

# MINUTES



## Addison Central School District

### ACSD Board

### Board Meeting

Monday, June 26, 2023, 6:30 pm - 8:30 pm

208 Charles Avenue, Middlebury VT & Virtual Connection

### *ACSD District Vision and Mission*

#### **OUR VISION**

*All students will reach their full academic potential and be prepared for success as engaged citizens.*

#### **OUR MISSION**

*To provide an innovative, rigorous, and supportive educational community that inspires a passion for learning and cultivates empathy and responsibility.*

### **In Attendance**

Barbara Wilson; Brian Bauer; Ellen Whelan-Wuest; Ellie Romp; James Malcolm; Jason Chance; Joanna Doria; Lindsey Hescocock; Mary Heather Noble; Suzanne Buck; Tricia Allen

### **Not In Attendance**

Jamie McCallum; Steve Orzech

#### A. Call to Order Upon Reaching A Quorum

Meeting called to order at 6:37 p.m. by Board Chair Barb Wilson.

##### 1. Introductions - Board Members, Administrators and Staff 5 min

ACSD Staff present: Matt Corrente, Director of Finance & Operations; Heather Crowley, Executive Assistant to the Superintendent; Caitlin Steele, Director of Teaching and Learning (final Board meeting in this capacity); Will Hatch, Director of Technology (remote).

##### 2. Public Comment 10 min

No public comment; however Brian Bauer took the opportunity to thank everyone who had wished him well during his total knee replacement surgery.

#### B. Recommendation to Approve Minutes of 6/9, 6/12 5 min

Joanna Doria made a motion to approve the minutes from the June 9, 2023 Special Board Meeting. Suzanne Buck seconded. The Board voted and approved the minutes. Tricia Allen, Brian Bauer, and Ellen Whelan-Wuest abstained.

Suzanne Buck made a motion to approve the minutes from June 12, 2023 Regular Board Meeting. James Malcolm seconded. Ellen Whelan-Wuest noted the total time indicated on the minutes was 1.5 hours, but the actual meeting time greatly exceeded that time. Barb Wilson explained that the time was a reflection of the time allotted to each topic when the agenda was prepared, and not a sum of the time the meeting actually took. There was some brief discussion about making accurate estimates and attempting to enforce the time allotments. Lindsey Hescock volunteered to do so for the evening's meeting. The Board voted and approved the minutes. Brian Bauer abstained.

C. Approve ACSD Bills 5 min

James Malcolm reported that the bills had been reviewed by himself and Jason Chance on June 26, 2023. They were presented as follows:

General Fund: \$494,479.85 (~ \$150K of this were transportation expenses)

McGilton Fund: \$383,661.29 (for Keewaydin Environmental Education)

Payroll: \$383,661.29

Payroll: \$19,270.08

Payroll: \$2,547,984.47 (this large sum is due to summer paid to faculty under the current FY)

Motion to approve and pay the ACSD Bills as presented.

Move: James Malcolm Second: Brian Bauer Status: Passed

D. Report of the Board

1. Action: Approve Professional Appointments 10 min

Suzanne Buck made a motion to approve the ACSD Professional Appointments, Departures, and Transfers for the 2023-2024 academic year as presented in the meeting materials. Tricia Allen seconded.

Lindsey Hescock asked about the appointment of Jennifer Urban to the Shoreham

Elementary School Assistant Principal position; the Board was told that she and Matthew Brankman were going to co-lead both Bridport and Shoreham schools as assistant principal and principal, respectively. Why doesn't this reflect that detail? There was some discussion about whether the Board should require Gail Leach to edit this detail before Board approval.

Ellen Whelan-West made a motion to amend the original motion to approve ONLY new appointments and departures, but not transfers (which includes Jennifer Urban's new position). Brian Bauer seconded. Suzanne Buck asked

about whether Ms. Urban has received her administrative licensing (Heather Crowley confirmed that she has completed training and is in the process of obtaining it). Matthew Corrente clarified that the assignment of Ms. Urban's position to Shoreham Elementary was purely for budgeting purposes -- per position needs to be assigned to a cost center. Jason Chance asked whether the change would prevent Ms. Urban from being able to start by July 1st. The Board voted on the proposed amendment to the motion, and it passed: 7 Ayes, 2 Nays.

Ellie Romp asked for clarification on what the Board just approved: the motion on the table was amended to allow the Board to vote & approve ONLY new appointments and departures, not transfers. She asked those who voted Nay to explain their votes. Joanna Doria and Mary Heather Noble both indicated that they felt Matt Corrente's explanation about assigning the position to a cost center was sufficient, and that the amendment did not seem necessary for Board approval. Jason Chance brought up his question again about Ms. Urban being able to start July 1 if the Board does not approve the appointment tonight. Heather Crowley spoke up and indicated that it might be problematic. Brief discussion about how to proceed: Mary Heather Noble recommended that Barb Wilson call the vote -- the proposed amendment can be voted down if members do not believe it to be necessary. Barb Wilson called a vote on Ellen Whelan-Wuest's motion to amend the original motion. All voted 'Nay.' The proposed amendment failed.

Suzanne Buck repeated her original motion to approve the ACSD Professional Appointments, Departures, and Transfers for the 2023-2024 school year. Tricia Allen seconded again. Barb Wilson called the vote, and the motion unanimously passed.

2. Action: Approve Auditor bid 10 min

James Malcolm noted that the Board had already discussed the selection of an auditor at the last meeting, and reminded members that the Finance Committee's recommendation is to approve the bid from RHR Smith Co. for auditing services because their proposal was the most cost-effective, and they already have demonstrated experience providing comprehensive auditing services for the District.

Motion to approve bid from RHR Smith Co. for ACSD's auditing services. Move: James Malcolm Second: Joanna Doria Status: Passed

3. Action: Approve Transportation bid 10 min

James Malcolm and Matt Corrente explained the proposed contract between the Addison County Consortium (ACSD, ANWSD, and MAUSD) and Betcha

Transit for provision of transportation services to the three school districts. They explained that this is a 3-year contract, but that the Finance Committee recommends initiating the bidding process again soon for the time after that, so other contractors have the opportunity to enter the pool and have time to scale their operations to meet the Consortium's needs.

Brian Bauer announce that he will recuse himself from this vote because the outcome impacts him and his employment with Betcha. But we would like the Board to discuss transportation in other terms besides finance.

Lindsey Hescoock suggested that it would be helpful for the Board and public to have a timeline for starting the bidding process again. Transportation is a hot-button topic. She also asked who does the negotiations on behalf of the District? (Matt Corrente and his counterparts at ANWSD and MAUSD) Lindsey indicated that she would like to see transportation on a future meeting.

Jason Chance noted how the contract sometimes refers to the ACC collectively, and that in other places there are provisions specific to a particular district. Matt Corrente clarified that those elements are part of transitioning into the Consortium, but that ACSD is still entering into the contract as a District, and that the participation of the other Districts does not impact Betcha's obligation to uphold the requirements (nor does it hinder ACSD from seeking damages for cancelled routes, etc).

Suzanne Buck asked about the cameras on buses and where that information is stored (Mary Heather Noble recalled that Betcha stores it, but that it must be furnished to ACSD upon request -- Will Hatch has looked into this as part of his IT work). Suzanne also suggested that the District consider clarifying when drivers can use buses for personal use -- ACSD should not pay for this gas.

The Board approved the contract -- Brian Bauer abstained due to his recusal.

Motion to approve the ACC Contract Proposal for FY25-28 as presented. Move: James Malcolm Second: Ellen Whelan-Wuest  
Status: Passed

#### 4. Discussion: Review Policies C1, C15, D23, F3 & F4

10 min

Suzanne Buck introduced the discussion as the Chair of the Policy Committee. All of the following policies have been presented for the Board's first read. The second and final read will occur on July 18, 2023 (the Board Retreat date).

Policies F3, Fire and Emergency Preparedness Drills and F4, Access Control and Visitor Management are both required by the State, and must be on the books by August 1, 2023.

Policy D23, Selection of Instructional Materials is also a new policy from VSBA, and is similar to the policy the Board recently passed for selection of library materials.

Policy C1, Education Records is an updated version of an existing policy -- this policy update was requested by MUHS Guidance Counseling office, who wanted clarity on which records they must keep, how long, etc. This reflects the latest VSBA model policy.

Policy C15, Student Conduct and Discipline is also required by the State, and the Policy Committee has received requests to include an updated policy in Student Handbooks.

Ellen Whelan-Wuest noted that Policy C15 requires building administrators to develop procedures to implement the policy, and that she could not see a mechanism to ensure consistency in disciplinary practices across ACSD's 9 schools. She wondered whether the draft policy should be revised to specifically state this requirement. Brian Bauer echoed this concern, noting his observations about different expectations and consequences for student behavior on field trips. James Malcolm stated that this concern could either be addressed in the policy itself, or in the development of procedure documents. Suzanne Buck reminded the Board that it is only responsible for policy, but that the Leadership Team would probably be developing the Procedure on Student Conduct and Discipline as a team, which would address the concern. Joanna Doria suggested that the Policy Committee work to align the language in the draft policy so that there is an understanding of Board expectations regarding Superintendent oversight and consistency among elementary schools in the district.

Brian Bauer proposed having the Policy Committee do a more comprehensive review of policies to determine whether policies are indeed accomplishing their intended purpose.

#### 5. Discussion: Board Retreat

20 min

Barb Wilson announced that the final date & time for the Board retreat would be July 18th at 4:30 p.m. It will be held in 208 Charles Ave, and dinner will be provided. Elaine Pinckney, who facilitated the Board Training in April, will be leading the meeting. She will be joined by VSBA's new trainer. She expects the session to last 3-4 hours.

Suzanne Buck expressed the importance of Board members attending the Board retreat -this is a time for the group to work with the new interim superintendent to set goals. We are all elected to serve and represent the voters of the district. Attending the Board retreat is extremely important. Mary Heather Noble concurred.

Ellie Romp wondered if there was a better way to have a discussion about which dates get chosen. We need to get better at scheduling. She suggested using Survey Monkey so members can indicate which dates they can/can't/might be able to attend. Barb explained that this particular range of dates largely depended on Tim Williams and Elaine Pinckney's availability.

James Malcolm agreed with Suzanne, but also noted the difficulty of scheduling during the summer. Ellen Whelan-Wuest cautioned against a tone implying that board members aren't committed. Lindsey Hescocock agreed, and listed challenges with her own schedule. Jason Chance suggested targeting Mondays for future retreats/meetings since the Board is already trained to keep Mondays open.

The Board then turned the discussion toward the topics members would like to cover during the retreat. Some of the ideas included: Additional training/understanding of governance and Board member roles & responsibilities, Planning the process for the search for a permanent superintendent; Anticipating FY25 budget issues with the sunseting of ESSER funds, Evaluating Board effectiveness, Finalizing Board Norms and collective priorities, Strategic Plan for Equity, and Continuation/Expansion of IB program evaluation. There was some discussion about the on-boarding and need for additional guidance on Board rolls & responsibilities. Joanna Doria invited Tim Williams to contribute his thoughts:

Tim Williams agreed that that Board members should have a firm understanding of their roles & responsibilities, so it makes sense to include governance as part of the retreat. He also noted the urgency of budget work and finding a permanent superintendent. One of his highest priorities is to help the Board secure a permanent superintendent, and in order to do so, the Board needs to work well and efficiently to attract top quality candidates. He suggested coming away from the Board Retreat with 3 goals to keep a clear focus for the upcoming year.

Joanna asked Barb about including a few chapters from The Governance Core to help shape the retreat, and perhaps finalize the Board Norms. Mary Heather Noble asked if Barb could share a Retreat Agenda and required reading beforehand so everyone is prepared for the July 18 retreat. Members can bring their top goals as well, and the group can find the collective priorities during the retreat. Barb agreed to have materials distributed to Board members by July 11.

#### E. Other 5 min

Mary Heather Noble thanked Caitlin Steele for her work as the Director of Teaching and Learning. She complimented Caitlin's work in that position, and expressed gratitude for her current leadership of MUHS.

#### F. Adjournment

Meeting adjourned at 8:02 p.m.

Motion to adjourn.

Move: Suzanne Buck Second: Joanna Doria Status: Passed

Total Meeting Time: 1h 30m

**\*Public Comment Guidelines:**

Public comments are encouraged and welcome at each regular board meeting during the period designated for public comment. Comments are limited to three minutes per person. Citizens will be called to make their statement by the board chair. Public comments regarding personnel, students or legal matters will not be heard by the Board.