

**Vermont Superintendents Association  
Fall Business Meeting  
Thursday, November 7, 2019 - 4:30 PM  
Waterlot Room - Lake Morey Resort and Conference Center**

**AGENDA**

1. Welcome and Activity - President Jeanné Collins (4:30 p.m.)
2. Minutes of the VSA Annual Meeting of May 2019 (4:45 p.m.)
3. Report of the VSA Audit Committee (4:47 p.m.)
4. AASA Report - David Younce; Peter Burrows - VT Representatives to the AASA Governing Board (4:50 p.m.)
5. NEASS Report - Jeanné Collin; Beth Cobb - VT Representatives to NEASS (4:55 p.m.)
6. Communications and Professional Development Update - Chelsea Myers (5:00 p.m.)
7. Executive Director's Report and Issues Discussion - Jeff Francis (5:10 p.m.)
8. VSA Member Updates - (5:35 p.m.)
9. Other Business (5:40 p.m.)
10. Adjourn (5:45 p.m.)

## **VSA Spring Conference All Members Meeting May 16, 2019**

In attendance: William Anton, Jay Badams, David Baker, Susette Bollard, Libby Bonesteel, Jennifer Botzjorns, Peter Burrows, Michael Clark, Beth Cobb, Jeanné Collins, Karen Conroy, Lynn Cota, James Culkeen, Bev Davis, Thomas DeBalsi, Kevin Dirth, Lyle Holiday, Bill Kimball, Barbara Anne Komons-Montroll, Joanne LeBlanc, Zach McLaughlin, Sean McMannon, Layne Millington, Brooke Olsen-Farrell, John Pandolfo, Elaine Pinckney, Meg Powden, Christopher Pratt, Patrick Reen, Julie Regimbal, Adam Taylor, Mark Tucker, Jacquelyne Wilson, Tracy Wrend, David Younce, David Young, Staff Jeff Francis and Chelsea Myers; Guest Laura Soares, VSBIT

1) Welcoming Remarks

Jeanné opened the meeting at 4:20 p.m.

2) Presentation on Network Security by ENA

3) Minutes

**Motioned by Mike Clark and seconded by Tom DeBalsi to approve October 2018 Minutes of the VSA Business Meeting. Approved on a voice vote.**

4) VSA Budget - Presented by Jeff Francis and Jeanné Collins

Jeff Francis reviewed the FY2020 VSA Budget proposal. He explained that the proposed budget of \$441,464 reflected increased expenses in FY2020 over FY2019 to account for evolving activities and the addition of a third full-time staff position (Director for Communications and Professional Development) associated with the expansion of VSA's work in the communications and professional development arenas. Francis also noted the necessity of relying more heavily on VSA's undesignated reserves, monitoring expenses and keeping close track of VSA's evolving budgetary and programmatic approaches.

Jeff went on to note that as part of VSA's professional development and fiscal strategies, he would be presenting a concept for a pilot to support for the work of facilities managers (and similar) that he had been developing with VSA staff and representatives of school facilities management groups.

Jeff then explained the pilot concept which would see VSA supporting professional development activities for facilities managers, bringing facilities managers into policy discussions as appropriate and supporting/promoting the Facilities Managers Conference in June of 2020. The pilot would be evaluated in the spring of 2020 and would include a \$500 per district/su charge, to be assessed in FY2020.

After discussion, **Motioned by Tracy Wrend and seconded by Tom DeBlasi to approve the budget as presented for FY2020. Passed on a voice vote.**

**Motioned by David Younce seconded by Jim Culkeen to approve the Facilities Managers Support Pilot with a \$500 charge for each school district/supervisory unions. Passed on a voice vote.**

5) Election of Treasurer for the period May 2019 until May 2021

**Kevin Dirth was the only nominee for the position of Treasurer. VSA President invited Tracy Wrend to propose that the membership support Kevin Dirth for the position of VSA Treasurer for the period May 2019 until May 2021. Tracy moved support for Kevin Dirth as Treasurer. The motion carried unanimously on a voice vote.**

Explanation of Secretary Vacancy - Jeanne Collins

Bill Kimball will be leaving the superintendent position and the Trustee will appoint a replacement for one year at their June meeting as per the VSA Constitution.

6) Executive Directors Report

- Title changes for Chelsea and Kristi
- Challenges with the Legislature
- Challenges with the AOE
- Priorities

7) Updates

- AASA - David Younce and Peter Burrows
- NEASS Report - Beth Cobb and Jeanne Collins
- Regional Groups Updates

8) Recognition for Departing Superintendents

9) Other Business

Meeting adjourned at 5:35 p.m.

Minutes of the VSA Annual Meeting - May 16, 2019



# Vermont Superintendents Association

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November 1, 2019

Jeanné Collins, President  
Jeffrey Francis, Executive Director  
Vermont Superintendents Association  
2 Prospect Street, Suite 2  
Montpelier, VT 05602

Dear Jeanné and Jeff,

In our capacity as members of the VSA Audit Committee, we have reviewed the FY2019 VSA Audit and Financial Statements issues by the CPA firm Fothergill, Segale and Valley. We are pleased to report that we find the report to be satisfactory and recommend it's acceptance by the VSA membership.

The audit report did not find any material weaknesses or deficiencies in internal controls.

Respectfully submitted,

VSA Audit Committee  
David Younce  
Bill Kimball  
Jacquelyn Wilson  
Mary Moran