

Grand Isle Supervisory Union  
**South Hero School District**  
School Board Regular Meeting  
**Thursday, April 4, 2019**, at 6 p.m.  
Location: Folsom Education & Community Center

**DRAFT MINUTES**

**Call to Order**

1. Call to order at 6:01 p.m.

Introductions. In attendance:

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

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

-Audience: Jim Jones (LCATV)

2. Adjustment of Agenda

-M. Clark requested the board add discussion of 3 snow days.

3. Public Comments

None.

4. Consent Agenda (Action)

A. Approve minutes from March 21, 2019. T. Maxham made a motion to approve the minutes of the March 21, 2019, meeting. B. Chutter seconded the motion. The minutes were approved on a voice vote.

B. Accept Retirement: Guidance counselor Mary Ann Fisher has submitted a letter of resignation. She is choosing to take advantage of the board's retirement incentive. M. Henderson expressed the board's appreciation to Mrs. Fisher for 26 years of service to the community, for the curriculum she has brought to the school and her dedication to students and families. T. Maxham moved the board accept Mrs. Fisher's resignation. B. Vaughan seconded the motion. Approved on a voice vote.

C. Staff resignation: Elizabeth St. Clair has resigned her position as a paraeducator, and April 5 is her last day. M. Clark accepted her resignation two weeks earlier and said he was updating the board of this resignation. M. Henderson expressed thanks to Ms. St. Clair. S. McKelvie said the position has already been filled.

D. Accept AD contract: Traditionally the board has signed the contract for the athletic director, which is an unlicensed position; by law the superintendent has this authority. Superintendent Clark asked the board for future permission to sign-off on the AD contract. He said he would inform the board of the contract rather than ask the board to sign it. Board members expressed approval for this change. The board then signed the contract for the AD position for the 2018-19 school year for Andrew Riegler. S. McKelvie said she was hopeful he would fill the position next year.

## 5. Reports (Discussion)

A. Financial (R. Gess) (Action): R. Gess reported the budget is in good shape. He is not concerned about the tuition cost. The RFP for transportation is nearing completion. The RFP will be sent to VSBIT for a contract review. R. Gess will be attending a VSBIT seminar on capital/facility improvement. T. Maxham asked for an update on residency verification. The district is at 60% verification, and M. Clark said South Hero is higher than the average. R. Gess said he thinks the board budgeted enough to cover tuition. M. Clark said the district's verification process has resulted in removing \$110,000 in tuition bills for students who were not residents. M. Clark said he may need to pursue additional processes to verify residency so tuition bills can be paid.

T. Maxham made a motion that the board has received and reviewed the financial report of March 27, 2019. B. Chutter seconded the motion. Approved on a voice vote.

### B. Superintendent's (M. Clark):

The superintendent updated the board on the process for certifying data for the State's Longitudinal Data System. The district has submitted its DC#4 form that was required to certify data and is moving forward with other reports. This process leads to comprehensive supports identification and Title funding.

M. Henderson asked for an update on negotiations. M. Clark said they are ongoing.

M. Henderson asked if that process would provide opportunities for schedules to be flexible. M. Clark said the master agreement specifies contracted hours, not times of day. B. Chutter said an earlier discussion raised the issue that there may be roadblocks to scheduling flexibility. S. McKelvie said she had talked with Tom Nolan, NEA Local president, about it, and she indicated it wasn't a problem to shift scheduled hours if the total number of contracted hours was maintained.

## Board Business

### 6. Approval of Bills for Payment.

B. Vaughan made a motion that the board pay the bills in Batch 4275 totaling \$144,094.11. T. Maxham seconded the motion. Approved on a voice vote.

7. Update on the FY18 Audit (R. Gess) (Discussion): All balance reconciliation for the GISU budget except for one line item has been completed. Yesterday a statement of earnings and expenses was submitted to Sullivan and Powers, and when approved, it will be sent to the federal clearinghouse. This impacts federal grants. The auditors and district are working on the town district audits. R. Gess plans to have a weekly status call with Sullivan and Powers. M. Clark noted the district is behind where it needs to be; the deadline was March 31. M. Clark said in the future, he may ask the board to consider outsourcing payroll to free up the central office staff to focus on budget management and financial reporting. Payroll is a challenge for the staff because it is paper-driven and can take up to 3 days. T. Maxham asked if the starting date for the next audit can be moved up from October. M. Clark said the audit will have to be completed earlier next year because of the transition to CIUUSD.

#### 8. Designate a Board Member to Lead Capital Improvement Opportunity Efforts (M. Henderson) (Action)

M. Henderson said the board talked at its last meeting about the two articles on the Town Meeting ballot that allowed the board to create a capital improvement fund. The board now needs a process to determine priorities. T. Maxham nominated B. Vaughan to represent the board in capital improvement efforts. B. Chutter seconded the motion. Approved on a voice vote. S. McKelvie asked what the board would like that collaboration to look like. B. Vaughan suggested that he speak with Steve Berard and help create a list of priorities. M. Clark noted there will not be funds in the account until the FY19 audit is completed. S. McKelvie said there are items, like the furnace, that will require planning and research. M. Henderson noted that time gives the board the opportunity to look at a wide array of solutions. The board asked about an energy audit. S. McKelvie said the school is working on setting this up.

#### 9. Signatures on Teacher Contracts (M. Henderson) (Action)

M. Clark gave the board contracts for teachers for the 2019-2020 school year. He noted the master agreement says contracts must be issued by April 15. Because a new master agreement has not been reached, the district will issue contracts now using the current master agreement and when a new master agreement is reached, teachers will be issued updated contracts.

T. Maxham moved that the board chair be authorized to sign the tentative teacher contracts for the 2019-2020 school year. B. Chutter seconded the motion. Approved on a voice vote.

#### 10. Policy Updates (M. Clark) (Discussion)

M. Clark recommended one GISU policy manual be maintained by the supervisory union office for all schools in the supervisory union. He said he has learned there are other policy manuals for individual school districts as well. CIUUSD paid for a professional audit of the GISU policies because it needs to adopt policies. M. Clark shared the report with the board and said the CIUUSD has asked him to bring recommendations to revise the policies that the audit said were insufficient. He will bring 6 policies at a time before the board for review. He recommended the board use these model policies because they have been vetted by an attorney. He noted that schools may have more individual approaches to procedures for the policies. A policy requires board action to change. A procedure does not require board action. M. Clark said it will be a large project to update the GISU policies.

M. Clark recommends South Hero review the same policies that are being reviewed and potentially adopted by the CIUUSD. He suggests the board begin this process of policy review at its second April meeting. T. Maxham asked if the GISU would also be reviewing and adopting the same policies. M. Clark affirmed that. B. Vaughan said it would be great for the district to have a unified policy manual.

#### 11. Snow Days

M. Clark said he believes based on the forecast the supervisory union is past the possibility of another snow day. The district had 3 snow days this winter. M. Clark is encouraging all boards to take the same approach in determining how the snow days will be made up. He asked the board what it is thinking on this issue.

He noted the school district is legally required to have 175 days. In GISU, the students have 180 days, and teachers have 188 days. M. Henderson suggested school end on Friday, June 14. M. Clark suggested converting Monday-Tuesday, June 17-18, into two professional days.

M. Clark said he plans to ask for feedback from the towns and seek a decision at the GISU Board meeting. S. McKelvie said she believes the board is on the right track.

J. Pidgeon suggested that the board consider designating the superintendent to make this decision in the future.

12. CLA Number:

M. Henderson said she has received an update from the state correcting an earlier report on the CLA. The newest letter states that South Hero is at 97.41% for the Common Level of Appraisal.

**Closure**

13. Setting the next agenda

April 20: master schedule draft, policy review, Silas Saxer presentation on PBIS, Continuous Improvement Plan (CIP) follow-up questions, GISU calendar for 2019-2020.

14. Adjourn

B. Vaughan made a motion to adjourn, and T. Maxham seconded the motion. The board adjourned at 7 PM on a voice vote.

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