

Grand Isle Supervisory Union
South Hero School District
School Board Regular Meeting
Thursday, Nov. 1, 2018, at 6 p.m.
Location: Folsom Education & Community Center

DRAFT MINUTES

Call to Order

1. Call to order at 6:05 p.m.

Introductions. In attendance:

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

-Staff: Susan McKelvie, Michael Clark, Rob Gess, Julie Pidgeon, Helen Bishop, Dave Mills

-Audience: Jim Jones (LCATV)

2. Adjustment of Agenda

-Add discussion of RFP for food service

3. Public Comments

-Dave Mills, parent liaison for the supervisory union, introduced himself to the board. M. Henderson asked for a summary of his duties. He is working with schools, communities and parents to increase the involvement of families in schools. T. Maxham said he would like information on the schools to be circulated to other members of the community as well.

4. Consent Agenda (Action)

A. Approve minutes from Oct. 18, 2018. The minutes of the Oct. 18, 2018, meeting were approved on a voice vote. T. Maxham made the motion to approve the minutes. B. Chutter seconded the motion.

B. Approve new hire contracts. M. Clark said Folsom has a new hire for a non-licensed position as a paraeducator. The board signed the contract for the person who was hired and has started work. This position is required under an individual education plan.

5. Reports (Discussion)

A. Financial (R. Gess) (Action): R. Gess said the district has not received tuition invoices from public schools yet. He provided an updated budget-to-actuals report. He noted that the district received tuition bills the second week of October last year. He does not know why the bills are late.

T. Maxham ask on page 8 about the long-term debt figure. R. Gess said it was double-booked and is being corrected. T. Maxham moved that the board acknowledge it received the budget expenses for Oct. 26, 2018. B. Vaughan seconded the motion. Approved on a voice vote.

B. Superintendent's (M. Clark)

M. Clark said he walked through the district with an insurance appraiser and was in Folsom at the end of the day on Halloween. He was able to experience Hay Day, the school's art celebration. The energy in the building was great. Jeh Kulu, African drummers, were visiting artists. M. Henderson also shared how wonderful it was to see so many community members volunteering in the building. She expressed thanks to PTO for organizing food for Trunk or Treat.

T. Maxham said he did not receive the superintendent's report. A copy will be provided.

C. Food Service: The superintendent said the district is preparing an RFP (a request for proposals) for the new Champlain Islands district. He noted Folsom has traditionally not gone out to bid for food service, but the district wanted to ask if the board was interested. M. Clark said he can provide information on the bids for the Champlain Islands Unified Union District if the board is interested in the numbers. T. Maxham said board members would need to look at numbers and talk with parents. R. Gess noted that the district will be putting the RFP out in January. M. Henderson asked S. McKelvie her view. S. McKelvie said it's worthwhile to poll students and families. She noted that the quality of meals at Folsom is outstanding and making a change might result in less interest in meals. The board would like information on Folsom's food service, including how many meals are served.

Board Business

6. Approval of Bills for Payment. B. Vaughan asked about the health reimbursement amount in the bills. R. Gess explained that the district made a \$20,000 overpayment to the district that should have gone to the state for health care reimbursement. B. Vaughan made a motion to approve the district pay Batch 3151 in the amount of \$20,037. T. Maxham seconded the motion. Approved on a voice vote. B. Vaughan moved the district pay Batch 3147 in the amount of \$25,418.29. B. Chutter seconded the motion. Approved on a voice vote.

7. Audit Update (R. Gess) (Discussion): The FY17 audit results arrived the day of the board meeting, Nov. 1. R. Gess distributed the audit to the board members and referred the board to the summary document that highlighted deficiencies and controls. Superintendent M. Clark pointed out this audit represented a period before R. Gess was hired. R. Gess said many of the findings in the FY17 audit had been previously flagged in the FY16 audit but were not addressed. He said these issues have been addressed. R. Gess said his responses to the audit are at the back of the report. He assured the board he will follow through on all the recommendations. He referred the board to page 7, which shows a net deficit of \$38,840. Page 34 provides the detail on the deficit. He noted there was an over-expenditure in the principal line in that budget. R. Gess said he is confident in the work Sullivan and Powers did on this audit and the district now has a solid financial starting point. The audit will be uploaded onto the GISU website.

M. Clark said R. Gess is arranging with Sullivan and Powers to present the audit to the board and answer questions. They are aiming for the first meeting in December. T. Maxham asked the superintendent to comment on responsibility for these issues. M. Clark said it is the responsibility of the supervisory union staff to provide correct information to the boards, and the supervisory union is addressing the deficiencies in process. It was noted the superintendent and business manager positions both turned over that year. He said it is appropriate for the board to follow up with the GISU staff and keep informed on how they are addressing the issues. M. Clark noted the board has already changed its practice to take action in receiving financial reports.

8. Futures Protocol – Financial (M. Clark/R. Gess) (Discussion). The protocol asks the board to project three years into the future and share its vision financially for the district. The board’s brainstorm included:

- The voters feel confident the budgets are wisely put together and necessary
- Full understanding of the accounting for food service
- Clear explanations for all line items in the budget to taxpayers
- Very little turnover in financial staff
- No deficit at the end of the year. Budget is planned and executed
- Efficiency; the school has everyone it needs to suit the needs of students, and those people are being employed to the greatest extent possible
- A manual that explains financial processes and procedures
- Confidence in the numbers, the people who provide the numbers and the board’s knowledge of the budget
- Budgets are not built on the premise that spending will increase. Budgets are built on what is needed rather than a targeted increase or decrease
- Budgets are predictable
- Anticipate the needs of the aging building. Five-year plan for maintenance
- Plan for future power efficiencies. Net-zero building
- There are tuition-paying students
- The scholarship fund is invested wisely
- Efficient transportation system

In the next step of the protocol, the board will talk about how it moves toward its vision.

9. Alternative Governance Structure Update (M. Clark) (Discussion)

M. Clark congratulated the board on its successful Alternative Governance Structure proposal. He said it was a powerful document. The state Board of Education has provisionally accepted South Hero’s Alternative Governance Structure proposal. At the end of the board’s meetings on this issue, it will take a final vote on all the proposals. T. Maxham offered kudos to M. Henderson for her hard work on the document. The final state plan is due Nov. 30.

10. First Draft of Folsom Budget (R. Gess) (Discussion)

M. Clark said the budget document has the FY18 actuals, the FY19 budget and the FY20 proposed budget, as well as the increase / decrease.

FY18: 71 tuitioned students

FY19: 54 tuitioned students (additionally there are 7 unaccounted for currently, and the district is looking to see where they are attending. The district anticipates tuition bills for those students). The graduating senior class is 14 students; the current eighth-grade class is 14 students. It was noted that the district is following up on student attendance. The budgeted amount was 69, and that figure will remain the same.

The budget has a place-holder amount for wages and benefits as this is a contract negotiation year.

R. Gess noted that S. McKelvie reviewed the budget and communicated her suggestions. Her suggestions included taking into account the community library moving to its new space, new health curriculum, increasing coaching pay, and updating security over several years.

R. Gess said technology needs are still be assessed at the district level, and the district is looking at leasing equipment. The budgeted amount may change as new information is available. The district has a lot of old technology and needs to come up with a better process to bring the right technology to schools so they can refresh. Most laptops are running on Windows 7, which will be obsolete in 2020.

The loan obligation is ending with the FY20 budget. R. Gess suggested the board consider a capital reserve fund for future needs.

M. Henderson asked about Line 14, where group health dropped. R. Gess said there was an error in the amount budgeted last year.

Line 140, page 4: it was noted there was a formula error. It was corrected. There was discussion of how special education paraeducators are reimbursed.

Transportation: It was noted the district will go out for bid this year. R. Gess budgeted 7 percent based on the last contract. He is cautiously optimistic that there will be other vendors.

T. Maxham asked about instructional salaries on page 1. He noted substitute pay. He said the figure spent was greater than budgeted and asked that the amount be adjusted to include the increase for substitute pay that the board recently approved.

R. Gess said he will not have information on the small schools grant until December.

Page 13: Home School Coordinator: the line item was moved to behavior interventionist.

The board discussed providing bus transportation to tuition-paying students. M. Clark noted in the past he had calculated the number of students needed to make running a bus cost-effective. The school could survey families to see if any are interested. M. Clark said he can call the bus company to find out what it would cost to send the bus to Grand Isle School to pick up students. It was discussed whether the bus that already runs to Town Line Road could extend its service. T. Maxham said the issue needs more discussion. M. Clark noted bus routes can be reorganized.

The board discussed the issue of marketing Folsom to tuition-paying students in the Islands. S. McKelvie expressed her view that Folsom can offer a small school experience for families who want more personalized instruction. She also noted that students will make two transitions whether they go to Folsom or another middle school. It was noted the board has policies for accepting tuition-paying students but does not have procedures. S. McKelvie said the school can adopt procedures.

T. Maxham suggested the board go through the budget line-by-line at a future meeting. M. Henderson clarified that the board looks at the budget lines closely after the state figures are released. B. Chutter said he would like to see a student count pre-K through high school as well as a demographic projection. S. McKelvie offered to provide longitudinal data.

B. Chutter asked that the board hold a meeting in the future about taking tuition students.

11. Switch over to @Board.gisu.org accounts (M. Clark) (Discussion). The board members are switched over. Megan Devanny will stop sending information to the board at their personal email accounts.

Closure

12. Setting the next agenda

Nov. 15, 2018

-Next step in Futures protocol for academics

Dec. 6, 2018

-Sullivan and Powers audit review

-Next step in Futures protocol for financials

13. Adjourn

The board adjourned at 8:10 p.m. on a voice vote. M. Henderson made the motion to adjourn. B. Vaughan seconded the motion.
