

Grand Isle Supervisory Union  
**South Hero School District**  
School Board Regular Meeting  
**Thursday, March 7, 2019**, at 6 p.m.  
Location: Folsom Education & Community Center

**DRAFT MINUTES**

In attendance:

-Board members: David Cain, Melanie Henderson, Tim Maxham, Bentley Vaughan, Bob Chutter

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

-Audience: Jim Jones (LCATV), Bob Buermann

**Call to Order**

1. Superintendent Michael Clark called the meeting to order at 6:02 p.m.

2. Board reorganization (Action)

A. Election and Appointments: M. Clark asked for nominations for board chair. B. Chutter nominated Melanie Henderson for board chair. T. Maxham seconded the motion. Approved on a voice vote.

M. Henderson made introductions and continued board reorganization.

Vice chair: T. Maxham nominated David Cain to serve as vice chair. B. Vaughan seconded the motion. Approved on a voice vote.

Clerk: T. Maxham nominated Bentley Vaughan to serve as Board Clerk. Bob Chutter seconded the motion. Approved on a voice vote.

Supervisory Union Board representatives: B. Chutter nominated Melanie Henderson, Tim Maxham and Bentley Vaughan to represent South Hero on the Grand Isle Supervisory Union Board. T. Maxham seconded the motion. Approved on a voice vote.

T. Maxham nominated Melanie Henderson to serve on the GISU Executive Committee. B. Chutter seconded the motion. Approved on a voice vote.

Negotiations Committee: T. Maxham nominated David Cain and Bentley Vaughan to serve on the Negotiations Committee. B. Chutter seconded the motion. Approved on a voice vote.

B. Operational decisions

-Set regular board meeting schedule: T. Maxham moved the South Hero School Board continue meeting on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of month at 6 p.m. D. Cain seconded the motion. Approved.

-Schedule annual board work session (retreat): The board will set this date later.

-Designate places for posting meeting agenda and minutes: T. Maxham moved to continue posting meeting agenda and minutes in the same places – Folsom School, the South Hero Post Office and the South Hero Town Office. B. Vaughan seconded the motion. Approved on a voice vote.

-Agree on whether to use Robert’s Rules for Small Boards: T. Maxham moved the board use Robert’s Rules for Small Boards. B. Chutter seconded the motion. Approved on a voice vote

-Discuss and adopt Code of Ethics: M. Henderson reviewed Code B3R-VSBA Code of Ethics for School Board Members. D. Cain moved the board adopt the code. B. Chutter seconded the motion. Approved on a voice vote.

-Identify communications practices: M. Henderson said the board would continue to receive information from the Supervisory Union via electronic communication. Any board member who wishes may receive paper copies of all information.

-Discuss board development opportunities and attendance: M. Clark said M. Henderson as board chair is required to undergo 8 hours of training each year. He noted that there is training and other educational opportunities for other board members who are interested.

-Discuss local and statewide education advocacy responsibilities: M. Clark noted the board in the past has been involved in local and statewide education issues, including the alternative governance structure under Act 46. He said he tries to keep board members updated on what is going on in the state and that they have a role in being informed.

-Designate newspaper for notification of meetings: D. Cain moved the board designate *The Islander* as the newspaper for notification of meetings. T. Maxham seconded the motion. Approved on a voice vote.

### 3. Adjustment of Agenda

-M. Clark added a contract for a long-term substitute for signatures under Consent Agenda.

### 4. Public Comments

-Bob Buermann said he wanted to participate in the discussion of Town Meeting results.

### 5. Consent Agenda (Action)

A. Approve minutes from Feb. 7, 2019, and Feb. 20, 2019, meetings.

T. Maxham made a motion to approve the minutes of the Feb. 7, 2019, meeting. B. Chutter seconded the motion. Approved.

T. Maxham made a motion to approve the minutes of the Feb. 20, 2019, meeting. D. Cain seconded the motion. Approved.

B. Long-term substitute contract. M. Henderson initiated signing the contract for the long-term substitute teacher who will be replacing Dani Holm during her leave.

### 6. Reports (Discussion)

a. Financial (R. Gess) (Action): R. Gess said there was no significant change from last month. There are no over-expenditures. He noted the high school tuition bills are coming in. South Hero is still under-budget. The Central Office is continuing the verification process for residency for tuitioned students.

The FY18 audit continues. The goal is to have paperwork required by the federal government completed by next week.

The Transportation RFP is nearing completion.

R. Gess thanked the board for their presentation of the budget at Town Meeting.

J. Pidgeon asked if the Transportation RFP would provide flexibility to not offer a bus and noted frustration with the cost of busing in the current contract. Superintendent M. Clark clarified that when seeking contracted services, there can be unintended consequences in cost when changing the terms.

M. Henderson asked R. Gess for clarification about the salary line item. He clarified that the amount is higher because of the long-term substitute.

T. Maxham made a motion that the board received and reviewed the Budget to Actuals Report of Feb. 26, 2019. B. Chutter seconded the motion. Approved on a voice vote.

b. Superintendent's (M. Clark): The superintendent reviewed his report. In it, he included that 58% of residency verification forms have been returned, and 42% have not. The district will send a third mailing and is holding up tuition payments pending residency verification. The receiving schools are starting to contact families to let them know their student may not be able to continue in school without verification.

The integrated field review was moved to April 17, 2019.

M. Clark updated the board on the status of the GISU Office moving to two classrooms at Grand Isle School. The CIUUSD is finalizing the agreement and it will still need final approval by the GISU Board.

#### Board Business

7. Debrief town meeting (Discussion): D. Cain and M. Henderson expressed thanks to the town for approving the budget. B. Buermann said the board did a great job explaining in its report the line items that might raise questions. The board thanked B. Buermann for his feedback.

M. Henderson asked B. Buermann to share his thoughts about the two articles that set up and designated a reserve fund. B. Buermann said he is concerned about the wording, particularly the wording of the article that sets up the fund. He explained in detail his concerns. He commended the board's goal of financially planning for capital needs.

M. Clark said he took the wording for the articles that was successfully used in another district. He checked on the wording of the articles with a lawyer who informally advised it was OK. M. Clark noted that next year, the board will need to ask voters again to designate the reserve fund, and that the name of the fund could be changed at that point. M. Clark said that by statute a reserve fund cannot be used for anything. It must be designated.

B. Chutter recommended the board get a legal opinion and ask the lawyers to write out the wording for the reserve fund designation for next year.

B. Buermann asked whether the state has an issue with the town directing unexpended budgeted funds to a reserve fund. It was acknowledged that the state likely does not like towns building a fund for capital repairs due to the nature of how towns receive funding from the state for education. There was discussion about whether the school is allowed to budget money for the reserve fund. M. Clark said he will do more research into it but thinks not.

B. Chutter noted that Jonathan Shaw of the Town Select Board said the reserve fund must be expended within 5 years.

8. Approval of Bills for Payment.

B. Vaughan made a motion to pay the bills in Batch 4242 totaling \$54,829.13 and the bills in Batch 4258 totaling \$315,078.83. T. Maxham seconded the motion. It was approved on a voice vote.

9. Incentive Plan (Possible Action)

M. Henderson moved the board go into Executive Session to discuss a contractual issue. B. Chutter seconded the motion. The board went into executive session at 7:05 p.m.

The board came out of Executive Session at 7:30 p.m.

M. Henderson made a motion that the board authorize the superintendent to implement the South Hero School District retirement incentive program to be offered to any teacher in the South Hero Bargaining Unit who has a combined 50 or more years of teaching experience plus years of service at Folsom School. D. Cain seconded the motion. The motion passed on a voice vote with one abstention by B. Chutter.

## **Closure**

11. Setting the next agenda

March 21:

-Report on the language of the reserve fund from attorneys

-Continuous Improvement Plan presentation. (B. Chutter asked for longitudinal data on academic performance)

April 4:

-Update on the FY18 audit

-Discussion of alternative transportation options

April 18:

-Update on behavior data

12. Adjourn

D. Cain moved the board adjourn. B Chutter seconded the motion. Approved on a voice vote.

The board adjourned at 7:31 p.m.

---

---

---

---

---