

Grand Isle Supervisory Union
South Hero School District
School Board Regular Meeting
Thursday, Dec. 5, 2019, at 6 p.m.
Location: Folsom Education & Community Center

DRAFT MINUTES

Call to Order

1. Call to order at 6:05 p.m.

Introductions. In attendance:

-Board members: Melanie Henderson, Tim Maxham, Bentley Vaughan, Bob Chutter, Erin Morse

-Staff: Michael Clark, Rob Gess, Julie Pidgeon

-Audience: Jim Jones (LCATV), Katie Brown, Jamie Rainville, Karen Browning, David Booska, Sally Krebs, Vita Smith, Regan Henry, Laura Graves, Christine McGinty

2. Adjustment of Agenda

None

3. Public Comments

Based on public interest, M. Clark suggested moving the report on the Champlain Islands Parent Child Center (CIPCC) to the beginning of the board business.

4. Consent Agenda (Action)

A. Approve minutes from Nov. 21, 2019. B. Chutter made a motion to approve the minutes of the June 20, 2019, meeting; T. Maxham seconded the motion. Approved on a voice vote.

5. Reports

A. Financial (R. Gess) (Action): R. Gess provided a budget-to-actuals report. He indicated not much has changed since the last report; he said the tuition bills from high schools were starting to arrive. The GISU business office was reviewing the bills and reconciling them against residency. He said the GISU would have a more accurate year-end projection of how South Hero would end up for tuition payments in January. He is working with the Agency of Education on reporting requirements. There is a child nutrition visit to GISU next week reviewing all food service programs. The state is looking at the free-and-reduced verification process. Sullivan and Powers, auditors, will be at the GISU office on Monday to work on finishing the FY18 audits. Gess noted he provided the board with a letter from the Department of Taxes with a forecast. Statewide, it forecasts a potential increase of 5.5% in equalized spending per pupil. The yield is forecasted to be slightly higher, which has the effect of reducing the tax rate. The equalized pupil rate has not been set. He also does not have the common level of appraisal (CLA) figures yet.

T. Maxham moved the board received and reviewed the budget-to-actuals report of Nov. 25, 2019. B. Chutter seconded the motion. Approved on a voice vote.

B. Superintendent's (M. Clark): M. Clark shared his report. He noted there is a waiver at Folsom for E-911 compliance, and the district has applied for a grant to cover the cost to make the school E-911 compliant. He shared he was just returning from the University of Vermont Outstanding Teacher Award presentation today, and it was a pleasure to honor Jenny Degree as an award recipient.

Regarding high school tuition students: There are 64 students in grades 9-12, with 23 anticipated to graduate at the end of this school year. Of the 64, 63 residencies are verified.

M. Clark said the test for lead in water at Folsom was delivered to the state yesterday afternoon.

Board Business

6. Report on CIPCC space needs (M. Clark) (Informational): M. Clark distributed a summary of the relationship between Folsom School at the Champlain Islands Parent Child Center (CIPCC). M. Clark updated the board that Dan Fouts, Folsom library media specialist, has agreed to share the library space with the CIPCC after-school and summer day care program.

Katie Brown of the CIPCC asked about the length of the arrangement.

M. Clark said it would be for one year and then the CIPCC would go through the building use process to renew.

K. Brown asked about snack being served to the children, and she noted the library was designated as a space where food cannot be consumed. M. Clark suggested she discuss that with the principal in terms of the building use contract.

Regan Henry said she appreciated people sitting down to come up with a solution.

M. Henderson expressed thanks to everyone who worked on the solution. At the end of the meeting, B. Chutter specifically expressed thanks to M. Clark and Susan McKelvie, principal, for the report.

7. Approval of Bills for Payment (M. Henderson) (Action)

B. Vaughan made a motion to pay the bills in Batch 5571 totaling \$48,971.94. M. Henderson seconded the motion. Approved on a voice vote.

B. Vaughan made a motion to pay the bills in Batch 5572 totaling \$15,438.78. E. Morse seconded the motion. Approved on a voice vote.

8. FY21 Budget (M. Henderson) (Discussion): R. Gess reviewed the draft of the FY21 budget. R. Gess reviewed tuition changes budget-to-budget at B. Chutter's request. The budget will see a net decrease in tuitioned high school students next year.

B. Vaughan asked about moving the cost of oil to Line 566 Energy Oil. R. Gess clarified that oil is Line 570 Energy Services. He also noted the electricity is Line 568.

T. Maxham asked if anyone tracks home schooled students. M. Clark said he has a list, but he doesn't know what schools they might choose for high school or if they intend to remain home-schooled.

T. Maxham asked about Instructional Substitutes and if the amount budgeted would be enough. M. Henderson said last year's amount might have been higher because of two teachers' leaves of absence. R. Gess said the trend for substitute spending appears lower this year.

T. Maxham asked about Line 11 Retirement Incentive. R. Gess said it is the second of three years. T. Maxham asked about Line 24 Professional Development. He asked why it is so high. R. Gess said it includes coverage for the amount in the master contract. The funding has not necessarily been spent in past years.

B. Chutter noted the retirement incentive was pulled out, but it was originally covered in Line 6 from savings in FY20. B. Chutter asked for a breakdown in the line item for instructional salaries, noting \$11,000 was a retirement incentive that was moved, and M. Clark suggested the board go into executive session if it wanted to talk more about the estimate for that line item because the board will be in contract negotiations this year. B. Chutter said he would like the details because it is a large line item, and people will have questions. B. Chutter suggested that and health insurance is part of a 6% increase that needs to be explained.

B. Chutter asked how many tuition students were budgeted in the FY20 budget. There was discussion of the budgeted amount vs. actual billed number. R. Gess clarified that while the district has a good idea of how many students are tuitioned, the district cannot know how much tuition the receiving districts will charge in the future. He noted tuition has been tracking at 3% increases. M. Henderson said she would like to discuss the number of buffer students in the tuition line item. R. Gess said he added 8 to the total of Folsom students to account for the possibility of home-schooled, private school and new resident students. M. Henderson said she would be comfortable with a smaller buffer number. B. Chutter said the board doesn't have enough data but looking at the tuition student reports can show whether the buffer from last year (plus 2) was enough.

M. Clark said South Hero has 13 home-schooled students total, and of those students, five are potentially high school-aged. B. Chutter suggested the board go with a buffer of 3. It was noted a final decision can be made once the board has the state's figures for the budget.

E. Morse asked about professional development and field trips. She said the FY20 budget doesn't show spending for field trips, and she wondered why it hasn't been utilized. E. Morse said she supports field trips and wants to make sure the budget is being spent.

B. Chutter asked for clarification on health insurance. R. Gess clarified the amount was adjusted to reflect actual choices for plans.

Addressing professional development, R. Gess said there is an agreement in the teacher's contract for professional development, and S. McKelvie suggested the budget more accurately reflect the amount that is provided in the contract. M. Clark said the actual dollars are not great, but the percentage increase is high. He noted that a college course for professional development would expend much of that line-item.

E. Morse asked about the public-private tuition. M. Clark noted that per Vermont state law, the town must pay up to the Vermont public tuition rate.

M. Henderson asked about the difference between tech center with off-setting revenues vs. tech center vocational. R. Gess said he can research it. He said some vocational programs that are state-certified have a reimbursable component. He said it works similarly to special education. B. Chutter said tech centers are regional, and schools are assessed for them even if they do not send a student.

The board discussed the tuition for pre-K. M. Clark said the district knows there are 7 children in pre-K programs that it anticipates will be in kindergarten next fall. That leaves 12 in pre-K, and the buffer is 2.

M. Henderson asked about special education aides and if they are reimbursable. M. Clark said yes. They are budgeted at the local level, but their cost is usually reimbursable. If 100 percent of their time is with special education students, and none of their students are high-cost students, then they are reimbursable at 55%. He pointed out that if a paraeducator worked with a special education student for 80% of the time, then that cost is reimbursable at 80% of 55% of the cost of special education. M. Clark said it is based on time studies of those employees. M. Henderson asked about the increase in Line 141 and if the school anticipated adding individuals.

R. Gess said there are 2 additional paraeducators in the FY21 budget compared to the FY20 budget based on the needs of the current student population. B. Chutter asked for more details from Principal McKelvie so the board understands the increase.

T. Maxham asked about Line 87 instructional computer equipment. It was clarified that line item is to update equipment. R. Gess shared the district's efforts to standardize equipment so it can buy in bulk and get discounts. T. Maxham said he would like to know how much the district is saving by buying in bulk.

E. Morse asked about Line 223 for coaches. She wondered if the amount should be increased in light of the difficulty in hiring coaches. J. Pidgeon wondered if the reduced spending might be due to reduced teams.

Line 294: M. Henderson asked to remove TBH from Line 294 as the health assistant has been hired.

E. Morse asked about speech services. M. Henderson said it was transferred to the GISU budget.

There was discussion of budgeting for the three-year renovation plan for the library.

Line 450 Legal Services. E. Morse asked if the use of a lawyer for contract negotiations affects that line item. R. Gess said no, that line item covers the district's need to hire a lawyer for specific issues.

Line 467: B. Chutter asked about the GISU assessment. It was noted that line item reflects the disallowed costs for grants that must be paid out of the GISU budget. B. Chutter asked for a projection of that number once the overages are taken care of. M. Clark said there have been significant increases in reporting requirements at the state and federal level. The staff at GISU is increased to address regulations and requirements. M. Clark said the GISU is continuing to stabilize its systems. He would like to be able offer projections for future GISU budgets. M. Clark said the GISU historically has been under statewide corrective action plans for reporting, and the climate for education has changed in the past 16 months. Now it is compliance-driven. Rather than the state working with a district to fix reporting, it is disallowing costs and requiring districts to pay. The number of emails that require responses within a certain timeframe has increased, including financial consequences. Clark said GISU is small but has all the same reporting requirements as a large supervisory union, which has more staff to manage the state

reporting requirements. M. Henderson said her feeling is the GISU has underspent for a long time and is fortunate to have a competent staff. M. Clark said the staff is still stretched very thin. He shared examples of a \$20,000 expenditure to convert to a new state-required financial management system, or the time it took to develop a system to verify residency for tuition. He also said the GISU is developing systems so the processes are not people-dependent and can be continued beyond individual staff. T. Maxham noted the AOE has not been perfect in its execution of its requirements.

The board discussed the budgeting of copiers and phones.

B. Chutter asked about capital improvements. He suggested the board include some future capital improvements in the budget. E. Morse asked about the cost of mitigation for lead. M. Clark said there is a grant to pay for it, and he is still learning about the reimbursement. He noted the results of the building testing will be returned in January, and he will be getting up to speed on remediation.

R. Gess shared the new total proposed budget is \$3,866,221.06, which is a 0.223% increase, or essentially flat.

9. Tuition students report (M. Clark) (Discussion): M. Clark noted he had covered that in his superintendent's report.

10. Other

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

M. Henderson moved the board go into executive session to discuss contracts. T. Maxham seconded the motion. Approved on a voice vote. The board went into executive session at 7:50 p.m.

The board came out of executive session at 8:43 p.m. and immediately adjourned

Closure

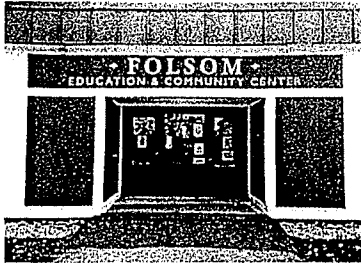
11. Setting the next agenda

Dec. 19: Principal's Report. FY21 Budget.

12. Adjourn

The board adjourned at 8:44 PM on a voice vote. B. Chutter made a motion to adjourn. E. Morse seconded the motion. Approved 5-0.

FOLSOM EDUCATION & COMMUNITY CENTER



Honoring Families & Community
Every Person, Every Interaction, Every Day

<http://www.gofolsom>

www.Facebook.com/FolsomECC

Principal Susan McKelvie
Phone 802.372.6600 Fax 802.372.5188
75 South St. South Hero, VT 05486

December 5, 2019

To: Katie Brown, Executive Director, Champlain Islands Parent-Child Center

From: Susan McKelvie, Principal, Folsom Education and Community Center; Michael Clark, Superintendent, Grand Isle Supervisory Union

Re: CIPCC After-School and Summer Day Care Programming

The Folsom Education and Community Center is pleased to propose hosting the CIPCC After-School and Summer Day Care programming in our Library/Learning Center from July 1, 2020 to June 30, 2021 within the following parameters:

- a. The CIPCC after-school program will meet conditions as stated in South Hero Board Policy (H3) and Procedures as articulated in the Folsom Building Use Form as applicable to all organizations requesting use of the school facilities and grounds.
- b. The Library/Learning Center will be available during the school year at the conclusion of the school day at 2:55 p.m. and during summer hours as negotiated to reasonably accommodate the custodial and facilities needs to prepare the building for the school year.
- c. Materials used for the program will be brought in and removed daily.

We gratefully acknowledge the flexibility of our Library/Media teacher, Dan Fouts, for his willingness to share this learning space that is currently in a 3-year planned redesign and refurbishment process to be a student-centered 21st Century Learning Center to benefit both the school community and the wider South Hero community, as approved by the South Hero School Board.

We look forward to continuing a successful partnership with the CIPCC. Please confirm your acceptance of this offer as soon as possible so that we can reserve the use of this space by your organization for the time period stipulated. We have attached a copy of the Board Policy and Building Use Form to get that process started. We will be happy to work with you to determine the appropriate fee structure and to complete the necessary paperwork to be in compliance with Board Policy.

CODE H3 - COMMUNITY USE OF SCHOOL FACILITIES

Policy

It is the policy of the Grand Isle Supervisory Union (GISU) to support the community use of school facilities in ways that complement regular school activities.

Implementation

1. School activities take precedence over all other uses of facilities.
2. Authorization to use school facilities does not imply endorsement or approval of any group or activity.
3. The Superintendent (Principal) shall be responsible for establishing criteria for the use of school facilities by community members. Whenever community members use school facilities pursuant to this policy they shall comply with the accompanying procedures.

Date Warned: 2/5/07, 2/19/07, 3/19/07

Date Adopted: 3/19/07

Legal Reference: *Boy Scouts of America v. Dale, 530 US 640, 120 S.Ct. 2446 (200)*
Boy Scouts of America v. Till, 2001 WL 315360 (S. D. Fla)
16 VSA §563 (3), (5) (Powers of school boards)

Cross Reference:

CODE H3R - PROCEDURES FOR COMMUNITY USE OF SCHOOL FACILITIES

All users will:

1. Pay all fees in advance of use.
2. Ensure that two-thirds of the participants will be county residents except when specific arrangements have been made.
3. Ensure that no unauthorized third party will be granted permission to use the facility or any portion thereof without prior approval.
4. Ensure that participants will not be restricted from participation for reasons of race, religion, sex, creed, national origin, or handicapping condition.
5. Ensure that the representative specified in the contract as responsible for school facilities is present at the scheduled event.
6. Ensure that prior approval is received before signs, banners, and pennants are erected, and that they do not deface school property.
7. Provide required number of chaperons for children (one adult per 25 or fewer students).
8. Ensure that the number of attendees does not exceed the authorized capacity of the facility.
9. Ensure that participants' vehicles are parked only in areas designated for parking.
10. Ensure that usage and users are restricted to assigned areas.
11. Allow food and drink only in areas designated for eating and only after receiving written permission in advance of the event.
12. Guarantee that activities will be orderly and lawful and not of a nature to incite others to disorder, and demonstrate on the application that reasonable security arrangements appropriate for the use have been provided for.
13. Prohibit smoking in buildings.
14. Ensure that alcoholic beverages are not served or consumed in buildings or on grounds.
15. Ensure that gambling is not permitted.
16. Ensure that animals are not permitted inside of school buildings and that users will clean any school grounds used by animals participating in scheduled events.
17. Observe contracted time limits.
18. Leave the building in a neat and orderly condition.
19. Ensure reimbursement for the cost of damages occurring during use.
20. Agree to hold harmless and indemnify the School Board with respect to any claim of loss, injury, or damage because of negligence of the user or user's employees or agents, including damage to School Board property or property for which the Board is liable. (An insurance policy for such coverage is recommended and may be required.)
21. Comply with safety procedures and policies of the School Board and the county fire department. (Every applicant will be given and should read Procedure H3 before using

SAMPLE FORM

FORM H3-1 - WAIVER, INDEMNIFICATION AND HOLD HARMLESS
AGREEMENT

In consideration of having the benefit of the use of the facilities at _____ (location), of the Grand Isle Supervisory Union (GISU), the undersigned organization, for itself and its officers, directors, employees, agents and members, hereby waives any claim for any personal injury, property damage, or other loss, expense or other damage that any of them may incur as a result of or related to such use, and does further hereby agree to indemnify and hold the above District and the Grand Isle Supervisory Union and their directors, officers, employees, agents and contractors, harmless for and from any claim, demand, action, liability, expense or damage incurred as a result of or relating to such use.

ORGANIZATION:

BY:

Signed: _____ Date: _____
Principal

FOLSOM EDUCATION & COMMUNITY CENTER

75 SOUTH STREET, SOUTH HERO VT 05486
PHONE 802-372-6600 FAX 802-372-5188

BUILDING USE FORM South Hero School District Policy HR-3

Name of Organization: _____

Description of Event: _____

Special Requests: _____

Person Responsible: _____ Phone # _____

Email Address: _____

Address: _____

Date(s) Requested: _____

Start/End Times: _____

of Participants: _____

Building Watcher (see checklist) _____

I have read ALL of the provisions contained in this agreement. I take responsibility for obtaining a Building Watcher and/or Custodian.

Representative's Signature _____ Date _____

FOLSOM ADMINISTRATIVE RESPONSE

___ Permission is granted for the above use of the facilities.

___ Permission is not granted for the above use of the facilities.

Explanation: _____

___ Amount to be paid to Building Watcher at end of event \$ _____

___ Amount to be paid to Custodian separately at end of event \$ _____

___ Amount of check to be paid to Folsom Education Center prior to event \$ _____

___ Insurance certificate verified.

Principal Signature: _____ Date: _____

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GENERAL BUILDING USE GUIDELINES

The following conditions apply for the use of the Folsom facilities by community members or organizations (see detailed procedures on page 3):

1. Request for building use must be submitted a minimum of one week prior to the event.
2. Within the limits of the law, the school district does not assume responsibility for the acts of the person or organization using these facilities.
3. Any property or equipment damage or personal liability claims shall be paid for by the person or organization named on the first page of this document.
4. All regulations and restrictions are delineated by School Board Policy, including:
 - a. NO SMOKING permitted in the building or on school grounds
 - b. NO ALCOHOL is permitted in the building or on school grounds.
 - c. NO FIREARMS, EXPLOSIVES OR FIREWORKS in the building or on school grounds
5. Non-profit community groups or organizations may not be charged for the use of facilities, with the exception of custodial charges if needed.
 - a. If such groups collect fees from participants or use the facility for fundraising, they may fill out a waiver and request a fee reduction.
6. All participants and guests must be supervised at all times.

Failure to adhere to these conditions may result in fines to remediate damage or cleanup, or may result in future refusal to allow the use of the Folsom facilities.

FEE SCHEDULE

Use	\$ Rate	Times (see pg 1)	# Hours/Units	Total
Custodian	\$15/hr			
Building Watcher	\$15/hr			
Gym	\$20/hr			
Kitchen	\$15/hr			
Classroom(s)	\$15/hr			
Library	\$15/hr			
Bathrooms	\$15/hr			
Hallways	\$15/hr			
Fields/Grounds/Playground	\$30/hr			
			Total	
Trash Removal	\$3/per bag*			tbd after event
Recycling Removal	\$3/per bag*			tbd after event

*No charge if organization removes trash/recycling from school grounds

OFFICE USE ONLY:	
CARD# _____	TOTAL DUE: _____
Date(s): _____	Times: _____ to _____

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PROCEDURES FOR COMMUNITY USE OF SCHOOL FACILITIES

All users will:

1. Supply a certificate of insurance for \$1,000,000, naming Folsom Education Center as additionally insured (attach to this contract).
2. Pay all fees in advance (with the exception of trash, recycling, building watcher/custodian).
3. Ensure that no unauthorized third party will be given permission to use the facility or any portion thereof without prior approval from Folsom administration.
4. Ensure that participants will not be restricted from participation for reasons of race, religion, gender, sexual or gender orientation, creed, nationality or disability.
5. Ensure that prior approval is received before decorations, signs, banners, or pennants are erected or hung.
6. Provide required number of chaperones for children (1 adult per 25 children).
7. Ensure that the representative specified in the contract as responsible for school facilities is present at the event.
8. Ensure that the number of participants does not exceed the authorized capacity of the facility.
9. Ensure that participants' vehicles are parked only in designated parking areas (parking lot).
10. Ensure that usage and participants are restricted to assigned areas.
11. Allow food and drink only in areas designated for eating and only after receiving written permission in advance of the event.
12. Guarantee that activities will be orderly and lawful.
13. Ensure gambling is not permitted unless beneficiary is a charitable organization.
14. Ensure animals are not permitted inside of school building and that users will clean any school grounds used by animals participating in approved events.
15. Observe contracted time limits per this contract.
16. Leave the building in a neat and orderly conditions.
17. Report any damage to school administration as soon as possible after the event.
18. Ensure reimbursement for the cost of damages or excessive cleanup.
19. Agree to hold harmless and indemnify the School Board with respect to any claim of loss, injury or damage because of negligence of the user or user's employee or agents including damage to School Board property or property for which the Board is liable.
20. Ensure cafeteria tables are lowered, raised and locked by adults only, following posted procedures.
21. Comply with safety procedures and policies of the school board and fire department.
22. Comply with all local, state, federal laws, regulations and licensing requirements.
23. Read and be familiar with South Hero School Board Policy HR-3 (attached).
24. Read and be familiar with all commitments made within this contract.

FOLSOM EDUCATION & COMMUNITY CENTER

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SPECIAL USER REQUIREMENTS FOR GYM/STAGE

1. No painting, sawing, drilling or construction on the stage or gym floor without prior approval.
2. Special care must be taken with furniture or materials that might damage, scratch or discolor the floor overlay. Cost of repairs will be the responsibility of the users.
3. Use of the lighting or sound system will require specific training and approval from administration.
4. Users will provide their own microphones and microphone stands, extension cords, or any other electronic or technical equipment needed for the event.
5. Users will provide their own sports equipment for an athletic event.
6. Users are responsible for removal of all props, costumes and equipment immediately after the final scheduled contractual time.
7. The gym floor should be mopped or swept thoroughly after the event.
8. If cafeteria tables are used, they must be handled by adults only and procedures for lowering and returning the tables should be carefully followed. Damage to tables or benches will become the responsibility of the user.

SPECIAL USER REQUIREMENTS FOR THE LIBRARY/LEARNING CENTER

1. User representative will provide the school administrator with a floor plan and details for the event activities, including intentions to use library furniture or materials. This plan must be approved prior to the event by the school representative and may not be altered without approval.
2. Nothing may be posted, nailed, screwed, or otherwise attached to walls, floors, shelves or other parts of the room or furniture. Gummed stickers, tape, or labels are strictly prohibited. Food, drink, and art and craft supplies (including glue, paint and glitter), are prohibited.
3. Use of library technology, including, but not limited to computers, audio/visual equipment, and smart displays, is prohibited without prior training and approval from the Librarian Media Specialist.
4. In addition; the following are off-limits to event participants and representatives of the organization: Library books and other parts of the Library's collection, the circulation desk area, and the Maker Space/technology room. The school reserves the right to limit access to other sections of the library for school events (Scholastic Book Fair, art displays, etc.).

SPECIAL USER REQUIREMENTS FOR THE KITCHEN

1. The organization must seek special permission to access the kitchen for events and provide a written plan for this purpose.
2. Users must participate in a training with the Food Service Manager and agree to adhere to all stipulations and requirements for food safety, participant safety, and clean-up.

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KEYS/ACCESS CARD INFORMATION

1. This contract must be approved prior to distribution of keys/access cards.
2. The keys/access cards will be provided only to the individual identified as responsible for the event. They are the responsibility of this individual and if they are lost or damaged there will be a \$50 replacement fee for each set lost/damaged. If keys are not returned immediately after the event, there will be a \$10 per day charge until they are returned.
3. Keys/access cards may be picked up a maximum of 2 days prior to the event. Arrangements must be made with the school office to determine a pickup time during school hours.
4. Access cards will be programmed to open exterior doors 30 minutes prior to the start time of the event and 30 minutes after the scheduled end time, unless other arrangements are made.
5. At the end of the event, the keys/access cards should be left in the bin on the outside of the main office door.

POST-EVENT PROCEDURES

1. Complete Building Watcher/Custodian Checklist and leave it in the bin on the office door.
2. Pay the Building Watcher/Custodian.
3. Return keys/access cards to bin on office door.
4. If there are any concerns, damages or information you wish to share with school administration, please leave a note with these items in the bin.
5. Walk through the area you have rented and be sure it is as clean as you found it, including bathrooms and hallways.
6. If you are leaving bags of trash or recyclables for the school to dispose of, you will be contacted for payment within one week.

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WAIVER FOR NON-PROFIT ORGANIZATIONS

Federal Tax Free ID# _____

Will your organization collect fees or donations from participants? Yes ____ No ____

Attach a copy of your fee structure for participants or explain expected revenue from fundraising activity:

If you would like to request a reduction in fees for usage of facilities, please offer a proposal and rationale below (or attach separate letter):

Administrative Approval of Waiver:

Agreed Fee: _____

Signature of Building Administrator: _____

December 5, 2019

Background and Timeline of CIPCC After-School and Summer Daycare at Folsom

CHAFI | FOLSON COMMUNITY CENTER | FOLSON, CALIFORNIA | 95630 | TEL: 916.438.1234

Historical Background

Prior to the summer of 2017, the CIPCC provided after-school and summer daycare programming at their facility on South Street. Students accessed the program by riding the bus from Folsom at the end of the school day.

In May of 2017, an agreement was reached with Folsom and CIPCC to temporarily house their after school daycare and summer daycare programming until such time that the CIPCC facility would be renovated to better support those programs. The outgoing principal, Lenny Badeau, informed the incoming principal Susan McKelvie in June of 2017, that this agreement was arranged between the South Hero School Board chair at the time, and his wife, who was the chair of the CIPCC board. The principal at the time had been there one year, and his statement to the incoming principal was that this was a decision made above his head.

This arrangement was made outside of Policy H3R and the Building Use Procedures, which exist to protect the district from liability claims; to insure that the district is reimbursed for the cost of any community groups or organizations who access the building (custodial, maintenance, electric, water, trash, etc.): and to insure that groups value and protect the investment of taxpayers. No formal agreement or contract was ever created with the CIPCC. Believing this arrangement was short term, Folsom never asked for or expected remuneration from the CIPCC (despite the fact that the CIPCC collects fees from participants).

At the time of this original agreement, there was no space available in the building. In fact, space in the building was not considered as part of the planning process. Mr. Badeau, not knowing where to house the program, suggested sharing a classroom space with a brand-new, first-year teacher. Given the complexity of sharing classroom space, confidentiality issues as well as practical organization issues, this was simply not possible. Principal McKelvie moved a 27-year veteran school counselor teacher out of her classroom to create a space. The ripple effect of that move required the GISU EEE program offices to be moved to a storage area in the basement area. This attempt to support the needs of the CIPCC program was not popular with staff, but allowed the program to have a space for the short term which is now in its third year.

Practical Background

As administrators of the building and programming, we are tasked to insure we are making the most effective use of our building and resources to impact our students' education. The renovations we have planned accomplish three important priorities. First, we are addressing our responsibility to meet the special education service needs of students with disabilities, which we are currently unable to do. Second, classroom square footage is inadequate in the current $\frac{3}{4}$ math/science classroom. Third, the storage of instructional materials in a space that allows teachers to have access to materials for unit rotations has become a challenge and our current storage locations violate fire code (on top of lockers). The renovation plan solves all three of these problems.

First and foremost, the responsibility of Folsom Education and Community Center is to meet the educational needs of our students during the school day. As you are aware, over the last 2 years some of the conversation here at Folsom has been about how well we are meeting that responsibility to students, our parent community and our taxpayers. Our student data drives our decision making. One area of concern is how we are meeting the needs of our students with disabilities.

The renovation of the classroom space we are planning is needed to meet the OT/PT needs of students with sensory or physical disabilities who have Individualized Education Plans (IEPs). Currently, we are unable to provide those services because we do not have a space to house the OT/PT equipment and sensory tools. One of the purposes of the renovation is to create that space, which is needed to meet the IEP services of our students with disabilities that we are not currently meeting. It is not a de-escalation space as stated in the CIPCC letter.

Secondly, the current 3rd/4th math/science classroom is a small and cramped room for classes of 18-20 students. It is the smallest elementary classroom. This has created some challenges for storage and access of science materials and space for lab work. Our renovation plans would extend the current wall about 6 feet to create a classroom space adequate for instructional needs and on a par with other classrooms. This plan was proposed prior to the current administration at Folsom, and was postponed to allow the temporary use of the adjoining space by the CIPCC program.

Finally, the renovation plan allows for a storage area for moving instructional kits and materials off of the top of hallway lockers and into a space where they can be accessed by teachers as they move through instructional units over the course of the school year. This storage space will be behind the planned OT/PT therapy room. The sink in that space will be removed and all plumbing fixtures removed. This will also remedy the issue of violation of fire code.

As you can see, this plan has been well-thought out and focused on addressing the legally protected needs of students who require IEP services, while solving space issues that were causing instructional challenges for our teaching staff. The renovation will cost very little and cause no interruption to instructional time, as it will all be handled in-house over the summer by our maintenance and custodial staff.

Steps taken to support the continuation of the CIPCC After School Program

In May of 2019, the school administrator informed CIPCC of this plan and informed them that the current space they access will no longer be available after June of 2020. It was the school administration's understanding that the CIPCC had planned to renovate their existing facility since the beginning of the current arrangement and it was the administration's hope that by giving the CIPCC more than a year to make the appropriate arrangements there would not be a hardship.

In September, the CIPCC representatives informed the school administrator that the CIPCC had no plan to renovate their facility. Their expectation was that the hosting of their programming at Folsom was permanent and was Folsom's problem to solve.

The Folsom administrator suggested four ideas to explore either individually or in combination to solve the problem of where to house the program: first, seek grants to fund a renovation of their existing space; second, appeal to the South Hero community to fundraise and support the needed renovations; three, consider a temporary mobile classroom unit (which Folsom would be willing to house on our property) until the fundraising and renovation projects could be completed; and four, explore other community venues that might have available space (churches, Camp Takumta, library). The representatives from CIPCC offered no other alternative ideas. A couple of weeks after this meeting, the CIPCC representative communicated that the CIPCC board had dismissed the idea of the mobile classroom. There was no further communication about any consideration given to grant writing, fundraising, renovating the CIPCC property, or exploring other locations.

Principal McKelvie and Superintendent Clark met to talk about other possible solutions which could meet the needs of both organizations. Principal McKelvie took Superintendent Clark on a tour of the building and after looking at all spaces it was determined there was not sufficient space for there to be a dedicated space for the CIPCC's afterschool program.

Principal McKelvie and Superintendent Clark then brainstormed other possibilities and decided to again reach out to the faculty of the Folsom School to see if there was a faculty member who thought it would reconsider sharing a classroom space with the CIPCC's afterschool program. The Folsom faculty are dedicated educators who regularly work hard to support the needs of students and as an administration we knew this was a very big ask. In the end the logistics of a classroom teacher sharing a space with the CIPCC was impossible. Just one example of a logistical challenge is the teacher would not have access to their room or the supplies and equipment in the room afterschool while the program was happening. There are additional potential confidentiality issues with student work as well as other confidential materials which are frequently in classrooms. In the end it was not practical for a teacher to share a classroom space.

Superintendent Clark shared much of the above information with the board at its November 21, 2019 meeting and tried to convey that while the administration understands the importance of the CIPCC afterschool program there just does not seem to be a solution which would meet both the needs of the Folsom School and the CIPCC afterschool program. It was also clear in that meeting that the board shared the administration's view that the program was important.

The week of December 2, 2019 Superintendent Clark and Principal McKelvie met one more time and decided to approach the Folsom School Library/Media Specialist, Dan Fouts, to see if there was any way the CIPCC could possibly use the Folsom School library space to host its after school program and I'm pleased to announce that Dan has agreed that he would be willing to share this learning space per the stipulations in board policy and the building use procedures. Please see the attached email from Superintendent Clark to Executive Director Brown as well as the letter from Principal McKelvie to Executive Director Brown sharing this news. Also attached is the South Hero Board Policy (H3) and the procedures as articulated in the Folsom Building Use Form. We are grateful for Dan's flexibility and willingness to offer to share this learning space.

We look forward to working with the CIPCC in the coming weeks to complete the paperwork and to formalize an agreement within the parameters of board policy and the building use procedures.