

## **APPROVED MINUTES**

### **Bradford Academy & Graded School District Board of Trustees**

Bradford Elementary School

Bradford, VT 05033

Location: Bradford Academy

\*\*\*\* Approved Minutes \*\*\*\* May 15, 2019

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#### **Present**

Board Members: Kim Frydman, Emily Shipman, Julie Bingell, Angela Colbeth, Lucas Barrett

Administrators: Emilie Knisley, Bruce Williams, Kate Paxton

Guests: Heidi Allen, Amy Hayward, Lillian Gahagan, Brian Schlager, Patrick Peters

#### **Call to Order**

The Board Chair called the meeting to order at 6:00 p.m.

#### **Agenda Review**

Remove Executive Session – it will be an OUUSD Board decision.

#### **Approve Minutes**

A motion was made and seconded (Emily Shipman/Julie Bingell) to approve the April 8, 2019 minutes. Approved 5-0.

#### **Correspondence**

The Board received an email from Elizabeth Kingsbury, Administrative Assistant letting them know she will not be returning for the 2019-2020 school year. The Board thanked Elizabeth for her service.

#### **Contracts**

None

#### **Board Orders**

A motion was made and seconded (Julie Bingell/Angela Colbeth) to approve the board orders as presented. Notable item is repair for the gym heating system. Approved 5-0.

#### **Other**

None.

#### **Public Comment**

None.

#### **Act 46/Oxbow Union Unified School District Update**

Kim Frydman updated the Board on the members of the new OUUSD Board. Angela Colbeth and Melissa Gordon are representing Bradford and Danielle Corti and Tim Judas are representing Newbury. Danielle Corti is serving as Board Chair and Lucas Barrett is the District Clerk. The budgets were presented at the OUUSD's last meeting. Bradford's budget discussion included increasing the art and PE positions from 0.8 to 1.0 and was approved to move forward to the June 17, 2019 budget vote. There will be an informational meeting and budget information sent out to residents ahead of the meeting. The next OUUSD Board meeting is May 30 at 6:00 PM in the library at Oxbow High School. There will be an OESU meeting on June 4, BES Board members should plan to attend that meeting, it will not be necessary to attend future meetings. The last regular BES Board meeting will be held Wednesday, June 19 unless something legally needs to be done. There will need to be a meeting in the fall to sign off on the audit. Kim Frydman would like to see some more work done on the trust funds. Emilie Knisley shared the OUUSD Board has to accept the transfer of the physical properties and

trust funds, more detailed work will need to be done in the future. Any assets and liabilities follow the articles that were given to us by the State. Designated use of the funds still stays the same unless permission is received from the donor to change it. The June meeting will include further discussion on the trust funds. Past practice has been to only spend the dividends; it is unclear whether the growth may be accessed. The purpose/use of the funds is still restricted when they are transferred to the new district. Kim Frydman asked if there could be a subcommittee or a finance committee. As of November 30 the State restricted the ability to make changes to the trust funds or make out of the ordinary expenditures. A recommendation from a lawyer may be helpful. Bruce Williams reviewed the most recent trust fund statement. The goal between now and the June meeting will be to gather as much information as possible to discuss at the June meeting. Lucas Barrett acknowledged it is difficult to know how much can be spent beyond the dividends as the knowledge of the funds has not transferred to new boards. Bruce Williams will contact Janet Mitchell as she did a lot of work researching the trust funds. There was further discussion on whether a new reserve may be set. Lucas Barrett will help with the trust fund research. The OUUSD Board Chair has asked each Board for a quick report on their school – a rose, a bud, and a thorn. Bud: Low St. John Forest, trust funds, and MTSS; Thorn: policies, MTSS, trust funds, and job descriptions; Rose: Teachers, Arts, facilities, front office, and PBL. The board should email Julie Bingell with loose ends to take care of for the June meeting. A motion was made and seconded (Lucas Barrett/Angela Colbeth) to authorize the release of \$4,000.00 from the trust funds for the purpose of Oxbow scholarships. Approved 5-0.

**Community Engagement** Emily Shipman will prepare bullet points for the remainder of the school year for the school's newsletter and Facebook page.

**Low Forest Committee Policy** A motion was made and seconded (Julie Bingell/Angela Colbeth) to adopt policy H8: Low Forest Advisory Committee as well as H8-P: Low Forest – Use of Facilities. Approved with changes presented at the April 8, 2019 meeting, 5-0.

Emily updated the Board on the logging at Low St. John Forest. Logging is delayed for now due to wetness. The upper landing could produce another \$5,000 - \$10,000 in revenue. Bruce Williams advised the Board to keep logging proceeds under \$15,000 to meet State regulations. The additional timber could be used instead of selling it as a way to stay under the \$15,000 threshold. Emily Shipman is requesting to use the logging proceeds for an outdoor classroom at Low St. John Forest. A rough estimate of the cost is \$5,000-\$6,000. There is significant interest in outdoor learning at BES. Emily Shipman also shared that the town Select Board agreed that a grant may be applied for to complete a feasibility study on a sidewalk to be installed along Goshen Road so students may walk to the forest. The study takes approximately a year.

**Principal's Report** Kate Paxton distributed and reviewed the principal's report. A team of six staff attended a MTSS workshop last week. Master schedule work has begun, taking into account providing additional opportunities for collaboration and instructional supports. Kate informed the Board contracts are in and next year they will be hiring an administrative assistant, an elementary teacher, an interventionist, and a pre-K teacher.

**Annual Meeting Prep** The Board reviewed the elections. Brian Schlager asked for term lengths and confirmation for who was up for election. In article five the Board would like to thank staff that are retiring or moving on.

**Public Comment** None.

**Adjournment to Annual Meeting** A motion was made and seconded (Julie Bingell/Angela Colbeth) to adjourn the meeting at 7:20 p.m. Approved 5 – 0.

Respectfully Submitted,  
Liz Kingsbury, Clerk

**These minutes are approved by the Board**