

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

DRAFT MINUTES

Call to Order

1. Call to order at 6 p.m.

Introductions. In attendance:

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

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

-Audience: Jim Jones (LCATV)

2. Adjustment of Agenda

M. Henderson added Adjustment of Agenda to the agenda

M. Henderson added action on a sub-grant agreement to the financial report

M. Henderson added an action to approve the minutes of the board retreat on Aug. 8, 2019

3. Public Comments

None

4. Consent Agenda (Action)

A. Approve minutes from Aug. 8, 2019, and Aug. 29, 2019.

T. Maxham made a motion to approve the minutes of the Aug. 8, 2019, special meeting. E. Morse seconded the motion. Approved on a voice vote.

T. Maxham made a motion to approve the minutes of the Aug. 8, 2019, board retreat. B. Chutter seconded the motion. Approved on a voice vote. B. Vaughan abstained.

B. Chutter moved that the minutes of the Aug. 29, 2019, special meeting be approved as amended to read that the board went into executive session for a student matter. T. Maxham seconded the motion. Approved on a voice vote.

5. Reports

A. Financial (R. Gess) (Action). R. Gess explained that the GISU needs to enter into a sub-grant agreement with the South Hero School District to manage grants from the government. The GISU will still manage the grants but it needs the agreement.

B. Chutter made a motion to have M. Henderson sign the sub-grant agreement with GISU. B. Vaughan seconded the motion. Approved on a voice vote.

R. Gess reviewed the expenses to actuals report. He noted there was an out-of-state tuition charge that was unanticipated and unbudgeted. He said that line item will be overbudgeted for the school year; however, he anticipates the district will be within budget. M. Clark said the district has already started the residency verification process for this school year.

B. Chutter requested the financial report be distributed in an electronic spreadsheet.

T. Maxham made a motion that the board has received and reviewed the budget-to-actuals report of Sept. 3, 2019, for FY20. B. Chutter seconded the motion. Approved.

B. Superintendent's (M. Clark): The GISU has moved its central office to Grand Isle School and is officially out of the two former offices. He reported there is still some work to be done.

M. Clark congratulated Jenny Degree of South Hero who was named one of two UVM Outstanding Teachers of the Year.

He reported that the FY18 audit is wrapping up with Sullivan and Powers.

Board Business

6. Approval of Bills for Payment.

B. Vaughan made a motion to pay the bills in Batch # 4479 totaling \$4,293. B. Chutter seconded the motion. Approved on a voice vote.

B. Vaughan made a motion to pay the bills in Batch #4480 totaling \$30,787.99. B. Chutter seconded the motion. Approved a voice vote.

7. Proposal of data reporting schedule: M. Henderson said this item will be moved to the next board meeting.

8. Update on enrollment for FY20: M. Henderson said this item will be moved to the next board meeting. S. McKelvie said 132 total students are enrolled, but the numbers are still fluid with the start of the school year.

9. Update on Food Service enterprise: R. Gess reviewed an update on the food service program for FY18. R. Gess said the challenge in accounting for the food service program is that the state reports the number of paid and free and reduced lunches, but it does not provide a dollar amount for those figures. R. Gess is working on a system to track the dollar amount for reimbursement more specifically, and he would like to report on the budget-to-actuals for food service on a quarterly basis, which would take into account the lag in reimbursement for free and reduced lunches. In FY18, South Hero had a \$4,765.28 profit for the Food Service Program.

E. Morse asked if the reporting showed the program was cost-effective. R. Gess discussed the positives and negatives of an independent lunch program v. an outside contractor. M. Clark and R. Gess said South Hero's food program is considered one of the best in the state for food quality, and the staff is effectively managing the budget. There was discussion of the accounting of the food service costs. S. McKelvie noted that there is always an issue of unpaid lunch bills, and she and the staff work hard to

collect unpaid bills. B. Chutter noted that the food service program is breaking even because of the contribution the school makes through the budget. T. Maxham said the school is providing this service because that is what the community wants. There was discussion of encouraging students to get hot lunch. He expressed appreciation for R. Gess's work on this.

10. Future board meeting schedule: M. Henderson said the board was discussing whether the board needs to meet twice a month. It is legal to change the published meeting schedule, M. Clark confirmed. In discussion. E. Morse said meeting once a month may encourage more people to join the board. B. Vaughan expressed support. B. Chutter asked if the board could spend time on board education at the second meeting. M. Henderson supported that idea but said the board would need to work with M. Clark to find ways to access training. B. Chutter suggested accessing the Vermont School Boards Association. M. Henderson suggested a quarterly meeting for board training. T. Maxham said there is a lot of information for the board to discuss. He said it would be helpful to focus meeting time to educate the board and public on educational issues and to gather public feedback. S. McKelvie suggested having some education sessions before town meeting to engage the community in the budget. J. Pidgeon asked the board to clarify that tax bills rose because of the reappraisal and not a lack of fiscal responsibility on the part of the school or board. M. Henderson affirmed that tax bills rose because the common level of appraisal changed, along with the equalized pupil count, figures that were not within the board's control.

M. Clark said the board's job is to set goals. The principal's and superintendent's jobs are to accomplish the goals and to report to the board on how the goals were accomplished. M. Henderson affirmed the board can meet to discuss issues, and the meeting is public. M. Henderson said she would support a second meeting of the month being used to dig into an issue, when that issue arises. M. Henderson said she would like one official meeting a month and preferred not to schedule a second meeting by default. She suggested having that time available to meet for training or a public information session if needed. T. Maxham expressed some reservations about going to one meeting a month and noted the board needs to inform the community about the work of the school. The board discussed the pros and cons of the meeting schedule.

The board decided to continue its twice a month meeting schedule, and to ensure the second meeting a month has a substantive topic to discuss or business to transact.

11. Update on plans for building maintenance and improvements: S. McKelvie said she has met with Steve Berard, building manager, and she and B. Vaughan will meet with S. Berard soon. She said S. Berard has started the process to have an energy audit. B. Chutter asked that this work be documented and shared with the community. S. McKelvie asked if pre-buying fuel would fit into how the board decided to allocate a budget surplus, and it was confirmed that a budget surplus cannot be used in this way. M. Clark shared some options around pre-buying fuel. It was noted there is not a contract with a common fuel distributor for the schools in the GISU.

12. Other

None.

Closure

13. Setting the next agenda

- Proposal of data reporting schedule within the Principal's report
- Update on enrollment for FY20 within the Principal's report
- Plans for building maintenance
- Work on board goals with Megan Grube, director of Curriculum, Instruction and Technology.

14. Adjourn

B. Chutter moved the board adjourn and T. Maxham seconded the motion. The board voted to adjourn at 7:16 PM on a voice vote.

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