

Grand Isle Supervisory Union  
**South Hero School District**  
 School Board Regular Meeting  
**Thursday, Oct. 4, 2018**, at 6 p.m.  
 Location: Folsom Education & Community Center

**DRAFT MINUTES**

**Call to Order**

1. Call to order at 6:04 p.m.

2. Introductions. In attendance:

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

-Staff: Michael Clark, Rob Gess, Julie Pidgeon, Helen Bishop

-Audience: Colin Connor (LCATV), Bob Chutter, Janet Yates

3. Adjustment of Agenda

-Board vacancy was moved to the start of board business.

-Added a request about Trunk or Treat

-Added coordination of the board's retreat to board discussion

- Added contracts that need adjustment to board action

4. Public Comments

None.

5. Consent Agenda (Action)

A. Approve minutes from Sept. 20, 2018. The minutes of the Sept. 20, 2018, meeting were approved on a voice vote. T. Maxham made the motion to approve the minutes. D. Cain seconded the motion.

6. Reports (Discussion)

Financial (R. Gess) (Action): R. Gess reviewed the most recent budget-to-actuals report. He noted that the district is waiting for the first high school tuition invoices to arrive. It will begin verifying residency of students once it receives the invoices. R. Gess said he has started work on the FY20 budget. He plans to have the GISU budget ready by the end of October. He shared that Wendy Savage has left the GISU to go to Alburgh School. The district has hired a replacement with experience in accounts payable. T. Maxham made a motion that the board reviewed the financial report of Oct. 2, 2018. M. Henderson seconded the motion. Approved on a voice vote.

Board Business

7. Board Vacancy. Robert Chutter expressed interest in the position and said in a letter to the board he is willing to serve on the School Board as an interim until Town Meeting. T. Maxham clarified with Janet Yates, town clerk, that B. Chutter would serve until Town Meeting, at which point an election for the remaining one year on the seat will be held. T. Maxham moved the school board appoint Bob Chutter to serve on the board until the Town Meeting election in March.

B. Vaughan seconded the motion. Approved on a voice vote. J. Yates, town clerk, swore in B. Chutter for the unexpired two-year term until the March 5, 2019, election. He then joined the board for the rest of the meeting.

#### 8. Reports (continued)

Superintendent's (M. Clark). M. Clark reported that he attended a Vermont School Boards Association regional meeting at which Education Secretary Dan French spoke. M. Clark said he shared slides from French's presentation with the board. He spoke about Act 173 (Special Education Restructuring Law), which will move funding from a reimbursement model to a census block model. Currently, the school is reimbursed for special education costs based on the students who are eligible. Under Act 173, the reimbursement will be a set amount of money to the supervisory union based on a census. The board discussed the new law and what the financial impact might be. M. Clark explained the change and noted that the FY20 services plan will provide a picture of the district's special education needs. M. Clark said the law calculates the average special education cost for FY17, FY18 and FY19. The law will phase in.

#### 9. Approve Bills (D. Cain) (Action)

The bills were approved for payment on a voice vote. B. Vaughan moved the board pay the bills totaling \$36,323.73 in batch 3123. T. Maxham seconded the motion.

10. Audit Update (R. Gess) (Discussion). R. Gess said the district has responded to the questions of auditors Sullivan and Powers. They have provided requested documentation. The FY18 audit is scheduled for the weeks of Dec. 3 and Dec. 10, 2018. The goal is to have a rough draft of the FY18 audit by the end of January 2019 so it can be finalized by early March.

The FY17 audit numbers are reconciled. The district is working on reconciling the FY18 numbers. R. Gess said the FY17 audits will be completed shortly. The district will discuss with Sullivan and Powers about having the auditors come to the board to present the audit. M. Clark hopes that presentation can be the first meeting in November.

11. Negotiations (D. Cain) (Action). M. Clark noted that the board had already appointed D. Cain and B. Vaughan as its negotiators when it reorganized after Town Meeting. No further action was needed.

12. VEHI and VSBIT Annual Meeting (Action). M. Clark said the annual meeting is Oct. 19, 2018, at Lake Morey. VSBIT is the district's hazardous insurance provider, and VEHI is the district's health and dental insurance provider. South Hero has a vote at the annual meeting. The board needs to send a representative or assign a proxy. M. Clarke noted that he is on the board of directors for VSBIT, and he is the only superintendent candidate for a 3-year term. He would not be able to use a proxy to vote for himself. The board could assign the proxy to VSBIT. M. Clark said he did not believe it was a controversial issue. M. Clark would be able to vote for everything else.

D. Cain moved to make Michael Clark the proxy for South Hero for voting at the annual VEHI and VSBIT meeting. T. Maxham seconded the motion. Approved on a voice vote.

13. Trunk or Treat: Karen Browning has requested via a note to D. Cain that the school parking lot be used for Trunk or Treat on Halloween. The board concurred that it supports allowing the use of the school parking lot for Trunk or Treat.

14. Contracts: A support staff contract for Silas Saxer that the board previously had approved had a typographical error. The board resigned the corrected contract.

A contract for Matthew Brankman for his work as on-call interim principal this year was considered. The contract was negotiated by then-Superintendent Donald Van Nostrand. The contract needs only D. Cain's signature, but D. Cain said he would like board approval. The contract is for a minimum of 12 days and a maximum of 30 days of work as interim principal when the principal is unable to work. D. Cain moved the board approve the employment agreement with Matthew Brankman. M. Henderson seconded the motion. Approved on a voice vote.

15. Coordination for Board Retreat on Oct. 5, 2018: B. Chutter said he would not be able to attend the board retreat. It was noted the board would not take any action at the special meeting on Oct. 5.

Board members plan to meet at school at 8 a.m. to carpool to the retreat. Principal Susan McKelvie, director of curriculum, instruction and technology Megan Grube, and superintendent Michael Clark will attend along with board members. D. Cain said Michael Clark sent a School Board Association work plan template. D. Cain has a board self-evaluation form from the association, and he said he would like board members to fill it out before the retreat for discussion at the retreat.

It was noted that new member B. Chutter’s email needs to be set up and it was requested that the GISU add him to the school website.

**Closure**

16. Setting the next agenda: The next scheduled meeting is Oct. 18, 2018. M. Clark suggested the board build the agenda at the Oct. 5 retreat with M. Grube’s input. M. Clark suggested they focus on the next meeting he will be at (Nov. 1, 2018). It will include a first draft of the district budget. There may be a negotiations update. He hopes to have an audit presentation and an update on the VEHI/VSBIT annual meeting.

T. Maxham said he has been watching the State Board of Education Act 46 hearings. He noted the new district of Essex, Essex Junction and Westford is having troubles with transportation as an example of the many challenges with Act 46. M. Clark said he anticipates that as far as the state plan goes the state will not do anything with South Hero. He doesn’t expect the state plan to have any impact on the GISU.

D. Cain expressed appreciation to B. Chutter for joining the board to fill the vacancy.

14. Adjourn

The board adjourned at 6:46 PM on a voice vote. B. Vaughan moved the board adjourn. D. Cain seconded the motion.

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