

MINUTES



**Addison Central School District
ACSD Board
Board Meeting
Monday, August 28, 2023, 6:30 pm - 8:30 pm
208 Charles Avenue, Middlebury VT & Virtual Connection**

ACSD District Vision and Mission

OUR VISION

Our vision is for all ACSD students to reach their full learning potential, have a sense of belonging in our schools, and enrich our community and the communities where they live in the future.

OUR MISSION

Our mission is to provide high-quality, equitable, and varied learning environments that inspire a passion for learning and growth among our students.

In-Person Attendance

Barbara Wilson; Brian Bauer; Courtney Krahn; Ellen Whelan-Wuest; Heather Crowley; James Malcolm; Jamie McCallum; Jason Chance; Joanna Doria; Mary Heather Noble; Matthew Corrente; Nicole Carter; Steve Orzech; Suzanne Buck; Tim Williams; Tricia Allen

Remote Attendance

Ellie Romp; Lindsey Hescocock

- A. Call to Order Upon Reaching A Quorum Barb Wilson
Meeting called to order at 6:30 p.m.
1. Introductions - Board Members, Administrators and Staff Barb Wilson
ACSD Staff and Administrators also present: Tim Williams, Interim Superintendent; Nicole Carter, Assistant Superintendent and Director of Equity & Student Services; Courtney Krahn, Director of Teaching and Learning; Heather Crowley, Executive Assistant to the Superintendent; Matt Corrente, Director of Finance & Operations

Emily Blistein, ACSD Director of Communications and Engagement also present (remote).

Judy Sclair-Stein, consultant with McPherson & Jacobson also joined the meeting remotely for Agenda Item F, Superintendent Search.
2. Public Comment on the Agenda Items Barb Wilson
No public comment.
- B. Recommendation to Approve Minutes of August 14, 2023 Barb Wilson
Ellen Whelan-Wuest, Jason Chance, and James Malcolm abstained.
Motion to approve the minutes of August 14, 2023.

Move: Joanna Doria Second: Jamie McCallum Status: Passed

C. Approve ACSD Bills

James Malcom

James Malcolm presented a summary of the ACSD Bills, which were read on August 28, 2023:

General Fund: \$769,541.55

Payroll: \$886,736.26

Motion to approve and pay the ACSD Bills as presented.

Move: James Malcolm Second: Suzanne Buck Status: Passed

D. Report of the Superintendent

Tim Williams

Tim Williams provided a recap of the Superintendent's Report included in the meeting materials. His plan is to include a report like this at the second Board meeting of every month, which will be included with the agenda and meeting materials. Highlights:

2023-24 School Year: Teachers and staff returned last week -- Tim thanked the Leadership Team for helping the return go well. The following teachers/staff were recognized as Teacher/Staff of the Year: Lisa Maggio, MUMS; Christina Wadsworth, Weybridge Elementary School; Alex Cox, Ripton Elementary School; and Linda Barrett, Bridport Central School.

VT State Test Results: Preliminary student achievement results have been released by the State for the new standardized testing that was administered last spring. Results are not yet final, they expect to be official in December. Tim noted that the results are not yet meaningful until we know more contextual information and can see how other Districts have done as well.

Strategic Plan: This work will continue at the next September Board meeting so the Board can review, edit, and approve the Strategic Plan.

FY25 Budget: Matt Corrente has proposed the budget timeline, which was included in the last email update. The work on this will begin in the fall, with initial presentations to the Board in December.

Board questions: James Malcolm asked for clarification on when the State proficiency data will be finalized, and noted that the presentation of preliminary data is a bit confusing. Joanna Doria asked about the definitions of "Level 1" through "Level 4." Tim explained that they are essentially proficiency categories specified by the State. Levels 3 and 4 are considered "proficient" in terms of District accountability. Mary Heather Noble asked whether there has been any feedback from Teachers and Principals about this new testing tool. Courtney Krahn noted that the tests are quite different than SBACs, and that the practice tests were different than the official tests, so students had to adjust to that. They seemed to be administered smoothly from her observations. Ellen Whelan-Wuest asked about being able to compare historical data with the new information when it is presented. Tim noted that the State plans to provide some "crosswalk" data/information to help Districts understand the new results in the context of prior SBAC data.

E. Report of the Board

1. Discussion: Committee Updates

Barb Wilson

James Malcolm reported that the Finance Committee has not yet met since the last update.

Steve Orzech reported that the Negotiations Committee is scheduled to meet on September 6th. They are preparing for negotiations, but the process does not officially begin until the

Association requests it (usually a bit before contracts expire).

Jason Chance reported that the Facilities Committee has not yet met.

Suzanne Buck reported that the Policy Committee is currently reviewing 11 policies.

Mary Heather Noble reported that the Communications & Engagement Committee has completed its recommended edits for most of the Board pages on the new ACSD website. They were waiting for Board members to provide feedback on their edited Bios. She will give the edits to Emily Blistein to update the website, noting that the Facilities Master Plan portion of the website will not yet be edited until the Facilities Committee has an opportunity to discuss how they would like the information to be organized online. Mary Heather also reminded Board members to sign up for Back-to-School open house events at ACSD schools in September. The C&E Committee is preparing a few handouts to have at then Board tables.

2. Work Plan Creation Discussion

Barb Wilson

Barb Wilson explained that the Executive Committee had discussed the formation of a Work Plan for the 2023-24 Academic Year, as a follow-up to the recommendation that had come from the Board retreat. She feels it will be most efficient for the Executive Committee to come up with a draft that the full Board can review. The idea is to plan out the Board's work so that it can be more intentional and proactive. It will be a living document. Mary Heather Noble suggested taking feedback from Board members to identify priority work topics for the work plan. Among the priorities to include in the work plan:

- Superintendent Search
- FY25 Budget planning
- Negotiations
- Identification & scheduling of Board Training
- Public Engagement around Budget
- Finalizing Strategic Plan/ Strategic Plan review
- Reviewing State Proficiency results (January 2024)
- Mandated Policy Review & required reporting

3. Call for 2 Volunteers to serve as Board Liaisons on the Addison Central SEPAC

Barb
Wilson

Barb Wilson explained that the Addison County Special Education Parent Advisory Council (SEPAC) has established its bylaws, and is hoping to have 2 ACSD Board members serve as representatives in their regular meetings. Barb asked interested Board members to email her.

Joanna Doria asked about the time commitment. Mary Slosar, Co-Chair of the SEPAC, stated that the group is still trying to establish a regular meeting schedule, but meeting will likely be at least monthly.

James Malcolm asked a general question about the number of other Boards on which a few ACSD Board representatives have membership -- The group identified Hannaford Career Center, Middlebury Parks & Rec, MCTV, and now the SEPAC. James Malcolm wondered how the Board could learn about the status/work of those other Boards on a more frequent basis. Tim Williams suggested adding this auxiliary Board updates to the regular Committee Updates on the agenda. James Malcolm also suggested having the information on those

auxiliary Board members included on the website as well.

4. Board and Committee Meetings

Barb Wilson

Barb Wilson returned to the group's prior discussion regarding the frequency/schedule of regular Board meetings. Based on the feedback and the upcoming work related to the Superintendent Search, the Executive Committee believes that maintaining a 2x/month full Board meeting schedule is best. She is advising Committees to consider moving their meetings to Mondays if it works for committee members, but that Committee members may continue the schedule that works for them.

Barb did mention that if committee do meet right before regular Board meetings, they can look into ordering food so people don't have to do consecutive meetings without a meal.

F. Superintendent Search

Barb Wilson

Barb Wilson introduced Judy Sclair-Stein of McPherson & Jacobson, who will be assisting the Board with its repeated search for the permanent Superintendent. Judy took time to receive feedback from each Board member re: their highest hopes for a new leader.

Judy then presented her agenda for the discussion:

- Plan for the Superintendent Search
- Review Criteria
- Finalize Timeline
- Review Posting
- Determine Advertising Venues

1. Review Criteria

Board members agreed that the updated position announcement with the qualifying criteria looks good.

2. Review Search Process/Steps and Finalize timeline

Board members agreed that the proposed timeline for the search looked good. The timeline:

August 28 -- Review & finalize process with the Board

August 31 -- Post Position

September 28 -- Close Date

October 18 -- Judy presents candidates to the Board. Select Finalists and Interview Questions

Week of November 13 -- Finalist Interviews, with Stakeholder Interviews

November 16 -- Board Debrief Session, Selection of new Superintendent

There was considerable discussion and emphasis on maintaining the confidentiality of candidates during the process to preserve the integrity of the hiring process. Tim Williams, Steve Orzech, and Suzanne Buck all assured the Board that this process worked very well for the Career Center. Judy Sclair-Stein emphasized the importance of both stakeholder feedback and confidentiality. This is the Board's decision. Joanna Doria and Ellen Whelan-Wuest noted the difference in process between this time and last -- particularly around

releasing names of finalists. Barb Wilson and Mary Heather Noble emphasized the importance of having a confidential process that will encourage the best candidates to apply. Having Stakeholder groups participate in closed interview will provide the Board with important perspective/feedback on the candidates, but keeping the hiring process confidential will maintain the professionalism of the process. Mary Heather Noble noted that it is a personnel decision, and should not be treated as a political process.

3. Review and Finalize Brochure

The Board reviewed the hiring brochure that had been prepared for the last search -- and agreed that it is still good, pending a few key updates: timeline, mission/vision, etc.

4. Advertising Venues

Judy Sclair-Stein asked the Board to confirm which venues to advertise the position. She mentioned six total venues, including National, Vermont, and diversity-focused venues. The Board agreed to include all six in its search efforts.

Judy finalized with other important considerations:

- Board members and stakeholder group volunteers need to commit to the full interview process to see all candidates.
- Stakeholder groups are usually best capped at about 8 people.
- Judy is willing to be present at the Finalist interviews with Stakeholder groups so she can capture the feedback and present it to the Board -- but wants to be clear that this comes at an additional expense of \$1,000/day.

Suzanne Buck made a motion to hire Judy Sclair-Stein to be present for all Finalist Interviews at a cost of \$1,000/day to moderate stakeholder interviews, record and present stakeholder feedback to the Board, and moderate de-brief sessions with the Board. Steve Orzech seconded. Barb Wilson called a vote and the motion passed. Lindsey Hescock did not vote.

G. Public Comment - Any Topic

Barb Wilson

No public comment.

H. Adjournment

Meeting adjourned at 8:27 p.m.

Motion to adjourn.

Move: Suzanne Buck Second: Jamie McCallum Status: Passed

*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.