

UNAPPROVED DRAFT 1/3/17	BOARD APPROVED 1/25/17	CORRECTIONS 1/27/17
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**Addison Northwest School District
Board Meeting
Wednesday, December 28, 2016
6:00 PM
Vergennes Union High School – Library**

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

Administration: JoAn Canning, Superintendent
Tonia Mears, Business Manager

Guests: Kara Griswold, Bob Owens, Kathy Barwin, Susan Anderson-Brown, Travis Park, Beth Brodie, Matt DeBlois, Stephanie Taylor, Jay Stetzel, Martha Kenfield, Elizabeth Armstrong, Lynne Rapoport, Andy Kirkaldy, Tara Brooks, Nancy Ambrose

Call to Order:

The meeting was called to order at 6:02 p.m. by Chair Childers.

Chair Childers asked for a motion to amend the agenda and move the executive session to the beginning of the agenda for the purpose of information needed for budgetary discussions. **Motion** was made by M. Koenig, seconded by L. Gutowski, to go into executive session at 6:03 p.m. for the purpose of discussing matters relating to contract negotiations, the premature disclosure of which to the general public would put the Board at a substantial disadvantage and invited Superintendent Canning, Business Manager Mears and Glory Martin. So voted and motion carried.

The Board returned to open session at 6:34 p.m. with no action taken from the executive session.

Amendments to the Agenda: move Public Comment to after budget presentation; move 3a (Board Education – Norms/Ground Rules) to 4d4 (Board and Committee Reports – Community Engagement Committee).

Board Education:

Budget Presentation – Superintendent Canning welcomed all the administration present. She presented a PowerPoint presentation that explains the Board vision, the Education Quality Standards and budget comparisons (presentation is attached).

Board Discussion:

- A summary is good, but would still like to have details so things do not appear hidden
- Glossary of terms (what falls under each category)
- Footnotes are helpful
- Categories are not clear or understandable
- Column of percent change is misleading
- What's the total percent increase and why
- Capital Improvement Fund
- Lighting on the fields – Principal Taylor reported the Booster Club is covering half the cost (\$50,000) for the Varsity soccer/lacrosse field. Cost of electricity?
- General Instruction in the Central Office? Should be included under General Instruction and not under Central Office
- Explanation of each increase/decrease

Superintendent Canning stated there are no plans to reduce in force in this budget; it is not the initial recommendation for this year. Any changes at the high school are due to the Education Quality Standards.

- Discussion ensued about Central Office costs do not need to be seen as separate costs now that it is a consolidated budget. Listing separate budgets is misleading. Having one summary page and include a detail page. Consensus is to have one budget. A good narrative is needed before the summary explaining the structure. Business Manager Mears was asked if this structure was possible, she stated it was.

E. Armstrong stated she would want more detail to feel more confident about the District; she wants to know costs of the Central Office; wants to see cuts and savings; a key with definitions of what each category stands for; a list of all teachers' salary and years of experience; and a list of what extracurricular programs are.

District Facility Manager – where is the savings in VUHS? Additional funds included in the high school budget to cover building repairs.

Superintendent Canning stated in the past couple of years, the high school board had asked for two separate scenarios of the budget: 1) Level program – programs with additions with justifications; 2) a dollar amount. Chair Childers stated if it could be assured of level program,

she would like to see that. For the next meeting, the presentation will be a one page budget showing 2016-17 budget and 2017-18 budget with explanations of any increase/decrease. Superintendent Canning thanked the administration that was present and dismissed them for the evening.

Business Manager Mears responded to a question posed at the previous ANWSU Board meeting about the amount spent in the Transition Grant. A total of \$4,072 has been spent. The question was how was this being paid for since the unified district doesn't exist yet. It was explained that the grant belongs to the SU, not the SD.

Public Comment:

E. Armstrong stated she appreciates what the Board is doing but the community is looking for reductions. She requested the Board to consider Saturday meetings.

M. Kenfield stated she was all for a one page budget.

Board and Committee Reports:

Superintendent's Report – stands as presented.

Principals' Reports – stands as presented.

Community Engagement Committee – extending student survey to middle school students and grades 4-6 students. Will be asking for faculty input as well. Community *Engagement Committee will* hold Focus groups ~~will be by~~ visiting the elderly housing *luncheon*. There is a Unification Dance on January 21 from 6-8 p.m. in the middle school gym for the community, sponsored the Parent Group.

Negotiations Committee – next meeting is on January 12.

Policy Committee – met in December and began working on the Student section; meeting on January 4 to review the Instruction section. Will need to look at policy E11 on facilities.

Norms/Ground Rules – working protocols to work productively in a group. Each board member was asked to submit their ideas. D. Raphael will consolidate the ideas for the next meeting.

Action Items:

Approval of Minutes – Motion was made by G. Gardner, seconded by C. Cousineau, to approve the minutes of the November 30, 2016 meeting. So voted and motion carried.

Adoption of Policies – Motion was made by M. Koenig, seconded by C. Cousineau, to approve the following policies:

- a. B1 – Substitute Teachers (formerly D6)
- b. B2 – Volunteers and Work Study Students (formerly D7)
- c. B3 – Alcohol and Drug Free Workplace (formerly D8)
- d. B4 – Drug and Alcohol Testing of Transportation Employees (formerly D11)
- e. B5 – Prevention of Employee Harassment (formerly D12)
- f. B5R – Procedures for Prevention of Employee Harassment
- g. B6 – HIPAA Compliance (formerly D13)
- h. B20 – Personnel Recruitment, Selection, Appointment and Background Checks (formerly D1)
- i. B21 – Professional Development (formerly D2)
- j. B22 – Public Complaints About Personnel (formerly D10)

Discussion ensued. Several sections still list as SU instead of SD. Policies that include procedures need to be distinguished separately.

M. Koenig amended his **motion** to adopt the polices with the corrections, G. Gardner seconded the motion. Motion carried. The original motion was called for a vote, all in favor to adopt the policies with the corrections stated.

Charge for the Community Engagement Committee – Motion was made by T. Borchert, seconded by C. Cousineau, to adopt the charge as presented:

“The ANWSD Community Engagement Committee (CEC) shall be comprised of a combination of school board members, faculty, staff, administration and students as determined by the committee. The initial charge is to create a strategic vision for education in the school district that reflects community value, and is not limited by the walls of our school buildings or the borders of our communities.”

So voted and motion carried.

Other Business:

Questions arising from a unified union school district –

- Will VUES and VUHS need to change their name? no
- A board member is on the Board of Civil Authority, is this a conflict? Yes, would have to abstain from counting votes.

Discussion Items:

Next Meeting Items - For January 25, 2017 meeting

- List of board trainings (computer, etc.)
- Norms and Ground Rules

Annual Reports –

Discussion ensued about preparation and material. A draft will be prepared for the January 18th meeting for the Board to review. Review of talking points for annual meeting.

Board Compensation –

Currently \$750 per board member has been budgeted. Surrounding areas were polled and amounts varied from \$500 - \$1000, some were stipend amounts vs. paid by meetings attended. G. Gardner suggested a stipend of \$1500. Discussion ensued. Question was asked if board would be paid retroactive. Discussion of compensation for treasurer. Chair Childers suggested board member compensation to be \$900 and Chromebooks for each board member.

Next Meeting Dates:

Wednesday, January 11, 2017	6:00 PM	VUHS Library	Budget Meeting
Wednesday, January 18, 2017	6:00 PM	VUHS Library	Budget Meeting
Wednesday, January 25, 2017	6:00 PM	VUHS Library	ANWSD Board Mtg.

Adjournment:

Motion was made by G. Gardner, seconded by M. Koenig, to adjourn the meeting at 9:02 p.m.
So voted and motion carried.

Respectfully submitted,

Glory Martin
Recording Secretary