

***Unapproved***  
**Caledonia Central Supervisory Union**  
**Full Board of Directors' Meeting**  
**Monday, September 18, 2023 - 6 PM**  
**Location- In person & Zoom**

Call to order by Clayton Cargill

In attendance: Ellen Cairns, Chris Tormey, Clayton Cargill, Patrick Healy, Mark Clough, Andra Hibbert, Sue Roberts, Jason Miller, Kilee Willey, Cornelia Hasenfuss, Acting Superintendent Anne Landry, Director of Curriculum Des Hertz, Director of Finance Michael Concessi

**Approve minutes:**

- **June 19th, 2023** – a motion to approve by Chris Tormey and seconded by Sue Roberts. Motion passed.
- **June 26th, 2023** – a motion to approve by Mark Clough and seconded by Sue Roberts. Motion passed.
- **June 27th, 2023** – a motion to approve by Mark Clough and seconded by Sue Roberts. Motion passed.
- **August 28th, 2023** – a motion to approve by Ellen Cairns and seconded by Sue Roberts. Motion passed.

**Administrative Reports**

**Superintendent Report** – Mark Tucker provided a report. No discussion.

**Student Service Report** – no questions

**New Business**

**FY22 Audited Financial Statement** – Michael Concessi was present to share the audit report and go over the profit and loss statement.

Should be able to provide a draft budget for FY25 by October meeting.

**Federal Capitalization Policy** A required policy directing the Superintendent or his or her designee to maintain a schedule of capitalized assets reported in conjunction with Caledonia Central Supervisory Union and its school districts annual audit (Discussion/Adoption on behalf of the District Boards)

A **motion** to accept the Federal Capitalization Policy on behalf of the districts by Mark Clough and seconded by Patrick Healy. Motion passed.

**Federal Travel Policy** A required policy directing Caledonia Central Supervisory Union and its school districts to reimburse the reasonable expenses for travel for school business by its employees, school board members and volunteers (Discussion/Adoption on behalf of the District Boards)

A **motion** to accept the Federal Travel Policy on behalf of the districts by Jason Miller and seconded by Cornelia Hasenfuss. Motion passed.

**Continuous Improvement Plan** (Discussion/Possible Approval) – The plan is in year two. Aligned with mission and vision of the SU. The plan needs to have two primary goals – they revolve around academic achievement and social/emotional learning. Des Hertz was present to share the document and give a brief overview of the plan.

Climate surveys are sent out to employees. The schedule varies depending on school.

A **motion** to approve the CIP for the SU for this school year by Mark Clough and seconded by Sue Roberts. Motion passed.

**Superintendent Review Committee Update** (Discussion) – Received data back and they have gone to members of the committee. This will be delayed until Mark Tucker returns. CCSU 's contract with VSBA runs through October 31, 2023 for now.

**Announced Retirement of Superintendent Tucker** (Discussion/Possible Action on Replacement Process) Check with VSBA regarding a consultant for the replacement process. Clayton will get the process started. Need to get a committee together – boards need to see who wants to sit in on the committee.

A **motion** to allow the SU board chair to contact/engage the VSBA to start a Superintendent search by Patrick Healy and seconded by Mark Clough. Motion passed.

**Assistant Superintendent Position** (Discussion) – Board members shared their thoughts on adding an Asst. Superintendent. Clayton requested that board members take this back to their local boards for discussion and bring back data.

#### **Other Business**

**VSBA Update / Reminder of Regional Meeting 9/21** – Anyone that can make it, that is great. Annual Meeting in October in Fairlee, VT. Resolutions will be voted on at that meeting.

**Designation of a Voter on VSBA 2023-2024 Resolutions** – Nomination for Mark Clough to be the designated voter by Sue Roberts and seconded by Ellen Cairns. Nomination passed.

**Clarification on the CCSU Athletic Director / Assistant Athletic Director Position** – Randy Rathburn will serve as the Athletic Director and Dana Welch is the acting Assistant Athletic Director. These positions are being funded in local district budgets only and the employees and any issues will be handled similarly.

**Intent to Negotiate Support Staff Contracts** – Will begin this year. CCEA and CCSU have initiated according to the CBA.

**Public Input** – none

#### **Future Agenda Items**

- Asst Superintendent
- FY25 Budget
- Superintendent Search
- Superintendent Evaluation

- Facility Director for SU
- Update on Resolutions

**Next regular meeting: Monday, October 16th, 2023 at 6:00 p.m.**

A **motion** to adjourn by Ellen Cairns and seconded by Sue Roberts. Motion passed.

Minutes respectfully submitted by,  
Nicky Cole