



## MEETING OF THE BOARD OF TRUSTEES

October 15, 2018, 5:30 pm

GCVS Office Conference Room, 238 Main Street, 3<sup>rd</sup> Floor  
Greenfield, Massachusetts 01301

Board of Trustees: John Lunt, Chair, present; Doug Wilkins, Vice Chair, present; Jessica Biggie, MD, present; Daryl Essensa, absent; Fernando Fleury, absent

Senior Leadership Team Members: Judith Houle, Ed.D., Executive Director, present;  
Marc Richard, Director of Business Services, present

Visitors: None

### MINUTES

I. Call to Order

Mr. Lunt called the meeting to order at 5:31 pm.

II. Vote to enter into Executive Session under Massachusetts General Law chapter 30A, for the following:

- A. section 21, section 21 part (a)(2) to discuss contract negotiations with nonunion personnel as doing so an open meeting may have a detrimental effect on the bargaining position of the Board.
- B. section 21, part (a)(3) to discuss strategy with respect to litigation, as doing so in an open meeting may have a detrimental effect on the litigating position of the Board.

The Board will return to Open Session.

MOTION: Mr. Wilkins moved, seconded by Mr. Fleury, to enter into Executive Session as stated by Mr. Lunt.

VOTE: Dr. Biggie, yes; Mr. Wilkins, yes; Mr. Fleury, yes; Mr. Lunt yes at 5:32 pm.

The Board returned to Open Session at 6:01 pm.

- III. Approval of Minutes
  - A. September 10, 2018
  - B. September 17, 2018 special meeting

MOTION: Dr. Biggie moved, seconded by Mr. Fleury to approve the minutes of the September 10, 2018 and September 17, 2018 meetings as presented.

VOTE: All in favor (5-0-0).

- IV. Public Comment

Mr. Lunt opened the floor to public comment at 6:03 pm. Noting that there was no one present to speak, he closed the floor to public comment at 6:04 pm.

- V. Reports/Action Items

- A. Business Manager's Report: FY19 Budget

Mr. Richard presented the results of operations for the month of September, noting that budget spending was on track and cash flow was in a good place. He noted that he is working with the rest of the Senior Leadership Team to finalize changes necessary since the initial budget approval in May and requested a Budget Subcommittee meeting to review and recommend for approval by the full Board.

At this point, Mr. Lunt suggested that Board members check their calendars for both Budget and Policy Subcommittee meetings. The members agreed to a Policy Subcommittee meeting on October 31, 2018 at 8:00 am in the GCVS Conference Room. They also agreed to a Budget Subcommittee meeting on November 1, 2018 at 12:00 pm in Mr. Fleury's Office in the TD Bank building.

Mr. Richard reported on the auditors' visit to review the FY18 Budget. He stated that they wanted to report out to the Board at their November meeting. Mr. Lunt asked the members when they would like to meet. Dr. Houle noted that the usual Monday for meeting is a holiday (Veterans Day) so the Board agreed by consensus to meet on Monday, November 19, 2018 at 6:00 pm.

(N.B. – since this meeting took place, the time of that meeting has been adjusted to 5:30 pm)

- B. Executive Director's Report:

- 1. 2018 MCAS Report

Dr. Houle presented a written report on the School's accountability status for the 2018-19 school year, along with MCAS data from the 2017-18 administrations of the

tests. The school is currently in a Needs Improvement: Targeted Assistance status. This is a change from the former numbered system for accountability. There were 3 reasons for the change: participation in MCAS testing, graduation rates, and overall progress in meeting targets for student achievement.

Dr. Houle noted that GCVS had made great gains in participation in MCAS over the prior year, however, the state measures that in absolute numbers, rather than growth. She noted some declines in graduation rates and some concerns over MCAS scores overall. She also highlighted some demographics that bear some consideration moving forward. Many of the subgroups by which targets are measured show that GCVS has a significantly higher ratio of these groups to the overall population than state averages. A significant increase in the number of economically disadvantaged students from 2017 to 2018 was also highlighted. Dr. Houle stated that these numbers have caused her and should cause the rest of our school community to think differently about how we work with students and how we engage with families. The Board agreed that these areas would need to be further examined.

Dr. Houle also noted that Mr. Runyan is working with the company who populates our data dashboard to get the MCAS results in so teachers can have more detailed information on how their students are doing and can work to address areas of concern. The Board requested that they be kept informed of progress as the school moves forward.

2. Enrollment update

Dr. Houle stated that on October 1, 2018, there were 601 students enrolled. She noted that these numbers will need validating at the state level. She also noted that there are approximately 30 students who are prospective within the client GCVS uses for enrollment. She added that the marketing team is going to do some targeted marketing as the first quarter comes to an end and that a Virtual Open House is scheduled for November 7<sup>th</sup> for prospective families.

3. Staffing update

Dr. Houle presented a report on hiring of new staff for the 2018-19 school year. All vacant positions are now filled, including a 0.5 FTE English as a Second Language Teacher.

4. Certificate Renewal: Site visit, October 18, 2018

Dr. Houle reminded the Board that the consultants from SchoolWorks would be visiting the school on October 18<sup>th</sup> and that the Board was scheduled for an interview

with the team at 9:30 am in the Conference Room. Mr. Lunt noted his regrets at not being able to attend due to a last-minute work obligation. The remaining members stated that they would be available to participate.

5. Appointment of Title IX Compliance Officer

Dr. Houle noted that by the Employee and Family Handbooks, that the school needs someone to act as the Title IX Compliance Officer. She recommended that they appoint Mr. Greg Runyan as the Compliance Officer.

MOTION: Mr. Fleury moved, seconded by Mr. Wilkins to appoint Mr. Greg Runyan as the school's Title IX Compliance Officer.

VOTE: All in favor (5-0-0).

6. GCVS Organizational Chart: review and approve

Dr. Houle presented a draft Organizational Chart based on the new staffing configuration for the 2018-19 school year.

DISCUSSION: Mr. Lunt asked about the title of Technology Director and whether or not that title should be used as he does not supervise personnel. The remainder of the Board also asked about the title. Mr. Richard and Dr. Houle noted that Mr. Moody has authority over all systems and networks used by the school and the requisite budget authority for them. Upon hearing the scope of his responsibilities, the Board agreed by consensus that the title should stand.

MOTION: Mr. Wilkins moved, seconded by Mr. Fleury, to approve the GCVS Organizational Chart as presented.

VOTE: All in favor (5-0-0).

C. Report of the Chair:

1. Other business

Mr. Lunt noted that Dr. Christina Powell had resigned as a board member and expressed his gratitude for her years of service as a Board member at GCVS. He stated that he would send a letter of appreciation on behalf of the Board. The members present also expressed their appreciation for Dr. Powell's service and thanked Mr. Lunt for offering to send a letter on their behalf.

MOTION: Mr. Wilkins moved, seconded by Mr. Fleury, to accept Dr. Powell's letter of resignation as a member of the GCVS Board of Trustees with appreciation for her service.

VOTE: All in favor (5-0-0).

Dr. Houle stated that the Bylaws require that one member of the Board should also be a parent of GCVS student(s). She suggested that she could send out a notification through the school's web site and messaging systems to see who would be interested in filling the position. The Board agreed by consensus that this would be a good course of action.

2. Next meeting date

Mr. Lunt noted that the meeting date of November 19, 2018 had been set earlier in the meeting.

VI. Correspondence

- A. Minutes of September 10, 2018 meeting (Agenda item III.A)
- B. Minutes of September 17, 2018 special meeting (Agenda item III.B)
- C. FY19 Budget Report (Agenda item V.A)
- D. Enrollment Update report (Agenda item V.B.2)
- E. Staffing Update report (Agenda item V.B.3)
- F. Memorandum regarding Title IX Compliance Officer (Agenda item V.B.5)
- G. Draft GCVS Organizational Chart (Agenda item V.B.6)

VII. Adjournment

MOTION: Dr. Biggie moved, seconded by Mr. Fleury, to adjourn the meeting at 6:51 pm.

VOTE: All in favor (5-0-0).

Respectfully submitted,

Dr. Judith Houle,  
Secretary Protem