

UNAPPROVED DRAFT 8/10/16	BOARD APPROVED 8/31/16	CORRECTIONS
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**Addison Northwest School District
Board Retreat
Monday, August 8, 2016
4:00 PM
VUHS Library**

Board Reps: Addison George Lawrence
 Ferrisburgh: Laurie Gutowski, George Gardner, Finn Yarborough (5:00)
 Panton: Diana Raphael
 Vergennes: Sue Rakowski, John Stroup, Chris Cousineau, Mark Koenig
 Waltham: Tom Borchert

Administration: JoAn Canning, Superintendent

Guests: Nicole Mace, VSBA Executive Director

Call to Order:

The meeting was called to order at 4:04 p.m. by Vice Chair Rakowski. She asked for any changes or amendments to the agenda. Approval of the minutes from the last retreat was added to the action items.

Welcome, Introductions and Agenda Overview:

N. Mace, VT School Board Association Executive Director, welcomed everyone and reviewed the agenda for the evening.

Opening Activity:

Getting to know each other – scale of comfortability.

Shared Beliefs about Education:

N. Mace reviewed the draft Strategic Vision Statement using the information shared at the previous retreat.

Recommendations that were made include:

- Include STEM (Science, Technology, Engineering, Mathematics) in the foundational knowledge
- Include Equity in the opening statement
- In the second section, add “operation of schools” and remove unification process

N. Mace will work on the next draft with the corrections, send to Superintendent Canning and Chair Childers for review and adopt at the next meeting.

Establish Board Work Plan and Timeline:

Board members broke out into the committees they are assigned to and the purpose is to strategize what needs to get done and when over the next 11 months.

Negotiations Committee:

August	Determine items to negotiate
September	Communicate ongoing Refine and prioritize items Meet and set ground rules/present both proposals Set meeting schedule Identify three neutrals and get on their schedule

Community Engagement Committee:

August	Communicate with community through media what vision statement is adopted Facebook, website
September	Committee to meet to design form of Focus Groups (community hubs, PTO, Vergennes Partnership, home visits, etc.) Finalize Focus Groups calendar
October	Meet with Parent groups Have schedule for Focus Groups
November	First Focus Group
January	Focus Group Communicate budget to public prior to Town Meeting
February	Focus Group
March	Synthesize
April	Meet before spring break
May	Meet to discuss "Where are we now?"

Policy Committee:

September	Section F (VSBA policies)
October	Section A
November	Section B
January	Section C

February Section D
March Section E

Board Development – Governance Frameworks:

N. Mace reviewed the basic principles of Policy Governance, which is designed to help boards to function at a high level of governing role. Discussion ensued on the difference between Policy Governance and the VSBA Essential Work of the Board. N. Mace suggested a presentation by Val Gardner on Policy Governance. VSBA Regional meeting is scheduled for October 4 at Otter Valley. G. Gardner suggested putting the decision on hold of which system to use until the Board can have some more time to research it.

Board Development – Open Meeting Law & Roberts Rules:

N. Mace reviewed the Open Meeting Law with a PowerPoint presentation. Each Board member was given a book on Roberts Rules and a further discussion/training may occur at another time.

Board Development – Fiduciary Responsibilities:

N. Mace reviewed the School Board's financial oversight responsibility, which includes:

- Create a culture that assures focused and responsible management of financial resources within the district
- Establish policy related to budgeting and financial oversight
- Propose a budget and assure approval by the electorate
- Assure adequate internal controls have been put in place by the administration
- Conduct financial monitoring
- Be a good consumer of the annual audit

Legal Responsibilities of a Board:

- Duty of Care – Act in good faith and exercise reasonable care and due diligence
- Duty of Loyalty/Avoid Conflicts of Interest – Act in good faith with the interest of the institution in mind
- Duty of Obedience – Ensure that the institution's resources are dedicated to the fulfillment of the mission

Board Information and Action Items:

The review of the Code of Ethics will be discussed at the August 31st meeting.

Approval of Minutes – Motion was made by G. Gardner, seconded by M. Koenig, to approve the minutes of the meeting from July 26, 2016. Vice Chair Rakowski asked for any discussion. She asked for a change on the Next Meeting Date location to state at VUHS instead of TBD. So voted and motion passes with the correction made.

Discussion of the Work Plan will occur at the August 31st meeting.

Next Meeting Date:

Wednesday, August 31, 2016 6:00 PM VUHS Library

Adjournment:

Motion was made by G. Gardner, seconded by J. Stroup, to adjourn the meeting at 7:47 p.m. So voted and motion passes.

Respectfully submitted,

GLORY MARTIN
Recording Secretary