

Grand Isle Supervisory Union  
**South Hero School District**  
School Board Regular Meeting  
**Thursday, June 20, 2019**, at 6 p.m.  
Location: Folsom Education & Community Center

**DRAFT MINUTES**

**Call to Order**

1. Call to order at 6:00 p.m.

Introductions. In attendance:

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

-Staff: Julie Pidgeon, Michael Clark (joined at 6:45 p.m.)

-Audience: Jim Jones (LCATV), Janet Yates, Erin Morse

M. Henderson said Susan McKelvie, principal, was unable to attend due to a family emergency

2. Adjustment of Agenda

-M. Henderson moved SBAC review to a future meeting when S. McKelvie could attend with Megan Grube, director of Curriculum, Instruction and Technology.

-M. Henderson added a student issue to executive session.

-B. Vaughan asked for a discussion of summer payment of bills.

-M. Henderson moved up Interview Board Candidate to come after public comments.

3. Public Comments

None.

Board Business

4. Interview Board Candidates (M. Henderson)

M. Henderson read David Cain's June 19, 2019, letter of resignation from his seat on the School Board.

B. Chutter moved the board accept with regret the resignation of David Cain. B. Vaughan seconded the motion. Approved on a voice vote.

The board invited Erin Morse to speak about her interest in joining the school board. E. Morse shared information about herself with the board. She will be the parent of a rising kindergarten student. She has lived in South Hero for several years, and she said she is interested in learning how the school operates. T. Maxham asked if she had followed the Act 46 process. E. Morse said she attended one informational meeting. She also said she attended one meeting about arts education.

B. Chutter noted the board is a policy body, and its job is to hire administrators who carry out policies. M. Henderson added that board members ask questions, but as a policy body it is not the job of the board to direct the day-to-day administration of the school. B. Chutter asked if she had any questions for the board.

E. Morse asked about training. M. Henderson said training in the beginning will be informal. The Vermont School Boards Association has a manual and offers formal training sessions. E. Morse said she wants to know how to properly address parent questions.

B. Vaughan made a motion to nominate Erin Morse to fill the second year of David Cain's unexpired term ending in 2021. B. Chutter seconded the motion. The motion passed on a voice vote. School Clerk Janet Yates then swore in Erin Morse to complete a second year of an unexpired 3-year term until 2020.

#### 5. Consent Agenda (Action)

A. Approve minutes from June 6, 2019. B. Chutter made a motion to approve the minutes of June 6, 2019, and T. Maxham seconded the motion. Approved on a voice vote.

#### 6. Reports

A. Principal's (S. McKelvie): The board reviewed S. McKelvie's report on the end of the year. M. Henderson expressed appreciation to T. Maxham for his speech on Donald B. Robinson at Folsom graduation. She congratulated the graduates and thanked staff for the graduation ceremony.

#### Board Business

#### 7. Policy Review (M. Henderson):

Code C1 Education Records: M. Henderson moved the board adopt Policy Code C1 Education Records as written. B. Vaughan seconded the motion. Approved on a voice vote.

Code C4 Limited English Proficiency Students: M. Henderson moved the board adopt Code C4 Limited English Proficiency Students as written. B. Vaughan seconded the motion. Approved on a voice vote.

Code C8 Pupil Privacy Rights: M. Henderson moved the board adopt Code C8 Pupil Privacy Rights as written. B. Vaughan seconded the motion. Approved on a voice vote.

Code C9 Federal Child Nutrition Act Wellness: M. Henderson moved the board adopt Code C9 Federal Child Nutrition Act Wellness as written. B. Vaughan seconded the motion. Approved on a voice vote.

Code D3 Responsible Computer, Network & Internet Use (+ Forms D3 and D3-2): M. Henderson moved the board adopt Code D3 Responsible Computer, Network & Internet Use as written. B. Vaughan seconded the motion. Approved on a voice vote.

Code D4 Title 1 Comparability Policy: M. Henderson moved the board adopt Code D4 Title 1 Comparability Policy as written. B. Vaughan seconded the motion. Approved on a voice vote.

Code D5 Animal Dissection: M. Henderson moved the board adopt Code D5 Animal Dissection as written. B. Vaughan seconded the motion. Approved on a voice vote.

Code E1 Title 1, Part A Parental Involvement Policy: M. Henderson moved the board adopt Code E1 Title 1, Part A Parental Involvement Policy as written. B. Vaughan seconded the motion. Approved on a voice vote.

The board then reviewed the following policies in preparation to warn them. It noted the policies are renumbered to be in line with the Vermont School Boards Association's system.

Code D12 Employee Harassment will become Code B5 Employee Harassment. M. Henderson noted in a section on Religion there is a typographical error: "or" should be "of."

Code E8 Tobacco Prohibition will become Code B7 – Tobacco Prohibition. M. Henderson asked how the policy would apply to a staff member who was trying to quit tobacco and needed a patch.

Code F21 – Firearms/Weapons will become Code C5 – Firearms. M. Henderson noted a question about the wording "brings firearm to a school under the control and supervision of the school district": She asked why it isn't supervisory union?

Code F25 – Student Attendance will become Code C7 – Student Attendance. The board discussed its responsibility appointing a truant officer. M. Henderson suggested the wording on Administrative Responsibilities be changed from "assuring" to "ensuring." T. Maxham asked why there is no longer a definition of truancy in the policy. T. Maxham asked why there is no warning date for CIUUSD for this policy.

Code F31 – Policy on Prevention of Harassment, Hazing and Bullying of Students (+ Appendix A Designated Employees) will become Code C10 – Policy on Prevention of Harassment, Hazing and Bullying of Students (+ Appendix A Designated Employees). M. Henderson noted a typographical error in #3 under implementation (take out the extra "be"). Under the Definitions sections, #2, "complaint": strike the word "report." Under #5, there is a letter "f" that is a typographical error. M. Henderson noted the #8 appears to be a continuation of #7 Harassment and should be eliminated, changing the rest of the numbering. M. Henderson said she thinks #10 is a continuation of #9 and wonders why it is separately numbered. She suggests making #10 part of (A), and then re-lettering as follows.

E. Morse noted #13 has sub-numbers where other parts use letters.

M. Henderson noted #17 has slashes (/) and suggested commas instead of slashes (/).

T. Maxham suggested reducing the list to superintendent, principal or designee.

Code F31 GISU Procedures on the Prevention of Harassment, Hazing and Bullying of Students will become C10P – Prevention of Harassment, Hazing and Bullying of Students Procedures. The board clarified that it needed to include this procedure with the policy.

Code F15 – Student Publications will become Code C11 – Student Freedom of Expression in School-Sponsored Media.

Code D1 – Proficiency Based Graduation Requirements (Adopt). M. Henderson noted this is a new policy and has some fill-in-the-blanks. The superintendent said he thinks the district does not need this policy because it does not operate a high school. He will research and report back.

Code C6 Participation of Home Study Students. Melanie Henderson asked about the omission of Code C6 from the adoption of policies. M. Clark said he would see if it was inadvertently dropped and bring it to a future board meeting for adoption.

8. Board retreat (M. Henderson): The board discussed the merits of meeting in early August vs. October. As the board moves to policy governance, it needs to set up a schedule for regular reports on how the school is meeting its goals. M. Henderson said she would like the board to review financial history and develop a philosophy for spending. B. Chutter said he supports the idea of a calendar for reports on academic and financial results. M. Henderson said developing a schedule works toward data-driven policy governance. The board discussed the timing of budget discussions.

M. Clark reviewed the process he used last year for budgeting. He started with the building principal and asked for educational goals, then informed the board and solicited the board's feedback. That information was used in tandem with state financial data and local financial reports to generate a budget number. He said he would not advise the board to budget based on a fixed percentage. He suggested starting with an educational needs assessment. B. Chutter said he agreed with the superintendent's approach.

M. Clark said he has worked on a calendar with the Administrative Team for reports so that information is shared at similar times in all districts. M. Clark said either August or October for a retreat would work and offered the pros and cons of both time periods. B. Chutter supported an August retreat.

The board discussed having a retreat on Aug. 8, followed by a board meeting. The board will consider in July whether to cancel the Aug. 1 meeting and move it to Aug. 8.

#### 9. Approval of Bills for Payment (M. Henderson)

B. Vaughan moved the board pay bills in Batch 4360 totaling \$15,159.19. T. Maxham seconded the motion. Approved on a voice vote.

B. Vaughan asked about timely payment of bills in the summer. M. Clark said the board needs 3 signatures on the bills for them to be paid, and the GISU can notify board members when bills need to be signed.

B. Vaughan asked that Erin Morse be added and David Cain be removed from the signatory sheet.

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

M. Henderson moved the board go into executive session to discuss the teacher contract and a student issue. B Chutter seconded the motion. Approved on a voice vote. The board went into executive session at 7:30 p.m.

The board came out of executive session at 8:20 p.m.

B. Chutter made a motion to ratify the teacher contract for the 2019-2020 school year and authorize M. Henderson to sign it. T. Maxham seconded the motion. Approved on a voice vote.

**Closure**

11. Setting the next agenda

-July 11 Special Meeting: finalize plans for an August retreat, elect vice chair of board, budget-to-actuals report, superintendent's report, appoint a member of the negotiating committee.

-Aug. 1: adopt policies, SBAC data review

12. Adjourn

B. Chutter moved to adjourn. B. Vaughan seconded the motion. Approved on a voice vote. The board adjourned at 8:25 p.m.

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