

## MINUTES



**Addison Central School District  
ACSD Board  
Board Meeting  
Tuesday, May 28, 2024, 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; Ellie Romp; James Malcolm; Jamie McCallum; Jason Chance; Joanna Doria; Laura Harthan; Mary Heather Noble; Suzanne Buck; Tricia Allen

### **Remote Attendance**

Steve Orzech

### **Not In Attendance**

Ellen Whelan-Wuest

#### 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

ACSD Personnel present:

Tim Williams, Interim Superintendent  
Matt Corrente, Director of Finance & Operations  
Nicole Carter, Assistant Superintendent and Director of Equity & Student Services  
Courtney Krahn, Director of Teaching & Learning  
Jen Kravitz, Principal of Mary Hogan School

Khuram Hussain, Middlebury College VP of Equity & Inclusion joined later to provide anti-bias training.

##### 2. Motion to Adopt Agenda

Barb Wilson 5 min

Motion to adopt agenda.

Move: Suzanne Buck Second: Ellie Romp Status: Passed

B. Public Comment on Agenda Items Barb Wilson 10 min

No public comment.

C. Recommendation to Approve Minutes of 5/13/2024 5 min

Motion to approve the minutes of May 13, 2024.

Move: Joanna Doria Second: Jamie McCallum Status: Passed

D. Approve ACSD Bills Jamie McCallum 5 min

James Malcom presented a summary of the ACSD bills, which were read on May 20, 2024:

General Fund: \$899,455.16

McGilton Fund: \$15,635.00

Payroll: \$1,016,509.73

Payroll: \$724,467.58

Motion to approve payment of the ACSD Bills as presented.

Move: James Malcolm Second: Jason Chance Status: Passed

E. Report of the Student Representative Eddie Fallis 5 min  
Sophia Lawton

Student reps were not present to report.

F. Report of the Superintendent Tim Williams

1. Education: Including the Board in Anti-bias Leadership Work with Khuram Hussain 45 min

Dr. Tim Williams introduced Dr. Khuram Hussain, VP of Equity & Inclusion at Middlebury College. Dr. Hussain has been providing anti-bias training for ACSD staff during this academic year, and is here tonight to provide an introduction to anti-bias training for the Board.

Dr. Hussain guided Board members through some training, with an emphasis on the concept of Belonging, and how high-level policy planning can influence whether the Board and District is fostering a culture of Belonging in practice.

Board members each discussed and shared their ideas around what it means to Belong -- some of the ideas shared included feeling welcome and wanted in a community, feeling physically and emotionally safe, being able to express oneself without fear of judgment or repercussion.

Board members then discussed barriers to the culture of belonging in the Board and District. Some ideas shared included: the rigidity of public/government processes, tradition & maintaining status quo, cultural differences (values, language, customs, experiences, etc.), socioeconomic differences, history/trauma, and others. There was some discussion about layers of shame that can exist for people around these differences, especially as they relate to experiences with the education setting.

Board members finally discussed and shared ideas about what it possible to address some of these barriers to fostering a culture of belonging. Ideas included: Making Board members more accessible by phone, having more community forums or listening tours centered around topics or issues, providing multiple pathways of engagements to meet people where they are (e.g., informal formats to foster active listening & conversation). Additional ideas included

being more curious about our stakeholders (e.g., surveying) and inviting people to bring their solutions in addition to their concerns to the Board. Finally, creating & upholding policies that foster the practice of inclusion. There was some focused discussion around how public comment and other public engagement could be changed, as well as how the concept of Belonging might be measured.

Dr. Hussain left the group with a few points to consider:

- Practicing a deep and stubborn inquiry about the lives we have not lived;
- Considering how public meetings are opened and closed, to give opportunity for reflection; and
- Asking stakeholders: "If you woke up to a different ACSD tomorrow, what would it look like?"

Board members thanked Dr. Hussain for his work, and Barb Wilson said she would be in touch about additional follow-up anti-bias education.

## 2. McGilton Fund Board Memo

Matthew Corrente 5 min

Matt Corrente provided a summary of the McGilton Fund and the efforts that the Finance Department is making to realign the annual distributions to coincide with the full school year.

He explained that the 4.5% formula grant amount distribution is \$41,137.77. The plan is to request this distribution to be combined with the remaining balance of \$16,927.71 from the prior year's distribution for a total of \$58,065.48. This total would be used to fund Mary Hogan programming for FY24 and FY25 -- which includes Keewaydin, Everybody Wins!, Shakespeare at Town Hall Theater, All School Diversity Readings, and Artists in Residence.

The memo requests transfer of \$41,137.77 from the McGilton Investment Fund to the National Bank of Middlebury McGilton Checking Account for this purpose.

Board Questions:

James Malcolm asked about how the finance department would know how much endowment distribution to expect for budgeting. Matt Corrente explained how the amounts are estimated and reiterated how the timing is being realigned to coincide with a full budget year.

Jamie McCallum asked if the McGilton Fund will run out -- it is a large endowment, so it won't. Suzanne Buck asked if Jan Kravitz will still come to the Board for approval of specific proposals. The process will be the same, just the timing will be different.

Motion to approve transfer of \$41,137.77 distribution from the McGilton Investment Fund to the National Bank of Middlebury McGilton Checking Account to support Mary Hogan School programming in FY24 and FY25.

Move: Mary Heather Noble Second: Laura Harthan Status: Passed

## 3. Personnel Items

5 min

Tim Williams presented the list of ACSD personnel appointments and resignations, which include the recently selected principals for Bridport, Cornwall, and Shoreham Elementary Schools.

Board discussion:

Tricia Allen asked Dr. Williams how ACSD is faring for the upcoming academic year. Dr. Williams replied that most positions will be filled, but that the Speech and Language positions may remain vacant and that the District will need to get creative with providing those services. There was also some discussion about school-based counselors, and the potential for continued vacancies in those positions.

Mary Heather Noble asked when the best time for the Board to receive a summary of Exit Interviews during an Executive Session. Dr. Williams noted that this is the contract season, so the best time to present that information will likely be late July or early August since the Board typically take a recess during July.

Motion to approve the ACSD appointments and resignations as presented.

Move: Mary Heather Noble Second: Jamie McCallum Status: Passed

- a. Appoint Emory Clark, Social Worker, 1.0 FTE, Step 5, effective 7/1/2024
- b. Appoint Nadya Bech-Conger, Principal, 1.0 FTE, Non Union, Effective 7/1/2024
- c. Appoint Erin Robinson, Health Teacher, 1.0 FTE, Step 4, effective 7/1/2024
- d. Appoint Jennifer Urban, Principal, 1.0 FTE, Non Union, effective 7/1/2024
- e. Appoint Tori-Ann Szczepaniak, School Nutrition Manager, 1.0 FTE, Non Union, effective 7/1/2024
- f. Appoint Jessica Volmer, School Counselor, 1.0 FTE, Step 16, effective 7/1/2024
- g. Appoint Scott Volmer, Individuals & Societies Teacher, 1.0 FTE, Step 16, effective 7/1/2024
- h. Appoint Lashawn Whitmore-Sells, Principal, 1.0 FTE, Non Union, effective 7/1/2024
- i. Accept Resignation of Jennifer Bickart, Language Acquisitions Teacher, 1.0 FTE, effective 6/30/2024
- j. Accept Resignation of Io Binder, Paraprofessional 1.0 FTE, effective 6/30/2024
- k. Accept Resignation of Matthew Kilkelley, Classroom Teacher, 1.0 FTE, effective 6/30/2024
- l. Accept Resignation of Kayli Manning, Paraprofessional, 1.0 FTE, effective 5/15/2024
- m. Accept Resignation of Tracie Moore, Paraprofessional, 1.0 FTE, effective 6/30/2024
- n. Accept Resignation of Mary Taussig, School Counselor, 1.0 FTE, effective 6/30/2024
- o. Accept Resignation of Katie Willard, SLP, 1.0 FTE, effective 6/30/2024
- p. Accept Resignation of Madeline Wilson, SLP, 1.0 FTE, effective 6/30/2024

#### G. Report of the Chair

Barb Wilson 10 min

##### 1. AOE Rules Prioritization and Selection Discussion

Barb Wilson revisited the topic of selecting which AOE board governance rules to incorporate into this year's work plan. She reminded Board members of the survey results, and noted that the Board can make a decision based on one of the following approaches:

- choosing a few rules that most Board members agree need attention (based on the self survey results); or
- choosing a few rules based on Board member votes.

Board members verbally expressed a preference to vote. Barb agreed to pull together another Google Form to get a final decision.

Mary Heather emphasized that the objective is to narrow the focus to a few rules to incorporate into the work plan by June, so that we can begin the school year on track. Suzanne Buck again emphasized the importance of focusing on only 1 or 2 rules to avoid taking on too much work.

## 2. Retreat Update

Barb Wilson provided some final details on the upcoming Board retreat. It will be held in Room 208 of the PAHCC building, from 9:30 a.m. to 3:00 p.m. Lunch will be provided. There will not be public comment as it is a board training, but the public is allowed to come. It will be warned on May 29th.

## 3. Work Plan Draft Update

Barb Wilson reiterated Mary Heather Noble's point about finishing up the draft work plan by end of June, with any specific projects coming out of the retreat built in.

## H. Report of the Board

10 min

### 1. Negotiations

Steve Orzech

#### a. Action on ACEA Master Agreement

Steve Orzech provided a summary of the negotiations, and confirmed that the agreement had been ratified by ACEA members. It is ready for Board action.

Jason Chance asked when the Board would be able to see the agreement. Steve noted that he had provided the summary during Executive Session at the last meeting, and that the details hadn't changed. He can share the document with the Board, and will also be sharing with John Flowers of Addison Independent.

Ellie Romp noted the challenge of voting on something that she hasn't seen. There was some discussion about the negotiations process, how the Negotiations Committee has been designated to negotiate on behalf of the Board, and that the ratified contract is the result of that process. Jamie McCallum clarified that the Board is voting on the process and the result of the process.

Note: Laura Harthan abstained from voting.

Motion to accept the ratified master agreement between ACSD and ACEA and the agreed upon terms for the 2024 through 2027 academic years.

Move: Steve Orzech Second: Jamie McCallum Status: Passed

### 2. Communications & Engagement

Tricia Allen

Tricia Allen reported that the C&E Committee has met to discuss general efforts to improve engagement. The Committee is in agreement that 1) the current public comment structure for Board meetings is a barrier for some people to participate, and 2) the Board should return to the practice of visiting community schools (or find some other way to get out into member towns). The C&E Committee is requesting board discussion and consideration on these issues. Barb Wilson asked if the committee would like to have these issues on a future board meeting agenda. Tricia said the Executive Committee can decide whether it should be

discussed at the Retreat or at a future Board meeting.

Mary Heather Noble also mentioned that the C&E Committee has resurrected a Communications Plan and Procedure Document for responding to Public Concerns/Comments -- it would like to coordinate with the Policy Committee on this to present something for full Board review.

Barb Wilson also suggested that the C&E Committee plan for budget-related communications in earlier months.

3. Facilities

Jason Chance

Jason Chance reported that the Facilities Committee met on May 15th and is addressing a list of current facilities projects slated for the summer, including the HVAC renovation in the Mary Hogan School A wing. This work will begin on immediately after the last day of school in mid-June, and is scheduled to be complete by August 23rd.

Tricia Allen shared that she has heard from constituents that the middle school parking lot needs care and attention.

4. Finance

James Malcolm

James Malcolm reported that the Finance Committee met on May 6th to review the 3rd quarter report. Everything seems to be on track, and they are projecting a \$1.5 Million surplus. He noted that there was some review of expenses related to grants & fellowships (which are funded outside of ACSD, but managed by ACSD) -- this came up when some costs related to sabbaticals were reviewed. Finally, the Committee is setting parameters for the FY26 budget -- they are looking at a Zero budget increase. It will be difficult, but is necessary.

5. Policy

Jamie McCallum

Jamie McCallum reported that the Committee has two policies ready for Board review and approval: A20 and C9. They will then turn their attention to the public comment policy, and are happy to coordinate with the C&E Committee on the Communication Plan and Procedure document for responding to public comments/concerns.

6. SEPAC

Joanna Doria  
Suzanne Buck

7. Middlebury Community Television

Barb Wilson

No update.

8. Parks & Recreation

Mary Heather Noble

No update.

9. Patricia A. Hannaford Career Center

Steve Orzech  
Tricia Allen

Tricia Allen reported that the PAHCC Board is working on much of the same as the ACSD Board: contract negotiations, and finalizing the Superintendent Evaluation. Ellie Romp noted that the PAHCC graduation ceremony will be held on May 29th at 7:00 p.m. at MUHS.

I. Public Comment - Any Topic

Barb Wilson 10 min

No public comment.

J. Adjournment

Before the meeting adjourned, Suzanne Buck took the opportunity to publicly thank Dr. Williams for his work in shepherding ACSD through the past year. James Malcolm expressed appreciation for Dr. Williams's steadiness, pragmatism, and quiet leadership through this difficult year. Others agreed. Barb Wilson said that she really enjoyed working with Dr. Williams over the past year, and that she has learned a lot from him. All applauded and wished him the best.

Meeting adjourned at 8:42 p.m.

Motion to adjourn.

Move: Suzanne Buck Second: Jamie McCallum Status: Passed

Total Meeting Time: 1h 55m

**\*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.