

UNAPPROVED DRAFT 4/10/18	BOARD APPROVED	CORRECTIONS
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ADDISON NORTHWEST SCHOOL DISTRICT
Board of Directors' Meeting
Monday, April 9, 2018
6:00 PM
Addison Central 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, Elizabeth Atkins, Kara Griswold, Stephanie Taylor

Guests: Martha Kenfield, Rose Wenzel, Lynne Rapoport, Nancy Ambrose, Carol Kauffman, Tricia Leone

Recorded by [RETN](#)

Call to Order:

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

Motion was made by G. Gardner, seconded by C. Cousineau, to adopt the agenda as presented. Chair Rakowski stated Action Item C (Authorize Chair to sign Application to People’s United Bank for Interim Financing for the EEI Project by use of a Line of Credit) is to be removed and will be added to the May meeting. So voted and motion passes.

Public Comment:

R. Wenzel stated a concern of the amount of time public comment is allowed only at the beginning of a meeting. Other boards include a public comment near the end for comments as well.

Presentations to the Board:

Robert’s Rules of Order and VT Open Meeting Law information was included in the agenda packet for review. L. Childers suggested including these on the website. Chair Rakowski stated there have been some changes in the Open Meeting Laws that need updating.

Board and Committee Reports:

Superintendent’s Report – stands as presented. Questions and clarifications were made.

Business Manager's Report – stands as presented. Business Manager Atkins reviewed the Fund Balance Sheet (Surplus), Fund Balance Sheet (Deficit), and the Surplus Allocation Calculation. Along with a revised Resolution to assigning 2016-17 fund balances. (documents attached).

L. Childers asked about an email received from the Treasurer on a credit card payment he had signed off on. Business Manager Atkins explained the situation and the process that was made. All documentation and required procedures were followed.

Principals' Reports – stands as presented.

VUHS – clarification on vacant positions and the hiring process for Assistant Principal and Director of School Counseling & Student Programming.

All schools recently went through a State Police Safety Checklist. Minor issues were addressed and will be worked on during the April break. The Vergennes schools were supported through the Vergennes Police Department with this checklist.

Student Report – stands as presented.

Public Comment:

C. Kauffman stated she had checked with Secretary of State Condos about Open Meeting Laws and she believes any regular board meeting should be the same day, time and location each month; otherwise it should be a "special meeting." She also stated that executive sessions can only be for specific reasons according to law. Chair Rakowski thanked her.

Board and Committee Reports continued:

Board Reports – Chair Report – stands as presented. Chair Rakowski asked for the Board's thoughts on issuing a gun violence prevention resolution or signing onto a national call to action. Discussion ensued. J. Stroup stated the VUHS student group VRED (Vergennes for Responsible Educated Decisions) presented on March 15 on the results of the Youth Risk Behavior Survey and did an excellent job.

Hannaford Career Center – K. MacKulin reported the last meeting was canceled due to weather. Next meeting is this Wednesday. A survey is being sent out about Technology Centers.

VSBA Representative – L. Childers reported the discussions at the last meeting was around the House Bill 911 on moving school funding out of property tax into income tax and statewide health insurance for teachers.

Community Engagement Committee – D. Raphael reported they received about 200 responses from the survey distributed on Town Meeting Day and at parent conferences. The Committee reorganized at their last meeting with D. Raphael as chair. They discussed their charge and would like to include the actual policy language in the charge. They hope to have a strategic plan by the May meeting. Another student will be needed for next year since Megan Tarte will be graduating. This Saturday, D. Raphael, K. MacKulin and Judy Elson will be attending the VSBA

conference on "Effective Engaged Governance." The Committee will also be applying for a Nellie Mae grant.

Facilities Committee – T. Borchert reported since the bond vote has been successfully passed, they are moving forward on the project. Steps are being taken for assigning a commissioning agent/clerk of the works. He commended Ken Sullivan for being on top of all the details of the project. The solar project will not be as large as it was envisioned due to some roof specifications and questions with Green Mountain Power. However, the HVAC system piece is moving forward.

Finance Committee – L. Childers reported there will be a meeting on Thursday, April 26. Bills were reviewed by C. Cousineau.

Policy Committee – J. Stroup reported the Administration met the agreed upon date of the April ANWSD Board Meeting to continue developing with the Policy subcommittee a system of review for required ANWSD procedures and reports. JoAn, Glory, and John corresponded on email and telephone on 04/04/18, and J. Stroup reviewed these materials on 03/26/18 and 04/04/18.

Required Administrative Procedures:

- 33 ANWSD Policies require Administrative Procedures (in reality it's only 32 because B4 does not apply - we do not have Transportation Employees)
- 22 have been created/revised according to ANWSD policy and have been reviewed by me (JTS) - (B20, B21, C2, C24, C25, C41, D6, F1, F30, & F40 on 2.18.18) & (B2, B31, C1, C4, C41, C6, C8, D2, D4, D5, E1, & F32 on 3.26.18)
- 8 are "in process" or not yet available (B6, C7, C10, C20, C40, D1, D3 & F22)
- 3 have been reviewed but do not meet policy requirements (C21, C34 and D21 still reference old ANWSU policies or ANWSU language)

Required Administrative Reports:

- 16 ANWSD Policies require Administrative Reporting
- 6 have been created according to ANWSD policy and have been made available to Board (B31, D6, F20, F21, F30, & F42)
- 2 are "partially complete" and have a future date for Board review (B21 & D20)
- 8 are "in process" and have a date for Board availability (C2, C3, C5, C9, C10R, C34, D1, & D4)

This represents the Policy Subcommittee's second systematic review of required procedures and reports. The full committee will review before the May Board meeting as well as 10 additional policies for any revisions

Superintendent Screening Committee – T. Borchert reported the Committee met on April 3 with Bob Stevens, who explained the process to the Committee. Five meetings have been scheduled. On May 16, the candidate(s) will visit the community. The Committee plans to forward the name(s) to the Board by May 21. It was the consensus of the Board to hold candidate interviews in executive session. A criteria form had been sent to the Board to be

returned to B. Stevens, which will be used to help create the questions for the interviews. An action item for tonight includes expenses for the Committee (travel for out of town candidates, food, etc.)

Action Items:

Approval of Minutes of March 12, 2018 – Motion was made by T. Borchert, seconded by J. Stroup, to approve the minutes as presented. F. Yarbrough stated it was noted that he was part of the Community Engagement Committee and he cannot participate at this time. G. Gardner stated under the Establish Date/Time/Location of Meetings, the original motion was not recorded as passed. So voted and motion passes with the amendment.

Approval of Bills and Directors' Orders – Motion as made by C. Cousineau, seconded by F. Yarbrough, to approve the bills in the amount of \$1,090,753.94 and the payroll in the amount of \$1,329,621.35. C. Cousineau stated he found no issues in his review. So voted and motion passes.

Authorize Expenditure of up to \$2,500 for Incidental Expenses related to Superintendent Search – Motion was made by G. Gardner, seconded by L. Gutowski, to approve the expenditures up to \$2,500 for the Superintendent search. So voted and motion passes.

Authorize Expenditure of up to \$1,200 for Staff Appreciation Week – Motion was made by K. MacKulin, seconded by J. Stroup, to approve the expenditure up to \$1,200 for Staff Appreciation Week. The expenditure is not currently in the budget, but Business Manager Atkins stated there is a place it can be taken from. G. Martin will organize the arrangements for each school. So voted and motion passes.

Verification of Receipt of FY 17 Audits – Motion was made by F. Yarbrough, seconded by M. Koenig, to approve verification of receipt of the completed FY 17 audits. So voted and motion passes.

Approval of Warning for Informational Meeting and Australian Ballot Vote – Two draft warnings were presented. One including an article (6) on commingling votes, the other without. Motion was made by F. Yarbrough, seconded by L. Childers, to approve the warning without Article 6 for a special meeting on May 14, 2018 at 5:15 p.m. at Ferrisburgh Central School and Australian ballot vote on May 15, 2018 for the following:

ARTICLE 2: Shall the voters of the School District authorize the Board of School Directors to borrow money by issuance of bonds or notes not in excess of anticipated revenues for the next fiscal year?

ARTICLE 3: Shall the voters authorize the establishment of a capital improvements and facility repair and maintenance reserve fund, pursuant to the provisions of 24 V.S.A. §2804, for the purpose of the capital

improvements, repairs and maintenance projects and to assign \$124,650 from the fiscal year 2017 fund balance to the reserve fund?

ARTICLE 4: Pursuant to the provisions of 17 V.S.A. §2662, shall the action taken at the Annual Meeting on February 26, 2018, in spite of the fact that the vote on such public questions should have been by Australian ballot, and any act or action of school district officer or agents pursuant there to be readopted, ratified and confirmed by the voters?

Discussion ensued. Currently, votes are counted in individual towns and total is commingled. Commingling the ballots would mean bringing to one centralized location to be counted all together.

G. Gardner made an amendment to also remove Article 1 (election of officers). Seconded by J. Stroup. Discussion ensued. J. Stroup called the question to the amendment. One nay, amendment passes.

Discussion ensued on the date. City of Vergennes has a conflict with May 15 and suggested May 22 for the vote. F. Yarbrough made an amendment to have the informational meeting on May 14 and the vote on May 22. Seconded by C. Cousineau. One nay, amendment passes.

F. Yarbrough made an amendment to the informational meeting time from 5:15 p.m. to 6:30 p.m., with a recess in the regular board meeting. Seconded by L. Gutowski. So voted and amendment passes.

Chair Rakowski called the question to the original motion. So voted and motion passes.

Authorize Attorney to Review Administrative Contracts – Motion was made by T. Borchert, seconded by G. Gardner, to authorize an attorney to review administrative contracts.

Discussion ensued. Review would include all administrative/non-aligned contracts to verify legally bonded and compliant. F. Yarbrough made an amendment to include a cap of \$2,500 for attorney fees. Seconded by L. Gutowski. So voted and amendment passes. Original motion was voted on and passes.

Authorize the Superintendent to submit proposals accept grants and act as Administrator of Federal and State Programs on behalf of ANWSD – Motion was made by G. Gardner, seconded by J. Stroup, to authorize the Superintendent to act as Administrator of Federal and State programs on behalf of ANWSD. So voted and motion passes.

Approve Appointment of Superintendent Screening Committee – Motion was made by G. Gardner, seconded by J. Stroup, to approve the following as the Screening Committee:

Tom Borchert, Finn Yarbrough, Elizabeth Atkins, Matt DeBlois, Ken Sullivan, Amanda Bodell, Tania Bolduc, Caetlin Harwood, Loretta Lawrence, Sharon Mallory, Rose Wenzel, Heather Racine

So voted and motion passes.

Establish Board Subcommittee to Review and Select Proposals for Legal Services – Motion was made by G. Gardner, seconded by J. Stroup, to establish a committee including G. Gardner, S. Rakowski, M. Koenig, and C. Cousineau, to review and select proposals for legal services. So voted and motion passes.

Discussion Items:

Gun Violence Prevention Resolution – J. Stroup stated he would consider the signing on the call of action from Virginia Ed. More discussion on this will occur at the May meeting.

Planning of May Board Meeting – Planning for the informational meeting on May 14. The regular Board meeting will be on May 14, 6:00 p.m. at Ferrisburgh Central School. The informational meeting will be held at 6:30 p.m.

Executive Session:

Motion was made by F. Yarbrough, seconded by T. Borchert, to go into executive session at 9:00 p.m. inviting the Superintendent, Director of Student Services and Principal Taylor. So voted and motion carried.

At 9:03 p.m., executive session was called to order in accordance with 1 V.S.A. § 313(a)(7). No action taken. D. Raphael motion to conclude the executive session at 9:26 p.m. K. MacKulin seconds. Motion passed unanimously.

At 9:27 p.m., executive session was called to order in accordance 1 V.S.A. § 313(a)(1)(A)). No action taken. F. Yarbrough motion to conclude executive session at 9:47p.m. J. Stroup seconded. Motion passed unanimously.

Adjournment:

Motion was made by F. Yarbrough, seconded by J. Stroup, to adjourn the meeting at 9:48 p.m. So voted and motion passes.

Submitted by,

Glory Martin
Recording Secretary

*****Subject to Board approval**

Addison Northwest School District
Fund Balance Sheet (Surplus)
As of July 1, 2017

Report # 3990

Net Assets

Account Number / Description

001-0000-30704-00-000-000 Fund Balance-General Operating
 050-0000-30704-00-000-000 Fund Balance-SPED
 004-0000-30704-00-000-000 Fund Balance-Preschool
 305-0000-30704-00-000-000 Fund Balance-Capital Improvement VUHS
 405-0000-30704-00-000-000 Fund Balance-Scholarships VUHS
 304-0000-30704-00-000-000 Fund Balance-Capital Improvement VUES
 704-0000-30704-00-000-000 Fund Balance-Transition
 750-0000-30704-00-000-000 Fund Balance-Rowland CF1
 718-0000-30704-00-000-000 Fund Balance-MAC
 302-0000-30704-00-000-000 Fund Balance-Capital Improvement FCS
 717-0000-30704-00-000-000 Fund Balance-Medicaid
 752-0000-30704-00-000-000 Fund Balance-Rowland CF2
 783-0000-30704-00-000-000 Fund Balance-ADAP
 311-0000-30704-00-000-000 Fund Balance-Construction ACS
 712-0000-30704-00-000-000 Fund Balance-Best
 010-0000-30704-00-000-000 Fund Balance-Thundercare
 705-0000-30704-00-000-000 Fund Balance-High School Completion
 799-0000-30704-00-000-000 Fund Balance-VEHI PATH Program
 775-0000-30704-00-000-000 Fund Balance-Nellie Mae
 402-0000-30704-00-000-000 Fund Balance-Scholarship FCS
 006-0000-30704-00-000-000 Fund Balance-Technology ACS
 732-0000-30704-00-000-000 Fund Balance-Education Quality Review
 720-0000-30704-00-000-000 Fund Balance-Title I
 008-0000-30704-00-000-000 Fund Balance-Ropes Course
 731-0000-30704-00-000-000 Fund Balance-Farm to School
 722-0000-30704-00-000-000 Fund Balance-Title IIA
 026-0000-30704-00-000-000 Fund Balance-Art Room VUES
 003-0000-30704-00-000-000 Fund Balance-Profile Partnership

Surplus Balances Notes

\$1,228,380 To be used in Surplus Allocation FY19
 \$380,069 To be used in Surplus Allocation FY19
 \$21,426 To be used in Surplus Allocation FY19
 \$240,000 Carry Forward Confirmed
 \$232,081 Carry Forward Confirmed
 \$109,534 Some spent in FY18 for Approved Paving Project
 \$96,137 Carry Forward Confirmed
 \$58,852 Carry Forward Confirmed
 \$52,074 Carry Forward Confirmed
 \$45,081 All spent in FY18 towards Approved Paving Project
 \$31,821 Carry Forward Confirmed
 \$24,867 Carry Forward Confirmed
 \$23,027 Under Research
 \$22,996 Carry Forward Confirmed
 \$20,209 Under Research
 \$19,400 Carry Forward Confirmed
 \$8,233 Under Research
 \$8,131 Carry Forward Confirmed
 \$6,500 Carry Forward Confirmed
 \$6,109 Under Research
 \$6,099 Under Research
 \$3,618 Under Research
 \$2,863 Carry Forward Confirmed
 \$2,475 Carry Forward Confirmed
 \$2,156 Under Research
 \$824 Carry Forward Confirmed
 \$661 Under Research
 \$619 Under Research

700-0000-30704-00-000-000	Fund Balance-LRNG Rafting	\$585	Under Research
798-0000-30704-00-000-000	Fund Balance-Scott's Miracle Grow FCS	\$500	Under Research
007-0000-30704-00-000-000	Fund Balance-Kitchen Equipment ACS	\$495	Under Research
703-0000-30704-00-000-000	Fund Balance-LSB Licensing	\$453	Under Research
782-0000-30704-00-000-000	Fund Balance-IDEA B Preschool	\$298	Carry Forward Confirmed
795-0000-30704-00-000-000	Fund Balance-Flexible Pathways	\$264	Under Research
028-0000-30704-00-000-000	Fund Balance-Tennis Program VUES	\$60	Under Research
027-0000-30704-00-000-000	Fund Balance-Potato Grant VUES	\$50	Under Research
Total Surplus Fund Balances		\$2,656,947	

Important Note: Some of these confirmed carry forward fund balances are being spent in the current fiscal year FY18. I will update the board with current balances on all funds at the May board meeting.

4/3/2018 10:09:27AM

Page -1 of 1

**Addison Northwest School District
Fund Balance Sheet (Deficits)
As of July 1, 2017**

Report # 3990

Net Assets		Deficit	Funding with	Balance	Notes
Account Number / Description		Balances	Surplus GF		
009-0000-30704-00-000-000	Fund Balance-Child Nutrition	(\$423,961)	(\$423,961)		
314-0000-30704-00-000-000	Fund Balance-Construction VUES	(\$216,894)	(\$216,894)		
780-0000-30704-00-000-000	Fund Balance-IDEA B	(\$32,971)	(\$19,351)	(\$13,620)	Grant Report revised Dec 2017 - Revenue in FY18
301-0000-30704-00-000-000	Fund Balance-Capital Improvement ACS	(\$32,249)	(\$32,249)		
728-0000-30704-00-000-000	Fund Balance-21st Century	(\$31,010)	(\$27,688)	(\$3,322)	Grant Report revised Dec 2017 - Revenue in FY18
315-0000-30704-00-000-000	Fund Balance-Construction VUHS	(\$17,947)	(\$17,947)		
730-0000-30704-00-000-000	Fund Balance-Fresh Fruit & Vegetable Program VUES	(\$9,053)	(\$9,053)		
312-0000-30704-00-000-000	Fund Balance-Construction FCS	(\$8,343)	(\$8,343)		
740-0000-30704-00-000-000	Fund Balance-VSHEP	(\$4,243)	(\$4,243)		
713-0000-30704-00-000-000	Fund Balance-Act 230	(\$2,792)	(\$2,792)		
729-0000-30704-00-000-000	Fund Balance-Fresh Fruit & Vegetable Program	(\$2,139)	(\$2,139)		
005-0000-30704-00-000-000	Fund Balance-Kitchen Equipment FCS	(\$1,578)	(\$1,578)		
733-0000-30704-00-000-000	Fund Balance-League of Innovative Schools	(\$1,065)	(\$1,065)		
Totals:		(\$784,246)	(\$767,304)	(\$16,942)	

Addison Northwest School District Surplus Allocation Calculation

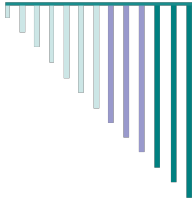
General Fund Surplus Available as of 6/30/17	\$1,629,875
Minus Amount Allocated to 2018-2019 Operating Budget	(\$650,000)
Minus Amount Allocated to Fund Food Service/Child Nutrition Deficit FY17	(\$423,961)
Minus Amount Allocated to Fund Remaining FY17 Deficits in Other Funds	(\$343,343)
Minus Amount Included in 2017-2018 Budget Submittal to the Agency of Education in June of 2017	(\$87,921)
Equals Amount Remaining to Allocate to new ANWSD Capital Projects Fund (Pending voter approval of establishment and appropriation of funds)	\$124,650

4/3/2018 10:09:27AM

Page -1 of 1

Important Note: The Deficit Balances that will be eliminated by FY17 Surplus dollars will still show in FY18 Audits. This is because we only have authorization to use the surplus funds against FY19. The transfers to fund the deficits will be posted July 1, 2018 which is the first day of FY19.

ADDISON NORTHWEST SCHOOL DISTRICT



ANWSD

ADDISON FERRISBURGH PANTON VERGENNES WALTHAM

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April 9, 2018

**Action Item: Approve Revised Board Resolution to Assign 2016-17 Fund Balances,
Original Dated January 10, 2018**

Authorized Approval From: The Addison Northwest School District Board

Resolved, the Addison Northwest School District Board hereby Assigns the following 2016-17 Fund Balance amounts to the specified Accounts and Funds for the 2018-2019 Fiscal Year.

1. \$650,000 to the 2018-2019 ANWSD Operating Budget
2. \$423,961 to the ANWSD Food Service/Child Nutrition Fund deficit balance as of 6/30/17
3. \$216,894 to the VUES Construction Fund deficit balance as of 6/30/17
4. \$19,351 to the ANWSD IDEA-B Fund deficit balance as of 6/30/17
5. \$32,249 to the ACS Capital Improvement Fund deficit balance as of 6/30/17
6. \$27,688 to the ANWSD 21st Century Fund deficit balance as of 6/30/17
7. \$17,947 to the VUHS Construction Fund deficit balance as of 6/30/17
8. \$9,054 to the VUES Fresh Fruit & Vegetable Fund deficit balance as of 6/30/17
9. \$8,343 to the FCS Construction Fund deficit balance as of 6/30/17
10. \$4,243 to the ANWSD VSHEP Fund deficit balance as of 6/30/17
11. \$2,792 to the ANWSD Act 230 Fund deficit balance as of 6/30/17
12. \$2,139 to the ANWSD Fresh Fruit & Vegetable Fund deficit as of 6/30/17]
13. \$1,578 to the FCS Kitchen Equipment Fund deficit as of 6/30/17
14. \$1,065 to the ANWSD League of Innovative Schools Fund deficit as of 6/30/17
15. \$124,650 to the ANWSD Fiscal Year 2019 Capital Projects Fund. (The board will ask voters to approve establishment of this fund and this amount to be appropriated in the May 15, 2018 Australian Ballot vote)

Assigned Fund Balance: Amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed.

Assigned fund balance includes all positive remaining amounts in governmental funds, other than the General Fund, that are not considered nonspendable, restricted, or committed. In the General Fund, an assignment conveys an intended use that is narrower than the general purpose of the government itself.