

AGENDA



**Addison Central School District
Policy and Governance Committee
Committee Meeting
Wednesday, March 31, 2021, 5:00 pm - 6:00 pm
Virtual Connection**

<https://us02web.zoom.us/j/84144403619?pwd=SXl0REg3aGMycThSWWhLcURxTVRlZz09>

Meeting ID: 841 4440 3619

Passcode: VWjT0M

- A. Call to Order
- B. Appoint Committee Chair and Secretary
- C. Introductions - Board Members, Administrators and Staff
- D. Approve Agenda
- E. Recommendation to Approve Minutes of February 22, 2021
- F. Public Comment
- G. Discussion Topics:
 - 1. Review Progress of Recent Policy Work, Determine Next Steps
 - 2. Review Options for Monitoring Board Policies
 - 3. Outline Timeline for Policy Work through June 21, 2021
- H. Next Meeting Date and Time
- I. Adjournment

MINUTES



**Addison Central School District
Policy and Governance Committee
Committee Meeting
Monday, February 22, 2021, 6:30 pm - 7:30 pm
Virtual Connection**

Remote Attendance

Margaret "Peg" Martin; Mary Gill; Suzanne Buck

<https://us02web.zoom.us/j/84677118903?pwd=TTVhSEFwZEdYMjFFFT1Rud3E1akNpZz09>

A. Call to Order Upon Reaching a Quorum

Meeting called to order at 5:00 PM.

B. Introductions - Board Members, Administrators and Staff

Administrators: Vicki Wells

C. Approve Agenda

Approved

D. Recommendation to Approve Minutes of January 25, 2021

Approved

E. Committee Discussion:

1. Response to Public Comment

Constituents are asking for a response to public comments they present at public board meetings. Committee reviewed current policies or procedures to guide us regarding responding to public comment.

-A1 Governance Commitment: The Strategic Plan reflects to priorities of the board and the Planning and Outreach Committee seeks input from the community:
Evidence of meeting that goal-Community Forums, Porch dialogues, E-chats, board newsletters, FAO's, links on ACSD webpage to Board policy and notes, documents related to Full Board and Committee meeting notes, and Planning Documents ex Facilities Master Plan.

-A2: Key Responsibilities: Board members assure leadership success without micromanaging. School personnel and constituents' concerns are directed to the appropriate level of authority (Superintendent, Board Chair or designee).

-A5: Code of Conduct: 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.

-A7: Governance Style: The Board Meetings are conducted with maximum efficiency and effectiveness. The Board Chair determines the amount of time allocated for discussion of issues and agenda items.

Committee felt the current policies in place cover how the board policies address a variety of avenues for public comments. We feel that all public comments are taken into consideration as the board furthers its goal of governing strategically and may not warrant a specific detailed response to individual comments. The committee recommended we discuss the issue with the board chair on a possible procedure or process that sends an acknowledgement or receipt for the public comment. The board chair and superintendent will determine if the issue requires the item be delegated for further review or be included in meeting notes for general consideration.

2. Suggestions from Constituent Submitted February 4, 2021

Suggestion from Constituent to address letter written to the board regarding public records and board conduct.

3. Outline Timeline for Policy Review

The policy committee discussed ways in which we can orientate and update our new board members to the policies and procedures of the ACSD. In addition, we will develop a timeline for reviewing policies with all board members on an annual schedule. In addition, we will explore a process for evaluating how we operate as a board.

F. Next Meeting: March 22, 2021, 5-6 PM via Zoom

G. Adjournment

Meeting adjourned at 6:15 PM.

Respectfully submitted,
Mary Gill, Recorder

ACSD Policy and Governance Committee
2/22/2021

Join Zoom Meeting

<https://us02web.zoom.us/j/84677118903?pwd=TTVkSEFwZEdYMjFFT1Rud3E1akNpZz09>

Meeting ID: 846 7711 8903

Passcode: 6679b3

Note from Chris Kramer (2/4/21)

This message is intended for Mary Gill, as chair of the Policy and Governance Committee of the Board.

Three of the recommendations in my letter suggested actions for the Policy and Governance Committee.

- One of those included reviewing existing policy A3, to consider revising the language on confidentiality in communications between board members and the superintendent ("The Superintendent and the Board members respect the confidentiality of communication in both directions"), as those communications are actually public by default under Vermont public records laws (1 V.S.A. §§ 315-320), with certain exemptions.
- One of the recommendations suggested the development of a Transparency Policy, and noted that many of the communications I reviewed included private email use to conduct public business.
- One of the recommendations suggested reviewing the actions described in the letter to determine whether they may have violated policies A5 (Code of Conduct) and/or A7 (Governing Style).

Under Policy A4, "Policy development or review originates in the Policy and Governance Committee of the ACSD Board."

Mary Gill, could you please confirm whether you expect that the Policy and Governance Committee will address the recommendations above?

Thank you

-Chris