



Vermont School Boards Insurance Trust  
52 Pike Drive  
Berlin, VT 05602  
802/223-5040

## MEMO

To: VSBIT Member School Board Chairs, Superintendents and Business Officials  
From: Jonathan Steiner, President  
Date: July 26, 2024  
Re: **VSBIT Annual Meeting Notice**

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The Vermont School Boards Insurance Trust (VSBIT) will hold its Annual Meeting on Friday, **OCTOBER 25, 2024** in conjunction with the Vermont School Board Association's Annual Meeting at the Lake Morey Inn in Fairlee, Vermont. The VSBIT Annual Business Meeting will start at **8:00 AM**. Included with this Memo are **Exhibit A**: Notice of the 2024 Annual Meeting and a copy of the Minutes of the 2023 Annual Meeting.

We hope you will join us to elect two new Directors to the Board - there will be an election for one two-year at-large term, and one three-year school superintendent term.

After the election of Directors, we will share the accomplishments of the Trust over the past year and answer questions from members. Our Annual Report will soon be posted online. At least two years of financial audits are always available as well. Our most recent audit will be posted in early November. All documents can be found on our website at [www.vsbite.org](http://www.vsbite.org).

We hope you will join us at the Annual Meeting. Please remember each member entity is entitled to one vote for each program (Multi-Line and/or Unemployment) of which they are a member. The membership books close at 4 PM on October 4<sup>th</sup>. The final list will be posted online at [www.vsbite.org](http://www.vsbite.org). Members may vote in-person by designating an authorized representative to attend the meeting or vote via proxy by appointing the VSBIT Board to vote on their behalf. We ask each member to complete **Exhibit B: Proxy/Certificate of Authority**, enclosed, and **send it ahead** of the meeting to the address below. This will allow the authorized representative to receive his/her voting card(s) in an expedited manner at the meeting on the 25<sup>th</sup>. (If you have previously sent in your Proxy please disregard.)

Vermont School Boards Insurance Trust  
Attention: Jonathan Steiner  
52 Pike Drive  
Berlin, VT 05602

We look forward to seeing you at the Lake Morey Inn on October 25<sup>th</sup>.

Enclosures



**VERMONT SCHOOL BOARDS INSURANCE TRUST  
ANNUAL MEETING  
LAKE MOREY INN - FAIRLEE, VT**

**October 25, 2024  
8:00 AM**

**AGENDA**

- 1. Roll Call of Members**
- 2. Proof of Notice of Meeting or Waiver of Notice**
- 3. Reading of Prior Annual Meeting Minutes**
- 4. Reports of Officers and Directors**
- 5. Election of Directors**
- 6. Information Exchange**
- 7. Adjournment**



## EXHIBIT A

### NOTICE OF MEETING

The Board of Directors of the Vermont School Boards Insurance Trust, Inc., at a regular meeting of the Board held on June 4, 2024, determined that the 2024 Annual Meeting of the Corporation will be held at the following date, time and place:

DATE: October 25, 2024

TIME: 8:00 A.M.

PLACE: Lake Morey Inn, Fairlee, Vermont

As outlined in the Bylaws of the organization, the Agenda for said Annual Meeting is as follows:

1. Roll Call of Members
2. Proof of Notice of Meeting or Waiver of Notice
3. Reading of Minutes of Preceding Meeting
4. Reports of Officers and Directors
5. Election of Directors
6. Information Exchange
7. Adjournment

At said regular meeting of the Board of Directors of the Corporation held on June 4, 2024 it was resolved by the Board that the Membership Books would be closed as of October 4, 2024 for the purpose of determining members entitled to vote at the October 25, 2024 meeting.

A list of voting members of the Corporation entitled to vote at said Annual Meeting is posted online at [www.vsbbit.org](http://www.vsbbit.org) and available for inspection by any member at the principal office of the Corporation located at 52 Pike Drive, Berlin, Vermont (Telephone: (802) 223-5040)



## INSTRUCTIONS FOR EXHIBIT B VSBIT PROXY OR CERTIFICATE OF AUTHORITY

- **In order to vote at the VSBIT Annual Meeting on October 25, 2024, Exhibit B must be completed prior to the meeting.**
- If you will be sending a person to the Annual Meeting to represent you, complete the first selection, option (a), by checking the box and listing the name of your representative and their title. **This person must be present, with a copy of this form, in order to vote.**
- If you will not be attending or sending a representative to the Annual Meeting but wish to cast a vote, complete the second selection, option (b), by checking the box and in doing so, naming the VSBIT Board as a proxy to cast a vote on your behalf.
- If your school district is a participating member of **both** the VSBIT Multi-Line Program **and** the VSBIT Unemployment Program, a separate Exhibit B form must be filled out for each program.
- **In either case, sign and date the bottom of the form and either bring it to the meeting or mail it ahead to:**

VSBIT  
Annual Meeting  
52 Pike Drive  
Berlin, Vermont 05602



**EXHIBIT B**

**VSBIT PROXY OR CERTIFICATE OF AUTHORITY**

LET IT BE KNOWN THAT: \_\_\_\_\_, member of  
(Name of Member School District/Supervisory Union)  
the VSBIT Unemployment Program, a body corporate and politic, created and existing under the laws of the State of Vermont, does hereby:

***Certificate of Authority***

(a) appoint as its authorized representative to appear and vote on its behalf at any and all meetings of the members of the Vermont School Board Insurance Trust, or any adjournment thereof, the following person:

Name \_\_\_\_\_ Title \_\_\_\_\_  
Email: \_\_\_\_\_

**Note: If option (a) is selected, the person listed above must attend in-person to vote.**

**OR**

***Proxy***

(b) appoint as its true and lawful attorney, the Board of Directors of the Vermont School Boards Insurance Trust, by majority vote, with the power of substitution for it and in its name to vote at the Annual Meeting of the Vermont School Boards Insurance Trust, to be held on the 25th day of October, 2024 or at any adjournment thereof, with all the powers it should possess if personally present through its authorized representative.

**Please sign and date this section once you have chosen (a) or (b):**

Dated at \_\_\_\_\_, Vermont, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

This action is valid for one year [365 days] from the date of enactment, or until it is superseded by subsequent action of the member filed with the Trust.

\_\_\_\_\_  
Name of Member District

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_



**EXHIBIT B**

**VSBIT PROXY OR CERTIFICATE OF AUTHORITY**

LET IT BE KNOWN THAT: \_\_\_\_\_, member of  
(Name of Member Supervisory District/Supervisory Union)  
the VSBIT Multi-Line Program, a body corporate and politic, created and existing under the laws  
of the State of Vermont, does hereby:

***Certificate of Authority***

(a) appoint as its authorized representative to appear and vote on its behalf at any and all meetings of the members of the Vermont School Boards Insurance Trust, or any adjournment thereof, the following person:

Name \_\_\_\_\_ Title \_\_\_\_\_

Email: \_\_\_\_\_

**Note: If option (a) is selected, the person listed above must attend in-person to vote.**

**OR**

***Proxy***

(b) appoint as its true and lawful attorney, the Board of Directors of the Vermont School Boards Insurance Trust, by majority vote, with the power of substitution for it and in its name to vote at the Annual Meeting of the Vermont School Boards Insurance Trust, to be held on the 25th day of October, 2024 or at any adjournment thereof, with all the powers it should possess if personally present through its authorized representative.

**Please sign and date this section once you have chosen (a) or (b):**

Dated at \_\_\_\_\_, Vermont, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

This action is valid for one year [365 days] from the date of enactment, or until it is superseded by subsequent action of the member filed with the Trust.

\_\_\_\_\_  
Name of Member Supervisory District/Supervisory Union

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_



Vermont School Boards Insurance Trust  
52 Pike Drive  
Berlin, VT 05602  
802/223-5040

# MEMO

To: VSBIT Members  
From: Jonathan Steiner, President  
Date: July 26, 2024  
Re: VSBIT Board of Directors

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The VSBIT Board is comprised of five members. As outlined in the organization's current Bylaws, the Directors include one School Board Member, one Superintendent and one School Business Official, each with a three-year term. In addition, there are two At-Large seats with terms of two years. The current Directors, along with the length of their term, are included below.

### **Current VSBIT Board of Directors**

Scott Brown, School Board Member	Term expires 2025
Michael Clark, Member At-Large	Term expires 2025
Ted Plemenos, Business Official	Term expires 2026
Steve Hier, Member At-Large	Term expires 2024
Ryan Heraty, Superintendent	Term expires 2024

The membership will elect two Directors to fill the terms expiring in 2024 at the Annual Meeting to be held October 25, 2024, at 8:00 am. The VSBIT Board has established a nominating committee to seek out interested candidates.

# VERMONT SCHOOL BOARDS INSURANCE TRUST

## ANNUAL MEETING

October 27, 2023, 8:00 A.M.

## LAKE MOREY INN

Fairlee, Vermont

**Board and Staff Present:** Michael Clark, Scott Brown, Jonathan Steiner, Ken Canning, Bobby-Jo Salls, Gillian Pieper, Michelle Broderick and Jessica Valler.

**Others Present:** Penny Chamberlin, Orleans Central SU, Richard Shanley, Lamoille South Supervisory Union, Bobbi Rood, Harwood Unified Union SD, Morgan Daybell, Franklin Northeast SU, Akua Smith, Franklin Northeast SU, Linda MW Smith, Greater Rutland County SU, Gaston Bathalon, North Country SU, Jack McCarthy, Maple Run Unified SD, James Peyton, Kingdom East SD, Robert Carpenter, Essex/Westford Educational Comm. UUSD, Michael Innes, Grand Isle SU, Julie Regimbal, Missisquoi Valley SD, John Tague, Franklin West, Eric Montbriand, Greater Rutland County, Sherri Nichols, Springfield SD, Ted Plemenos, Rutland City SD, Barbara Wilson, Addison Central SD, Jody L. Emerson, Central VT Career Center SD, Edye Graning, Mount Mansfield UUSD, Ryan Heraty, Lamoille South SU, Kamal Dahal, Winooski SD, Abigail Campbell, St. Johnsbury SD, Angela Arsenault, Champlain Valley SD, Will Biederman, Patricia Hannaford Career Center SD, Collin Fingon, Greater Rutland County SU, Laura Williams, South Burlington SD, with 46 votes from the floor and 25 proxies held by the Board.

The Meeting was called to order by VSBIT Board Chair, Michael Clark at 8:01 a.m. VSBIT President, Jonathan Steiner welcomed members.

### Items 1-3

Readings of the Roll Call of Members, Proof of Notice of the 2023 Annual Meeting and the Minutes of the previous meeting were waived. Michael Clark made a motion and Barb Wilson seconded the motion to waive the readings. The motion passed.

### Item 4

Jonathan Steiner discussed the financials of the program and the most recent audit. Reports from the Officers and Directors were included in the VSBIT 2023 Annual Report, which is posted on the VSBIT website. Prior to the meeting members were notified electronically how to access the report.



**Item 5**

Michael Clark reviewed the seats up for election. The Nominating Committee presented the following for the election to the Board:

Michael Clark, to serve a 2-year term as an at-large member.

Ted Plemmenos, School Board Member, to serve a 3-year term.

Michael Clark asked for any nominations from the floor. There were none. A motion was made by Morgan Daybell, to accept the slate and cast one vote to elect both individuals to the VSBIT Board. The motion was seconded by John Tague. The Motion passed.

**Item 6**

Michael Clark opened the meeting to questions concerning VSBIT Programs.

Motion to close the meeting was made by James Payton to adjourn, seconded by Ryan Hearty. The vote to adjourn was unanimous.

**Item 7**

As there was no further business, the meeting adjourned at 8:12 a.m.

Respectfully submitted,  
Jonathan Steiner  
VSBIT President