

UNAPPROVED DRAFT 10/10/17	BOARD APPROVED	CORRECTIONS
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**ADDISON NORTHWEST SCHOOL DISTRICT
Board of Directors' Meeting
Monday, October 9, 2017
6:00 PM
Ferrisburgh Central School**

Minutes of the Meeting

Board: Addison
 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:

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

Guests: Martha Kenfield, Nancy Ambrose, Lynne Rapoport, Beth Ekroos, Barbara
 Fleming

Recorded by [RETN](#)

Call to Order:

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

Adoption of Agenda: Motion was made by G. Gardner, seconded by D. Raphael, to approve the agenda as presented. No discussion. So voted and motion carried.

Public Communication:

N. Ambrose stated she liked the name plates in front of each board member.

Board Education:

Principal Brodie welcomed everyone to Ferrisburgh Central School and gave a presentation on "PBIS at FCS" (Positive Behavioral Intervention and Supports).

Superintendent Canning presented district-wide SBAC results (Smarter Balanced Assessment Consortium). (Results are attached with the minutes).

Board and Committee Reports:

Superintendent's Report – stands as presented. Superintendent Canning reflected on the recent activity at VUHS this past week that involved a couple of unannounced visitors. Details were not accurate on the television. Safety protocols were not followed (propping open of doors) and is being corrected.

Also an addition to her report was sent on Friday on concussion data. Work is needed to create a district-wide policy and procedures. (Updated Incidental Report is attached).

Superintendent Canning also reported she will be out of the office from October 30 – November 3.

Discussion ensued on volunteers in the schools, the background check process and fees associated. Possibility of adding a budget line to cover the costs to be discussed at the budget guidance board meeting.

Business Manager's Report – stands as presented. Business Manager Atkins reviewed and answered questions on the Revenue Report and Expense Report.

Principals' Report – stands as presented. VUHS Principal Taylor reported there were 19 National Honor Society inductees.

Student Report – stands as presented.

Board Chair Report – Chair Rakowski congratulated L. Childers for being named the representative on the VT School Boards' Association Board.

Community Engagement Committee – the Vision Statement was rolled out at each of the school's Open House with high attendance at FCS but low attendance at the other schools. A letter was sent to the principals from Superintendent Canning on behalf of the committee encouraging a multi-pronged approach for rolling the vision statement out to students. A workshop with Sue McCormack on long-range goals will be established for late November – early December. Possibility of expanding committee to include parents.

Policy Committee – met on October 9. Next meeting is on November 2. Currently the Committee is working on Student Transfer and School Choice policies. May be considering a policy for School Crisis and Prevention for review in the future.

Facilities Committee – met on October 6, working on the Performance Contract proposal.

Finance Committee – M. Koenig reported he reviewed the bills and found only a couple of minor issues but had his questions answered.

Superintendent Evaluation Committee – met on September 27 and October 9. The Committee will bring to the Board at the November board meeting an updated job description and the Superintendent's goals for 2017-18 along with a timeline of the process. An executive session will be held to review the evaluation.

Hannaford Career Center – K. MacKulin reported the Career Center held their Open House in mid-September. The adult technical classes have begun. The teachers have ratified their

contract. The HCC Board is looking to create a Community Engagement Committee. The Center is working on a better balance of enrollment for morning and afternoon classes.

Action Items:

Approval of Minutes – Motion was made by J. Stroup, seconded by M. Koenig, to approve the minutes of the September 11, 2017 meeting as presented. No discussion was made. So voted and motion carried.

Approval of Bills and Directors' Orders – Motion was made by M. Koenig, seconded by G. Gardner, to approve the bills in the amount of \$1,851,191.84. No discussion was made. So voted and motion carried.

VSBA Proposed Resolutions and By-Law Changes – Motion was made by F. Yarbrough, seconded by G. Gardner, to support the proposed resolutions and by-law changes for the VSBA and to advise D. Raphael on how to vote at the Annual VSBA meeting. Discussion ensued. So voted with seven (7) in favor; three (3) abstained.

Next Meeting:

November 13, 2017 6:00 p.m. Vergennes Union Elementary School

Executive Session:

Motion was made by J. Stroup, seconded by F. Yarbrough, to go into executive session at 8:14 p.m. to discuss a personnel matter and inviting the Superintendent. No discussion was made. So voted and motion carried.

T. Borchert motioned to come out of executive session at 8:41 p.m. D. Raphael seconded. Motion passed unanimously.

No action was taken as a result of the executive session.

Adjournment:

T. Borchert motioned to adjourn at 8:41 p.m. D. Raphael seconded. Motion passed unanimously.

Submitted by,

Glory Martin
Recording Secretary

*****Subject to Board approval**

Superintendent and Business Office
Incidental Report
ANWSD
October 9, 2017

Hiring Protocol

Attached to this report I have made additions to the Hiring Protocol

Hiring Process for Director of Curriculum, Instruction and Assessment

Notification to Staff October 2, 2107

Schoolspring ad completed and will expire October 20, 2017

Kara Griswold and Matt DeBlois will oversee the process

Screening Committee is in process of being formed

Job Description is being reviewed by the Superintendent

October 20, 2017 applications will be reviewed

Interviews will occur week of October 30, 2017

Two final candidates will be recommended to the Superintendent

Superintendent will conduct reference checks

Week of November 6, 2017 Superintendent will meet with final candidates and make a decision.

Final Candidate will be brought to the ANWSD Board for contract approval November 13, 2017.

Concussion Data

The concussion law has been in existence in Vermont for about 4 years.

I was asked to create a report that would summarize the number of concussions annually that are the result of student injuries in school/sports. Unfortunately, this is no easy task. There is not one way that schools are logging this information and so data reports are not possible without man hours of reviewing paperwork or information that is listed on our student management program Power-School. In an interview with the school nurse from VUES she states that in the current year she knows of one concussion. This resulted from a playground incident. She reported that no concussions that she is aware of over the past year has resulted from sports. The school nurse at FCS is not aware that there are any incidents of concussion this year. The previous nurse kept her treatment logs in a book. It would take significant amount of time to research previous reports. The ACS nurse said there are no incidents of concussion at her school in the current year. This is her second year in that position.

The athletic trainer reports 25 incidents of concussion at VUHS last year. The VUHS nurse had 40 treatment plans for concussion last year. Some of these may be double counted from sports injuries, some incidents happened outside of school and some happen in other locations such as in gym class. What we need to be aware of is the fact that the nurse may treat someone as if they have a concussion if they show signs such as headache or vision issues even if it has not been diagnosed. I am sending some forms that school nurses use if concussion is suspected, action is needed to keep the student from further injury, signs and symptoms and return to learn procedures. In addition to these documents, there is a return to play procedure that I was unable to collect in time for this report. On a final note, one thing I learned from doing this research is that we need common processes and procedures for addressing concussion across our district. Under Lynne Rapaport's facilitation, district wide nurse meetings will be used to establish common forms and expectations. Next month, Pete Maneen will be presenting to the board. He will have more information about the training coaches receive on this matter.

Work Plan Reports

Attached to this report are two reports required by Policy (F30) Budget and (B21) Professional Development

November Board Education topics

Next month the Board will hear from Ken Sullivan, Director of Buildings, Grounds and Safety and Pete Maneen ANWSD Athletic Director

School Board Quarterly Retreat

School Board are asked to check your ANWSD email at least weekly. There are important announcements and communications that occur in between board meetings. Most of you could make the November 7th Retreat from 5-7 pm. Sue and I will be working with Nicole Mace on an agenda.

Volunteers

After a little rocky start to the year, we have made some adjustments to our procedures to process volunteers to work in our schools. First, the building administrative assistants will now distribute and collect the necessary paperwork to send to the central office for processing. There will be two levels of volunteers. The building administrator will determine which level to place the volunteer. One level is a person who will likely have no unsupervised visits with students and the other level is for people who will likely have unsupervised interactions with students. Going forward the School Board will need to decide if you would like to budget and pay for volunteers to work in our schools or to continue to have the volunteer pay either \$10.75/\$35.75. The fee is waived if volunteers live in Vergennes or Bristol.

Superintendent Schedule

Please be aware that I will be away from the office October 30th to November 3rd. Kara Griswold and Elizabeth Atkins are available should you have an immediate need. I will be checking emails but will be unable to answer my phone.

Business Manager

District consolidation is still underway. Registration for filing of new hires has been addressed by our new Fiscal Analyst, April Vaughan. We still need to register and file for accounts which will allow us to process calendar year end documents such as W2's and ACA declarations.

The audit for FY17 will commence with RHR Smith starting on Monday October 9th. They will be in the Business Office the entire week. They will begin the audit by reviewing student activity accounts and debt service. We are hoping that they leave us with good feedback on how to improve all our systems for the new School District.

Financial reporting for the new district is still under construction but progressing nicely. We have corrected a number of coding errors found between departments and grant funds, which you will see reflected in balances on the financial expenditure reports. We have also encumbered more expected costs in the last month to give us all a more clear picture of our financial outlook for the end of this year. This month you will see a revenue report included with the expense reports. Notes to these reports will be brought to the meeting on October 9th.

There were no report deadlines to the state or other entities since our last board meeting in September. Upcoming reports due in October will be reported on our November incidental report.

We have confirmed all current debt service for the district and report the following for each school:

Addison Central School - Paid off their last bond in 2013

Ferrisburgh Central School -

Series 2014-4 Bond with a principal payment of \$15,000 per year plus interest with a final payment due 11/15/2021

Series 2016-2 Bond with a principal payment of \$75,000 per year plus interest with a final payment due 11/01/2030

People's United Bank Building Improvement Loan with a current Balance of \$35,714.00 for which payment is due in June of 2018 or needs refunding.

Vergennes Elementary School-

Series 2016-2 Bond with a principal payment of \$15,000 per year plus interest. This current payment due 11/01/17 is the last payment due.

People's United Bank Roof Repairs Loan with a current Balance of \$35,583.09 for which payment is due in December of 2017 or needs refunding.

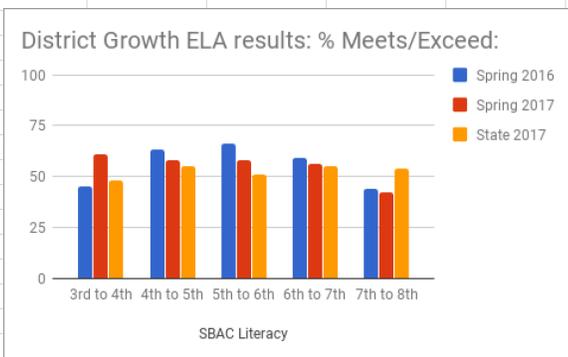
Vergennes Union High School-

Series 2010-4 Bond with a principal payment of \$415,000 per year plus interest with a final payment due 12/01/2020

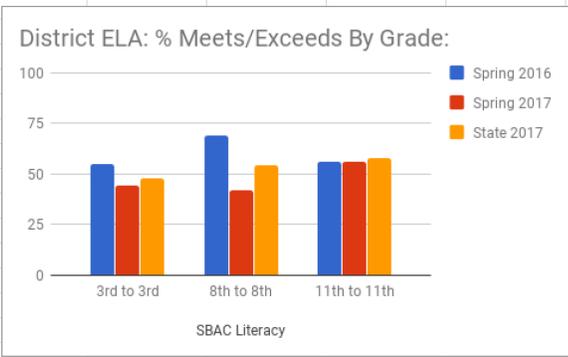
Series 2014-3 Bond with a principal payment of \$140,000 per year plus interest with a final payment due 11/15/2034

The two elementary schools with Capital project loans at People's United Bank shown above are an annual loan which either must be paid in full at the due date, or refunded by a new loan. If the district can find funds in the current year to pay these off it is strongly recommended that we do so and not continue refinancing the loans which are now valued much higher than their original loan amounts.

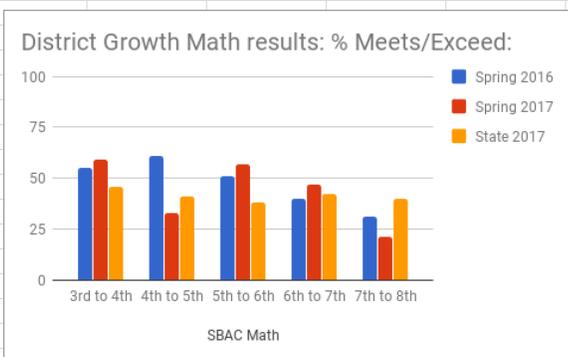
District Growth ELA results: % Meets or Exceeds: same cohort group			
SBAC Literacy	Spring 2016	Spring 2017	State 2017
3rd to 4th	45	61	48
4th to 5th	63	58	55
5th to 6th	66	58	51
6th to 7th	59	56	55
7th to 8th	44	42	54



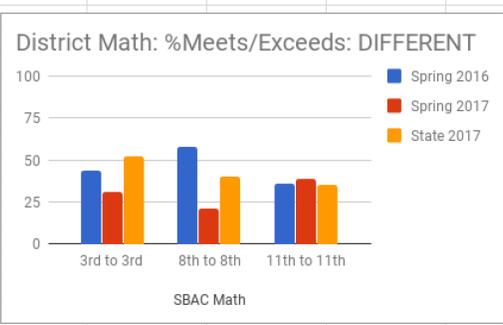
District ELA % Meets/Exceeds results: By Grades/ different cohort groups			
SBAC Literacy	Spring 2016	Spring 2017	State 2017
3rd to 3rd	55	44	48
8th to 8th	69	42	54
11th to 11th	56	56	58



District Growth Math results: % Meets or Exceeds: same cohort group			
SBAC Math	Spring 2016	Spring 2017	State 2017
3rd to 4th	55	59	46
4th to 5th	61	33	41
5th to 6th	51	57	38
6th to 7th	40	47	42
7th to 8th	31	21	40



District Math % Meets/Exceeds results: By Grades/ different cohort groups			
SBAC Math	Spring 2016	Spring 2017	State 2017
3rd to 3rd	44	31	52
8th to 8th	58	21	40
11th to 11th	36	39	35



2017 Literacy to Math comparisons by grade		
	Literacy % M/E	Math % M/E
grade 3	44	31
grade 4	61	59
grade 5	58	33
grade 6	58	57
grade 7	56	47
grade 8	42	21
grade 11	56	39

