

AGENDA



**Addison Central School District
Executive Committee
Committee Meeting
Monday, May 20, 2024, 4:00 pm - 5:15 pm
49 Charles Avenue
Middlebury VT
05753**

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.

Please click the link below to join the webinar: <https://us06web.zoom.us/j/87245453627>

- A. Call to Order Upon Reaching A Quorum
 - 1. Introductions – Board Members, Administrators and Staff
 - 2. Motion to Adopt Agenda
- B. Public Comments on Agenda Items
- C. Recommendation to Approve Minutes for 5/6/2024 and 5/9/2024
- D. Committee Discussion
 - 1. Board Voicemails
 - 2. May 28th Board Agenda Creation
 - 3. S.55 Legislation Requirements for School Boards Effective July 1st
 - 4. Development of a Proposed Board Education Plan/Topics for FY25
 - 5. Schedule Meeting to Update on Work Plan
- E. Other
- F. Public Comment – Any Topic
- G. Adjournment

***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.

MINUTES

**Addison Central School District
Executive Committee
Committee Meeting
Monday, May 6, 2024, 4:15 pm - 5:30 pm
49 Charles Avenue
Middlebury VT
05753**

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In Attendance

Barbara Wilson; Mary Heather Noble; Suzanne Buck; Tim Williams

A. Call To Order Upon Reaching a Quorum

Meeting called to order at 4:04 p.m.

1. Introductions: Board Members, Administrators and Staff
2. Motion to adopt agenda

Motion to adopt the agenda.

Move: Suzanne Buck Second: Barbara Wilson Status: Passed

B. Public Comment- Agenda Items

No public comment.

C. Approve minutes of April 18, 2024

Motion to approve minutes of April 18, 2024.

Move: Suzanne Buck Second: Barbara Wilson Status: Passed

D. Committee Discussion:

1. Board Governance Self Evaluation Results

Barb Wilson shared the results of the Board member survey on new Board Governance Standards. The group reviewed surveyed responses for each of the rules to try and identify which standards the Board should tackle first.

Mary Heather Noble and Barb both shared their observations that Board members appear to

agree on the need to work on the following rules:

- 113.1.2, 113.2.1, and 113.2.2 (all having to do with goal-setting and reviewing progress on reaching stated goals);
- 113.2.3 (regarding the effectiveness of Communications & Engagement activities);
- 113.3.2 (regarding alignment of budgeting with stated goals).

Barb asked the group for their opinion on how to present the information to the Board, and how to tackle which rules to work on. Suzanne Buck cautioned against taking on too much. Tim Williams agreed, and suggested presenting the surveyed results in order of the rules that received the most negative feedback with respect to Board achievement of the standard. The group also discussed combining those rules that seem to address similar themes into "buckets" -- such as Goal-Setting and/or Communications & Engagement, or Policy Development. He advised the group to work on only 2 or 3 of these.

Barb proposed reorganizing the information a bit according to Tim's recommendation. The group agreed to provide Board members with the same results the Executive Committee reviewed, but also provide some additional information to illustrate the Committee's thinking re: which standards to tackle.

2. FY25 Work Plan Next Steps

Barb Wilson shared the revised draft work plan for the 2024-25 year. She tried to incorporate the new governance standards into the work plan so that it will be consistent with that effort. She asked for feedback in terms of who is responsible for certain tasks (w.g., Superintendent or Board) and the level of detail provided in the plan.

Mary Heather Noble and Suzanne both suggested removing some of the detail to make the work plan more general -- though Mary Heather advocated for adding Board Committees to some of the tasks so that Committee work plans can emerge from the full Board's work plan. Keeping some of the details might help Committees to stay on track and aligned with the broader Board work.

The group discussed what to present to the full Board. Suzanne mentioned the need to incorporate some of the output from the Board retreat on June 1st. Barb suggested finalizing it in time for the start of the school year in August. Mary Heather and Suzanne both cautioned against waiting that long -- some of the work needs to begin now, especially budget planning for FY26. All agreed that the budget work is a priority as the budget needs to be reduced and the Board needs to examine all possibilities, including consolidation.

Barb stated that she would like to share one more draft with the Executive Committee before sharing with the full Board. All agreed to aim for either May 28th Board meeting or more likely the June 24th Board meeting.

3. May 13th Board Agenda Creation

The Committee reviewed the proposed outline for the May 13 Board meeting agenda. The Committee requested that Tim Williams present additional information about the Free & Reduced Lunch data that was mentioned in his last weekly update email. He will also look into provided the data from the last standardized testing in the District.

The Committee also added an Executive Session to the agenda per Steve Orzech's request,

as well as an action item to allow for ratification of the teacher contract agreement.

E. Other

None.

F. Public Comment – Any Topic

No public comment.

G. Adjournment

Meeting adjourned at 5:25 p.m.

Motion to adjourn.

Move: Mary Heather Noble Second: Suzanne Buck Status: Passed

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DRAFT

MINUTES

**Addison Central School District
Executive Committee
Committee Meeting
Thursday, May 9, 2024, 4:15 pm - 5:00 pm
Patricia Hannaford Career Center
Room A201**

ACSD District Vision and Mission

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OUR MISSION

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In Attendance

Barbara Wilson; Mary Heather Noble; Suzanne Buck

Not In Attendance

Tim Williams

A. Call to Order Upon Reaching a Quorum

Meeting started at 4:15 pm.

B. Public Comments

No public comments.

C. Executive Committee Interview by NEASC Team

The Executive Committee met with representatives from the combined NEASC and IB accreditation team to give the team a sense of the ACSD's Board's alignment with the combined standards. Attendees included:

Barb Wilson, ACSD Board Chair
Suzanne Buck, ACSD Board Vice Chair
Mary Heather Noble, ACSD Board Secretary

Alyson Geary, NEASC Director
Sharon Skrtic, NEASC IB Program Leader
Paul Yerso, Prior NEASC rep
Greg Schillinger, NEASC rep & Principal of Rutland High School

The accreditation team asked questions of the Executive Committee and discussed ACSD history, current challenges, and plans for the future. Questions covered included the process for conducting an evaluation of Superintendent performance, what the biggest challenges for ACSD are, benefits of going through the accreditation process, and community support for the IB

program.

D. Adjournment

Meeting ended at 5:20 p.m.

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DRAFT

Update from the VSBA weekly update sent out on May 15th:

[S.55](#) (Open Meeting Law bill) - The Senate concurred in the [House proposal of amendment](#), which consisted of mostly clarifying changes. S.55 contains new requirements applicable to school boards under Vermont's Open Meeting Law, including requirements to record meetings, post recordings of meetings on websites, grant requests for provision of physical meeting locations, and post on websites an explanation of the procedures for submitting notice of an Open Meeting Law violation to the school board or the Attorney General.

ACSD BOARD WORK PLAN FOR 2024-2025

Working draft as of 5/16/2024

Work Item	Responsible	M A Y	J U N	J U L	A U G	S E P T	O C T	N O V	D E C	J A N	F E B	M A R	A P R	M A Y	J U N	A S S E S S M E N T R E Q
1. Governance Priorities (3.13.1) Through an equity lens, the Board of each SU/SD and, if applicable, of each member school district within the SU, adopts a vision and measurable goals to support continuous improvement and monitors student academic progress and wellness.		FY24		FY25												
1.1. Oversight of Strategic Plan Implementation and definition of reporting expectations	Board		X		X?	X?										
Receive progress reports towards Strategic Plan strategies and action steps (quarterly?)	Board/ Superintendent															
Review Annual Strategic Plan Report (TBD)	Board															
1.2. Develop and follow an inclusive process to invite and incorporate community input into the vision and goals for the school system. (113.1.1)	Board															

ACSD BOARD WORK PLAN FOR 2024-2025

Work Item	Responsible	M A Y	J U N	J U L	A U G	S E P T	O C T	N O V	D E C	J A N	F E B	M A R	A P R	M A Y	J U N	A S R E Q
1.3. Annually set measurable goals and regularly review the progress toward those goals. (3.13.1.2)	Board													X	X	
Develop goals towards adoption of new rules and submit input/reports to the State as needed.	Board	X	X													
Determine board required actions to support the Strategic Plan implementation team	Board		X													
1.4. Monitor student academic progress and wellness. (3.13.1.3)	Board															
1.5. Evaluate the performance of the superintendent, based in part on the superintendent's progress toward meeting agreed upon goals. (3.13.1.4)	Board/ Superintendent									X	X					

ACSD BOARD WORK PLAN FOR 2024-2025

Work Item	Responsible	M A Y	J U N	J U L	A U G	S E P T	O C T	N O V	D E C	J A N	F E B	M A R	A P R	M A Y	J U N	A S S E S S M E N T R E Q
• Establish Timeline, Process and Performance Objectives ¹	Board/ Superintendent					X										
• Evaluate performance and provide Performance Feedback	Board									X	X					
2. Governance Protocols (313.2) The Board of each SU/SD and, if applicable, of each member school district within the SU adopts, reviews annually, and revises, as needed, operating protocols for how it does its work and annually reads foundational documents such as articles of agreement.		FY24		FY25												
2.1. Annually assess Board performance, including adherence to agreed protocols, processes, and policies. (113.2.1)	Board															
• Conduct and review board self-evaluation	Board	X												X		
• Review Board norms annually	Board		X											X		

¹ The Mac & Jake consultant will work with the board and superintendent to define first year performance objectives.

ACSD BOARD WORK PLAN FOR 2024-2025

Work Item	Responsible	M A Y	J U N	J U L	A U G	S E P T	O C T	N O V	D E C	J A N	F E B	M A R	A P R	M A Y	J U N	A S R E Q
• Review Board specific policies (A policies) annually	Board															
2.2. Annually review whether and/or how Board actions and contributions have impacted the ACSD's success in meeting goals. (113.2.2)	Board															
2.3. Review board vision and mission statement annually	Board		X											X		
2.4. Annually evaluate the effectiveness of community engagement and public communication efforts. (113.2.3)	Board															
2.5. Board continuous learning and development and provide board members with opportunities for ongoing training and support to maintain and increase board member skills and understanding. (113.2.4)	Superintendent/ Board															

ACSD BOARD WORK PLAN FOR 2024-2025

Work Item	Responsible	M A Y	J U N	J U L	A U G	S E P T	O C T	N O V	D E C	J A N	F E B	M A R	A P R	M A Y	J U N	A S R E Q
• Hold board retreats (1 to 2 per year)	Board/ Superintendent		X											X		X
• Define annual board training plan/topics for the year	Board Executive Committee/ Superintendent/ Board	X	X											X	X	
• Attend Board education sessions	Board		X	X	X	X	X	X	X	X	X	X	X	X	X	
• Onboard new board members	Board Chair/ Superintendent											X	X	X	X	
3. Board Governance Processes (113.3) The Board of each SU/SD and, if applicable, of each member school district within the SU establishes and follows inclusive, transparent, and predictable methods to conduct its work.		FY24		FY25												
3.1. Elect board officers at first meeting after annual elections	Board											X				
3.2. Make committee assignments and other appointments	Board Executive Committee											X				X

ACSD BOARD WORK PLAN FOR 2024-2025

Work Item	Responsible	M A Y	J U N	J U L	A U G	S E P T	O C T	N O V	D E C	J A N	F E B	M A R	A P R	M A Y	J U N	A S S E S S M E N T R E Q
3.3. Prepare and approve annual board work plan	Board Executive Committee/ Board	X	X										X	X	X	
3.4. Review and approve contracts presented by administration	Board															X
3.5. Prepare and receive committee reports	Board	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3.6. Discuss, adopt, and revise policies on a regular basis <u>to ensure the system is supporting and meeting the needs of every student.</u> (113.3.1)	Board			X	X	X	X	X	X	X	X	X	X	X	X	
3.7. Ensure the annual budget aligns with its stated priorities and provides an equitable distribution of resources to help meet the needs and goals of every student. (113.3.2)	Board															
3.8. Ensure board members are aware of conditions set forth in	Board	X	X													

ACSD BOARD WORK PLAN FOR 2024-2025

Work Item	Responsible	M A Y	J U N	J U L	A U G	S E P T	O C T	N O V	D E C	J A N	F E B	M A R	A P R	M A Y	J U N	A S R E Q
negotiated agreements and contracts. (113.3.3)																
3.9. Ensure board members understand and comply with Vermont statutes and regulations relevant to board work and public education. (113.3.4)	Board	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
3.10. Stay apprised of proposed legislation and policymaking that may affect our school system and students. (113.3.5)	Board	X	X							X	X	X	X	X	X	
3.11. Maintain an ongoing relationship with locally elected officials. (113.3.6)	Board															
3.12. Successfully negotiate teacher and staff contracts	Board	X														
3.13. Engage in community outreach and engagement	Board															

ACSD BOARD WORK PLAN FOR 2024-2025

Work Item	Responsible	M A Y	J U N	J U L	A U G	S E P T	O C T	N O V	D E C	J A N	F E B	M A R	A P R	M A Y	J U N	A S S E S S M E N T R E Q
• Define Annual Community Engagement Plan	Board		X												X	
• Back to School Nights	Board					X										
• FY25 Budget Driver Outreach	Board								X							
• Other project specific outreach	Board															X
• Solicit stakeholder feedback	Board															X
• End-of-Year & Graduation Events	Board		X												X	
3.14. Provide finance and budget development oversight (Governance Rule: 111)																
• Equity Based Budgeting Model implementation	Superintendent/ Board		X	X	X	X	X									
• Develop and review FY26 budget drivers	Superintendent/ Board					X										

ACSD BOARD WORK PLAN FOR 2024-2025

Work Item	Responsible	M A Y	J U N	J U L	A U G	S E P T	O C T	N O V	D E C	J A N	F E B	M A R	A P R	M A Y	J U N	A S R E Q
• Develop budget guidelines	Board					X										
• Review FY26 budget development	Board						X	X								
• FY26 Cost Center Presentations	Superintendent								X							
• Review draft FY26 budget	Board								X	X						
• Approve final FY26 budget book and warning language	Board									X						
• Schedule & Attend Annual Budget Meeting	Superintendent/ Board										X					
3.15. Provide facilities management and safety oversight (Governance Rule: 112)	Superintendent/ Board															
• Identify key milestones and develop a timeline for creation of a 5 year plan. (112.2)	Superintendent/ Board	X	X		X?											