

Minutes Approved this 6 day of June, 2017

Dave Davis [Signature]
Judith Wimble [Signature]
Jennifer Gariety [Signature]
Bridget Brisson [Signature]
Mason Maltais [Signature]

North Hero School Board
Tuesday, May 2, 2017 | North Hero School

Board Present: Dave Davis (chair), Judith Wimble, Bridget Brisson, Jennifer Gariety, Mason Maltais (arrived @ 7:15PM)

Administration Present: Lynn Carpenter (Business Manager), Joe Resteghini (Principal)

Guests: Randall Northrop, Andy Julow

Call Meeting to Order

The meeting was called to order at 7:06PM by Dave Davis.

Pledge of Allegiance

D. Davis leads the pledge of allegiance.

Adjustment of Agenda

J. Resteghini states he needs to discuss a matter in executive session.

Approval of Minutes: April 4, 2017

D. Davis asks if there are any comments or questions on the minutes. Hearing none he states they are accepted as read.

Comments & Questions from the Public Regarding Items Not on the Agenda

None.

Audit Presentation

Randall Northrop of Corrette & Associates, P.C. is in attendance to present the findings of his financial audit of the North Hero School.

He distributes the Audit Report and the Internal Control Report to the board.

Audit Report

He reviews page 12 of the audit report which lists the final balance of school funds for year end June 30th, 2016, as follows:

- **General Fund:** \$130,994.00 surplus
- **Afterschool Fund:** Holds a deficit of nearly one thousand dollars due to borrowing money from another fund which was never repaid.
- **King Trust Fund:** \$18,932.00 surplus

Randall states he was unable to determine if the fund is permanently restricted or temporarily restricted. A discuss follows. J. Resteghini will research the issue further.

Internal Control Report

Randall highlights material weaknesses his firm found:

- No developed procedures to reconcile all balance sheet accounts
- A consistent basis of accounting has not been adopted, i.e. accrual vs. cash
- Not all financial activity is included in the general ledger; the school has independent bank accounts
- There should be no bank signers other than Treasurer/Assistant Treasurer; there are some school officials who are signers
- Capital asset monitoring is not happening
- Interfund borrowing and lending occurs without Board approval
- Inadequate fiscal year cutoff procedures
- Asset inventory not conducted
- No authorizing documentation or purpose for fiduciary funds; a written policy for the King Fund should be established

CIUUSD Update

A. Julow is present to give an update on the Champlain Island Unified Union School District. He distributes a three year plan and a flyer showing the mission, vision, and values of the District which he reviews with the Board.

A. Julow states the CIUUSD would like to hire a consultant to work with the CIUUSD Board as they develop policies and curriculum. The CIUUSD Board will be asking the three towns which comprise their district, North Hero, Grand Isle, and Isle La Motte, to approve this expense starting July 1, 2017, to be prorated between schools by student population. The North Hero Board asks clarifying questions about the position.

M. Maltais motions to approve the 20 hour a month position at \$90 an hour for a consultant to work with the CIUUSD Board. B. Brisson seconds the motion.

The North Hero Board discusses how to include this unbudgeted expense estimated at about 5500.00 in the upcoming budget.

D. Davis calls a vote and motion passes 5-0.

A. Julow reminds the North Hero Board that the CIUUSD board meetings are the 4th Monday of every month at 6:30PM and rotate between the three schools in the District. The North Hero Board requests to be on the distribution list for the CIUUSD agendas.

Superintendent's Report

J. Resteghini informs the Board that B. Burrington could not attend and distributes copies of her report.

Principal's Report

J. Resteghini distributed his report to the board via email.

J. Resteghini states there is a surplus in the current year budget due to a position budgeted in Instructional Salaries that is not being used. He states he would like to use the money in one of the following ways:

- Playground surfacing
- Carpet replacement
- Kitchen cabinets
- Behavioral specialist position

He asks for board input. Discussion follows. The board asks the money not be used for playground surfacing until the playground fund is established. J. Wimble asks to see a breakdown of all activities in the account holding monies earmarked for the playground.

Capital Improvement Fund

J. Resteghini states his goals for use of the Capital Improvement Fund are:

- New boiler
- New septic
- Gym floor resurfacing
- New roof
- Exterior wall replacement in damaged areas

He states he would like to wait a year to decide as the Fund will not cover all items and the priorities are currently unclear. The Fund will be spent before school governance transfers to the CIUUSD Board.

Fund Creation

Discussion on the creation of funds by the North Hero Board to transfer all monies from local school bank accounts into the General Fund follows. J. Resteghini recommends a Playground Fund and a Holiday Fund. Discussion on the use of the monies for these funds follows. The board requests a list of all current school bank accounts and their current balance.

J. Resteghini requests the creation of a Petty Cash system. Discussion on what monies are being spent to necessitate this and what systems could be used follows. L. Carpenter will research the use of a prepaid credit card.

Preschool Screening

There are potentially fifteen to seventeen preschool students for the next school year. J. Resteghini would like to develop a policy for priority of placement and cap of students. The Board adds it to the agenda for the June meeting.

School Use Waiver

J. Resteghini states he would like to create a waiver for all pickleball players using the school grounds this summer. Discussion follows. D. Davis asks the waiver to be reviewed by the school layer and brought to the Board in June.

New Business

Approval of Bills for Payment

J. Wimble motions to approve the bills in the amount of \$35,575.41; J. Gariety seconds and the motion passes 5-0 with no further discussion.

Playground Fund

This was discussed under Principal's Report.

Old Business

No discussion.

Executive Session

J. Gariety motions to go into executive session at 8:43PM for a personnel matter; B. Brisson seconds and the motions passes 5-0 with no further discussion.

J. Wimble motions to come out of executive session at 9:17PM with no action taken; Jennifer seconds and the motions passes 5-0 with no further discussion.

Adjournment

J. Wimble motions to adjourn at 9:19PM; B. Brisson seconds and the motion passes 5-0 with no further discussion.

Agenda Building

June 6, 2017:

- Fund Creation
- King Fund Status and Policy
- Chad Spooner- Public Health Specialist
- Petty Cash System
- Budget to Actuals
- Preschool Enrollment Policy
- School Use Waiver

Respectfully Submitted, Corinn Julow

CC: Board Members

GISU Office

Principal Resteghini

Town Clerk's Office