or employee, publicly or privately
- Avoid making commitments that may compromise the decision-making ability of the board or administrators

Uphold the highest ethical standards:

- Not receive anything of value, by contract or otherwise, from the school district or supervisory union unless it is received:
 - As a result of a contract accepted after a public bid
 - In public recognition of service or achievement
 - As a board stipend reimbursement or expense allowed by law for official duties performed as a member of such board;
- Not solicit or receive directly or indirectly any gift or compensation in return for making a recommendation or casting a vote;
- Agree to recuse and remove myself from board deliberation and votes when necessary to avoid the appearance of conflict of interest;
- Not agree to the hiring of a superintendent, principal, or teacher already under contract with another school district unless assurance is first secured from the proper authority that the person can be released from his or her contract.

Respect my peers, my constituents, and confidentiality considerations:

- Voice opinions respectfully and treat with respect other board members, administrators, school staff, and members of the public;
- Maintain confidentiality of information and discussion conducted in executive session and uphold applicable laws with respect to the confidentiality of student and employee information;
- Attend all regularly scheduled board meeting insofar as possible.

I agree to abide by the principles outlined in this Code of Ethics and will do everything in my power to work as a productive member of the leadership team.

Signature

Date