



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 23, 2025  
Re: **VSBIT Annual Meeting Notice**

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The Vermont School Boards Insurance Trust (VSBIT) will hold its Annual Meeting on Friday, **OCTOBER 30, 2025** in conjunction with the Vermont School Board Association's Annual Meeting at the Double Tree by Hilton Burlington, Vermont. The VSBIT Annual Business Meeting will start at **8:00 AM**. Included with this Memo are **Exhibit A: Notice of the 2025 Annual Meeting** and a copy of the Minutes of the 2024 Annual Meeting.

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 3rd. 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 30<sup>th</sup>.

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

We look forward to seeing you at the Double Tree by Hilton Burlington, October 30<sup>th</sup>.

Enclosures



# **VERMONT SCHOOL BOARDS INSURANCE TRUST ANNUAL MEETING**

**Double Tree by Hilton Burlington  
October 30, 2025  
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 12, 2025, determined that the 2025 Annual Meeting of the Corporation will be held at the following date, time and place:

DATE: October 30, 2025

TIME: 8:00 A.M.

PLACE: Double Tree by Hilton, Burlington, 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 12, 2025 it was resolved by the Board that the Membership Books would be closed as of October 3, 2025 for the purpose of determining members entitled to vote at the October 30, 2025 meeting.

A list of voting members of the Corporation entitled to vote at said Annual Meeting is posted online at [www.vsbitt.org](http://www.vsbitt.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 30, 2025, 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 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 30th day of October, 2025 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: \_\_\_\_\_



## **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 30th day of October, 2025 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: \_\_\_\_\_



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

# MEMO

To: VSBIT Members  
From: Jonathan Steiner, President  
Date:  
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
Vanessa Koch, Member At-Large	Term expires 2026
Ryan Heraty, Superintendent	Term expires 2027

The membership will elect two Directors to fill the terms expiring in 2025 at the Annual Meeting to be held October 30, 2025, at 8:00 am.

# VERMONT SCHOOL BOARDS INSURANCE TRUST

## ANNUAL MEETING

October 25, 2024, 8:00 A.M.

## LAKE MOREY INN

Fairlee, Vermont

**Board and Staff Present:** Michael Clark, Jonathan Steiner, Bobby-Jo Salls, Michelle Broderick and Jessica Valler.

**Others Present:** Wendy Baker, ACSD, John Tague, FWSU, Penny Chamberlin, OCSU, Jennifer Botzojorns, Rivendell, Julie Regibald, MVSD, Joe Winrich, Windham Central, Michael Boutin, BUUSD, James Peyton, Kingdom East, Barb Wilson, ACSD, Andy Haas WNESU, JoAnn Canning, BUUSD, Jodie Stewart-Ruck, MRUUSD, Laura Taylor, EWSD, Ryan Heraty, LSSU, Matt Foster, CCSU, Kelsey Root-Winchester, OESU, Keri Bristow, MVSD, Kamal Dahal, WSD, Linda MW Smith, GRCSU, Gaston P. Bathalon, NCSU, Rob Wertz, WNESU, Suzanne Buck, ACSD, Erin Jupner, MAUSD, Jeff Colomb, Rutland Town, Michael Clark, OSSD, Mary Niles, FNESU, Michael Innes, GISU, Ted Plemenos, Rutland City, Collin Fingon, Rutland Town, Bart Bezib, Lamoille North, David Baker, Orleans SW, Steven Dellinger-Pate, WCUUSD, Catherine Whalen, BUUSD, Julie Regimbal, MVSD, Neil Odell, SAU70/Norwich, Laurie Bertrand, RMESU, Sherri Nichols, SSD, with votes from the floor 48 and 40 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 2024 Annual Meeting and the Minutes of the previous meeting were waived. Lori Bertrand, made a motion and Jim Payton, seconded the motion to waive the readings. The motion passed.

### Item 4

Reports from the Officers and Directors were included in the VSBIT 2024 Annual Report, which is posted on the VSBIT website. Prior to the meeting members were notified electronically how to access the report. A motion was made by Sherry Nichols, seconded by John Teague, to accept the reports. The motion passed.

### Item 5

Jonathan Steiner reviewed the seats up for election. The Nominating Committee presented the following for the election to the Board:



Vanessa Koch, to serve a 2-year term as an at-large member.

Ryan Hagerty, Superintendent Position, to serve a 3-year term.

Jonathan Steiner asked for any nominations from the floor. There were none. A motion was made by John Teague to accept the slate and cast one vote to elect both individuals to the VSBIT Board. The motion was seconded by Ted Plemenos. The Motion passed.

#### **Item 6**

Jonathan Steiner, President of VSBIT provided an overview of VSBIT programs including Worker's Compensation and Property Casualty Coverage, and the different grant programs available.

#### **Item 7**

Jim Payton made the motion to adjourn the annual meeting, seconded by Julie Regibald. The motion carried and the meeting was adjourned at 8:13 a.m.

Respectfully submitted,  
Jonathan Steiner  
VSBIT President