

Grand Isle Supervisory Union  
Meeting Wednesday, September 14, 2016  
At North Hero School

Present:

Mallory Ovitt, Alburgh  
John Goodrich, Alburgh  
Carol Miller, Grand Isle  
Don Bartlett, Grand Isle  
Dave Davis, North Hero  
Judith Wimble, North Hero  
Louise Koss, Isle La Motte  
Jane Zera, Isle La Motte (by phone)  
Kris Bowser, South Hero (arrived 6:31 p.m.)  
Barbara Burrington, Superintendent  
Beth Hemingway, Director of Student Support Services  
Megan Grube, Curriculum Coordinator  
Lynne Carpenter, Business Manager  
Randall Northrop, Guest

Meeting called to order by Louise Koss at 6:08 p.m.

Adjustments of Agenda: Lynne Carpenter would like to discuss having credit cards available for administrators for travel purposes. Barbara Burrington would like to have board discussion and action regarding appointing a Proxy vote for the VEHI board reorganization at their annual meeting.

Approval of Minutes of June 22, 2016: Motion by Dave Davis to approve minutes; second by Carol Miller. All in favor.

Comments & Questions From the Public Regarding Items Not on the Agenda: None

Audit Update: Lynne Carpenter introduced Randall Northrop of Corrette & Associates, who is conducting all audits for our district this year. Randall advised that he has been at the Central Office for about 3 weeks (every other week because of payroll). He will have the fund balance surplus/deficit for the general fund for all districts by November. However, he will not have draft financial statements by then. Randall noted that he felt there were issues with internal controls, such as:

- no balance sheet reconciliations have been done
- school activity funds are not being approved by the board
- SU board is not approving warrants. Currently Lynne is approving warrants, and it should not be done this way.
- SU treasurer should not be Linda Norris – the treasurer is an officer of the board, and he recommends appointing a board member to be treasurer and approve warrants and sign checks
- there are about 40 funds in the SU – did the SU board approve all those funds?

-Randall feels another full-time person should be added to the Central Office since staffing is low. He feels that while the magnitude of work may be lower than larger districts, the complexity is equal to them.

-Student activity accounts should be handled by school treasurer or SU level

Randall will be making presentations to individual boards after the audits are complete.

Louise Koss asked if the Executive Committee wanted to meet with Randall as a group?

Curriculum Update: Barbara Burrington introduced Megan Grube, our district's new Curriculum Coordinator. Megan had a power point presentation on curriculum instruction update. She covered:

1. Updates
2. Smarter Balanced Results (ELA and Math)
3. Celebrations
4. Interpretation Considerations
5. GISU Priorities
6. MTSS Progress
7. Data Based Decision Making
8. Family and Community Partnership
9. Professional Learning Cohorts
10. Embedded Professional Learning
11. Success Metrics

Update on Tech Audit: Barbara Burrington provided the board with a handout from Kerry Sewell. Kerry is hoping to have more information by December. Currently, district-wide we have 2 people doing technology (David Isham and Greg Smith from NetSource, Inc.). Question was asked if technology was going out to bid? Should the district hire another person who would be on payroll? What is the timeline and goal to have the technology audit complete?

Reorganization of Central Office Responsibilities and Job Descriptions: Discussion will be done in Executive Session.

Budget Building Calendar for the Supervisory Union: Louise Koss said that she would like to have SU budget meetings in November, so individual schools have more time for their budget meetings and approval. Barbara Burrington suggested they could even start in late October. Louise said there could potentially be 2 budget meetings: the first meeting would be informational and the second would be to look at what adjustments need to be made, and voting on the final budget. Louise would like 2 budgets presented: one that is a baseline budget and another that has increase assumptions of salary, benefits, etc. The two budget meetings for the SU board will be Wednesday, November 2, 2016 at 6:00 p.m. at North Hero School and also Tuesday, November 15, 2016 at 6:00 p.m. at North Hero School. Please be sure all board members are informed of the results of the November 2, 2016 meeting. GISU board members should be ready to vote on the budget at the November 15, 2016 meeting. There will be no December quarterly meeting.

GISU Credit Card: These cards would be for Superintendent, Director of Student Support Services, Curriculum Coordinator, Business Manager, principals to use solely for travel purposes.

The cards will be kept at the GISU central office. Policies will be put in place regarding the use of these cards. There will be a \$3000.00 limit/person. Dave Davis moved to allow Lynne Carpenter to get credit cards for travel for the individuals she named with a \$3000.00 limit to be kept at the SU level and that receipts must be turned in. Second by Carol Miller. All in favor. Barbara Burrington will get a model policy and sign out sheet for credit cards. Approval will need to be given to Louise Koss to sign bank resolution for credit cards. Judith Wimble moved to give permission to have Louise Koss sign the bank resolution. Second by Dave Davis. All in favor.

The board discussed the proposed changes to the configuration of the VEHI board. Dave Davis made a motion to appoint Barbara Burrington to serve as a proxy for the GISU board. Second by Don Bartlett. All in favor.

Louise Koss asked the board if they'd like to appoint a treasurer at tonight's meeting. Someone will also need to approve warrants. The person appointed must be a SU board member. It was decided that decisions would be made at the November 2, 2016 meeting.

Louise Koss made a motion to go into Executive Session at 7:53 p.m. Board came out of Executive Session at 8:10 p.m. Judith Wimble moved to put out an RFP for payroll services. Second by Carol Miller. All in favor.

Motion by Judith Wimble to adjourn. Second by Don Bartlett. Meeting adjourned at 8:11 p.m.