

Minutes Approved this ____ day of _____, 20__

Dave Davis _____
Judith Wimble _____
Jennifer Gariety _____
Bridget Brisson _____
Mason Maltais _____

North Hero School Board
Tuesday, June 6, 2017 | North Hero School

Board Present: Dave Davis (chair), Judith Wimble, Bridget Brisson, Jennifer Gariety, Mason Maltais (arrived @ 7:07PM)

Administration Present: Lynn Carpenter (Business Manager), Joe Resteghini (Principal), Beth Hemmingway (Director of Student Support Services)

Guests: Chad Spooner, Andy Julow

Call Meeting to Order

The meeting was called to order at 7:04PM by D. Davis.

Pledge of Allegiance

D. Davis leads the pledge of allegiance.

Adjustment of Agenda

L. Carpenter requests to bring audit adjustments to the Board; D. Davis puts it under New Business.

Approval of Minutes: May 2, 2017

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

Recognition of Visitors

Chad Spooner of the Vt. Dept. of Health is present to talk about the agreement the school and the Dept. of Health have for using the building as an open point of distribution for pandemic outbreaks. There is no cost or risk of liability to the school for the Dept. of Health's use of the building. Discussion on when the building would be utilized and how, open versus closed distribution sites, what would happen if building was needed when school was in session, and chain of communication follows.

Superintendent's Report

D. Davis informs the Board that B. Burrington could not attend. B. Hemmingway distributes copies of the Superintendent's Report and quickly reviews. She states she brought a preschool contract for a child attending preschool off island for D. Davis to sign.

Recognition of Visitors

Andy Julow is present as chair of the GISU Board and asks if there are any concerns regarding the recently canceled GISU Meeting. A. Julow explains why the decision was made and the protocol followed to do so. Brief discussion on what may have been discussed at the meeting follows. A. Julow states he will let the Board know when the next meeting is scheduled.

J. Restighini asks A. Julow about a recent Act 46 Conference and A. Julow gives a brief update on the progress of the CIUUSD Board.

Principal's Report

J. Resteghini distributed his report to the Board.

Summer Program

J. Resteghini states he would like to host a summer school program for children with identified support needs. He describes how the program will operate and discussion follows. He asks the Board to consider monetary support for students who may need financial assistance to attend the program. Discussion on which children the program will be open to follows. The Board expresses support for the program but asks J. Resteghini to find a revenue source outside of the school budget at this time.

School Use Waiver

J. Resteghini distributed a waiver created for use by the North Hero Rec. Dept. when they use the school grounds for pickle ball. The Board has no objections to the waiver.

Preschool Policy

J. Resteghini reviews the main points he would like to include in a preschool policy. Discussion follows. B. Hemmingway suggests the policy, when drafted, be reviewed by a lawyer to make sure it accommodates Act 166. J. Wimble requests the policy address the placement of staff children and provide a grandfather clause for children previously enrolled in the program.

Discussion on procedure versus policy follows. The Board requests this be a formal policy. J. Resteghini states to do so the draft will need to be read at the next two meetings and approved in September. The Board agrees.

Petty Cash

L. Carpenter states student activity funds, currently in a bank account outside of the general fund, need to be cleared out as checks cannot be cut that are not signed by the Treasurer. L. Carpenter needs the Board to decide how to allocate the \$1,311.73 currently in the bank account. Brief discussion on where the money originated from follows.

M. Maltais motions to create a scholarship fund; B. Brisson seconds and the motion passes 5-0 with no further discussion.

Closing the school bank account means there is no cash at the school for purchasing stamps etc. L. Carpenter suggests a check request go through the warrant for \$100 cash that J. Restighini would keep in the front office. Receipts would be submitted to verify purchases before more cash was released. J. Restighini requests a prepaid card be used instead to avoid cash in the school. Discussion on who would have the ability to use the card follows. L. Carpenter states she will put a request through with the next payables and will procure the card.

New Business

Budget to Actuals

L. Carpenter reviews the report she distributed to the Board. There is an estimated to date surplus of \$53,598.36. L. Carpenter recommends the Board reserve purchases to come out of the anticipated 16/17 surplus for this budget. Discussion on planned plant maintenance follows.

J. Wimble motions to reserve from the anticipated fund balance of fiscal year 17 \$3000.00 for carpet replacement and \$4500.00 for bathroom improvements. J. Gariety seconds the motion and it passes 5-0 with no further discussion.

Playground Fund

After brief discussion the Board decided a playground fund is not needed.

Audit Adjustments

L. Carpenter asks the Board to make a motion to allow inter fund borrowing so she can pay bills and do correcting journal entries when there isn't enough accounting money in one fund to pay the bills. She states the last audit stipulated she needed board approval to do this.

M. Maltais motions to allow inter fund borrowing.

J. Gariety asks how the Board would know if this is happening and discussion follows.

J. Gariety seconds the motion presented by M. Maltais. The motion passes 5-0 with no further discussion.

L. Carpenter asks the Board to adopt a September 1st cut-off date so no payments or receipts will be posted to the current fiscal year after the September 1st date.

J. Wimble moves the motion as presented by L. Carpenter; J. Gariety seconds and the motion passes 5-0 with no further discussion.

L. Carpenter asks the Board approve a transfer from the general fund to the afterschool fund of \$966.00 to close out a deficit of \$966.00 that has been in that fund since 2015. L. Carpenter states this needs a specific motion as it shows in the audit.

B. Brisson moves the motion as presented by L. Carpenter; M. Maltais seconds and the motion passes 5-0 with no further discussion.

L. Carpenter states a written policy for using funds in the King Trust is needed and in order to do that the originating documents are needed. J. Wimble states she will look through her records and if she can't find any documents will contact the Town Office. The Board will read the documents and discuss further in August.

L. Carpenter asks which board members are authorized to sign on behalf of the Board as she anticipates the need for another warrant by the end of June. B. Brisson states L. Carpenter can contact her.

L. Carpenter states the Tax Anticipation Note will be ready to be signed at the July meeting.

Approve the Loan Agreement with the Town of North Hero

D. Davis reads the agreement out loud.

J. Wimble motions to sign the Agreement with the Town of North Hero on the 6th of June as read by Mr. Davis. B. Brisson seconds and the motion passes 5-0 with no further discussion.

All board members sign the agreement.

Preschool Contract

D. Davis signs the preschool contract.

Ratify Master Agreement

Techer contracts are circulated for signatures of all board members.

D. Davis reviews the newly negotiated master agreement.

M. Maltais motions to accept the agreement; J. Wimble seconds and the motion passes 5-0 with no further discussion.

Approval of Bills for Payment

J. Wimble asks about the invoice from the GISU for North Hero's share of the school nurse as the amount seems high. The invoice is pulled for review of the proration between schools.

J. Wimble states \$15,064.76 has been pulled from the warrant and then motions to approve the bills in the amount of \$30,208.81. J. Gariety seconds the motion and it passes 5-0 with no further discussion.

Old Business

Fund Creation

This was discussed under Principal's Report as part of the petty cash discussion.

King Fund Status and Policy

This was discussed under New Business as part of L. Carpenter's audit adjustments.

Executive Session

None needed.

Adjournment

The Board changes the date of the next meeting from July 4th to July 11th in anticipation of the Independence Day holiday.

J. Gariety motions to adjourn at 8:56PM; B. Brisson seconds and the motion passes 5-0 with no further discussion.

Agenda Building

July 11, 2017:

- King Fund Policy
- Budget to Actuals
- Preschool Enrollment Policy- 1st reading
- Tax Anticipation Note

Respectfully Submitted, Corinn Julow

CC: Board Members

GISU Office

Principal Resteghini

Town Clerk's Office