

**Bellows Free Academy, Union District #48, and Northwest Technical Center  
Board of School Directors**

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Board Meeting  
April 1, 2008

Present for a quorum: Bruce Scott, Jim Mercier, Sally Lindberg, Al Corey, and Nilda Gonnella-French

Administrators: David Kimel, Manager, CPSC; Sally Tarr, Director, NWTC; Marilyn Grunewald, Superintendent; Dennis Hill, Assistant Principal; Ned Caron, Principal; Wendy Meunier, Associate Principal; Geoff Lyons, Assistant Principal; Laurence Carnahan, Director of Support Services, and Rina Perrault, Student Representative

Visitors: Marilyn Savoy, Adult Services Coordinator; Paula Johnson, French Teacher; Suzanne Gaudreau, French Teacher; Loli Berard, Intern, UVM graduate; and Sheri Thayer, Parent

1. Call to Order: Jim Mercier called the meeting to order at 6:33 p.m.
2. Pledge of Allegiance
3. Consent Agenda Approval

**Nilda Gonnella-French made the motion to amend the Agenda to include an amended policy for Collins Perley; Al Corey seconded the motion, with all in favor. Motion carried 5-0.**

4. Recognition of Visitors:

4.1 France Trip: Paula Johnson has come to the meeting seeking approval for the June 19-27 trip to the Loire Valley in France, which includes accommodations at a 12th century structure. She has found there is much more interest in the French classroom following trips to France. The students cover all their expenses; she doesn't do any fund raising. She is requesting approval to satisfy insurance requirements. She distributed terms and conditions pertaining to the trip. She is also seeking support for the use of buses to and from the airport in Montreal.

**Al Corey made the motion to approve the trip to France and bus transportation to and from the airport; Sally Lindberg seconded the motion, with all in favor. Motion carried 5-0.**

4.2 Adult Education Program: Sally Tarr introduced Marilyn Savoy, and reported that Marilyn was recently voted Tech Center Teacher of the Year. Marilyn began by saying that her job as Adult Services Coordinator is a dream job to her. They have been getting support from the legislators for this position since the 1970's, and the intent and mandate continues. Adult Tech Education is a high-quality, low-cost program. They offer skill development for employment, such as:

- Skill development for employment, providing basic skills and competencies leading too employability
- Skills upgrade training for mostly employed workers for employment upgrades, licensing or certification
- Customized training: we have become the place to call on for this type of training

She distributed a list of training courses offered, which currently totals 147, and with an anticipated 150 or more for 2007-2008. Lists of local participating businesses in the area, associations involved, and post-secondary degree programs were also included. She distributed enrollment statistics compiled by the Department of Education. The total enrollment for FY07 is 1,498; however, within that figure is included students taking more than one course. They anticipate around 1,550 students taking courses next year. She emphasized that these are very high numbers for our region, and that we still have net job growth in our area. The age range of students is 19-55+. They are providing 21st century job training opportunities. They offer child-care-provider training, and are the designated provider for training for Richford and Enosburg. Soon they will have a computer lab training site in Swanton, and they provide training for Care Partners. They have expanded programming in other towns, and will be expanding in Grand Isles.

Funding for these programs include the following:

- Local funding is the first source
- Perkins funding from the federal government, which includes equipment grants
- Vermont Training Program (VTP) grants: We received over \$29,000 from VTP to support the training of 168 regional employees. This is matched by \$60,000 in employer and other tuition funding for 200 employees in manufacturing and health care. Most of the people we train are entry-level employees. 169 trainees received pay increases as a result of the upgrade training they received.
- Next Generation Funds Grant: The tech center was awarded \$45,000 by the Department of Labor, which will be used to create a mobile computer lab, to relocate the existing desktop lab off site, develop an interactive website, and participate in a pilot program implementing National Workplace Readiness Certification.
- VSAC Tuition Grants
- Tuition from employers, students and agencies
- Customized training contracts

She listed the 11 certifications and post-secondary credits that may be earned through CCV, VTC and Johnson State College/NECI. She distributed the Adult Technical Education 2008 catalogue, and ended her presentation by saying she believes that if she could offer more training courses, the community would absorb them, and that we will never reach capacity. She added that 70% of seniors were in jobs that no longer exist.

Jim Mercier thanked her for her boundless energy in coordinating these programs.

5. Consent Agenda:

5.1 Approval of Minutes of January 8, 2008 and March 11, 2008

**Bruce Scott made the motion to approve the Minutes of January 8, 2008 as corrected; Nilda Gonnella-French seconded the motion, with all in favor. Motion carried 5-0.**

Correction: Item 10. Executive Session, 10.1 Personnel: Omit paragraph 3.

**Sally Lindberg made the motion to approve the Minutes of March 11, 2008 with adjustments; Al Corey seconded the motion, with all in favor. Motion carried 5-0.**

Adjustments: Item 7. Old Business, 7.1 Collins Perley Bond Vote, line 9: "...a bare-bones budget." is to be changed to "a responsible bond."

Item 8. New Business, 8.1 Committee Reports, a. Curriculum, paragraph 3, second sentence: This sentence is to be changed to read as follows: "All students will be held accountable for attending the study period, which will give the students a chance to adjust."

5.2 Superintendent's Summary: Included in mailed packet.

5.3 Student Representative Report: Rina Perrault reported on student council activities, which included a blood drive, a sophomore dance event, and ongoing plans for GloWeek, which will be held May 19-23.

## 6. Old Business

6.1 School Board Training: Marilyn Grunewald listed topics for the board members to consider for the second session. She will be sending out an e-mail survey.

6.2 Breaking Ranks II Master Schedule for 2008-2009: Ned Caron and Wendy Meunier presented the draft of the Master Schedule. Wendy reported on the in-service, where they explained how they will be assessing students for the advisory aspect of the new schedule. She pointed out that there is a need for more professional development. They did some group work on the advisory structure. Every advisor would check in with students on Monday, and check out with them on Friday. She emphasized that meetings and assemblies should not interfere with the advisory period. Consultants gave recommendations on how to determine grade-level content. There will be another in-service April 18th, and the Master Schedule should be completed by then.

C Period: This will start out as a study period, but will eventually become the enrichment/remedial period. They will be meeting this week on this. Initially, they will use it pretty much to settle in at the start of the year. Ned Caron explained how the schedule worked, and pointed out patterns of repetition and total hours spent for each course. 8600 instructional minutes/year is there for all the classes. There is no significant difference in instructional time. After getting course requests, classes are placed with the least amount of conflicts. Instead of flooding the Master Schedule with classes, they kept the ones that most serve the students. He described the C Period as an oasis for the student with a full schedule. It will provide a much more enriched schedule. He doesn't believe it would be insurmountable for the students at all. The advisory function will be critical for our students. Nilda Gonnella-French asked if it's all going to be directed by the students. Ned says we will identify student needs. That is what the C Period will be used for. The C Period is an incredible opportunity for students to increase knowledge. They are still having to make adjustments to the calendar. Unfortunately, if we have a snow day, then that day is lost, since the entire calendar is laid out in advance.

Sally Tarr says the tech center doesn't know as yet how many students they will be getting. They may be down a little bit in numbers, but not significantly. Laurence Carnahan sees new opportunities for case managers, and they are looking for ways to work with students. He says it's exciting and challenging, at the same time. Nilda wondered if the students know that their advisors are going to be the C Period person that will be working with them. Ned says they do not.

## 7. New Business

### 7.1 Committee Reports:

a. Curriculum: Bruce Scott says the Master Schedule Update is the product of the committee's work.

b. Finance/Building: Sally Lindberg says they had an SRO update, they reduced the final budget by \$10,000, they discussed building renovations, they had a Collins Perley update and a discussion on how to get information to the public, and they heard a presentation on savings. She reports that things seemed to be balanced out in the current budget, and that we are not in bad shape at all.

c. Personnel: Al Corey says there is not a lot to report, since they didn't act on anything. They did discuss negotiations in Executive Session.

d. Policy: Sally Lindberg says they met on March 27th and spent a lot of time working on the Substitute Teacher Policy. They have 35 policy updates to do, which is a huge amount. There will be a letter forthcoming to the board members regarding procedures. The committee addressed concerns about the availability of policy history.

7.2 Collins Perley Report: The committee is continuing work on the Collins Perley bond issue. The committee asked David Kimel to put together information, which Al Corey distributed to the board members. Nilda Gonnella-French called attention to the one-hour call-in show. There were no surprise questions, and they will give the answers at the next forum taking place at CPSC. We need to continue to get the right information out to the public. Tax payers own that facility. We will talk about that and finances, and other bond information. A May 20th revote is planned. Al noted that a member of the community said he voted against the bond because he felt it was a band-aid plan. Nilda says it's a great community resource, but some community members have expressed the opinion that we don't really need ice skating. Marilyn Grunewald agrees that the facility is a gem within the community, and that we are fortunate to have it. It is a multi-use facility, but there are some misconceptions on who owns it. Fundraising by the Collins Perley board was briefly discussed. Nilda wondered who would be asking for funds. Some people feel that if you have money in a trust fund, how could you dare to go out for a bond vote? They need to understand that it's a good move to maintain that trust.

7.3 School Board Code of Conduct: After a brief discussion and review the board made the following motion:

**Al Corey made the motion to authorize the board members to sign the School Board Code of Conduct; Sally Lindberg seconded the motion, with all in favor. Motion carried 5-0.**

7.4 Job Descriptions: They have all been reviewed and discussed by the Personnel Committee.

**Al Corey made the motion to approve job descriptions for Custodian I, Custodian II, Facilities Supervisor, Maintenance Worker, Library Assistant, Full-Year Secretary for Guidance, and School-Year Secretary for Guidance; Sally Lindberg seconded the motion, with all in favor. Motion carried 5-0.**

Nilda Gonnella-French questioned whether or not there would be an operational problem, given the fact that the language in the job descriptions do not match the language in the contracts. Ned Caron says that the job description is not subject to the Master Agreement.

7.5 Letter of Intent/Contract: Marilyn Grunewald says the central office is in the process of looking at all the contracts for teacher and support staff letters of intent. They must be done by April 15th. There is no real change in the contract language, no different information, just a change in the format. She distributed the old and new forms.

7.6 Collins Perley Policy on Drug and Alcohol Abuse; they have amended procedures to fit Collins Perley needs. Although Collins Perley is owned by the school, the policy on Drugs and Alcohol Abuse applies to the school building and classrooms.

8. Other Business

8.1 Northwest Technical Center Director's Report: Included in mailed packet. It was pointed out that Sally Tarr has recently been voted Vermont Tech Center Director of the Year. Sally briefly discussed changes in the Perkins federal funding. Also, the Missisquoi Valley Union Principal is working with the NWTC on a satellite agriculture program. They are looking into why satellite programs have a tendency to fail.

8.2 Department Reports: Included in mailed packet.

8.3 CSPC Manager's Report; Included in mailed packet.

8.4 *Board & Administrator*: Included in mailed packet.

8.5 2008-2009 Board Member List: included in mailed packet.

8.6 Board Reorganization Sheet: Included in mailed packet.

9. Agenda Items for Future Meetings

9.1 Board Member Conflict of Interest Policy

9.2 Policy on Professional Development

9.3 Health Insurance Portability and Accountability Act Compliance Policy

9.4 Revised Drug and Alcohol Abuse Policy

9.5 Participation of Home Study Students in School Programs and Activities Policy

9.6 Educational Support System Policy

9.7 FY08 Budget Update

9.8 Collins Perley Update

10. Approve Warrants

**Al Corey made the motion to approve the March warrants; Nilda Gonnella-French seconded the motion, with all in favor. Motion carried 5-0.**

11. Executive Session

**Al Corey made the motion to enter Executive Session at 8:15 p.m.; Sally Lindberg seconded the motion, with all in favor. Motion carried 5-0.**

11.1 Student Issue

11.2 Student Issue

11.3 Negotiations

12. Adjournment

**Al Corey made the motion to adjourn at 9:11 p.m.; Bruce seconded the motion, with all in favor. Motion carried 5-0.**

Respectfully submitted,

Charlotte Ryan, Board Secretary

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