

UNAPPROVED DRAFT 12/21/17	BOARD APPROVED 1/10/18	CORRECTIONS
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**ADDISON NORTHWEST SCHOOL DISTRICT**

**Board of Directors' Meeting**

**Monday, December 18, 2017**

**6:00 PM**

**Addison Central School**

**Minutes of the Meeting**

**Board:** Addison George Lawrence  
Ferrisburgh Laurie Gutowski, Kristina MacKulin, George Gardner, Finn Yarbrough  
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, Stephanie Taylor, Jay Stetzel, Elizabeth Atkins, Kara Griswold

**Guests:** Nancy Ambrose, Lynne Rapoport, Rose Wenzel, Erin Reed, Martha Kenfield, Caetlin Harwood, George Merkel, Jeff Glassberg, John Spencer, Vince Paradis, Mike Davie

Recorded by [RETN](#)

**Call to Order:**

The meeting was called to order at 6:00 p.m. by Chair Rakowski.

Motion was made by M. Koenig, seconded by F. Yarbrough to approve the agenda as presented. J. Stroup asked for Action Item 5.C.4 (Policy F43 – Video Security Camera) be removed and will be added to a future meeting. T. Borchert asked for item 4.E.3 (Facilities Committee Report) be moved to 4.E.6 to accommodate for a presentation and move 5.F (Approval of Performance Contract Scope of Work) to 5.A. So voted and motion carried with the amendments.

**Public Communication:**

Chief Merkel, Vergennes Police Department, shared with the Board information about the School Resource Officer program. Funding is covered on a 75/25 match through a “Cops Grant”, with the School District responsible for the 25%, which is approximately \$30,000. After three years, the full responsibility is on the District.

R. Wenzel stated she was happy to say the teachers now have a signed Agreement.

**Board Education:**

K. Griswold, Director of Student Support Services and Early Childhood, presented information on Pre-school and Student Support Services with enrollment and budgetary figures. ([presentation is attached](#)).

**Board and Committee Reports:**

**Superintendent and Business Manager's Report** – Reports stand as presented.

**Principals' Reports** – Reports stand as presented. Principal DeBlois, VUES, was asked to share the results of the climate survey when they were available.

**Student Report** – Report stands as presented. Chair Rakowski congratulated M. Charlebois for being awarded Presidential Scholar.

**Board Chair Report** – Reports stands as presented. Chair Rakowski confirmed the Teachers' Master Agreement is fully signed.

**Community Engagement Committee** – Workshop was held on December 6 with Susan McCormack and a follow-up meeting will be on December 19. Work is being done to create a structure for community engagement work moving forward.

**Policy Committee** – Committee met on December 4 and will plan to meet again in early February. February goals will be to work on monitoring the Board policy reports system. March goals will be to review ten policies and another ten in May. If a Board member has any policies they would like to see reviewed, let J. Stroup know.

**Finance Committee** – Committee met on November 30 along with the Treasurer; reviewing the system of monetary reports; and discussed a couple of the financial policies.

**Hannaford Career Center** – K. MacKulin reported the HCC Board met last week with discussion of their audit report (available next month); FY 19 budget (no proposed cuts); presentation by a team of teachers on up and coming technology opportunities; demonstration of the HCC new website; and the ART program held their production last week.

**VSBA Representative** – was not available this evening.

**Facilities Committee** – A presentation was given by Mike Davies, EEI – Energy Efficient Investments, on the proposed Performance Contract for the District. [\(presentation is attached\)](#). J. Glassberg, community member on the Committee, explained a proposal of how this will be paid for. The Committee is suggesting a bond to the voters in March, 2018, beginning work in the spring of 2018 and completed by the winter. The 2000 bond on VUHS will be paid off by 2020, which is \$400,000+ in debt services. The scope of the work will estimate about a \$200,000 per year utility savings. A 20 year bond would be approximately \$600,000 per year. Fixed costs would be flat.

**Action Items:**

**Approval of Performance Contract Scope of Work** – Motion was made by T. Borchert, seconded by G. Gardner, to accept the Facilities Committees proposal and EEI's scope of the work totaling

\$7.6 million to be conducted during the summer of 2018. So voted and motion carried. Finance information will be discussed in January.

**Approval of Minutes** – Motion was made by G. Gardner, seconded by C. Cousineau, to approve the minutes of the November 7, 2017 Board Retreat and the November 13, 2017 Board meeting. So voted and motion carried.

**Approval of Bills and Directors' Orders** – Motion was made by C. Cousineau, seconded by G. Gardner, to approve the bills in the amount of \$587,787.74 (accounts payable) and \$882,337.25 (payroll). So voted and motion carried.

**Policy Adoption** – Motion was made by J. Stroup, seconded by T. Borchert, to approve policy A30 – Role and Adoption of School Board Policies. J. Stroup stated the VT School Boards Association (VSBA) model was used. So voted and motion carried.

Motion was made by J. Stroup, seconded by L. Gutowski, to approve policy C41 – Intra-District Elementary School Choice Policy. Discussion ensued. Policy would run as a pilot. J. Stroup stated he would like to see procedures in place first. So voted and motion carried, with one oppose.

Motion was made by J. Stroup, seconded by F. Yarbrough, to approve policy F32 – School Crisis Prevention and Response Policy. J. Stroup stated this was brought back from the last meeting with a change in the language that any persons will be held accountable for their actions. So voted and motion carried.

**Approval of Capital Improvement Fund Refund for VUES** – Motion was made by F. Yarbrough, seconded by G. Gardner, to approve the Capital Improvement refund of \$23,722 for the roof repairs of VUES. Discussion ensued. So voted and motion carried.

**Approval of Internal Audit Controls Questionnaire** – Motion was made by G. Gardner, seconded by T. Borchert, to approve the internal audit controls questionnaire as presented. This is an annual requirement to be completed. Discussion ensued. So voted and motion carried.

**Approval of Contract for the Director of Learning** – Motion was made by T. Borchert, seconded by J. Stroup, to approve the contract for Kimberly Audette as the Interim Director of Learning as a part-time position. So voted and motion carried.

**Assign Committee for a Grievance** – A committee of Board members are needed for a grievance. G. Gardner, S. Rakowski, F. Yarbrough, M. Koenig and C. Cousineau volunteered. The meeting will be on January 9 or 11, 2018, to be determined. Motion was made by T. Borchert, seconded by J. Stroup, to accept these Board members as the committee assigned to the grievance. So voted and motion carried.

Questions were revisited about the Capital Improvement Fund that was being signed by the Board. More clarification was needed. Superintendent Canning stepped away to reach Business Manager Atkins by phone.

**Discussion Items:**

**Addison Central School Land Swap Agreement** – G. Lawrence reviewed the agreement and exchange that had occurred between ACS and the Town of Addison. The deed will need the School District name change made. The District's attorney will review. A decision and/or approval will be made at the January meeting.

**Capital Improvement Fund Revisited** – Business Manager Atkins was contacted via the phone to explain the note received. She explained that this is to re-fund (refinance) the balance of the loan, it is not a refund.

Motion was made by F. Yarbrough, seconded by C. Cousineau, to revoke the original motion to approve the Capital Improvement fund refund. So voted and motion carried.

Motion was made by F. Yarbrough, seconded by M. Koenig, to approve the refunding (refinancing) the Capital Improvement Fund in the amount of \$23, 722 at a 2.1% rate. So voted and motion carried.

**Adjournment:**

Motion was made by G. Lawrence, seconded by M. Koenig, to adjourn the meeting at 8:31 p.m. So voted and motion carried.

Submitted by,

*Glory Martin*  
Recording Secretary