

## AGENDA



**Addison Central School District  
Communications and Engagement Committee  
Committee Meeting  
Thursday, May 27, 2021, 12:00 pm - 1:00 pm  
Virtual Connection**

Join Zoom Meeting

<https://us02web.zoom.us/j/82813154216?pwd=QzIPcG1uaHBkak1qVlgYRU4wT2svQT09>

Meeting ID: 828 1315 4216

Passcode: 69fhRU

- A. Call to Order Upon Reaching a Quorum
- B. Approve Agenda
- C. Public Comment
- D. Approve Minutes of April 29, 2021 and May 13, 2021
- E. Committee Discussion:
  - 1. Review Draft Procedure Document for Responding to Public Comments
  - 2. Board Update for District Newsletter
  - 3. Status of Website Updates
  - 4. Communication Plan - Inventory/Review of ACSD Board's Routine Communications & Public Engagement Practices
- F. Other Business
- G. Next Committee Meeting Date and Time
- H. Adjournment

## **MINUTES**

**Addison Central School District  
Communications and Engagement Committee  
Committee Meeting  
Thursday, April 29, 2021, 12:00pm - 1:00pm  
Virtual Connection**

### **Remote Attendance**

Betty Kafumbe, Lindsey Hescok, Mary Heather Noble, Jen Nuceder, Amy McGlashan

Join Zoom Meeting

Meeting ID:

Passcode:

- A. Call to Order Upon Reaching a Quorum  
Meeting Called to Order at 12:05pm.

Administrators: Caitlin Steele

Staff: Erika Garner

Committee/Board Members: Betty Kafumbe, Lindsey Hescok, Mary Heather Noble, Jen Nuceder, Amy McGlashan

Public: Barb Wilson, Chris Kramer

- B. Approve Agenda  
Motion to approve the agenda.

Move:

Second:

Status: Passed

- C. Public Comment

Chris Kramer from Cornwall - Reference to an email he sent to Mary Heather regarding FAQs on ACSD website. Asking about Ripton, Board Chair and AOE response describing three options. Suggests crafting new language for ACSD website, updating with new information.

Barb Wilson from Shoreham - She is hearing from community members that parents are stressed about opening up full-time. What can we do to help people feel more comfortable? Concerns with mask wearing, social distancing, bus travel, possible return to remote learning. What message can we put out to the community?

- D. Approve Minutes

Committee agreed to add Lindsey to attendees.

Motion to approve the minutes.

Move: Jen Nueder

Second: Lindsey Hescock

Status: Passed

E. Committee Discussion:

1. Check in on Website Updates (FAQs and Board Update page)

Committee discussion on website:

Caitlin - Answering the question of "How much is the IB costing?" IB fees came out of pooled PD resources. Regarding Barb's public comments--articulating that IB is the foundation for all teaching and learning. Regarding the PRE-K question--part time position, role of this position, putting money and staffing into this.

Does the committee approve new language or give it directly to Erika?

Mary Heather - (#16) Costs are another name for Curriculum and Staff Development. Be sure our answer conveys this.

Jen - Look at reliability rather than content. We don't need to vote to approve changes.

Caitlin - Probing and clarifying questions are useful. She will work on language.

MH - (#10) Why are decisions on the district level not town? Should we reference language from charter? Emphasize Board's obligation to entire student body and financial responsibility.

LH - Making it easier to find the FAQs (location of links) from ACSD homepage  
Tabled to later in discussion.

Betty Kafumbe - Add something about Ripton and what it means for the school district. Include in one FAQ page rather than different page. Can we add a new FAQ section about 6th grade move?

Amy MCGlashan - It would be premature and confusing to talk about succession before state board takes action. Do we pull it or leave it up there?

CS -Ripton still part of ACSD. We will have more info in May after State Board meeting. We do need FAQs for Ripton. The FAQa are not a static document.

JN - Include FAQs for Ripton with link to where the current info (from best source) can be found.

LH - Add date last update, disclaimer that it's a live document, use links to best sources. Who is responsible for being sure this is accurate and checking links?

AG - Links to info about Ripton (Stronger Together)

It's our committee who would update. What's our capacity to keep track of every change?

JN - When revising them on the spreadsheet, she made a new column to categorize the FAQs. Click on one of the categories and they will open the list. Succession is one she added in without a formal question.

EG - Yes, we can organize the School Board section of the ACSD pages differently.

BK - (#25) Edit timeline of FMP and when decision will be made. It still says to be completed by 2/2020. Committee members agree that we need to revise the FMP timeline. Who do we ask? (Victoria)

AG - Mary C. asked Amy's committee to update timeline. It will be part of their conversation. Hasn't been updated since before pause.

EG - Finish filling in graph timeline. Fall 2021? What is earliest Weybridge will be closing?

BK - Can Erika go ahead with questions that we are ready to update now?

MH - Refer to list EG she sent us about previous website edits. How should we update Ripton FAQs?

CS - Address in main FAQs and not separately. Use links rather than trying to own the information. It represent best thinking at the time, but the situation is evolving.

JN - We didn't create that document. We can address some of this in our FAQ but it's not ours to edit or change. Added by Peter Burroughs so who should be updating this?

MH - What about questions prior to the Ripton vote? Do they need to be memorialized? Direct people to "Past" or "Background Information".

JN - Peter asked EG to put it up, so we can't ask her to do anything with it.

CS - Point to this as a historical document. Not useful where it stands now.

MH - Confusing now because it's not where we are in the process. Add that state board making decisions, what the decision tree looks like now. Have a question with link to historical document.

LH - Categorize questions to be more user friendly and less overwhelming. Make Ripton info easy to find.

BK - Page about legacy boards?

MH - Board landing page is just names and emails now. Add our responsibility, mission, members, group photo, visuals. Barb emailed MH re: our stated goals. Could this come out of our board retreat? Add scope of what we do, priorities, goals.

Is there a required language of legacy board? EG will ask Sharon.

AG - Board bios. We don't have goals as a board right now. Add this after our retreat. Equity statement

BK - Reference to Google Doc sharing ideas about SB landing page (9/10/20 document) Have each SBM send a photo.

JN - Personal profiles on ACSD page. Names to link to bios (why I joined, goals, free time, committees)

MH - Google doc to get content for bios. Current charge based on Charter.

1pm time check (MH)

LH - Discussion/agenda item for next time: structure of webpage and how info is organized. Road map of how we got here. Timeline with decision artifacts along the way and what's coming next, how to engage in the next step.

MH - Submit edits to Erika or Caitlin before next meeting.

## 2. Draft Procedure Document for Responding to Public Comments

MH - Policy Committee wants procedure document about how we respond to public comments. Betty wants to work on this. Review her draft in Board Paq.

JN - Great job starting off. Refer to other policy and procedure. Be specific so we can follow up. Update complaints section at bottom. Not our responsibility to tell Superintendent what to do with complaints. Chain of command (ex: my child's teacher is giving my kid too much work.) When is it appropriate to bring to SB? How to get items on agenda if you want to address with the Board.

LH - Clarifying stakeholders and "members of the public".

AG - Organize by ways we communicate with public. Each category might have types of communication (complaint, comment, etc). Can we cover stakeholders without outlining

them differently? Procedures will be the same regardless of who. Different procedure for email vs. talking at a soccer game. Outline policy and protocol in document.

MH - Not so specific that it becomes obsolete when a form of communication changes (ex: no longer using Zoom)

JN - Less specific is better. Policy should apply to all stakeholders. Comments in public, how to walk through chain of command. Who should respond to email? How do we know someone has responded? What to do if others have already responded? Copy each other when replying.

BK - Can we have a centralized incoming email that all board members see?

MH - Who will manage centralized email? Who will look at the account? Should we specify in procedure document?

LH - Could we have a form on our web page?

3. Inventory/Review of ACSD Board's Communications & Public Engagement Practices  
To be discussed at next meeting.

4. Public Engagement in Facilities Master Planning Process  
To be discussed at next meeting.

#### F. Other Business

LH - Discussion in Policy and Governance Committee about student representatives on the Board, recruiting students who represent a broad perspective, including communication and engagement in the job description.

#### G. Next Committee Meeting Date and Time

Thursdays at 8:30am is the best time and 12pm is second choice.

Next meeting: Thursday, May 13th, 2021 from 12:00pm - 1:00pm

#### H. Adjournment

Motion to adjourn the meeting.

Move: Lindsey Hescock

Second: Jen Nuceder

Status: Passed

Meeting adjourned at 1:24pm.

Respectfully submitted,  
Lindsey Hescock, Recorder

Communications and Engagement Committee Meeting  
May 13, 2021

Committee members: Mary Heather Noble committee chair, Jen Nuceder committee member, Amy McGlashan committee member, Lindsey Hescok committee member, Erika Garner non-board committee member, Jay Harrington public

A 12:06

B Jen Nuceder moved, Amy McGlashan seconded. Approved with exception to table item D.

C Jay Harrington –Concern that student request to fly Black Lives Matter flag is taking too long to get permission to fly the flag.

D – Tabled

E

1. Started as way to keep public informed on facilities master plan. Makes sense to evolve to touch on topics that are on interest such as directing to MUMS transition information or update on BLM Flag policy. Update on general board work – what we are working on. Should we even continue this effort? What purpose is it currently serving? Who contributes to it? How frequently should it go out? Discuss later as a part of the broader communication plan. Could add shorter quarterly update into the quarterly district update until FMP process necessitates a more targeted approach.

2. FMP FAQs, Ripton secession FAQs – where are we? Erika and Jen met yesterday to discuss spreadsheet updates and best way to update site. Decided a word doc with the regrouped questions would be most efficient to look at it and for Erika to use to update website. Jen regrouped questions into categories in a shared word doc. Ripton secession FAQ will be removed and Erika will update the FMP FAQs based on the shared google doc as well as Mary Heather's additional info regarding Ripton secession.

Broader FMP website updates to make site look more efficient and effectively tell the story of how we got to where we are from the beginning of the process. Thoughts/volunteers to work with Mary Heather and Erika to work on this? Betty and Lindsey will join in the effort. How can we structure the website so when we get it to a good point it stays clean when we add more content?

3. Several edits were made. Review in detail and warn it at next meeting to take action and move to policy committee.

4. Tabled for next meeting

F No time. Think about frequency of our meetings to discuss later.

G Noon May 27

H Jen moved, adjourned 1:10.

## **Draft Procedure Document for Responding to Public Comments**

(Working Document for Communications & Engagement Committee Discussion and Review)

Last updated: 5/6/21

\* Note: edits are in green; outstanding questions are in red

### Intent:

As expressed in its Governance Commitment (Policy A1), the ACSD School Board Vision requires the Board to engage with each other, administrators, teachers and staff, parents, students, and community members in ways that promote its mission of supporting all students to reach their full academic potential and be prepared for success as engaged citizens.

The purpose of this Procedure Document is to establish a system to enable consistent ACSD Board responses to questions, comments, and complaints raised from any member of the ACSD community.

### General Procedure:

Board members will observe and honor the distinction between the role of the Board and that of the Superintendent, and will refer questions, comments, and concerns to appropriate staff members of the ACSD, in accordance with Policy A2 -- Key Responsibilities of Board Members, which states in part:

“The Board’s responsibility is to ensure leadership success without micromanaging. School board member interactions with school personnel shall respect appropriate reporting relationships. It is the responsibility of the Superintendent, not members of the Board, to direct the administration and coordination of educational programs in the district. When presented with citizen concerns, board members [shall] refer them to appropriate levels of authority in accordance with our policies and procedures for complaints.”

Individual members of the Board are welcome to respond to questions and concerns as needed, with the understanding and acknowledgment that they are not speaking on behalf of the full Board unless they have been specifically authorized to do so, per Policy A5 -- Code of Conduct, which states in part:

“...Board members’ interaction with public, press, or other entities shall recognize the inability of any individual board member to speak for the Board except as explicitly stated in board decisions.”

Board members must also respect and keep confidential all personnel issues and all issues of a sensitive nature, in accordance with Policy A5.

#### Comments Received Via Email:

[Do we want to include language about maintaining a centralized email or contact form, and how that incoming dialogue will be handled?]

Incoming emails from ACSD stakeholders may be acknowledged by the Board Chair (or Superintendent, if pertaining to ACSD operations and under the purview of the ACSD administration), and then distributed to appropriate members of the Board or ACSD staff for additional action or response as needed.

Board members responding to email communications from ACSD stakeholders are also encouraged to copy their responses to the [Board Chair and Superintendent? Executive Committee? Communications & Engagement Committee?] to keep them apprised of communication with the ACSD community.

Board members who independently receive email communications requiring the attention of the full Board shall forward the email to the [Board Chair? Executive Committee? Full Board?] for consideration as an agenda item for a future Board meeting.

#### Comments Received During Public Comment Period of Board and Committee Meetings:

Comments and questions presented by stakeholders during the public comment period of Committee meetings and Board meetings will be recorded in the meeting minutes, and will be taken into consideration by the Committee and full Board, respectively. Comments and questions expressed in the “chat” feature of remote Zoom meetings will also be included in meeting minutes. [Do we want to specify any additional follow-up?]

#### Comments Received During Other ACSD Public Engagement Events:

Comments and questions presented by stakeholders during other topic-specific, Board-sponsored public engagement events such as community forums, porch conversations, etc. will be compiled by the Communications & Engagement Committee and reported to the full Board for its consideration in a subsequent Board meeting. Responses to questions may also be summarized and addressed in follow-up public communications, including Board updates and newsletters, as well as FAQs documents available on the ACSD website.

#### Complaints:

Board members receiving a complaint from a stakeholder pertaining to the conduct of an ACSD student or staff member shall forward such communications to the appropriate ACSD school leadership in accordance with ACSD policies and procedures. If the complaint involves school personnel, Board members should encourage the complainant to address the matter directly

with the individual concerned. If the complainant has already exhausted efforts to resolve the issue directly, Board members should advise them to bring the issue to the attention of the school Principal, and then Superintendent if the matter remains unresolved.

If the complainant has followed the ACSD's process, and is dissatisfied with the Superintendent's decision regarding their concern, they may appeal the decision to the Board. Board members who receive complaints falling under this category shall forward the concern to the Board Chair and Executive Committee for their review and consideration as a full board matter.

If the complaint involves the conduct of the Superintendent, the matter shall be referred to the Board Chair and Executive Committee for their review and consideration as a full Board matter.

## **Draft Board Update for District Newsletter (tentatively schedule for 6/4/21)**

Last updated 5/18/21

The ACSD Board welcomed three new members this spring: Lindsey Hescok and Mary Heather Noble, both of Middlebury, and Barbara Wilson of Shoreham. Committee assignments and Board member contact emails are currently available on the Board page of the ACSD website, but we are also in the process of updating the site to include Board member bios and other general information about the work that we do. [Check back soon](#) for updated content!

While the Facilities Master Plan has been on hold, the Board has been busy supporting the administration's work to fill leadership vacancies in the District, transition 6th graders to MUMS for the '21/'22 academic year, and develop a comprehensive COVID recovery plan for our students. The Board has also been focused on researching the potential impacts of Rlpton's withdrawal from the District on our learning community, and representing the ACSD's interests in the formal withdrawal process that is overseen by the State Board of Education. An update on the status of that process can be found [here](#).

In committee work, the Policy and Governance Committee has been researching and developing policies around personnel recruitment and background checks, the use of security cameras in schools, ensuring access to education and services for homeless students, and raising flags on school grounds, among other topics. The Negotiations Committee is working to establish contract details for ACSD teachers and staff, and the Communications and Engagement Committee is at work developing a communication plan to streamline and improve routine communications with the ACSD community. This committee is also in the process of updating and improving the Facilities Master Plan page of our website, so the roadmap of the Board's Facilities Master Plan journey is clearer and augmented with links to supporting documents and information.

The Board will conduct its annual retreat in the summer to review progress on the District's Strategic Plan and make goals for the upcoming year. And the Facilities Committee will resume work on the Facilities Master Plan around September 2021, when in-person community engagement is safer. Please visit [www.acsdvt.org/fmp](http://www.acsdvt.org/fmp) for additional details.

[signed?]

## **Draft Status Update on Ripton's Withdrawal from ACSD**

Last updated 5/19/21

**The Town of Ripton's request to withdraw from ACSD was recently approved by its voters and ratified by the other 6 member towns -- where does that leave us now? What happens next?**

The next step in the process is for the State Board of Education to review Ripton's petition to become its own school district. In order for the State Board of Education to approve their petition, they must find that Ripton has adequate provisions to support the PreK-12 education of its students in a school that meets the State's rules and requirements for education programming. In Ripton's case, the town needs to demonstrate its ability to continue operation of the existing elementary school in compliance with State regulations while budgeting sufficient funds for tuitioning Ripton secondary students to a middle school or high school of their choice. There are also required terms of withdrawal that would need to be negotiated between Ripton and ACSD (concerning debts and transfer of property, etc.).

The State Board has reviewed Ripton's petition and approved its withdrawal from ACSD on May 19, 2021. While the precise timeline for the remaining steps of the withdrawal process is unclear, the Town of Ripton is aiming for an operational start date of July 2022 in order for Ripton to become an independent school district in time for the FY23 academic year.

In the meantime, Ripton remains a member town of ACSD, and is included in ACSD's FY22 budget for the upcoming academic year. Ripton will remain in the ACSD until the State Board of Education assigned the new Ripton School District to a supervisory union and finalizes an operational start date for the new district.

**So when Ripton becomes its own school district, what supervisory union will they belong to?**

Once Ripton's petition to become its own school district is approved, the State Board of Education then needs to: 1) determine what happens to ACSD, and 2) assign the new Ripton School District to a supervisory union.

On May 19, 2021, upon approving Ripton's petition to withdraw from the District, the State Board subsequently determined that maintaining ACSD is in the best interest of the State and the students of the remaining member towns -- and has declared that the district will continue to exist without Ripton. This was the expected outcome, given ACSD's size, stability, and remaining town membership.

Regarding the assignment of Ripton School District to a supervisory union, the State Board has two possible options (since the new district would be too small to operate as its own supervisory union):

- A. The State Board could create a new supervisory union around the ACSD and the Ripton School District, thereby establishing an umbrella entity to provide centralized services to both districts. This outcome would change the governance structure of the current ACSD and would yield a total of three boards: the ACSD Board, the Ripton School Board, and a Board for the new supervisory union, consisting of appointed members from the ACSD Board and Ripton School Board. All centralized services for both ACSD and Ripton students would be provided by the new supervisory union, and current ACSD central office staff would presumably become employees of the new supervisory union. [OR]
- B. The State Board could assign the new Ripton School District to an existing nearby supervisory union. In this case, students of the Ripton School District would receive centralized services from the existing supervisory union, but would not be prohibited from tuitioning into MUMS, MUHS, or any other secondary school of their choice. It is unclear whether an existing supervisory union could impose any additional requirements for the Ripton School District.

From an organizational perspective, the potential implications of Ripton's withdrawal and supervisory union assignment are significant and complex, but difficult to predict with any certainty at this time.

Ultimately the ACSD, Town of Ripton, and any other stakeholders are allowed to present their perspectives on the matter, but the decision regarding Ripton's assignment to a supervisory union lies solely with the State Board of Education.

### **What does Ripton's withdrawal mean for the Facilities Master Planning process?**

The ACSD Board paused the Facilities Master Planning process in January 2021, in light of the uncertainty around the pandemic, questions arising around Ripton's secession, and the strain it was placing on ACSD in addition to other work the District was working to accomplish -- including final IB authorizations, transitioning 6th-graders to MUMS, and filling key leadership positions.

The ACSD Board intends to resume the Facilities Master Planning process once the District has progressed further on those efforts and COVID recovery planning, and has a clearer understanding of the impact of Ripton's withdrawal on our learning community. However, the financial challenges driving the Facilities Master Planning process remain significant and will require our full attention in the near future. The Board anticipates returning to the process around September 2021, once current uncertainties have been resolved and in-person community engagement is safer.

**COMMUNICATION PLANNING:**  
**Inventory of ACSD Board's Routine Communication & Public Engagement Efforts**

Intentions Behind Communications & Engagement Activities:

- To inform public of Board purpose and goals
- To inform public of Board membership & contact information
- To invite public to events and meetings
- To invite public comment and feedback on Board activities
- To respond to questions and comments from the public
- To provide summaries of recent Board work and actions
- To provide access/links to data & information that informs Board decisions
- To provide access to public records -- agendas, meeting minutes, recordings
- To build the relationship between Board and ACSD Community
- Others?

Current Methods of Communication & Engagement:

- Website (managed by ACSD's Communications & Engagement Coordinator)
  - School Board Landing Page
  - School Board Members
  - School Board Updates
- E-mail responses
- Other Social Media?
- Board Newsletters (last one Feb 2021)
- Articles/OpEds in Addison Independent
- Public Comment during Board and Committee Meetings
- Other Routine Communication Efforts?