

Grand Isle Supervisory Union  
**South Hero School District**  
School Board Regular Meeting  
**Thursday, May 2, 2019**, at 6 p.m.  
Location: Folsom Education & Community Center

**DRAFT MINUTES**

**Call to Order**

1. Call to order at 6:03 p.m.

Introductions. In attendance:

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

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

-Audience: Jim Jones (LCATV), Kari Banas, Gwen Hobbs

2. Adjustment of Agenda

The board added the following items to the agenda:

-A discussion of board member succession

-A request for a contract extension

-An update on a contract negotiation

3. Public Comments

None

4. Consent Agenda (Action)

A. Approve minutes from April 18, 2019.

T. Maxham moved the board approve the minutes of the April 18, 2019, meeting, with B. Chutter seconding the motion. Approved on a voice vote with D. Cain abstaining.

5. Reports (Discussion)

A. Financial (R. Gess) (Action). R. Gess reported no budget exposures. He said he thinks South Hero will be under budget for 2019. The staff has completed reconciliation for high school tuition and believes the school will be under budget for in-state tuition.

Update on the FY18 audit: All information has been provided as requested. The auditors are sampling for other information related to federal monies, and the district is responding.

The district has nearly completed the transportation RFP. They are confirming starting and ending times and hope to advertise it soon.

Next Wednesday, May 8, the business office will send its end-of-year letter with deadlines for spending. He said the district also plans to do a year-end inventory again. R. Gess wants everything for the current fiscal year to be processed and paid by July 31.

M. Henderson asked how the district is doing meeting an AOE deadline. R. Gess reported on that work.

T. Maxham asked about revenues. R. Gess said they are on track. T. Maxham asked about expenditures and the amount in group health insurance. R. Gess said it is fully encumbered, and the school will be under budget in that line item.

T. Maxham asked about pre-K, where the school is under-budget, and R. Gess said the figures are realistic. He said the district has received all the pre-K tuition bills. T. Maxham asked how many facilities receive that funding, and R. Gess said he believes four. It was noted there are some off-island preschools. T. Maxham said it would be nice to get a firmer number for pre-K students in terms of residency. R. Gess said school districts may need to increase the process to verify residency, especially in the eighth-grade year.

B. Chutter asked if the encumbrances are accurate. R. Gess said he believes the district has covered them all.

M. Henderson said she would like to fine-tune budgeting of food service to be more accurate.

T. Maxham made a motion that the board has received and reviewed the budget-to-actuals report of April 19, 2019. B. Chutter seconded the motion. Approved on a voice vote.

B. Superintendent's (M. Clark)

M. Clark said he will have a written report for the second meeting of the month. He said the district is busy meeting the expectations of the AOE. The business office is responding to the audit firm's requests daily. He is working to meet the May 12 deadline for the FY18 audit set by the AOE.

#### Board Business

6. Board member succession. The board discussed advertising for the opening on the board when David Cain steps down. D. Cain suggested posting a notice in *The Islander* and Front Porch Forum. He also suggested that personally reaching out to people to encourage them to apply for the vacant seat would be helpful. M. Henderson will write a notice for Front Porch Forum. D. Cain will step down at the end of the school year.

B. Chutter will be gone from the May 16 meeting. M. Henderson would like candidates to speak to the board at the June 6 or June 20 meetings. M. Henderson encouraged board members to reach out to anyone who may be interested.

7. Approval of Bills for Payment.

B. Vaughan made a motion to pay the bills in Batch 4303 totaling \$106,518.94. T. Maxham seconded the motion. Approved for payment on a voice vote.

8. Share first draft of school schedule (S. McKelvie) (Discussion)

S. McKelvie handed out a draft of the schedule. She said staff had reviewed and commented on an early draft of the schedule. She said the school has two schedules (elementary and middle school). The middle school schedule is essentially the same with the addition of a coaching block. She noted the middle school schedule offers choices to students for electives. This year, students were given a choice of French and Maker Space. This coming year, she is hoping to refine the choices offered to students for electives. The coaching block time was added by reducing Advisory time and eliminating Flex Time, a time for homework and goals. S. McKelvie said there will be at least one study hall block per week for students to work on personal learning plans or homework. She shared an approach that would offer different electives for 5<sup>th</sup>-8<sup>th</sup> each trimester. The specials are in draft form. S. McKelvie noted coaching is an intervention block for students who need it. Students who do not need it would have time to pursue other learning.

In the K-4 schedule, she noted there is one unified arts block per day as students rotate through the required unified arts. She shared a handout title Arts Integration Continuum Card and said this will be a conversation with staff. The specialist teachers will have time to integrate their curriculum into the grade-level classrooms. She would like to focus staff on co-taught and/or integration of arts. She said there is a training set up in June for elementary teachers. She also is looking at specialists' availability to integrate content with the K-4 schedule. She noted the committee is making progress. One of the challenges is the need for staff to make the electives possible for 5-8. She said they are looking at adding health into the content time during science/social studies in K-2. She said library will be integrated into the classroom rather than a pull-out class. There will still be instruction on how to use the library and check-out books. The data team is meeting weekly to work on the schedule.

S. McKelvie plans to offer an evening in May for community members to review the schedule and ask questions or share ideas.

M. Henderson asked if there were success stories around co-teaching. S. McKelvie suggested viewing videos via You Tube of examples of integrated arts or interdisciplinary teaching. She noted there are magnet schools that intentionally do arts integration. She noted one in Washington, D.C., that teaches all its curriculum through the arts.

M. Henderson asked about time: Will 3 days in June suffice to develop co-teaching curriculum? Will that be a guided process? S. McKelvie said it won't be possible to plan for a full year at once. She noted that part of the planning process depends upon the times the specialists are assigned to classrooms. S. McKelvie offered to provide the board regular updates on the process. The board asked for an update for the June 20 meeting.

B. Chutter said he is pleased to see large chunks of time for literacy and math in light of the continuous improvement plan goals. S. McKelvie said the intention is to improve academic achievement. M. Henderson noted it would be good to capitalize on students' excitement for the unified arts and connect it to academic subjects. They discussed the potential to integrate arts and ensure students receive what they need for their learning.

G. Hobbs asked how PE fit into the elementary schedule. S. McKelvie said the UA block includes time for PE and other required specials.

K. Banas asked about the timing of the community presentation. S. McKelvie said she may delay the schedule roll-out until after the middle school musical.

K. Banas asked about required electives. S. McKelvie clarified PE is required twice a week, art and music once a week, and health once a week. S. McKelvie said the five required specials will be scheduled in the elementary UA schedule, except health and guidance which will be in class time. She clarified French will not be offered K-2 but will start in third grade.

#### 9. Request to extend contract

Laura Myler has asked the board to give her a 10- to 15-day extension on the deadline to return her contract. She said she truly enjoys teaching in South Hero, but she is considering pursuing certification in library science. She would like a little extra time. The board expressed a desire to support the staff.

M. Clark said the deadline for contracts is May 15, which is late in the hiring season. He suggested the board ask an employee what positions they are actively seeking and be willing to release them from a contract if those positions came through. The school may find it hard to fill a teaching position with a high-quality teacher if hiring after June 1.

He said he thinks it is fair for the board to post a position as an anticipated opening if it grants an extension so it can start the hiring process if it needs to.

The board discussed the options of extension vs. contract release.

S. McKelvie said she prefers asking for a contract signature with the option for release from contract.

M. Henderson moved to ask Laura Myler to sign her contract as of the current deadline of May 15 and to identify positions she is pursuing, and the board will release her from her contract if she notifies the board she is going to take one of those positions by June 1. B. Chutter seconded the motion. Approved on a voice vote.

#### 10. Other

-Robinson Scholarship: S. McKelvie will check with Sue McNayr on the timeframe with a goal of the board selecting a recipient at the next meeting. T. Maxham will present the scholarship at graduation.

-T. Maxham reported the town clerk has acquired the CD for the Robinson scholarship fund.

#### 11. Executive Session (if needed pursuant to 1 V.S.A. sec. 313)

M. Henderson moved the board go into executive session to discuss a contractual agreement for support staff. D. Cain seconded the motion. Approved on a voice vote. The board went into executive session at 7:15 p.m. The board came out of executive session at 7:29 p.m.

M. Henderson made a motion to issue support staff contracts at a 4 % increase. B. Chutter seconded the motion. Approved on a voice vote.

#### **Closure**

#### 12. Setting the next agenda

May 16: Adopting policies and reviewing policies. Robinson Scholarship selection.

13. Adjourn

B. Vaughan moved the board adjourn and D. Cain seconded the motion. Approved on a voice vote. The board adjourned at 7:30 P.M.

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