

AGENDA



**Addison Central School District
Executive Committee
Committee Meeting
Monday, June 10, 2024, 5:00 pm - 6:00 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.

Please click the link below to join the webinar: <https://us06web.zoom.us/j/83214726193?>

- A. Call to Order Upon Reaching A Quorum
 - 1. Introductions – Board members, Administrators and Staff
- B. Public Comments on Agenda Items
- C. Recommendation to Approve Minutes on 6/3/2024
- D. Committee Discussion
 - 1. Work Plan Updates
- 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, June 3, 2024, 4:00 pm - 5:15 pm
49 Charles Avenue
Middlebury VT
05753**

ACSD District Vision and Mission

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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; Darcie Arensmeyer; Suzanne Buck; Wendy Baker

Remote Attendance

Mary Heather Noble

A. Call to Order Upon Reaching A Quorum

Meeting called to order at 4:15 p.m.

1. Introductions – Board Members, Administrators and Staff

ACSD Staff present:

Wendy Baker, Superintendent

Darcie Arensmeyer, Executive Assistant to the Superintendent

B. Motion to adopt agenda

Motion to adopt agenda.

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

C. Public Comments on Agenda Items

No public comment.

D. Recommendation to Approve Minutes for 5/20/2024

Motion to approve minutes of May 20, 2024.

Move: Suzanne Buck Second: Barbara Wilson Status: Passed

E. Committee Discussion

1. Executive committee meeting access

Barb Wilson introduced Dr. Baker to the current purpose/structure of Executive Committee meetings, and how they have been run over the past year. The group also discussed the recently passed S-55, and the implications for Board and Committee meetings. Recordings are now required, but hosting hybrid meetings is not required. The group decided to continue conducting in-person Executive Committee meetings, with a zoom link for public access and recording purposes.

Dr. Baker asked about the role/power of the Executive Committee – setting the agenda, coordinating the work of other committees, and first-level advisory team for the Superintendent. She and Darcie Arensmeyer also asked about streamlining the scheduling/warning/posting minutes process. There is a lot of variability in how committee chairs currently handle getting agendas & meeting materials to Darcie, and she is having to chase things down in order to get meetings warned on time. The group agreed that this needs to be improved, and supported the idea of creating a template for agenda creation and deadlines for meeting materials/minutes, etc. Darcie will follow up on this.

2. Board voicemail

Mary Heather Noble explained the Board voicemail process to Dr. Baker and reported that there have been no Board voicemail messages since the last Executive Committee meeting.

3. June 10th Board agenda creation

The Committee reviewed the draft agenda that had been prepared by Barb Wilson, and discussed the range of topics & items that would be included in the Superintendent's Report portion of the meeting. Other items covered:

- Student Reps to the Board may not present at these June meetings, given all of the additional activities and celebrations for them at the end of the year. Senior Eddie Fallis will be leaving and Caitlin Stagle is already working to select a new Student to replace him. There was some discussion about how Student reps would be trained/mentored further in their roles to make the experience more meaningful for them.

- Future topics/items for the Superintendent's Report portion of the meeting may include: Strategic Plan reports and deliverables, Notification to Board members about emerging issues in the District or State, Reports and responses to Board requests for information, Follow-up on topics covered in her Weekly Updates, Budget development, and other presentations from District leaders on important education topics and issues.

The Committee also discussed the schedule for future reporting on Strategic Plan implementation. Dr. Baker suggested a seasonal fall/winter/spring reporting rhythm. Right now the team is just getting together to begin mapping out how to measure student achievement/progress and needs to calibrate the data collection to align with targets. They will be focused on this work when they all meet in August. She envisions then having Courtney Krahn provide a presentation in the fall to report how data are being collected in support of the Board's goals, and some initial results.

Mary Heather Noble suggested having some information in the June Board meetings that provides Board members with a forecast on staffing for the 2024-25 academic year, what open positions remain, and what contingency plans are in place to ensure coverage and services if the District is unable to fill them. Suzanne Buck also suggested having a

discussion about returning to ACSD schools for some of the Board meetings, and making sure to coordinate with building leaders.

Finally, there was some brief discussion about when to add a SEPAC presentation to the agenda. Suzanne Buck suggested waiting until August, when the SEPAC has completed its annual report. Dr. Baker asked about the role of SEPAC -- Mary Heather filled her in on the origins, and how it is modeled after SEPACs in states (like MA) that require school districts to have these structures in place for special education families. There was some discussion about the tension and uncertainty around SEPAC's role with the District/Board -- this is a developing relationship, but everyone involved has good intentions and the SEPAC provides good support and resources for special education families.

4. Retreat follow up discussion

Postponed to future meeting.

5. Continued FY25 Board education planning

Postponed to future meeting.

6. Work plan updates/discussion

Postponed to future meeting.

F. Other

The group briefly discussed being able to complete setting the agenda for the June 10, 2024 Board meeting over email -- whether this is permitted under Open Meeting Law. Both Barb and Mary Heather believed that it was possible getting the exemption for the warning requirement when Executive Committees are only working on the agenda. Suzanne Buck did not believe this was possible -- the Committee may need to meet again to complete this work. Barb will look into this and confirm.

G. Public Comment – Any Topic

No public comment.

H. Adjournment

Meeting adjourned at 7:25 p.m.

Motion to adjourn.

Move: Mary Heather Noble Second: Barbara Wilson Status: Passed

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ACSD BOARD WORK PLAN FOR 2024-2025

Draft – 4/30/2024

Work Item	Responsible	May	June	Jul y	August	September	October	November	December	January	February	March	April	May	June	As Required
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															
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															
1.3. Annually set measurable goals and regularly reviews the progress toward those goals. (3.13.1.2)	Board															

ACSD BOARD WORK PLAN FOR 2024-2025

Work Item	Responsible	May	June	July	August	September	October	November	December	January	February	March	April	May	June	As Required
Develop goals towards adoption of new rules and submit input/reports to the State as needed.	Board															
Determine board required actions to support the Strategic Plan implementation team	Board															
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															
Establish Timeline, Process and Performance Objectives¹	Board/ Superintendent					X										
Evaluate performance and provide Performance Feedback	Board															

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	May	June	July	August	September	October	November	December	January	February	March	April	May	June	As Required
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		
• 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		

ACSD BOARD WORK PLAN FOR 2024-2025

Work Item	Responsible	May	June	July	August	September	October	November	December	January	February	March	April	May	June	As Required
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															
• 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															
• Attend Board education sessions	Board															
• Onboard new board members	Board Chair/ Superintendent											X	X	X	X	

ACSD BOARD WORK PLAN FOR 2024-2025

Work Item	Responsible	May	June	July	August	September	October	November	December	January	February	March	April	May	June	As Required
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
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 to ensure the system is supporting and meeting the needs of every student. (113.3.1)	Board															
3.7. Ensure the annual budget aligns with its stated priorities and provides an	Board															

ACSD BOARD WORK PLAN FOR 2024-2025

Work Item	Responsible	May	June	July	August	September	October	November	December	January	February	March	April	May	June	As Required
equitable distribution of resources to help meet the needs and goals of every student. (113.3.2)																
3.8. Ensure board members are aware of conditions set forth in negotiated agreements and contracts. (113.3.3)	Board															
3.9. Ensure board members understand and comply with Vermont statutes and regulations relevant to board work and public education. (113.3.4)	Board															
3.10. Stay apprised of proposed legislation and policymaking that may affect our school system and students. (113.3.5)	Board															
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	May	June	July	August	September	October	November	December	January	February	March	April	May	June	As Required
• 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															
• Develop and review FY26 budget drivers	Superintendent/ Board					X										
• Develop budget guidelines	Board					X										
• Review FY26 budget development	Board						X	X								

ACSD BOARD WORK PLAN FOR 2024-2025

Work Item	Responsible	May	June	July	August	September	October	November	December	January	February	March	April	May	June	As Required
• 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															