



ADDISON NORTHWEST SCHOOL DISTRICT

BOARD OF DIRECTORS' MEETING

Wednesday, January 10, 2018 6:00 PM

at VERGENNES UNION HIGH SCHOOL

AGENDA

- 6:00 PM** **1. Call to Order**
 - A. Motion to adopt the agenda
- 6:05** **2. Public Communication**
- 6:10** **3. Board and Committee Reports**
 - A. Superintendent Report and Business Manager Report
 - 1. FY 19 Budget Presentation
 - B. Principals' Reports
 - C. Student Report
 - D. Board Chair Report
 - E. Board Committees
 - 1. Community Engagement Committee
 - 2. Policy Committee
 - 3. Facilities Committee
 - 4. Finance Committee
 - 5. Hannaford Career Center Member
 - 6. VSBA Representative
- 7:30** **4. Action Items**
 - A. Approval of Minutes of December 18, 2017 and January 3, 2018
 - B. Approval of Bills and Directors' Orders
 - C. Policy Adoption
 - 1. F43 Video Security Camera
 - D. Set Capacity Limit for School Choice
 - E. Authorize Superintendent to Offer Contract for Interim Assistant Principal at VUHS
 - F. Approval of Addison Land Swap
 - G. Approval of Capital Improvement Bond Warning
 - H. Resolution For Use of 2016-17 Fund Balance
- 7:45** **5. Discussion Items**
- 8:30** **6. Adjournment**

Next Meeting Dates:

| | | | |
|------------------|---------|-----------------------------|-----------------------------|
| January 17, 2018 | 6:00 PM | ANWSD Board Budget Meeting | Vergennes Union High School |
| January 24, 2018 | 6:00 PM | ANWSD Board Budget Meeting* | Vergennes Union High School |

**tentative (if needed)*

ANWSD VISION STATEMENT

We envision a kind, collaborative, and creative community for all that nurtures a diverse and accessible learning environment. Students will flourish as critical thinkers and productive citizens, cultivating resilience in an ever changing world.

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 Manger 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

*****Subject to Board approval**

| | | |
|----------------------------|----------------|-------------|
| UNAPPROVED DRAFT 1/5/18 | BOARD APPROVED | CORRECTIONS |
|----------------------------|----------------|-------------|

**ADDISON NORTHWEST SCHOOL DISTRICT
Board of Directors' Budget Meeting
Wednesday, January 3, 2018
6:00 PM
Vergennes Union High School**

Minutes of the Meeting

Board: Addison George Lawrence
Ferrisburgh George Gardner, Finn Yarbrough
Panton Diana Raphael
Vergennes Sue Rakowski, Chris Cousineau, Mark Koenig, John Stroup
Waltham Tom Borchert

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

Guests: Nancy Ambrose, Lynne Rapoport, Rose Wenzel, Andy Kirkaldy, Tara Brooks

Call to Order:

The meeting was called to order at 6:00 p.m. by Chair Rakowski.
Motion was made by G. Gardner, seconded by M. Koenig, to accept the agenda as presented.
So voted and motion carried.

Public Communication:

None this evening.

Superintendent Report:

FY 19 Budget Presentation – Superintendent Canning gave a presentation on how the proposed budgets align to Board policies and the vision statement. Two budget scenarios were presented: 1) Level Program; 2) Level Funded.

Level Program Budget – Includes all supports, services and personnel as is presently in FY 18 budget. This budget would increase the already estimated tax increase by AOE.

Level Funded Budget – This budget is the same dollar amount as FY 18 (\$21,116,289)

Administration could accomplish this with the following reductions:

- 3 elementary teachers
- .55 FTE elementary professional positions
- 3.2 FTE support staff positions
- .6 Administration positions

This budget is based on suggestions from administration, moving items to appropriate budget codes and adjusting for current needs. At the next meeting, administration will bring forward

the revenue picture including information on the District anticipated surplus. Using the appropriate surplus number, administration is planning to bring in a level funded budget that is under the 9.4% increase in taxes as reported by the AOE.

Business Manager Atkins explained the process of how the budget is entered into the system.

Direction from the Board is needed on adding in amounts for staff appreciation costs and volunteer background check fees. Also how to budget for the Capital Improvement Bond.

The Board asked the administration to bring a level of detail for the Level Funded Budget (what is included/excluded) and have current and proposed student ratios (student:teacher and student:staff).

Adjournment:

Motion was made by G. Gardner, seconded by F. Yarbrough, to adjourn the meeting at 7:35 p.m. So voted and motion carried.

Next Meeting:

Wednesday, January 10, 2018 6:00 PM VUHS Library

Submitted by,

Glory Martin

Recording Secretary

*****Subject to Board approval**

Addison Northwest School District

Superintendent Incidental Report

January 2018

School Choice

On or before February 1, 2018, school boards must determine announce capacity (number) of students allowed to transfer in from other schools and out to other schools. Administration is recommending that the Board continue to use the number ten (10) to accept into VUHS and ten (10) to go to another public high school of their choice.

Resolutions

At the meeting, the Board will discuss and be asked to approve three ways to use our anticipated 2016-17 Fund Balance. Administration is recommending fund balances to be used in three ways: 1) to fund Capital Projects, 2) use as revenue in the FY 19 operating budget and 3) to address the Food Service deficit. The dollar amount for this resolution will be discussed at the meeting. The Board has this authority as indicated in GASB 54.

New Hire

The Board will be asked to authorize the Superintendent to offer the Interim Assistant Principal contract to Ed Cook. The annualized salary for this position is \$79,000. Ed has been an employee in the District since 1997 and has a license as an administrator. Stephanie will provide you with additional information about the process.

Land Swap

Paul Guiliani, our attorney, has reviewed the Deed provided by John Spencer concerning the land swap in Addison. Paul states that the Land Exchanged Agreement appears to be based on the drafts that Paul prepared in 2016. Its form and substance are consistent with earlier drafts. Based on a review of the Articles of Agreement, Paul is working on additional language to be put in the deed. I do not have the updated Deed in my hands but can bring it to the meeting.

ANWSD Principal Incidental Reports

January 2018

ADDISON CENTRAL SCHOOL

Travis Park, Principal

Student Learning & Points of Pride:

Coming back from break we have really emphasized our four school wide expectations (Safety, Respect, Responsibility and Growth) and have made a push to recognize our students that are exemplifying our expectations in all aspects of school. We have also introduced having our students start to recognize each other this week by looking for those that show our school expectations and then give each other "Eagle Dollars" to recognize these.

We also started our weekly Genius hour classes. These will be twice a month for all classes. We look forward to seeing students dive into personalized learning and interest based learning while focusing these projects on ways to better our community and include others! Some thoughts are around building a bigger sustainable garden, Outdoor classroom, play structure or other Art sculpture that would be placed in the nice big space we have in the back of the building.

Culture & Staff Updates:

Our Literacy Specialist and school counselor are working with some 5th graders that will become "Peer Mediators" to champion our PBIS initiative and recognize and support other students either on the playground or other school settings. These students are part of what was formally called our student council and a big focus for these students is taking a more proactive approach to supporting our students throughout the school day.

Building & Grounds:

ACS head custodian Brian Gero and Ken Sullivan have kept our building running smoothly through the snow and cold weather we have been facing as of late.

Community:

Our annual all school field trip is usually held at the end of year but our PTA group has organized our annual all school field trip to be held at the Middlebury Snowbowl in January. We are looking for ways to give our students multiple experiences!

FERRISBURGH CENTRAL SCHOOL

Beth Brodie, Principal

Student Learning & Points of Pride:

5/6 Math Teacher Peter Stapleford, presented to the faculty about his use of IXL math in his 5th and 6th grade classes. He highlighted the ability of students to learn at their own pace and the diagnostics for both students and teacher. The students appreciate either knowing instantly that they meet the proficiency for a skill or they have an instant review of the skill where they did not meet proficiency. He emphasized that although this is merely a tool for learning math, that it has been a motivating factor in their exploration of new math concepts.

In fitness news, Mother Nature has cooperated 100% and the skating for the K-2 students has begun as well as the cross-country skiing for grades 3-6. Yay winter!

Culture & Staff Updates:

We now have a fully functional student council under the direction of Josh Brooks. The council, made up of students from grades 3-6, is responsible for student led celebrations and presentations as well as student government initiatives. As we filled our "F" in the cafeteria FCS as part of our PBIS program, the student council designed and led the celebration with only minor assistance from staff.

Active learning at all levels has been a hallmark of FCS this year. Every day I see increased evidence of use of manipulatives, skits, reading for purpose, video production, story writing, and hands on experiments. It is refreshing to see the level of engagement all students display when multimodal learning is present.

Building & Grounds:

The heat is running smoothly and both Gerry and Ken have been on top of the new snow removal process with Barrows. Since this is the first year of the new service there are some adjustments that we have discovered, but altogether the process has been successful.

Our emergency bags have been updated with the recommended reflective blankets, one first aid kit per team and other small additions such as water bottles, markers and sticky notes. We hope we will never need to use them, but they are updated.

Community:

A Huge Kudos to the PTO for purchasing FCS Cougar shirts for all our FCS scholars. They were purchased and organized by PTO volunteers and handed out as part of our all school celebration. Students were so proud of their new shirts. Thank you PTO!

The PTO sponsored science club has wrapped up the Science club for the year and Minecraft is now being offered after school for grades 1-6 with volunteers Steve Grimm, Matt Romond and Matt Neffinger. FCS is a busy place after school indeed!

VERGENNES UNION ELEMENTARY SCHOOL

Matthew DeBlois, Principal

Student Learning & Points of Pride:

Our Geography Bee will culminate on Tuesday, January 9th to determine our school champion. From our two class winners per grades for 4-6, one will move on to the competition at Castleton University.

Our students have been demonstrating our ROARS expectations throughout the school. We have moved to focus on one aspect bi-weekly and then subsequently award and photograph them. This simple gesture and the weekly reminders seems to invigorate our process. There is not a day that now passes without seeing three or four shirts that articulate these guidelines.

Culture & Staff Updates:

Via request at the last meeting, here are the top five positive emotions felt by staff: kindness, acceptance, patience, gratitude and pride. The top five negative emotions felt by staff are: frustration, disappointment, agitation, vulnerability and apprehension. It's likely that these will be addressed in part on Monday, January 8 at our Climate and Culture meeting.

Some staff have been working to understand the essential components in a high quality spelling program and looking at how that compares to what's available in our building and beyond. We hope to come up with a more unified and articulate plan to support student spelling and literacy as a result.

The math interventionists have been working on a number of fronts to understand the most effective way to gain information on student success. We have made some changes to how we gather data in the hopes that the data we gather informs instruction and interventions more effectively across the K-6 and beyond.

Building & Grounds:

Over break we had some issues related to the power, it was quickly addressed, however the resulting loss of power impacted two unit vents. We are working to replace some damaged parts to these units to have full heat back in the building.

Robyn Newton recently worked with Jim Larrow from the City of Vergennes to gain a more complete understanding of the flooding process for the ice rink. We now have access and knowledge to use the water to support the use of the rink.

We continue to look at options to ameliorate the conditions of the ground below the gaga pit. We are looking into the possibility of stall mats. This project came at the bequest of students.

We continue to look at ways to access the outdoor classroom for use by students and staff. The weather has not been kind recently, but many of our staff are engaged in some collaborative inquiry that will lead to augmented use thereof.

Community:

We are in the process of working to apply for a CLiF grant. The goals of the grant are as follows: encourage enthusiasm for books among students from preschool to grade 6, inspire students to read and write for pleasure, support teachers' literacy curricula and creative integration of literacy into all areas of study, ensure all children have a collection of high-quality books of their own at home and get parents more involved in their children's literacy activities and encourage more reading at home. (from clifonline.org). We are partnering with the Bixby on this as well.

Basketball season is underway at the school. For the majority of students 3-6 we are combined with ACS for teams. We will host our annual jamboree at VUHS on February 10th. This event is put on by the school.

The community group is in the planning stages for the VUES Talent Show. This event will take place March 10th at the VUHS auditorium and benefits the community group.

VERGENNES UNION HIGH SCHOOL
Stephanie Taylor, Principal

Student Learning & Points of Pride:

Culture & Staff Updates:

Building & Grounds:

Community:

Student Reports
January 2018
Mason Charlebois

Academics:

- Incident on Tuesday, January 2nd (little flooding)
- Students acted very accordingly!
- Finals quickly approaching! (January 15-19)
- January 15--NO SCHOOL (MLK Day)
- End of Semester 1 (January 19)
- January 22--(Teacher In-service)
- February 7--(Teacher In-service / half day)
- February 19-23 (Winter Recess)

Sports/Athletics:

- Boys and Girls Basketball
- VUHS Wrestling

Seniors:

- VSAC Scholarship opportunities for Seniors are available
- Deadlines for college submission have passed / quickly approaching
- Bake sale held on 12/21/18 went well for Senior class
- "Galactic" Winter Ball will be held on January 27 at the Vergennes Opera House at 8:00

Extra:

- Theater Arts Play "**Dab to The King**" on 1/11/18 from 9:45 to 10:50
- Speech contests dates are approaching
- Fusion opportunities for students after-school