

UNAPPROVED DRAFT 8/18/17	BOARD APPROVED 9/11/17	CORRECTIONS
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ADDISON NORTHWEST SCHOOL DISTRICT
Board of Directors' Meeting
Monday, August 14, 2017
6:00 PM
VUHS Library

Minutes of the Meeting

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

Administration: JoAn Canning, Matt DeBlois, Elizabeth Atkins, Stephanie Taylor, Jay Stetzel

Guests: Martha Kenfield, Rose Wenzel, Nancy Ambrose, Nicole Mace (VSBA)

Call to Order:

The meeting was called to order at 6:01 p.m. by Chair Rakowski.

Adopt the Agenda - Chair Rakowski asked for a motion to adopt the agenda. Motion was made by L. Childers, seconded by G. Gardner, to adopt the agenda as presented. T. Borchert asked to have the Discussion Item on Job Description to be removed. S. Rakowski removed the executive session. S. Rakowski asked to add the creation of a Superintendent Evaluation Committee to Action Items. So voted and motion carried.

Public Communication:

N. Ambrose expressed her disappointment of starting the school year without a contract. Chair Rakowski announced a scheduled mediation is on August 31, 2017 at 3:30 p.m. at the ANWSD Office.

R. Wenzel suggested the Board have name plates in front of them at meetings.

Board Education:

Superintendent's Evaluation Process – N. Mace from the VT School Board Association (VSBA) reviewed the process of the evaluation and VSBA uses a rubric to determine levels of performance for the Superintendent.

Her recommendation is the process of this evaluation should look back to the transition year (2016-17); what are the expectations moving forward; continue working on the job description; and be overseen by a committee using the rubric adjusted to work for the District, conduct the evaluation and have discussion with the full Board. The timeline is evaluation is due by March 1. The committee should meet with 2-3 meetings to establish the rubric.

Board and Committee Reports:

Superintendent's Report – Superintendent Canning asked any Board members who have not picked up their Chromebook to come into the office and pick it up or let her know that they are not using it.

- She asked for a quorum of board members to discuss a personnel matter at a later date. F. Yarbrough, D. Raphael, M. Koenig, C. Cousineau, G. Gardner, K. MacKulin, and S. Rakowski volunteered.
- There are still two positions open at FCS and one at VUES, which has been verbally accepted.
- Volunteers of the Board are needed for Convocation day on August 24 (S. Rakowski, D. Raphael, F. Yarbrough, and T. Borchert). All are invited for the whole day.
- Introduction of Elizabeth Atkins, new Business Manager.
- Principals will be asked to attend board meetings as long as they do not have any personal commitments that day.

Business Manager's Report – E. Atkins distributed a preliminary Expense Budget to Actual report and stated there are still adjustments and encumbrances being made. Example of different report options will be discussed at the Finance Committee meeting on August 17. T. Borchert asked to have clear amounts of each school's Capital Improvement funds.

Board Chair Report – Chair Rakowski read a statement of the process and status of the teacher negotiations and the tentative agreement of the Support Staff.

D. Raphael stated she supported the quarterly board retreats. She questioned the discussion of the hiring process for administrators. The process would be followed the same as hiring a licensed staff. She suggested board members be included in the hiring of administrators. Superintendent Canning stated a review of the hiring process will be at a future meeting.

L. Gutowski asked if a report from the Director of Building and Grounds could be included monthly. Superintendent Canning stated that reports could come through the Facilities Committee report.

Community Engagement Committee – Next meeting is on Thursday, August 17. Preparing to showcase the Vision Statement at all of the school Open Houses.

Policy Committee – Next meeting on Wednesday, September 6.

Facilities Committee – Next meeting on Friday, August 18. Discussion will be around timelines, Performance Contract update, and systems to be developed by K. Sullivan, Director of Building and Grounds.

Finance Committee – Had a meeting with E. Atkins, Business Manager. Next meeting on Thursday, August 17. Meetings will be scheduled for the second Thursday of each month.

Board Reports – K. MacKulin reported she attended the Hannaford Career Center Board meeting and met the new interim director.

Action Items:

Approval of Minutes – Motion was made by T. Borchert, seconded by G. Gardner, to approve the minutes from the June 28, 2017 meeting and the July 19, 2017 Board Retreat. S. Rakowski stated she did not make the motion, but rather it was G. Gardner. So voted and motion carried with the change.

Approval of Bills and Directors' Orders – E. Atkins stated the individual schools had some payments that came in after June 30 to be approved along with the first batch of orders for the School District. Motion was made by M. Koenig, seconded by G. Gardner, to approve the bills and directors' orders as follows:

ACS - \$6,999.45

FCS - \$21,212.50

VUHS - \$77,740.21

SU - \$165,936.50

VUES - \$633,230.85

ANWSD - \$807,589.67

Discussion ensued. So voted and motion carried.

Approval for Superintendent to Offer Letters of Intent – Motion was made by F. Yarbrough, seconded by G. Gardner, to approve the Superintendent to offer letters of intent to Nancy Bunyea, Special Educator and Dylan Stoll, School Psychologist. Discussion ensued. So voted and motion carried.

Approve of Committee Charges – Motion was made by M. Koenig, seconded by F. Yarbrough, to approve the Facility Committee charge as presented:

Facility Committee Charge:

- 1) Assist the administration in developing near term and long term capital maintenance plans and sustainable budgets therefore;
- 2) Advocate to the Board and the community for support of those plans;
- 3) Serve as a sounding board for planning and implementing facilities maintenance and improvement priorities on a current basis.

Discussion ensued. F. Yarbrough amended the motion to change the language of the first charge, C. Cousineau seconded the motion. Discussion ensued.

F. Yarbrough withdrew the amendment, all in favor. M. Koenig withdrew the original motion, all in favor. The charge has been tabled.

Motion was made by M. Koenig, seconded by C. Cousineau, to approve the charge for the Finance Committee as presented:

Finance Committee Charge:

Finance Committee purpose is to ensure ANWSD's adherence to 16 V.S.A. § 563 Sections 8 - 11 and to help ensure ANWSD's fiduciary responsibility to the electorate is fulfilled:

In adherence to 16 V.S.A. § 563 section 8; Understand in detail ANWSD's current financial policy and procedures, monitor adherence of the current financial policy and procedures and appropriate budget spending utilizing monthly strategic bill review, regular meetings with the treasurer, business manager and direct communication with the engaged auditor.

Work with the business manager, superintendent, treasurer and auditors to ensure written required procedures are complete, Significant Audit Findings and Auditor Management Letter are addressed and corrected in a timely manner.

As directed by ANWSD's board no later than the final board meeting in September and in accordance with 16 V.S.A. § 563 section 11(A)-(D) work with business manager and superintendent to prepare an annual budget for presentation to the ANWSD's board.

Work with the Board and its committees, business manager and superintendent to prepare and distribute timely the report of conditions and needs as required by 16 V.S.A. § 563 section 10 (Annual Report).

Work with the Policy Committee on any recommendations for policy changes when/if needed.

Work with the business manager, superintendent and treasurer to present a contract recommendation for hiring an audit firm to the ANWSD board.

VT Statue reference: <http://legislature.vermont.gov/statutes/section/16/009/00563>

Discussion ensued. F. Yarbrough amended to motion, seconded by C. Cousineau, to amend paragraph five to read "work with the Board and its committees," and remove the wording VT Statute in four places. So voted and amendment passes. Original motion was voted on and carried as amended.

Approval to add quarterly retreat meetings to Board calendar – Motion was made by D. Raphael, seconded by G. Gardner, to approve adding quarterly retreats to the Board calendar. Discussion ensued. T. Borchert amended the motion to tri-annual meetings, seconded by C. Cousineau. Discussion ensued. K. MacKulin suggested a weekend day. So voted, one opposed. Original motion was voted on, all in favor.

Creation of a Superintendent Evaluation Committee – Motion was made by F. Yarbrough, seconded by C. Cousineau, to approve the creation of a Superintendent Evaluation Committee.

So voted and motion carried. Committee will consist of: S. Rakowski, D. Raphael, M. Koenig, K. MacKulin, J. Stroup.

L. Childers asked about a charge for the committee. Motion was made by L. Childers, seconded by M. Koenig, to accept the following as the charge:

Superintendent Evaluation Committee Charge:

- Tweak the evaluation rubric,
- Review goals to be included on the evaluation rubric,
- Update the Superintendent Job Description,
- Outline a timeline for the evaluation process, including quarterly reviews/check-ins

Discussion ensued. So voted, six in favor; three opposed.

Discussion Items:

Guidelines for the Work of the Board - current guidelines state it is for the year of transition. F. Yarbrough stated he feels the guidelines are still relevant and should be continued to be revised as needed. This item could be revisited at a Board retreat.

Adjournment:

Motion was made by T. Borchert, seconded by M. Koenig, to adjourn the meeting at 8:18 p.m.

So voted and motion carried.

Respectfully submitted,

Glory Martin
Recording Secretary