

UNAPPROVED DRAFT 2/15/18	BOARD APPROVED 3/12/18	CORRECTIONS
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ADDISON NORTHWEST SCHOOL DISTRICT

Board of Directors' Meeting

Monday, February 12, 2018

5:30 PM

Vergennes Union High School

Minutes of the Meeting

Board: Addison Laurie Childers, George Lawrence
Ferrisburgh Laurie Gutowski, Kristina MacKulin, George Gardner
Panton Diana Raphael
Vergennes Sue Rakowski, Chris Cousineau, Mark Koenig, John Stroup
Waltham Tom Borchert

Student Rep: Mason Charlebois

Administration: JoAn Canning, Matt DeBlois, Travis Park, Beth Brodie, Stephanie Taylor, Jay Stetzel, Elizabeth Atkins, Kara Griswold

Guests: Martha Kenfield, Rose Wenzel, Zé Anderson-Brown, Lynne Rapoport, Sheryl Thurber, Mike Krause, Sharon Cram, Steve Marshall, Mike Davey, Carrie Root, Jessica Thibeault, Caetlin Harwood, Nancy Ambrose, William Hall, Carole McBride, Lee Shorey, Laurie Steadman, Sharon Mallory, Dana Peterson

Recorded by [RETN](#)

Call to Order:

The meeting was called to order at 5:30 p.m. by Chair Rakowski.

Motion was made by G. Gardner, seconded by K. MacKulin, to approve the agenda as presented. Chair Rakowski stated there had been a request to change the order of the presentations to 1) VUHS; 2) Audit; 3) Hannaford Career Center. So voted and motion approve.

Public Communication:

S. Cram, teacher from Addison Central School, distributed a letter to the Board and read it aloud on behalf of some of the ACS staff regarding concerns of reductions to the teaching staff. (Letter is attached). Chair Rakowski stated their meeting in March will be focusing on staffing and also at their Board retreat in March.

C. Harwood, parent and Chair of ACS PTA, shared concerns of the staff reductions and parents are feeling uninformed about decisions. She asked questions about how decisions are made, was it only staff cuts or cuts across the board in the budget, and how it is compared with the other schools. Chair Rakowski replied that staffing is the domain of the administration.

C. McBride, parent from ACS, expressed her concerns of staffing changes and the multi-grade classrooms.

Presentations to the Board:

VUHS Presentation – Principal Taylor, L. Steadman, L. Shorey, S. Mallory – Reviewed the process and procedures of the Resource Response Center (RRC) and the behavior expectations.

Audit Presentation – Bill Hall from RHR Smith Auditing firm presented the draft audits for FY 17. He had received a list of questions from the Board prior to the meeting and reviewed the responses. He responded there were no concerns on internal controls; no issues with the cash flow; and found the office staff very helpful through the process.

Some concerns mentioned in the Management letter included:

- Electronic requisition process – lack of use.
- General ledger out of balance – a result of FY 16 and previous auditing firm.
- No stipend procedures – stipend should go through Board for approval.
- All donations made should go through the Board.
- Credit card purchases and taxes paid; late fees being paid.
- FY 16 chart of accounts were a disaster from the prior auditor, nothing tied out. A lot of work was done by RHR Smith and Business Manager Atkins to fix the General Ledger, but now as one District, the General Ledger should be very solid.
- FY 17 fund balances – VUHS fund balance was over \$1 million. The reason for that was because there was a negative \$257,000 raise of taxes for negative fund balance. This amount was charged twice. Also, there had been some savings in the Maintenance budget. What happened was that someone did not take total revenues, subtract the \$257,000 to match up expenses, so local taxes got charged twice on the \$257,000.
- VUES has a Capital Improvements Fund and a Construction Projects Fund which needs to be combined.
- Food deficits in all schools need to be dealt with.

L. Childers requested Superintendent Canning to follow up with former ANWSU Board Chair, Bill Clark, to find out where the formal complaint to the VT Board of Professional Licensing against the former auditing firm stands and report back to the Board if another complaint needs to be filed.

Patricia Hannaford Career Center Presentation – Interim Director/Superintendent D. Peterson reviewed the FY19 HCC budget. They will have an Open House and a School Maker Fair on February 15, 2018.

Board and Committee Reports:

Superintendent and Business Manager's Report – Superintendent Canning and Business Manager Atkins reported there had been some community questions about the audits. The process of the drafts was reviewed. It was explained that on the January 10th meeting, the audit draft figures were not in hand, but received on January 19th. Four of the five drafts have been agreed upon at this time. Fund balance figures were published before an audit draft was received. The plan for the surplus money was to apply \$650,000 to lower education spending;

\$423,000 towards the food service deficits and the remaining balance to a Capital Projects fund. After a review of the difference between a fund or a reserve, the District will pull back the Capital Projects fund at this time and wait to reserve the right to establish the fund with a final audit. This will be put out after March 6 with a Special meeting for a public floor vote.

Principals' Reports – stands as presented. L. Childers recognized how great it was for the ACS PTO to cover a schoolwide day at the Snow Bowl. She congratulated the 5/6 boys basketball team.

T. Borchert asked for more information to be presented about the VUHS Guidance department at another time.

Student Report – stands as presented.

***** THE ANWSD BOARD MEETING RECESSED AT 7:45 PM TO CONDUCT THE PUBLIC FORUM ON THE DISTRICT FACILITIES PROJECT. Motion was made by L. Childers, seconded by T. Borchert to recess at 7:45 p.m. for the forum. So voted and motion carried.**

THE ANWSD BOARD RECONVENED AT 8:24 PM. ***

Board Chair Report – stands as presented.

Community Engagement Committee – D. Raphael reported the CEC met with Sue McCormack on 1/29/18 to further develop a plan to present to the board in March. Diana and Beth Brodie have met to finalize a draft plan and timeline which will be reviewed by the committee on 2/27/18.

Policy Committee – J. Stroup reported a system of review for required ANWSD procedures and reports has begun.

Required Administrative Procedures:

- 32 ANWSD Policies require Administrative Procedures (in reality it's only 31 because B4 does not apply - we do not have Transportation Employees)
- 10 have been created/revised according to ANWSD policy and have been reviewed by me (JTS) as of 02.12.18 (B20, B21, C2, C24, C25, C41, D6, F1, F30, & F40)
- 9 have been created/revised but have not been reviewed (didn't go through the email) (B2, B31, C1, C4, C7, C8, C34, D2, & D21)
- 11 are "in process" or not yet available (B6, C6, C10, C20, C40, D1, D3, D4, D5 E1, & F22)
- 1 Reviewed but does not meet policy requirements (C21 - references old ANWSU policies)

Required Administrative Reports:

- 16 ANWSD Policies require Administrative Reporting
- 5 have been created according to ANWSD policy and have been made available to Board (D6, F20, F21, F30, & F42)
- 2 are "in process" and have a future date for Board review (C3 & C9)

- 7 are "in process" but do not yet have a date for Board availability (B31, C2, C5, C10, C34, D1, & D4)

Facilities Committee – No report at this time.

Finance Committee – L. Childers reported she had reviewed the bills. She noticed an invoice for a new sign at the high school. Discussion ensued if this should have been brought to the Board. She stated she has a concern about contracts that have no verbiage of responsibilities or job description.

Hannaford Career Center – K. MacKulin reported the Board meeting and Annual meeting is on February 14. Open House and Maker Fair is on February 15.

VSBA Representative – L. Childers reported their meeting is on February 14 and they will be taking positions in legislature.

Action Items:

Approval of Minutes – Motion was made by G. Gardner, seconded by M. Koenig, to approve the minutes of the January 10, 17 and 22, 2018 meetings as presented. So voted and motion carried.

Approval of Bills and Directors' Orders – Motion was made by L. Childers, seconded by C. Cousineau, to approve payroll in the amount of \$843,393.23 and bills in the amount of \$462,731.29. So voted and motion carried.

Authorize Superintendent to Offer Contract – Motion was made by T. Borchert, seconded by G. Gardner, to offer a contract to Jaymes Benoit for the remainder of the school year for the PE/Health position. So voted and motion carried.

Appoint Members to Evaluation Committee – Motion was made by T. Borchert, seconded by J. Stroup, to appoint members to the Superintendent Evaluation Committee. Members that volunteered are J. Stroup, D. Raphael, K. MacKulin, M. Koenig, T. Borchert, and S. Rakowski. J. Stroup made an amendment to the motion to include those named, seconded by G. Gardner. So voted. All in favor of the amended motion, and motion carried.

Discussion Items:

Annual Meeting Planning – S. Rakowski stated the minutes from last year will need to be edited; she will share the edits she found with the Board, since she will not be present at the Annual meeting. The Budget Informational meeting will follow the Annual meeting.

Adjournment:

Motion was made by G. Gardner, seconded by M. Koenig, to adjourn the meeting at 8:58 p.m. So voted and motion carried.

ANWSD Board Mtg.

2/12/18

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Submitted by,

Glory Martin

Recording Secretary