

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

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; 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 be 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 Steele 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 ACS D 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, giving 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 5:25 p.m.

Motion to adjourn.

Move: Mary Heather Noble Second: Barbara Wilson 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.