

UNAPPROVED DRAFT 11/14/17	BOARD APPROVED	CORRECTIONS
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**ADDISON NORTHWEST SCHOOL DISTRICT  
Board of Directors' Meeting  
Monday, November 13, 2017  
6:00 PM  
Vergennes Union Elementary School**

**Minutes of the Meeting**

**Board:** Addison George Lawrence  
 Ferrisburgh Laurie Gutowski, Kristina MacKulin, George Gardner, Finn Yarbrough  
 Pantou 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, Stephanie Taylor, Jay Stetzel, Elizabeth Atkins

**Guests:** Nancy Ambrose, Lynne Rapoport, Beth Ekroos, Laura Pettibon, Amy Foley, Rose Wenzel, Sheila Burlock, Mary Neffinger

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 M. Koenig, seconded by J. Stroup, to approve the agenda as presented. D. Raphael asked to include discussion about the VSBA conference. Superintendent Canning stated the location for the December ANWSD Board meeting is incorrect and should be Addison Central School. So voted and motion carried.

**Public Communication:**

R. Wenzel reported that eight teachers from VUES recently used the Outdoor Classroom and found that the bridges could use some repair. She came to ask the Board what can and cannot be done to make the repairs.

M. Neffinger introduced herself as the Four Winds Program Coordinator at Ferrisburgh and described the program to the Board. If anyone is interested in more information about the program, they can contact her through B. Brodie, FCS Principal.

B. Ekroos thanked the Board for discussing the volunteer fees for background checks and allowing her to speak at the last meeting.

### **Board Education:**

**Vergennes Union Elementary School** – Presentation by R. Wenzel, A. Foley and L. Pettibon about Makerspaces. Makerspaces are places that encourage designing, making, building and creating through hands on exploration. It supports and promotes spaces for personalized learning. (presentation is [attached.](#))

**Grade 3-12 ANWSD Athletic Program** – P. Maneen, Athletic Director at VUHS, presented the opportunity to develop a District-wide program focusing on education based athletic development where every child in our District has equitable access to coaching, equipment and facilities. (presentation is [attached.](#))

**Director of Building, Grounds and Safety** – K. Sullivan introduced himself and described his position in the ANWSD. He explained the ongoing work for security and life safety in the schools. He described challenges including finding qualified substitutes, providing proper training, and lack of standardized maintenance and communication of requests. Another challenge faced with at the moment, is the District-wide Performance Contract to assess efficiency and building needs, provide options to save energy, and security elements.

The opportunities include a uniform process at each school, clarifying needs and installing a software program to help improve the way to manage, maintain and invest in the facilities - such as IT asset management, energy management, inventory management and solutions that help communities better utilize school property for off-hours use. Other opportunities as a unified department is working as a team, sharing resources and technical skills, save money by streamlining, and cross training staff.

### **Board and Committee Reports:**

**Superintendent's Report** – Superintendent Canning presented the FY 19 Budget Guidance. (presentation is [attached.](#)) Budget Meeting dates – January 3, 10, 17 and 24 (if needed) all at 6:00 p.m. at the VUHS Library.

Discussion ensued on the guidance from the Board to Administration. The Board requested information to show 1) Level Program; and 2) Level Funding.

Superintendent Canning also reported the December ANWSD Board meeting will be moved to December 18 due to holiday concerts on December 11.

**Business Manager's Report** – Business Manager Atkins reported the auditors were in the office for a full week in October plus an additional two day. Updated trial balances have been returned and all suggested adjustments. Draft audits should be available by December 1<sup>st</sup>. A meeting was held with the head auditor and the principals about policy and procedures for the Student Activities account.

**Principals' Reports** – stands as presented. Congratulations were given to M. Charlebois for being the recipient of the D.A.R. Award.

**Student Report** – stands as presented.

**Board Chair Report** – stands as presented. Chair Rakowski encouraged Board members to reach out to their respective towns to speak at Select Board/Town meetings.

**Community Engagement Committee** – D. Raphael asked the principals to be thinking of a plan to roll out the vision statement to their students for feedback. There will be a workshop on December 6 from 5:30 – 8:00 p.m. at VUHS with Sue McCormack that will address principles and best practices for effective school community engagement and identify topics that require engagement with internal and/or external school community.

D. Raphael reported that she and L. Childers attended the VSBA Annual conference.

**Policy Committee** – Committee met on November 2, on track to meeting goals.

**Facilities Committee** – Committee met on November 3 for further discussion on the Performance Contract. EEI is the contractor. EEI is being asked to provide a more concrete proposal. The plan is to bring the proposal to the Board in December which may include a possible bond.

**Finance Committee** – Committee is scheduled to meet on November 30 with the Treasurer and Business Manager. If any Board members have questions about the budget development, send to the Committee to bring to their meeting.

**Hannaford Career Center** – K. MacKulin reported they are starting their budget development process. A video on the value of Career Technical Education was watched at their last meeting.

**Action Items:**

**Approval of Minutes** – Motion was made by J. Stroup, seconded by M. Koenig, to approve the minutes of the October 9, 2017 meeting as presented. No discussion was held. So voted and motion carried.

**Approval of Bills and Directors' Orders** – Motion was made by J. Stroup, seconded by G. Gardner, to approve the bills in the amount of \$1,697,727.90. So voted and motion carried.

**Policy Adoption** – Motion was made by J. Stroup, seconded by T. Borchert, to adopt the policy **C40** – Intra-District Elementary School Transfer Policy. Discussion ensued. So voted, two opposed, motion carries.

Motion was made by J. Stroup, seconded by L. Gutowski, to adopt the policy **F32** – School Crisis Prevention and Response Policy. Discussion ensued. Question as to why are students being asked to be accountable if they cause a crisis and not a staff member. J. Stroup made the motion to withdraw his original motion and to table this policy at this time. Seconded by L. Gutowski. So voted and motion carried.

**Approval of Superintendent's Job Description** – Motion was made by T. Borchert, seconded by K. MacKulin, to approve the job description as presented. So voted and motion carried.

**Discussion Items:**

**School Choice** – Elementary School Choice options:

1. Transfer policy only
2. Limited open enrollment
3. Complete full open enrollment

**School Safety Forum** – Superintendent Canning has had conversations with Chief Merkel of the Vergennes Police Department about holding a School Safety Forum with the community to receive feedback about the possibility of having a School Resource Officer (SRO) at VUHS. The panel would include Superintendent Canning, Principal Taylor, Chief Merkel and a board member. Discussion ensued. The Board expressed they are not in support of holding a forum at this time.

**Executive Session:**

Motion was made by T. Borchert, seconded by M. Koenig, to go into executive session at 9:16 p.m. for the purpose of discussing a personnel matter and discussion of the Superintendent's evaluation, inviting the Superintendent. So voted and motion carried.

Motion was made by D. Raphael to come out of executive session at 9:20 p.m., seconded by M. Koenig. So voted and motion carried.

Motion was made by M. Koenig, seconded by T. Borchert, to accept the Superintendent's evaluation summarize report and 2017-18 goals. So voted and motion carried.

**Adjournment:**

Motion was made by M. Koenig, seconded by D. Raphael, to adjourn the meeting at 9:25 p.m. So voted and motion carried.

Submitted by

*Glory Martin*  
Recording Secretary

**\*\*\*Subject to Board approval**