

AGENDA



Addison Central School District

Facilities Committee

Committee Meeting

Wednesday, February 2, 2022, 10:00 am - 11:00 am

208 Charles Avenue, Middlebury, VT & Virtual Connection

Please click the link below to join the webinar:

<https://zoom.us/j/95326868558>

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- A. Call to Order Upon Reaching a Quorum
- B. Introductions - Board Members, Administrators and Staff
- C. Approve the Agenda
- D. Public Comment
- E. Recommendation to Approve the Minutes of January 20, 2022
- F. Committee Discussion:
 - 1. Review Draft of the Facilities Master Plan
- G. Other Business
- H. Next Committee Meeting Date/Time
- I. Adjournment

MINUTES



**Addison Central School District
Facilities Committee
Committee Meeting
Thursday, January 20, 2022, 10:00 am - 11:00 am
208 Charles Avenue, Middlebury, VT & Virtual Connection**

In-Person Attendance

James Malcolm; Mary Heather Noble; Victoria Jette

Remote Attendance

Jennifer Nueder; Mary Cullinane

Please click the link below to join the webinar:

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International numbers available: <https://zoom.us/u/adsQHVOsKa>

A. Call to Order Upon Reaching a Quorum

Facilities Committee Chair Victoria Jette called meeting to order at 10:03 a.m.

B. Introductions: Board Members, Administrators and Staff

Administrators: Peter Burrows, Superintendent of Schools; Logan Price, Business Manager

Staff: Emily Blistein, Director of Communication; Bruce MacIntire, Director of Facilities (Remote)

Others: Ben Merrill, Writer; Lorraine Morse, public participant, not acting as a board member

C. Approve the Agenda

Motion to approve the agenda.

Move: James Malcolm Second: Mary Heather Noble Status: Passed

D. Public Comment

None

E. Recommendation to Approve the Minutes of December 8, 2021

Motion to approve the meeting minutes for December 8, 2021.

Move: James Malcolm Second: Victoria Jette Status: Passed

F. Committee Discussion:

1. First Draft of the Facilities Master Plan

Victoria Jette opened the committee discussion about the first draft of the Facilities Master Plan (FMP) report, and proposed getting committee members' initial impressions on the whole document before going through it by section. She thanked Ben Merrill and Mary Heather Noble for their work in pulling the first draft together. Peter Burrows noted that discussion of the draft FMP report has been warned for Monday's full Board meeting (1/24/2022).

Mary Heather Noble noted the length of the document, and is seeking committee member feedback to fact-check and shape it. Ben Merrill acknowledged the lengthiness as well, but expressed the importance of retaining enough detail in the final product so readers understand the full process that has transpired.

Victoria Jette suggested that the beginning of the report could do more to set the scene and go into further detail about why the FMP process was initiated – she has felt that the Committee's work has really been driven by the educational equities and financial circumstances, so the report should emphasize that. Peter Burrows agreed and suggested adding a section at the beginning of the report to specifically address that issue. He feels the rest of the document does a good job of outlining the Board's process and timeline.

James Malcolm agreed that the report needs to be comprehensive, and does not believe it should be shortened. He expressed that the report should provide some explanation regarding the changing economic factors that have driven the process – the original intent was to have a FMP report that made specific recommendations, but that is no longer the case since the State has not finalized changes to its education funding system. The reader should still have a sense of what is to come next, or where the Board will go from here.

Mary Cullinane also agreed that the draft report's depth and length is appropriate – it is an artifact of an exhaustive process. It characterizes and communicates the level of consideration, and that needs to remain. She agrees that a section should be added toward the beginning of the report to highlight why the Board invested all this time and effort. It should include financial, enrollment & educational data and information from the beginning of the process as well as current circumstances that justify the Board's action on this issue.

Jennifer Nuceder echoed other comments about the length & detail of the report, but believes it should also provide some follow-through re: what has been accomplished from the original guiding questions (e.g., moving 6th grade, school choice, etc.).

Bruce MacIntire suggested that the report include some descriptive details about the scope of the original 2017 SchoolDude audit, so that readers understand the limitations of that data. All agreed that Section C – State of Facilities should provide more information about what the two facilities reports actually entail. This information is especially important to provide perspective/understanding of the costs projections for facilities improvements.

Section-by-Section Comments

Section A – Ben Merrill is still revising, so the Committee didn't discuss in detail. It will likely be edited to provide readers with an overview of "Here's what this report contains, and here's how to navigate it" rather than providing a conclusive summary.

Section B – Board Process and Goals: Victoria Jette wondered whether the report should circle back on the guiding questions from the FMP Planning Document. All agreed that revisions to Section E – Moving Forward could be structured around those original questions and what has been learned from them.

Mary Heather Noble asked whether the community feedback is adequately characterized. Mary Cullinane acknowledged importance of summarizing community concerns in the report.

Jennifer Nuceder wondered whether this section can somehow highlight the data & information that supported the Board's thinking during this process. This again underscores the importance of adding a "Why the Facilities Master Plan" subsection to the report. Mary Cullinane suggested language that explains how the Board has few tools within its control to ensure that the greater good is receiving what it needs. The Board cannot maintain the District's current footprint at any cost and still meet its mission of delivering high quality academic opportunities and services to all kids.

Section C – Need to define scope and limitations of both 2017 SchoolDude and 2019 TruexCullins Elementary School Study assessments. Add this information to the beginning of Section C. Keep the school-by-school list, but be clear that financial figures are for comparison, and are not current-day construction figures. Ben Merrill will make these adjustments.

Section D – Jennifer Nuceder asked about putting information re: educational reasons behind the process up front – this section describes the educational adequacy analysis, so shouldn't it lead with that information? Consider putting content from Caitlin Steele's eChat video at the beginning of this section so that the educational component behind this entire planning process is appropriately highlighted. Mary Cullinane suggested creating a "call-out box" in the formatting so that the information we want to highlight is immediately brought to the reader's attention.

Peter Burrows emphasized the importance of highlighting the connection between the financial and educational drivers. People need to understand that the financial reasons for breaking the status quo are also educational, since maintaining the status quo would result in unsustainable staffing cuts. There is an opportunity for this report to convey this reality. He also suggested that the revisions to this first draft will probably need more time, and suggested moving the full Board's discussion of the draft report to the Feb 14th Board meeting. This would give Ben and Mary Heather ~2 weeks to revise and share, and give the Committee another chance to review before sharing with full Board.

Emily Blistein also added that the Committee and Board should consider how else

they would like to present the findings of the FMP report to the community. People aren't likely to read a 40+ page document, so perhaps think about providing another eChat video about this, and/or hosting a community engagement event around this. Mary Heather Noble noted that this topic is on the agenda for the next Communications & Engagement Committee meeting.

Section E – To be revised and restructured around original Guiding Questions from FMP Planning Document.

G. Other Business

None

H. Next Committee Meeting Date/Time

Next meeting: February 2, 2022, 10-11:00 AM, 208 Charles Avenue, Middlebury

I. Adjournment

Meeting adjourned at 11:38 a.m.

Respectfully submitted,
Mary Heather Noble, recorder

Motion to adjourn.

Move: James Malcolm Second: Mary Heather Noble Status: Passed