

Minutes Approved this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

Dave Davis \_\_\_\_\_  
Judith Wimble \_\_\_\_\_  
Jennifer Gariety \_\_\_\_\_  
Bridget Brisson \_\_\_\_\_  
Mason Maltais \_\_\_\_\_

North Hero School Board  
Tuesday, December 5, 2017 | North Hero School

**Board Present:** Dave Davis (chair), Bridget Brisson, Mason Maltais, and Jennifer Gariety

**Board Absent:** Judith Wimble

**Administration Present:** Don Van Nostrand (Superintendent), Rob Gess (Business Manager), Joe Resteghini (Principal)

**Guests:** None

**Call Meeting to Order**

The meeting was called to order at 7:00PM by D. Davis.

**Pledge of Allegiance**

D. Davis leads the pledge of allegiance.

**Adjustment of Agenda**

None needed.

**Approval of Minutes: November 7, 2017**

D. Davis asks if there are any comments or questions on the minutes. Hearing none he states they are accepted as read.

**Recognition of Visitors**

None present.

**Superintendent's Report**

D. Davis states there is no Superintendent's Report.

**Principal's Report**

A written report has been distributed to the board for review. J. Resteghini reviews the highlights:

- Long-term sub position has been filled
- First trimester report cards have been sent home
- Holiday celebrations of varying cultures are being discussed and celebrated
- An updated quote for security camera installation has been distributed to the board. J. Resteghini reviews where all the cameras will be placed and that installation will happen over holiday break but they will not function until the policy for their use is in place. The board briefly discusses.

**Business of the Board**

Budget to Actuals

R. Gess distributes a report and the board reviews it. He reviews the following highlights:

- No exposures he is aware of
- All salaries, wages, and benefits are covered giving a good snapshot
- Everything as of Monday, of this week, has been posted with no big expenditures coming down the pike
- Review of closing procedures for calendar and fiscal year with expectation of all expenditures submitted as of April 1st

There are no questions from the board.

M. Maltais requests an executive session for clarification on a line item.

#### Approval of Bills for Payment

J. Gariety requests more time to review the bills.

#### Informational Town Meeting

D. Davis states the meeting is planned for Monday, March 5<sup>th</sup> at 7:00PM. M. Maltais will be presenting for the board. The agenda states an incorrect date of March 25<sup>th</sup>.

D. Davis reads an email from the town clerk Pete Johnson requesting all budget requests be submitted to the select board by December 15<sup>th</sup>. The board briefly discusses and J. Resteghini offers to follow up with P. Johnson.

D. Davis agrees to write the board's submission for the town report. J. Resteghini offers to send D. Davis a copy of what was written last year.

The board discusses recording a budget presentation for LCATV. There are no volunteers.

#### North Hero GISU Board Representative

D. Davis announces J. Wimble has resigned from the GISU board. B. Brisson has volunteered to take her place.

M. Maltais motions to appoint B. Brisson as a North Hero representative to the GISU board. J. Gariety seconds the motion and it passes 4-0 with no further discussion.

B. Brisson requests to be added back to the email distribution list of the GISU board. M. Maltais verifies that J. Wimble wishes to remain on the North Hero School Board. Discussion on which terms are up in March and which terms will end when the board reduces to three members follows. D. Van Nostrand clarifies the North Hero Board will need to remain until all business is closed, including the audit, which may extend until December 2019.

#### King Fund Status and Policy

J. Resteghini distributed a revised version of the procedure incorporating changes the board requested at the last meeting. The board reviews the procedures and briefly discusses. No changes are suggested and J. Resteghini states as procedures, not policy, they do not need formal adoption.

#### FY19 Budget

J. Resteghini states he and R. Gess have been working together on the budget. The board reviews the budget and requests the following clarifications or changes:

- Line 76 Instructional Equipment: M. Maltais asks what this item is budgeted for and R. Gess states there are computers running on XP which are no longer supported by Microsoft making them vulnerable to hacking. This will allow a few computers a year to be upgraded.

R. Gess reviews a few lines items:

- Line 6 Salaries: Wages & Benefits are based on an FY18 projection.
- Line 7 Substitutes: This line was flat lined for board review.
- Line 23 Employee Benefits: Health insurance was projected at 11% increase and HRAs were funded at 100%
- Lines 33-37 Highschool Tuition: R. Gess reviews the current number of tuition students and his projection for next year.

The board continues their review:

- Line 427 Board of Ed Services-salaries: J. Gariety states this line item should be reduced from 5,000.00 to 3,000.00 to reflect the board reducing from 5 to 3 members.
- Line 345 Employee Benefits: M. Maltais states there is a typo; brief discussion follows. R. Gess believes there is a formula error and will correct.
- Line 485 Telephone: R. Gess believes this item has been underfunded; increase from 1,200.00 to 3,000.00 reflects actual billing.
- Line 546-7 Plant Repairs/Maint. & Equip. repairs: R. Gess states the 2017 actual for equip. repairs includes and offset of grant revenue from Vsbite. There are no changes to these line items.
- Line 533 Retirement: M. Maltais asks if we lost an employee; we did not. There are no changes to the line item.

R. Gess states the SU assessments are not final but placeholders were included until the SU board approves the budget. However, line 563 Transportation assessment is a solid number based on contractual agreement.

The total budget shows on line 601 an approximate \$7,701.00 increase after changes requested by board are accounted for. This is a less than 1% increase.

J. Resteghini asks the board to include a new line item for summer school at the amount of 1500.00. The board approves adding the anticipated expense.

The board compliments R. Gess on a well-prepared budget and thanks him.

Discussion between the board and D. Van Nostrand on how the budget will affect taxes follows.

The board agrees no second budget meeting is needed in December and a final review will happen in January. M. Maltais asks the board to be notified of any substantial changes as the R. Gess works on finalizing the budget.

#### Approval of Bills for Payment

J. Gariety motions to approve bills in the amount of \$180,815.35. B. Brisson seconds and the motion passes 4-0 with no further discussion.

All members present sign the warrant.

#### **Future Agenda Items & Next Meeting**

The next meeting is scheduled for January 2, 2018. The board agrees to move their meeting time to 6:30PM.

J. Gariety motions to adjust the regularly scheduled meeting time to 6:30PM. B. Brisson seconds the motions and it passes 4-0 with no further discussion.

D. Van Nostrand verifies the board would like the following items, in addition to their regular, on the January 2, 2018 agenda:

- Finalize budget
- Approve warning

#### **Executive Session**

M. Maltais states an executive session is no longer needed.

#### **Adjournment**

M. Maltias motions to adjourn at 8:05PM; B. Brisson seconds and the motion passes 4-0 with no further discussion.

Respectfully Submitted, Corinn Julow

CC: Board Members  
GISU Office  
Principal Resteghini  
Town Clerk's Office