

UNAPPROVED DRAFT 1/11/18	BOARD APPROVED	CORRECTIONS
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**ADDISON NORTHWEST SCHOOL DISTRICT
Board of Directors' Meeting
Wednesday, January 10, 2018
6:00 PM
Vergennes Union High School**

Minutes of the Meeting

Board: Addison
Ferrisburgh Laurie Gutowski, Kristina MacKulin, George Gardner, Finn Yarbrough
Panton
Vergennes Sue Rakowski, Chris Cousineau, Mark Koenig, John Stroup
Waltham Tom Borchert

Student Rep: Mason Charlebois

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

Guests: Nancy Ambrose, Rose Wenzel, Martha Kenfield, Steve Orzech, Andy
Kirkaldy, Tara Brooks

Recorded by [RETN](#)

Call to Order:

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

Motion was made by F. Yarbrough, seconded by G. Gardner, to adopt the agenda as presented.

The following items were changed:

- Remove Action Item F – Approval of Addison Land Swap and Action Item G – Approval of Capital Improvement Bond Warning until next week
- Remove Discussion Items
- Add Executive Session for the purpose of discussing a personnel matter

Motion was made by G. Gardner, seconded by C. Cousineau, to accept the changes. So voted and motion carried.

Public Communication:

S. Orzech spoke on behalf of the Addison Northwest Teachers' Association on the dismay of the proposed level funded budget and the reduction of teaching staff. He suggested the Board to examine the need of administrative positions (i.e. Human Resources and Director of Guidance).

Board and Committee Reports:

Superintendent and Business Manager Reports – FY 19 Budget Presentation – Version 3 of a level funded budget was distributed. This version is below the level fund by \$10,000. Discussion ensued with clarifying questions.

Business Manager Atkins stated the major differences included in version 3 were increased amount in Debt Services to cover Year 1 interest payment on EEI Bond and a decrease in energy costs (heating and electricity) from savings of the EEI Bond. J. Stroup asked if the bond passes, there would be about a \$30,000 savings. E. Atkins confirmed that.

Motion was made by G. Gardner, seconded by F. Yarbrough, to accept version 3 of the level funded budget as proposed. Superintendent Canning asked to allow administration to finish their presentation before completing the motion.

E. Atkins reviewed the revenue budget. She shared a comparison of version 2 and version 3 of Equalized Per Pupil and Tax Rate Calculations as follows:

	Version 2	Version 3
Expenditure Budget Proposed FY 19	\$21,116,289.00	\$21,106,261.00
Minus Local Revenue (not including on behalf Tech Center payment)	\$3,082,838.00	\$3,160,671.00
Minus Surplus Funds to Apply as Local Revenue	\$650,000.00	\$650,000.00
Equals Balance to Fund with Education Funds	\$17,383,451.00	\$17,295,590.00
Equalized Pupils	979.12	979.12
Equalized Spending per Pupil	\$17,754.16	\$17,664.42
Projected Threshold for Equalized Per Pupil Spending	\$17,816.00	\$17,816.00
Amount (Below) or Above Threshold	(\$61.84)	(\$151.58)
Equalized Spending Per Pupil Divided by Forecasted Homestead Tax Yield	\$9,842.00	\$9,842.00
Equals the Estimated Union Tax Rate	\$1.8039	\$1.7948
Minus Consolidation Incentive Revenue	\$0.0800	\$0.0800
Equals the Estimated Union Tax Rate with Incentive Applied FY19	\$1.7239	\$1.7148
Prior Year Actual Union Tax Rate	\$1.6315	\$1.6315
Equals Estimated Tax Rate Increase (in cents)	\$0.0924	\$0.0833
State Estimated Tax Rate Increase (in cents)	\$0.0940	\$0.0940
Difference (Below)/Above State Estimate	(\$0.0016)	(\$0.0107)

E. Atkins shared the General Operating Fund Balance Comparison Draft from RHR Smith, Auditors.

	2016 Fund Balance	2017 Fund Balance	Difference
Addison Central	\$224,448	\$188,287	(\$36,161)
ANWSU	(\$291,315)	\$2,987	\$294,302
Ferrisburgh	\$75,255	\$149,874	\$74,619
VUES	\$157,384	\$256,349	\$98,965
VUHS	(\$14,229)	\$1,032,379	\$1,046,608
	\$151,542	\$1,629,875	\$1,478,333

Restated for bills that should have been charged to 2016 (was not booked as AP)

\$215K in additional revenue over budget
\$544K in expense savings
\$287,253 in additional revenues raised for deficit fund balance

E. Atkins reviewed the Food Service FY 17 Year End Draft Fund Balance Figures from RHR Smith:

Addison Central	(\$31,514)
ANWSU	\$49,009
Ferrisburgh	(\$153,300)
VUES	(\$157,248)
VUHS	(\$130,908)
	(\$423,961)

E. Atkins proposed to establish a District-wide Capital Projects Fund to be used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

E. Atkins proposed a resolution to assign 2016-17 Fund Balance amounts to the specified Accounts and Funds for the 2018-19 Fiscal Year:

1. \$381,500 to the Fiscal 2018-19 Capital Projects Fund
2. \$650,000 to the 2018-19 ANWSD Operating Budget
3. \$423,961 to the ANWSD Food Service Fund deficit balance as of FY17

The original motion was called for a vote to adopt the FY19 budget in the amount of \$21,106,261. So voted and motion carried.

Business Manager's Report – The draft audits are not in. RHR Smith is behind in their own schedule. They are planning on presenting the draft to the Board at the February 12th meeting.

Principals' Reports – stands as presented.

VUHS – Principal Taylor was asked to explain the Interim Assistant Principal hiring process. There were a total of 12 applicants. Five were interviewed and two were moved forward. Committee of teachers, paraeducators, students and parents were involved. It is an interim position because of being a mid-year position. It will be reposted for the following year with anticipated changes in staffing and narrowing the position in the future.

Principal Taylor congratulated Mason Charlebois for receiving the VT Presidential Scholar. She reported on the water break incident last week and the cold weather. A review of the evacuation plan with the first responders is occurring.

FCS – Principal Brodie explained more about the IXL math program.

ACS – Principal Park explained their "Eagle Dollars" recognition program.

VUES – Principal DeBlois reported the part needed to repair the heat in the Music Room has been ordered.

Student Report – stands as presented. M. Charlebois reported he appreciated all the students for following the procedures during the evacuation.

Board Chair Report – no report for this evening.

Board Committee Reports

Community Engagement Committee – will be meeting next week (January 18)

Policy Committee – will be meeting again before February meeting and review ten policies

Facilities Committee – met earlier today to discuss the bond and the multi-tiered level of communications

Finance Committee – will be meeting on January 22 to provide guidance on the Annual Report

Hannaford Career Center – no report for this evening

VSBA Representative – not available this evening

Action Items:

Approval of Minutes – Motion was made by F. Yarbrough, seconded by G. Gardner, to approve the minutes of the December 18, 2017 meeting and January 3, 2017 budget meeting as presented. So voted and motion carried.

Approval of Bills and Directors' Orders – Motion was made by J. Stroup, seconded by G. Gardner, to approve the total of payroll at \$933,899.56 and the total of bills at \$1,496,580.00. So voted and motion carried.

Policy Adoption – Motion was made by J. Stroup, seconded by G. Gardner, to adopt the policy F43 – Video Security Camera. The changes that were made were minor and has been vetted by the VSBA attorney (VT School Boards Association). So voted and motion carried.

Set Capacity Limit for High School Choice – The Administration recommended allowing ten students in and ten students out for high school choice. Motion was made by T. Borchert, seconded by G. Gardner, to accept the Administrations recommendation. Discussion ensued. Principal Taylor reported there would be five available spots to go out and six available spots to come in for next year. So voted and motion carried.

Authorize Superintendent to Offer Contract for Interim Assistant Principal at VUHS – Motion was made by T. Borchert, seconded by G. Gardner, to authorize the Superintendent to offer a contract to Ed Cook as the Interim Assistant Principal. So voted and motion carried.

Resolution for Use of 2016-17 Fund Balance – Motion was made by F. Yarbrough, seconded by C. Cousineau, to establish a Capital Projects Fund. Discussion ensued. So voted and motion carried.

Motion was made by G. Gardner, seconded by F. Yarbrough, to assign 2016-17 Fund Balance amounts to the specified Accounts and Funds for the 2018-19 Fiscal Year:

1. \$381,500 to the Fiscal 2018-19 Capital Projects Fund
2. \$650,000 to the 2018-19 ANWSD Operating Budget
3. \$423,961 to the ANWSD Food Service Fund deficit balance as of FY17

So voted and motion carried.

Executive Session:

Motion was made by F. Yarbrough, seconded by T. Borchert, to go into executive session at 7:46 p.m. to discuss a personnel matter inviting the Superintendent. So voted and motion carried.

The Board returned to open session at 7:55 p.m. with no action taken from the executive session.

Adjournment:

Motion was made by T. Borchert, seconded by M. Koenig, to adjourn the meeting at 8:00 p.m. So voted and motion carried.

Submitted by

Glory Martin
Recording Secretary

*****Subject to Board approval**