

Grand Isle Supervisory Union
South Hero School District
School Board Regular Meeting
Thursday, August 16, 2018 at 6pm
Location: Folsom Education & Community Center

Agenda

Call to Order

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| 1. Call to Order (Melanie Henderson) | 6:00 p.m. |
| 2. Adjust the Agenda | 6:05 p.m. |
| 3. Citizens and/or Staff to be Heard | 6:10 p.m. |
| 4. Consent Agenda (Action) | 6:15 p.m. |
| a. Approve the minutes from 8-2-2018 | |

Board Business.

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| 5. Matrix of GISU and Member District Meetings
(Melanie Henderson) (Informational) `` | 6:20 p.m. |
| 6. Plan for September's Board Retreat (Melanie Henderson) (Discussion) | 6:25 p.m. |
| 7. GISU email accounts for board member updates (M. Grube)(Discussion) | 6:40 p.m. |
| 8. Cash flow update (M. Grube) (Discussion) | 6:45 p.m. |
| 9. Review Conflict of Interest Policy (M. Henderson) (Discussion) | 6:55 p.m. |
| 10. Other | |

Closure

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| 11. Setting the next agenda (Discussion) | 7:00 p.m. |
| 12. Adjourn | 7:05 p.m. |

Note: Executive Session: If discussion warrants, and the Board so votes, some items may be discussed in Executive Session pursuant to VSA 1 §313(a)

Discussion Items - Issues the Board needs to discuss and deliberate, but upon which no action is taken at this meeting.

Action Items - Issues that require the Board to make a decision by vote, may have been discussed over several meetings prior to this point.

Consent Items - Routine matters that need no discussion by the Board, but require Board approval. They are grouped together as a single agenda item. Background materials are provided in the Board packet to be reviewed ahead of the meeting. If there are no concerns, they are approved with a single vote. Any member can request the Board remove an item to be discussed and voted on separately. This frees up time at meetings.

Information Items [Incidental Information] - Matters the Board needs to know about, but for which no Board action is needed. The information flow is one way, from presenter to the Board. Questions for clarification are entertained as time allows.

Grand Isle Supervisory Union
South Hero School District
School Board Regular Meeting
Thursday Aug. 2, 2018, at 6 p.m.
Location: Folsom Education & Community Center

DRAFT MINUTES

Call to Order

1. Call to Order: Melanie Henderson called the meeting to order at 6:09 p.m.

2. The board welcomed Acting Superintendent Michael Clark and welcomed back principal Susan McKelvie.

In attendance:

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

-Staff: Susan McKelvie, Michael Clark, Rob Gess, Helen Prakelt Bishop

-Audience: Jim Jones (LCATV)

3. Adjust the Agenda

There was no adjustment to the agenda.

4. Citizens and/or Staff to be Heard. There were no public comments.

5. Consent Agenda (Action)

a. Approve the minutes from June 21, 2018. T. Maxham moved and B. Vaughan seconded that the minutes of the June 21, 2018, meeting be approved. The board approved the minutes 3-0.

6. Reports (Discussion)

6a. Financial (Action): Rob Gess reported that 90% of HRA reconciliations are complete. One more document is needed from Future Planning. He has not seen the small schools grant yet. All end-of-year reporting has been done for special education. The district is not ready to close the books yet.

FY17 audit: Everything has been provided to Sullivan and Powers that has been requested. R. Gess is optimistic that it will be finished soon. R. Gess, the audit firm and the Agency of Education meet via conference call every Thursday as part of this process. The district is doing everything that is being asked.

R. Gess noted the cash flow challenges in the GISU right now, as referenced in the superintendent's report. Most recently Peoples United Bank asked for information that went to them on Tuesday for the district to get funds needed in the interim. The district cannot get a tax anticipation note without a completed audit so it has to use alternate means to access the funds.

R. Gess said there have been \$6,000 in phone bills in the GISU for phone lines that were not "real" or used. For example, one went into Hero's Welcome. That issue is being cleared up and will save money.

Bills: B. Vaughan moved to pay the bills, and T. Maxham seconded. T. Maxham said that in Grand Isle, they give the amount to pay. B. Vaughan is willing to do that for the next meeting. The board voted to pay the bills, 3-0.

6b. Superintendent's Report:

M. Clark reported that the district interviewed six people for Director of Student Support. Of those, 3 withdrew, and they decided not to move forward on 1. The remaining 2 candidates are currently having references checked.

Regarding the FY17 audit, the superintendent distributed a letter for the school board describing the cash flow issue.

M. Clark recommended that all board members have a GISU email account. He noted the issue of personal email being used if there were investigations necessary. If the board members agree, M. Clark will have GISU email accounts set up for them. M. Henderson wants tech support provided to get to it. The account can be forwarded to a personal email account. M. Clark will start the process.

Regarding E. Norris's position: An individual is starting Monday for a financial specialist position.

T. Maxham thanked R. Gess and the rest of the staff at the GISU who did the work necessary after July 1. R. Gess will convey those thanks to the four staff who worked without a superintendent.

6c. Principal's Report: S. McKelvie reported she is interviewing candidates and anticipates contracts to sign at the next meeting. Behavior Interventionists are hired at the GISU level, but Folsom has a locally funded paraprofessional position to fill.

Steve Berard is installing a new water fountain and has had unanticipated issues with the wall upstairs. Pat and Kay Shutt are doing an excellent job to get the building ready. The building is a busy place with camps.

S. McKelvie is moving the new health curriculum to be introduced a year from now. She will not be hiring an Athletic Director for the coming year. Andrew Riegler will continue in that position. He will have his provisional license for health and will do some activities.

RiseVT will be part time, bringing Michael Moretti back to Folsom.

T. Maxham mentioned that S. McKelvie met South Hero neighbors at a Hope House event. He mentioned that the Town Meeting presentation made an impression on them, and they told S. McKelvie about that. Their children had gone to school with David Cain. M. Henderson said she wants to do a student presentation every year. S. McKelvie thanked the students and the teachers.

Board Business

7. Concerns and opportunities related to the Grand Isle Supervisory Union (Discussion)

M. Henderson raised the question of whether South Hero wants to be part of the GISU. At the GISU Board level, some members are in planning mode and some are in backing away mode. She is concerned that South Hero receive needed services in the most cost-effective way possible. B. Vaughan

wants to watch and see how it develops. T. Maxham wants to keep South Hero in the GISU and is comfortable with the people who have been hired.

T. Maxham said he has been watching other SU board meetings, and his concern is that we are small and we have financial challenges. He is not sure what the implications would be if we had to merge with another SU off island He wants to sit down and work out the problems in the current GISU. M. Henderson asked if the GISU would be viable if Alburgh pulled out.

M. Clark responded that the Agency of Education is giving positive responses to Act 46 proposals. Most superintendents cannot have more than a 2-year contract in case the AOE wants to change the boundaries. He said it sounded like the board is talking about building trust among the districts and their members. He does not think the state board is going to redraw boundary lines without thought.

T. Maxham asked that the conversation about moving the office space to Grand Isle be approached in a different way. M. Clark mentioned that there is a space issue (one employee is in a less than 6x6 office. The curriculum office is offsite) and the space issue needs to be addressed.

M. Clark also noted the following:

- There is no current job description for an acting or an interim superintendent. He will need that to know what to focus on specifically.
- He believes superintendents should be at all board meetings. Isle La Motte now meets the 3rd Thursday, only one time a month. He will share the meeting matrix with M. Henderson to see if anything can be done. M. Henderson wants to wait until D. Cain is back to make any changes.
- He is creating a list of who in the GISU is responsible for what information. For example, who does someone contact to find out about free and reduced lunch.

T. Maxham shared his list for the GISU:

- Conflict of Interest policy for procurement over \$25 – former superintendent Don Van Nostrand had brought the policy to the board.
- He also requested a personal Conflict of Interest policy
- He noted that substitute teacher salaries are too low at \$75 a day.
- He asked if South Hero can collaborate to provide food to other schools, such as the Abbey does, since there is dissatisfaction with the Abbey food. R. Gess said that a wellness group at GI School met in 2017 and he recommended it be readdressed. M. Clark said it needs to be addressed by other schools first.

M. Henderson noted that a hearing for the lawsuit related to the open meeting law is August 11. She asked if they need to be in attendance. M. Clark said that at the moment they do not need to be there.

8. Board Retreat Planning:

A date cannot be set yet without input from RJ Sweeney and David Cain. The board discussed which days of the week would work, and it was noted that Wednesday is an administration team meeting and would not work. The board would like to include Matthew Brankman, former interim principal, in the retreat. The board wants to talk about staff needs and budget. Other issues include:

- MTSS and PBIS update from S. McKelvie
- Attracting tuition students. Create a campaign to attract students and make a concerted effort to have a game plan. This includes a procedure around admission of non-South Hero students. Julie Pidgeon had raised the issue of how South Hero would decide whom to accept if more students

applied than the school had room for. M. Henderson asked if South Hero needed to review the policy for accepting students from out of South Hero. She wondered about expectations of family participation. M. Clark said there would be legal restrictions. The school would not be able to limit a specific type of student. He mentioned there are statutes around the student being expelled from other schools. Folsom's class size policy would come into play (optimal to not go below 15 and not over 25). M. Clark noted that South Hero needs to create procedures, which are much easier than changing policy. He suggested the board set the end goals and then task S. McKelvie and M. Clark to meet those goals.

- Energy usage and how to save more money.
- Aspirations and monthly ideas for what to accomplish
- Policy conversations

There was no executive session

B. Vaughan moved to adjourn, and T. Maxham seconded. Approved. The board adjourned at 7:33 p.m.

South Hero August 16, 2018

Matrix of GISU and Member District Meetings for Informational purposes only

Week	Monday	Tuesday	Wednesday	Thursday	Friday
First Week	Alburgh School Board 5:30 p.m.	North Hero School Board 7:00 p.m.		South Hero School Board 6:00 p.m.	
Second Week				Grand Isle School Board 6:30 p.m.	
Third Week	Alburgh School Board 5:30 p.m.			Isle La Motte School Board 5:30 p.m. South Hero School Board 6:00 p.m.	
Fourth Week	Champlain Islands Unified Union School district 6:30 p.m. Grand Isle Supervisory Union 6:30 p.m. (March and November)			Grand Isle Supervisory Union 6:30 p.m. (August September October January)	

GISU Accounts

I believe the South Hero GISU Board Member email accounts will be set up prior to the meeting. I also think board members will receive information about the accounts once they are set up at the accounts they are currently using. Megan will check in to see if board members have been successful in logging in and see if they need any help navigating the Google platform.

Cash Flow Update

I will prepare an update for Megan to share.