

Grand Isle Supervisory Union  
**South Hero School District**  
School Board Regular Meeting  
**Thursday, March 5, 2020**, at 6 p.m.  
Location: Folsom Education & Community Center

**MINUTES**

**Call to Order**

1. Call to order at 6:01 p.m. (M. Clark)

In attendance:

-Board members: Tim Maxham, Bentley Vaughan, Bob Chutter, Erin Morse, Nathaniel Kouns

-Staff: Susan McKelvie, Michael Clark, Rob Gess, Julie Pidgeon

-Audience: Jim Jones (LCATV)

-Janet Yates, town clerk.

2. Board Reorganization (Action)

-Janet Yates, town clerk, administered the oath of office to newly elected board members Bob Chutter, Nathaniel Kouns, Bentley Vaughan and Erin Morse before the meeting was called to order.

-Board Chair: T. Maxham nominated Bob Chutter to serve as board chair. B. Vaughan seconded the motion. Approved unanimously on a voice vote.

-Board Vice Chair: T. Maxham nominated Bentley Vaughan to serve as vice chair. E. Morse seconded the motion. Approved unanimously on a voice vote.

-Board Clerk: T. Maxham nominated Erin Morse to serve as the board clerk. N. Kouns seconded the motion. Approved unanimously on a voice vote.

-Representatives to the Supervisory Union (3): B. Chutter moved that Bentley Vaughan, Erin Morse and Tim Maxham serve as representatives to the Grand Isle Supervisory Union Board. N. Kouns seconded the motion. Approved unanimously on a voice vote.

-Negotiations Committee: T. Maxham nominated Bob Chutter and Bentley Vaughan to serve on the Negotiations Committee. N. Kouns seconded the motion. Approved unanimously on a voice vote.

-Negotiations with Champlain Islands Parent Child Center on building use: T. Maxham moved that Bentley Vaughan and Bob Chutter serve on a committee to negotiate building use with the Champlain Islands Parent Child Center. N. Kouns seconded the motion. Approved unanimously on a voice vote.

-Regular board meeting: T. Maxham moved that the board hold its regular meetings on the first and third Thursdays of the month at 6 p.m. at Folsom School. N. Kouns seconded the motion. Approved unanimously on a voice vote.

-Designated posting places: T. Maxham moved the board's official posting places be designated the South Hero Town Office, U.S. Post Office in South Hero and Folsom School. N. Kouns seconded the motion. Approved unanimously on a voice vote.

-Robert's Rules: T. Maxham moved that the board use Robert's Rules of Order for running its meetings. N. Kouns seconded the motion. Approved unanimously on a voice vote.

-Code of Ethics: M. Clark handed the board a code of ethics recommended by the Vermont School Boards Association (2015) to review. T. Maxham moved that the board adopt the code of ethics dated 2015 supported by the Vermont School Boards Association. N. Kouns seconded the motion. Approved unanimously on a voice vote. Board members signed copies of the code of ethics and gave them to the superintendent.

-Communications practices: M. Clark asked the board members to provide feedback on how they would like to receive communication from the GISU. The superintendent shared his practice of communicating to the board chair and letting the board chair share that communication with board members. The board will keep this practice the same.

-Board development: M. Clark shared that South Hero has budgeted for members to receive training in their responsibilities. He is putting together in-district training for new GISU board members, and he extended an invitation to other board members as well. B. Chutter asked that the superintendent send the invitation to all South Hero Board members.

-Local and statewide advocacy responsibilities: The superintendent shared that at times there are statewide laws that offer opportunities for board involvement. He noted there is a change in special education funding (Act 173) and some discussion of building maintenance that will be coming to the board's attention. The superintendent said there would be future opportunities for board members to attend regional meetings to represent South Hero's perspective.

-Designate newspaper: T. Maxham moved that the board designate *The Islander* as the newspaper of record for the South Hero School District. N. Kouns seconded the motion. Approved unanimously on a voice vote.

### 3. Adjustment of Agenda

- M. Clark added to the agenda correspondence from a paraeducator under Board Business
- M. Clark added acknowledgement of an award
- J. Pidgeon delivered correspondence from M. Henderson.

### 4. Public Comments

B. Chutter read correspondence from Melanie Henderson, former board chair, expressing her appreciation to the board members for their send-off at Town Meeting and well wishes for the coming year.

### 5. Consent Agenda (Action)

- A. Approve minutes from Feb. 20, 2020. T. Maxham made a motion to approve the minutes of the Feb. 20, 2020, meeting. B. Vaughan seconded the motion. Approved on a voice vote (Chutter, Vaughan, Morse, Maxham voting yes. N. Kouns abstaining).

### 6. Reports

#### A. Financial (R. Gess) (Action)

R. Gess referred the board to the financial report of Feb. 26, 2020. He said there is a slight budget overrun. He thinks there will be \$40,000 in operational savings that will help cover overage in the instructional side of the budget. He said he does not see any issues in cash flow through the end of the year.

R. Gess reported that Sullivan and Powers has spent time at the district offices as they work on the FY19 audit. He shared that the auditor has the information he needs to correct a double-booking of the bond payment.

He noted that there are challenges in streamlining the accounts payable process. He said he may ask the boards to set a threshold for district approval of accounts payable items to make the system more efficient. Currently, R. Gess approves everything. He says he is thinking about raising the threshold to \$250 for district approval. Anything below \$250 would be signed off by the building principal. Anything above \$250 would be signed off by the principal and GISU. M. Clark asked the board to think about this, and he noted the board may have a different idea about the amount for a threshold. R. Gess does not plan to move forward with a proposal until after the audits are completed.

R. Gess said he also has been working with the State Agency of Education on reporting requirements related to the corrective action. M. Clark added that the audit process is going more smoothly because all staff are in the same location. He said the district is quickly able to respond to the auditors' questions.

B. Chutter asked about an audit presentation. M. Clark said he will schedule it as soon as he can get a draft to the board. He hopes for April. B. Chutter asked that the FY18 audit be sent to N. Kouns. T. Maxham asked about how the district would account for the

movement of any budget surplus to the new fund for capital improvements. R. Gess explained the process.

T. Maxham asked when a food service amount would be transferred. R. Gess said by the end of the month.

E. Morse asked about the library line item. S. McKelvie said she would have an update in her report.

T. Maxham made a motion that the board reviewed and received the financial report of Feb. 26, 2020. N. Kouns seconded the motion. Approved unanimously on a voice vote.

- B. Superintendent's (M. Clark): M. Clark expressed thanks to the voters of South Hero for approving the budget. He also thanked the board for its hard work in preparation for Town Meeting. T. Maxham said the audience completely enjoyed the student music presentation that music teacher Karlie Kauffeld put together.

M. Clark noted that while the CIUUSD budget and South Hero budget passed, the Alburgh budget did not pass.

M. Clark updated the board on correspondence with families about the coronavirus. He noted the protocol has changed for people who have visited certain countries. Now, the Department of Health is asking those travelers to self-quarantine (stay home from work and school) for 14 days even if symptom-free and report to the Department of Health on any signs of virus. He has met with the school nurse and is pulling together a crisis team to review infectious disease policies. He said the district is proactively addressing this, and there are currently no cases in Vermont. The district is working with the Agency of Education and Department of Health to be prepared.

The superintendent reported the district is negotiating three contracts - with teachers and with two groups of support staff. He noted the South Hero support staff is not unionized.

He said the kit to retest the water for lead at Folsom School has arrived, and the water will be tested next week. The samples will be sent to the state for results.

### Board Business

7. Approval of Bills for Payment. B. Vaughan made a motion to pay the bills in Batch #5659 totaling \$12,663.01. E. Morse seconded the motion. Approved unanimously on a voice vote.

8. Debrief Town Meeting Presentation (Discussion): B. Chutter expressed thanks to Melanie Henderson for providing an excellent presentation to the town. It was noted that the presentation was shared electronically on the GISU website. The board discussed whether it would be more helpful to provide the presentation in .pdf format. B. Chutter suggested the

district consider creating a GISU presentation template. M. Clark said the district has a presentation template the other towns use, but he noted it is very different from the presentation South Hero currently uses. B. Chutter said he would like to see the presentation information in the town report. M. Clark said it's a challenge to do that because the town report deadline is in January. B. Chutter said the board will be open to a recommendation next year on what information could be reasonably provided.

9. Award: Superintendent Clark presented an award to Folsom School staff for winning the 1st annual Faculty Regatta at the GISU Inservice on March 2. J. Pidgeon shared appreciation for the work Kathy Buermann has done to motivate the staff to participate in the Path healthy living program.

10. Board Communication: M. Clark shared an email from paraeducator Colleen Chagnon. She is requesting an extended leave of absence from her classroom paraeducator position. She is interested in accepting a long-term substitute position for a Folsom third-grade teacher. T. Maxham asked when the substitute position would begin. S. McKelvie said it would start after April break and go to the end of the school year. B. Vaughan made a motion to approve the request of Colleen Chagnon for an extended leave of absence from her paraeducator position. T. Maxham seconded the motion. Approved unanimously on a voice vote.

**Closure**

11. Setting the next agenda

March 19: Continuous Improvement Plan and data update. Principal's report will include an update on the library and arts integration

12. Adjourn

The board adjourned at 7:10 PM. B. Vaughan moved the board adjourn. N. Kouns seconded the motion. Approved unanimously on a voice vote.

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