

**ADDISON NORTHWEST SCHOOL DISTRICT  
Board of Directors' Meeting  
Wednesday, May 31, 2017  
6:00 PM  
VUHS Library**

**Minutes of the Meeting**

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

**Administration:** JoAn Canning, Matt DeBlois, Stephanie Taylor, Jay Stetzel, Kara Griswold

**Guests:** Martha Kenfield, Rose Wenzel, Lynne Rapoport, Nancy Ambrose

**Call to Order:**

The meeting was called to order at 6:00 p.m. by Chair Rakowski. Chair Rakowski asked to add a second Executive Session for discussion of a personnel matter. Superintendent Canning asked to remove the approval of the line of credit.

**Public Comment:**

No comments this evening.

**Board Education:**

**Special Education Costs and Quality** – presented by K. Griswold, Director of Student Support Services and Early Childhood. (Presentation is attached.)

**Robert's Rules** – presented by Emily Simmons, Director of Legal and Policy Services with the VT School Boards' Association. She gave a couple of websites to use for help on Robert's Rules:

<http://www.dummies.com/careers/business-skills/roberts-rules-for-dummies-cheat-sheet>

<https://www.jurassicparliament.com/>

She also reviewed the fiduciary responsibilities of the Board. (Presentation is attached.)

Questions were answered from the Board.

**Board and Committee Reports:**

**Superintendent's Report** – stands as presented. Superintendent Canning reported the Annual Work Plan is on Google Docs and is continuously updated.

She updated the Board on the Performance Contract status. EEI has made a visit to VUHS and scheduled visits are planned for the elementary schools along with the new Director of Building, Grounds and Safety.

**Principals' Reports** – stands as presented. Clarifying questions and comments were received.

**Community Engagement Committee** – At their last meeting, the Committee discussed:

- plans to roll out the Vision Statement in the fall
- discussion on how to get the information out about the Vision Statement
- reviewed the Safe Schools Statement – to be included in all newsletters and posted in all schools and Town Clerks’ office
- discussion of individual school’s Mission Statements
- discussion of policy statement

**Policy Committee** – Committee met on May 17 and hope they are completed for the year. Plan to follow what’s on the Annual Work Plan.

**Negotiations Committee** – Committee has held two meetings with the Support Staff Association, seem to be in a good place at this time and are further along than with the teachers. Currently, they are awaiting for the Teacher’s Union to agree on a mediation date. The next Support Staff Negotiations meeting is scheduled for June 14, 2017 at 6:00 p.m. in the VUES Library.

**Facilities Committee** – Committee is currently working on the charge for the committee by using the charge from the VUHS Facilities Committee as a base and plan to meet with the new Director of Building, Grounds and Safety soon.

**Finance Committee** – Committee met earlier today and discussed ideas for a charge for the committee as follows:

- create system of monthly oversight
  - periodic check-in with Treasurer
  - monitor financial reports
  - educate selves of financial system
  - relationship to audit
  - be a part of providing feedback to budget development
- L. Childers is Chair and J. Stroup is Clerk of the committee.

**Action Items:**

**Approval of Minutes** – Motion was made by G. Gardner, seconded by C. Cousineau, to approve the minutes of April 26, 2017. L. Childers asked for clarification on the Business Manager’s report. Chair Rakowski stated the facts of the information is correct in the minutes, but has since changed. Corrections to be made on page 2 under Community Engagement Committee, last bullet, “...how to **distribute** the Vision Statement...” and under Negotiations Committee, first sentence, “Committee has reached out **to** the Support Staff Association...” So voted and motion carried with the corrections stated.

**Adoption of Policies** – Motion was made by J. Stroup, seconded by L. Gutowski, to approve the following policies as presented:

- A23 – Community Engagement and Vision Policy
- A24 – Board/Superintendent Relations
- C2 – Student Drugs & Alcohol
- C9 – Wellness Policy
- C22 – Student Activities (Elementary)

C24 – Interscholastic Sports  
E1 – Title 1 Parental Involvement Compacts  
E20 – Community Use of School Facilities  
E21 – Distribution of Non-School Sponsored Literature in Schools  
Discussion ensued. So voted and motion carries as presented.

**Adoption of Safe Schools Statement** – Motion was made by J. Stroup, seconded by K. MacKulin, to adopt the Safe Schools Statement as read from the April 26, 2017 meeting:

*"The Superintendent and Directors of the Addison Northwest School District wish to reassure the members of our educational community in these uncertain times. We remain committed to maintaining safe and welcoming schools regardless of race, gender, disability, national origin, documentation, religion, sexual orientation, political orientation, or family income. In addition to compliance with federal law, it is also our moral and ethical duty to protect and to provide an equitable education to all of the students who pass through the doors of our schools."*

So voted and motion carried. Dissemination of the statement will be put out through the newsletters and the Principals.

**Approval of Audit Firm** – Administration recommended RHR Smith as the audit firm. Motion was made by G. Gardner, seconded by M. Koenig, to authorize the Superintendent to offer RHR Smith a contract with the Board's approval. L. Childers suggested to include the term of a one year contract. So voted and motion carried.

**Approval of Board Representative to the Hannaford Career Center Board** – This is a once month meeting representing ANWSD. Motion was made by G. Gardner, seconded by J. Stroup, to nominate K. MacKulin and L. Childers to share the role as the ANWSD representative. So voted and motion carried.

**Authorization for Superintendent to Offer Contracts** – Motion was made by G. Gardner, seconded by C. Cousineau, to approve contracts for the following new hires:

Ken Sullivan	Director of Building, Grounds and Safety
Laura Fragipane	Middle School Social Studies
Isaac Kriesman	Middle School Social Studies
William Corbett	High School Social Studies
Angela Kunkel	VUHS Library/Media Specialist
Cailin O'Hara	VUHS Choral
Dylan Stoll	School Psychologist

So voted and motion carried as presented.

**Approval of Superintendent's Contract** – Currently, Superintendent Canning is finishing the first year of a two year contract. Motion was made by M. Koenig, seconded by G. Gardner, to continue for another year with the current contract (expiring June 30, 2018) and include the changes to ANWSD and corrections made to retirement plan and health coverage (reduced to 87.5%). Discussion ensued. So voted and motion carried.

**Discussion Items:**

Next Meeting Agenda Items:

- Chromebooks
- Wellness Presentation

**Executive Session:**

Motion was made by M. Koenig, seconded by L. Gutowski, to go into executive session at 8:18 p.m. to discuss matters relating to contract negotiations, the premature disclosure of which to the general public would put the Board at a substantial disadvantage, inviting the Superintendent. So voted and motion carried.

Motion was made by M. Koenig, seconded by G. Lawrence, to end the executive session at 8:52 p.m. with no action taken. So voted and motion carried.

Motion was made by M. Koenig, seconded by G. Lawrence, to go into executive session at 8:52 p.m. for the purpose of discussing a personnel matter, inviting the Superintendent. So voted and motion carried.

Motion was made by L. Childers, seconded by G. Lawrence, to end the executive session at 9:00 p.m. with no action taken. So voted and motion carried.

**Adjournment:**

Motion was made by L. Childers, seconded by D. Raphael, to adjourn the meeting at 9:00 p.m. So voted and motion carried.

Respectfully submitted,

*Glory Martin*  
Recording Secretary