

ADDISON NORTHWEST SCHOOL DISTRICT
Board of Directors' Meeting
Monday, March 12, 2018
6:00 PM
Vergennes Union Elementary School

Minutes of the Meeting

Board: Addison Laurie Childers, 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, Beth Brodie, Jay Stetzel,
Elizabeth Atkins, Kara Griswold

Guests: Martha Kenfield, Rose Wenzel, Zé Anderson-Brown, Lynne Rapoport,
Caetlin Harwood, Nancy Ambrose, Brad Hargett, Matt Vogel, Kenneth
Sullivan

Recorded by [RETN](#)

Call to Order:

The meeting was called to order at 6:01 p.m. by Superintendent Canning.

Motion was made by G. Gardner, seconded by K. MacKulin, to approve the agenda as presented. S. Rakowski asked to have Action Item 10 c (Approval of Warning for Special Meeting) and the Executives Session removed. T. Borchert asked to add to Action Items 1) Authorize Superintendent to Sign of Intent with EEI; 2) Authorize Superintendent to sign the Energy Performance Contract. L. Childers made a motion to approve the amendments, seconded by M. Koenig. So voted and motion carried.

Election of Officers:

Chair: Superintendent Canning asked for nominations for Chair. G. Gardner nominated S. Rakowski. Hearing no other nominations, Superintendent Canning closed the nominations and called for a vote to elect S. Rakowski as Chair. All in favor.

Vice Chair: Chair Rakowski asked for nominations for Vice Chair. L. Gutowski nominated T. Borchert. Hearing no other nominations, Chair Rakowski closed the nominations and called for a vote to elect T. Borchert as Vice Chair. All in favor.

Clerk: Chair Rakowski asked for nominations for Clerk.

G. Gardner nominated K. MacKulin. Hearing no other nominations, Chair Rakowski closed the nominations and called for a vote to elect K. MacKulin as Clerk. All in favor.

Establish Date, Time, and Location of Meetings and Retreats (beginning August 2018):

Motion was made by G. Gardner, seconded by F. Yarbrough, to hold the regular Board meetings on the second Monday of each month at 6:00 p.m. Chair Rakowski requested a discussion of the possibility of a second meeting a month. Discussion ensued. L. Childers made a motion to amend, to include one meeting per month for seven months over the next year on the third Monday. Seconded by F. Yarbrough. Seven in favor; three opposed; one abstained.

Amendment passes.

Vote on the original motion; seven in favor; five opposed. Motion passes.

Motion was made by G. Gardner, seconded by C. Cousineau, to hold all meetings at Vergennes Union High School. Discussion ensued. T. Borchert made a motion to amend, to meet once throughout the year at each of the elementary schools. Seconded by J. Stroup. So voted and amendment passes.

Motion was made by T. Borchert, seconded by G. Gardner, to hold Board Retreats three times per year (July/August, October/November, March/April). Discussion ensued. T. Borchert withdrew his motion.

Establish Newspaper of Record:

Motion was made by J. Stroup, seconded by C. Cousineau, to approve the Addison Independent as the paper of record for ANWSD. So voted, one abstain, motion passes.

Designate Places for Posting Meeting Agendas and Minutes:

Chair Rakowski stated currently the postings are located at each school, each Town Office, the Central Office and the website. Motion was made by J. Stroup, seconded by L. Gutowski, to continue with the same locations for posting. Discussion ensued. Suggestions made to include Front Porch Forum and redesign website location to find more easily. So voted and motion passes.

Establish Board Committees and Membership:

Hannaford Career Center Representative – Motion was made by L. Childers, seconded by M. Koenig, to have K. MacKulin as the representative. So voted and motion carried.

Superintendent Screening Committee – Motion was made by T. Borchert, seconded by F. Yarbrough, to establish a committee of the Board in order to hire a new Superintendent. Discussion ensued. Motion was tabled to later in the meeting.

Negotiations Committee – Motion was made by M. Koenig, seconded by F. Yarbrough, to establish a committee of a minimum of four members. Members include F. Yarbrough, G. Gardner, S. Rakowski, M. Koenig. So voted and motion carried.

Finance Committee – Motion was made by J. Stroup, seconded by K. MacKulin, to establish a committee with the current charge. Members include J. Stroup, M. Koenig, L. Childers, C. Cousineau. So voted and motion carried.

Facilities Committee – Motion as made by T. Borchert, seconded by F. Yarbrough, to re-establish committee with current charge. Members include G. Lawrence, G. Gardner, T. Borchert, K. MacKulin. So voted and motion carried.

Policy Committee – Motion was made by J. Stroup, seconded by F. Yarbrough, to continue the ongoing review of current policies, consider any new policies, monitor procedures, and the creation of a system for required reports. Members include J. Stroup, T. Borchert, L. Gutowski, G. Lawrence. So voted and motion carried.

Community Engagement Committee – Motion was made by F. Yarbrough, seconded by D. Raphael, to continue committee with proposed charge. Discussion ensued about the charge. J. Stroup made a motion to amend to connect the charge with Board Policy A23 and to remove the language of “schools” to “Board.” Amendment voted, one opposed. Members include D. Raphael, C. Cousineau, K. MacKulin, L. Gutowski, F. Yarbrough, Judy Elson (teacher), Kaci Pierce (teacher), Beth Brodie (principal), Travis Park (principal), Megan Tarte (student), Kathryn Wyckoff (student), and Richard Moran (parent). The proposed charge was changed to: *“The Community Engagement Committee is a subcommittee of the ANWSD board that: engages the communities in topics of interest; promotes collaboration between the Board and the communities; and gives students voice and leadership opportunities in compliance with ANWSD policy A23 (Community Engagement and Vision).”* So voted, one opposed, one abstain. Motion passes.

Public Communication:

C. Harwood, parent from Addison, reported there was a petition from Addison voters about the staffing cuts at ACS to give the idea of frustration. She asked the Board to continue to work on their questions and concerns.

M. Vogel, parent from Ferrisburgh, expressed concern of no transparency of how cuts came about. Chair Rakwoski stated there would be more discussion and explanations of staffing during the Superintendent’s report.

Presentations to the Board:

None this evening.

Board and Committee Reports:

Superintendent’s Report – report stands as presented. Superintendent Canning invited Zé Anderson-Brown, Human Resources, to explain about current issues in the change of health care and the HRA. Also, she announced that Future Planning Associates sent the ANWSD a letter notifying us of their decision to end administrative services to our 125 Plan Health Flex, Dependent Care, and HRA. We were not alone as the letter stated they were also ending services to all of the other school districts and supervisory unions across Vermont they serve. The effective date of this change is May 31, 2018.

Superintendent Canning reported that four applications have been received thus far for the Intra-District School Choice.

She reported she has planned meetings with staff, PTO's and principals to discuss the staffing changes. Questions posed by D. Raphael will be answered and attached with the minutes of this meeting. Discussion ensued with expressed concerns of staffing reductions, combining of classrooms, class sizes, and lack of communication. G. Gardner stated how the administration asked the Board for guidance; a level funded budget with reductions was presented and approved by the Board. J. Stroup recommended following the Continuous Improvement Plans to determine if we have what we need.

Superintendent Canning reported teacher evaluations are up to date in all schools.

A Safety Forum is being planned, as a result of the Florida and Fair Haven incidents, explaining what we are doing and what is our plan to be presented to the community is. A date is to be determined.

Business Manager's Report – report stands as presented. E. Atkins reported that at this time, she does not feel the need for a budget freeze and will continue to monitor expenses, and we should end close to level budget for this school year. She also reported that two audits are in final form. She is working on completing balance sheets which will be provided to the entire Board once complete.

Principals' Reports – reports stands as presented. The Board asked questions and clarifications of some principals.

Student Report – stands as presented.

Board Chair Report – stands as present. Chair Rakowski thanked Superintendent Canning for her services after given her notice to not return after June 30, 2018. She has accepted a position at the Universal American School in Kuwait.

Superintendent Search Committee – Chair Rakowski announced that Bob Stevens of the VT School Boards' Association (VSBA) is available to be the consultant for the Superintendent search. The Board has received authority from the Secretary of Education to search for a superintendent offering a contract up to 1-5 years. B. Stevens explained the timeline for the search. Once the position is advertised on SchoolSpring, a committee will be put together within one month, interviews to start in six weeks, and there will be a total of five meetings for 1-2 hours for the committee. Discussion ensued about the superintendent search. The target date is set for May 14, 2018. Composition of the screening committee will consist of two Board members, one Central Office professional, one building administrator, two teachers, two support staff and three parent/community (residents of three different towns/city). Question was called from earlier. So voted and motion carries.

(Due to time, the remaining Committee reports were postponed.)

Action Items:

Approval of Minutes – Motion was made by L. Childers, seconded by G. Gardner, to approve the minutes of the February 12, 2018 meeting. So voted and motion carried.

Approval of Bills and Directors' Orders – M. Koenig stated he had reviewed the orders previously. Motion was made by M. Koenig, seconded by L. Childers, to approve payroll in the amount of \$998,457.00 and the bills in the amount of \$440,995.81. So voted and motion carried.

Authorize the Board Chair to Appoint a Grievance Committee as necessary – Motion was made by G. Gardner, seconded by C. Cousineau, to the authorize the Board Chair to appoint a grievance committee as necessary. So voted and motion carried.

Accept Code of Ethics and Ground Rules – Motion was made by L. Childers, seconded by J. Stroup, to accept the Code of Ethics and Grounds Rules as presented. So voted and motion carried.

Authorize an Attorney to Review Administrative Contracts – Motion was made by D. Raphael, seconded by G. Gardner, to authorize the review of administrative contracts by an attorney. Discussion ensued. Item is tabled until next month.

Approve Contract with Superintendent Search Consultant – Motion was made by G. Gardner, seconded by L. Gutowski, approve the contract with Bob Stevens, VSBA as the consultant for the superintendent search. So voted and motion carried.

Authorize the Superintendent to Sign a Letter of Intent - Motion was made by T. Borchert, seconded by L. Gutowski, to authorize the Superintendent to sign a letter of intent to EEI to spend up to \$350,000 prior to signing of the performance contract, pending legal review. So voted and motion carried.

Authorize the Superintendent to Sign Energy Performance Contract – Motion was made by F. Yarbrough, seconded by T. Borchert, to authorize the Superintendent to sign the energy performance contract, pending legal review. So voted and motion carried.

Discussion Items:

Gun Violence Prevention Resolution – tabled until another time.

Adjournment:

Motion was made by G. Gardner, seconded by T. Borchert, to adjourn the meeting at 9:37 p.m. So voted and motion carried.

Submitted by,

Glory Martin
Recording Secretary

*****Subject to Board approval**

Director of Student Programs

1. Is there a job description? Is this a curriculum position?

Here is the draft job description.

If by curriculum position you mean supporting the development of a guaranteed Guidance curriculum that is delivered to every student, then yes, it has a curriculum component similar to the department chairs who also oversee curriculum development within their respective departments. The guidance curriculum would be differentiated based on the grade and all students would benefit and have scheduled meetings with their counselor to develop capacity for post secondary program success as well as taking full advantage of programming during middle and high school. I can speak more about my vision for this role in a separate report. General curriculum oversight as well as supervision and evaluation of most of the faculty in the educational program would remain with the principal.

2. What are the guidance programs, supports and services to students?

See the job description for a list that indicates what many of these are. With the increase of trauma due to poverty in our population, demand on school counselors has increased. Guidance supports a continuum of growth for students and coordinates major transitions. Personalized learning and its emphasis on multiple pathways towards a set of guaranteed proficiencies will demand developing new approaches to meeting every student. In the very near future, Walden and PHCC won't be the only programs that take our students out of the building. Dual Enrollment and Early College among other new opportunities has placed additional demands on this department that requires oversight and coordination. We also want to develop coordinated services for all students and this position may develop into coordinating school counseling services, something that doesn't currently exist, throughout our schools.

3. Will this person have a caseload of students or is this position administrative?

Under our current system, we have one school counselor for the middle school and two for the high school divided by morning meeting. That's an equitable division of students but there are always students for whom their assigned counselor doesn't work for many reasons. The Director may pick these students up as necessary. We also have students who are rarely in the building but still need these services. The Director may support these students as the position develops.

Dean of Students

1. How is this position different from an assistant principal position?

This position does not include many of the responsibilities that the assistant principal had in the past with the major change in the area of instructional leadership. Those are being shared between the principal and in some areas, the Dir of School Counseling. The revised Assistant Principal's major responsibilities will focus more on student behavior and management and with a pending reduction in the RRC staffing, this role will work more closely with RRC to support and further develop our restorative practices. There will be shared responsibility for Supervision and Evaluation due to the volume of teachers and staff.

2. Will this person be handling all discipline for both the middle school and the high school?

RRC is the first stop for student behavior management through our restorative practices but level 2 and 3 behaviors would still go to the Assistant Principal as has been happening for the last three years. Since we moved to a principal/assistant principal model 3 years ago, the leadership for both the middle school and high school has fallen to the principal with duties assigned to the assistant principal as prior experience and personal strengths indicate. At that time, we developed a more intentional middle school team

leadership model, much like the existing department leadership at the high school. These individuals coordinate team meetings and sit on the leadership team. Their responsibilities include budgeting, planning, scheduling, purchasing and generally supporting their team mates as their colleagues in the high school content area departments do.

Middle School

1. It appears that the middle school might be getting shortchanged.

I don't believe that's true. The support of the middle school has not changed since we shifted from a co-principal to principal/assistant principal model. We support both the middle and the high school and one leader with an eye on both programs can keep the needs of the entire system in perspective without competing factors as I experienced my first year here.

2. Who is the administrator for the middle school? This new arrangement seems to be weighted towards the High School.

There has been no dedicated administrator for either the high school or the middle school for the last three years but there has been a principal of a 7-12 school who holds a strong commitment to a middle school model that meets the unique needs of those adolescents and ensures a successful transition to high school. As I mentioned above, we have a team leadership model at the middle school and the administrators rotate between the Grade Level Team meetings, EST, IEP and 504 meetings and sit in as necessary on team meetings. RRC supports all students.

3. Our district was among the first five in the state to choose and develop a middle school model at VUHS. A lot of money was spent creating it. Is it being abandoned? If so where is the data that supports this move? If not, how are we actively supporting our unique middle school needs with these administrative changes?

As I've stated before, I have a strong commitment to a middle school model. Prior to coming to VUHS, I spent 6 years at another 7-12 school with a middle school model with almost twice as many students. I have always been committed to supporting a middle school model within a 7-12 continuum. Since my arrival at VUHS, the changes we have made to the schedule have allowed the Middle School to take advantage of an almost completely separate day from high school. Aside from shared exploratory staff, the rest of the middle school day is adaptable to the needs of the middle school led by a cohort of dedicated individuals. Since my arrival at VUHS, I have supported their development of many initiatives and have ensured they have a dedicated budget separate from the high school to support these needs. They have implemented Genius Hour and streamlined Capstone (the initial run of Capstone was implemented the spring before I started), and have continued to develop and revise a student led conference model. A cohort of 7th grade students under the supervision of the 7th grade team leader, Meghan McGrath, is currently revising the PLP process to meet the unique needs of that age group. I have always been committed to the middle school model. I just don't believe that fewer than 150 students requires a dedicated administrator to support that program.

In closing, as I have stated before, I am interested in creating and supporting an education structure/system in ANWSD that can withstand turnover in administration. It is my hope that changes such as the ones being proposed have taken historical data into consideration.

I agree. Historical data is important and so is developing the capacity for growth and change in spite of changes in leadership in order to stay the course to developing a personalized proficiency based system that provides equitable opportunities for ALL students to achieve their full potential. That is what I've committed myself to as the educational leader of VUHS and every decision I make is meant to meet that goal.

