

AGENDA



Addison Central School District

ACSD Board

Board Meeting

Monday, August 26, 2024, 6:30 pm - 9:00 pm

Middlebury Union High School Library 73 Charles Ave, Middlebury

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/84121516737>

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|--|------------------|--------|
| A. Call to Order Upon Reaching A Quorum | Barb Wilson | |
| 1. Introductions - Board Members, Administrators, and Staff | Barb Wilson | 5 min |
| 2. Public Comment on Agenda Items | Barb Wilson | 10 min |
| B. Recommendation to Approve Minutes of 8/12/2024 and 8/13/2024 | Barb Wilson | 5 min |
| C. Approve ACSD Bills | James Malcolm | 5 min |
| D. Welcome Student Representatives: Sophia Lawton and Navah Glikman | | 5 min |
| E. Report of the Superintendent | Wendy Baker | |
| 1. Summary of School Year Opening | | 5 min |
| 2. Update Meeting Locations | | 5 min |
| 3. Action: Personnel Appointments and Resignations | | 5 min |
| a. Appoint Wendy Blanchette, Paraprofessional, 1.0 FTE, Step 2, Effective 8/20/24 | | |
| b. Appoint Paige Cusanelli, Paraprofessional, 1.0 FTE, Step 1, Effective 8/20/24 | | |
| c. Appoint Debra Karpak, Health Teacher, .27 FTE, Step 17, Effective 9/5/24 | | |
| d. Appoint Shannon Minor, Paraprofessional, 1.0 FTE, Step 12, Effective 8/20/24 | | |
| e. Appoint Michael Patterson, Paraprofessional, .5 FTE, Step 14, Effective 8/26/24 | | |
| f. Appoint Shannon Thurber, Administrative Assistant, 1.0 FTE, Non-Union - No Step Placement, Effective 9/9/24 | | |
| 4. AOE Capital Funding Pre-Approval Process (phase 1 & 2) | | 15 min |
| 5. Fuel Oil/Propane Bid Memo | Matthew Corrente | 5 min |

F. Report of the Chair	Barb Wilson	
1. Superintendent Evaluation Next Steps/Update		5 min
2. AOE Rule Adoption Discussion		5 min
3. Facilities Committee Charge Update		15 min
4. Board Member Roles & Responsibilities		2 min
G. Report of the Board		25 min
1. Communications & Engagement	Tricia Allen	
2. Facilities	Jason Chance	
3. Finance	James Malcolm	
4. Negotiations	Steve Orzech	
5. Policy	Jamie McCallum	
a. Action A20 - Board Meetings, Agenda Preparation & Distribution		
6. PAHCC		
7. Addison County VSBA Update		
8. Addison Central SEPAC Update		
9. Middlebury Community TV		
H. Public Comment - Any Topic		10 min
I. Board Reflection	Suzanne Buck	2 min
J. Adjournment	Barb Wilson	

Total Meeting Time: 2h 9m

***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
ACSD Board
Special Board Meeting
Tuesday, August 13, 2024, 5:00 pm - 8:30 pm
Middlebury Union High School Library
73 Charles Avenue, Middlebury**

ACSD District Vision and Mission

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OUR MISSION

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In Attendance

Barbara Wilson; Courtney Krahn; Ellie Romp; James Malcolm; Jamie McCallum; Jason Chance; Joanna Doria; Laura Harrison; Mary Heather Noble; Matthew Corrente; Nicole Carter; Steve Orzech; Suzanne Brock; Tricia Allen; Wendy Baker

Not In Attendance

Brian Bauer; Ellen Whelan-Wuest

A. Call to Order Upon Reaching Agenda Item

Barb Wilson

Meeting called to order at 5:02 p.m.

1. Introductions - Board Members, Administrators, and Staff

Barb Wilson 5 min

ACSD Staff present:

Wendy Baker, Superintendent
Nicole Carter, Assistant Superintendent and Director of Equity & Student Services
Courtney Krahn, Director of Teaching & Learning
Matt Corrente, Director of Finance & Operations
Emily Blistein, Director of Communications & Engagement
Jen Kravitz, Principal, Mary Hogan School
Michaela Wisell, Principal, MUMS
Caitlin Steele, Principal, MUHS
Bjarki Sears, Principal, Salisbury Community School
Jenny Urban, Principal, Bridport Central School
Meg Cheresnick, Principal, Ripton Elementary School

Also present:

Judy Sclair-Stein, consultant

B. Period for Public Comment

Barb Wilson 10 min

No public comment.

C. Superintendent Annual Goal Setting Session with Judy Sclair-Stein, Ed. D.

Barb Wilson 195 min

Judy Sclair-Stein provided training and guidance on the process of selecting a Superintendent evaluation model, and moderated the Board's discussion about Dr. Wendy Baker's proposed goals for her first annual evaluation, to be conducted in February 2025. She also took the opportunity to thank ACSD administrative leaders for coming to listen and contribute to the process.

Highlights from the training:

- Board members were put into groups to read and share learning from the Illinois Association of School Boards' "The Superintendent Evaluation Process" manual. The document reviewed 1) Why conducting a superintendent evaluation is important, 2) What goes into a superintendent evaluation, and 3) How to select an evaluation tool and conduct a thorough evaluation. Each group shared important points from their sections to instruct the full board on essential components of a successful evaluation process.

- Dr. Judy Baker shared three proposed superintendent goals to incorporate into the first evaluation: 1) Strengthen organizational stability throughout ACSD; 2) Increase ACSD's capacity to operate in an inclusive, equitable, and just manner; and 3) Identify and capitalize on opportunities to improve student success. Board members were generally very supportive of the goals, recognizing that specificity would be needed in identifying and setting key performance indicators. There was also discussion around the fact that this first evaluation period is compressed due to Dr. Baker's recent start date, and that student performance goals would not be an appropriate measure of her success during the first year of acclimating to the position and community.

- Judy Sclair-Stein presented example models for superintendent evaluation processes, including: 1) ACSD's evaluation process during Dr. Burrows's tenure; 2) the recently adopted PAHCC evaluation process; the superintendent evaluation manual for Ladue Schools in St. Louis, MO; and the Appraisal of the Superintendent manual for Lincoln Public Schools in Lincoln, NE. Board members reviewed all four examples, voted on their favorites, and discussed the favored components of each model. Voting results indicated that board members and administrative leaders were roughly equally divided between the ACSD model, the Ladue Schools manual, and the Lincoln Public School model. At the end of the session, Judy Sclair-Stein suggested having the Executive Committee work with Dr. Baker to create a hybrid of the three models to bring back to the Board for consideration & approval. They will also work with Dr. Baker to identify standards and key performance indicators for her proposed goals, and bring the suggestions back to the Board for its review and approval. Barb Wilson noted that the process will likely need to be split between the next two Board meetings, August 26 and September 10, 2024.

- Administrative staff were invited to contribute their thoughts/concerns about designing the superintendent evaluation process, particularly regarding their ability to provide feedback about the superintendent's performance into the annual review. They also requested guidance on when/how it is appropriate for them to speak to the board, since there has been mixed messages about this in the past. Dr. Baker has advised them that if they have any concerns about the superintendent, they should speak to the Board Chair.

Judy Sclair-Stein thanks everyone for their work over the last two days, and especially to the

administrative leaders to lengthening their work day to participate.

D. Adjournment

Meeting adjourned at 8:14 p.m.

Motion to adjourn.

Move: Suzanne Buck Second: Jamie McCallum Status: Passed

Total Meeting Time: 3h 30m

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DRAFT

MINUTES

**Addison Central School District
ACSD Board
Board Meeting
Monday, August 12, 2024, 5:00 pm - 8:30 pm
Middlebury Union High School Library
73 Charles Avenue, Middlebury**

ACSD District Vision and Mission

OUR VISION

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OUR MISSION

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In Attendance

Barbara Wilson; Ellie Romp; James Malcolm; Jason Chan; Joanna Doria; Laura Harthan; Mary Heather Noble; Steve Orzen; Suzanne Black; Tricia Allen

Not In Attendance

Brian Bauer; Ellen Whelan-Wuest; Jamie M. Callum

A. Call to Order Upon Reaching A Quorum

Barb Wilson

Meeting called to order at 5:00 pm.

1. Introductions - Board Members, Administrators, and Staff

5 min

ACSD staff present:

Wendy Baker, Superintendent

Nicole Carter, Assistant Superintendent and Director of Equity & Student Services

Jen Kravitz, Principal of Mary Hogan School

Matt Corrente, Director of Finance & Operations

Emily Blistein, Director of Communications & Engagement (remote)

Courtney Krahn, Director of Teaching & Learning (joined later remotely)

Also present:

Judy Sclair-Stein, consultant

B. Public Comment Period

Barb Wilson 10 min

No public comment.

C. Recommendation to Approve Minutes of June 24, 2024

Barb Wilson 5 min

Motion to approve minutes of June 24, 2024.

Move: Joanna Doria Second: James Malcolm Status: Passed

D. Approve ACSD Bills

James Malcolm 5 min

James Malcolm presented three sets of ACSD bills:

Read by James Malcolm and Jason Chance on July 1, 2024:

General Fund: \$576,836.32 (Note: \$160K of this was for transportation, and of that, roughly \$76K included accumulated mileage reimbursement)

Read by James Malcolm and Jason Chance on July 15, 2024:

General Fund: \$1,251,949 (Note: \$613,921 of this was for health & dental insurance, \$229,400 was to Bread Loaf Corporation for Mary Hogan HVAC project, \$65,000 was to Champlain Equipment for a new tractor, and \$23,580 was for IB fees)

VT Teachers Association Retirement Fund: \$79,924.19

Payroll: \$86,162.81

Payroll: \$195,530.20

Read by James Malcolm and Jason Chance on July 29, 2024:

General Fund: \$241,240.45

Payroll: \$313,621.20

Motion to approve and pay ACSD bills as presented.

Move: James Malcolm Second: Jason Chance Status: Passed

E. Action: Personnel Appointments and Resignations

Wendy Baker 5 min

Note: Laura Harthan abstained from voting

Motion to accept ACSD appointments and resignations as presented:

1. Appoint Ashley Bessette, UPreK Coordinator, 1.0 FTE, Non-Union - No Step Placement, Effective 8/19/2024
2. Appoint Andrea Blougett, Paraprofessional, 1.0 FTE, Step 1, Effective 8/20/2024
3. Appoint Tina Bly, School Counselor, 1.0 FTE, Step 17, Effective 8/16/2024
4. Appoint Jeannie Cash, Paraprofessional, 1.0 FTE, Step 1, Effective 8/20/2024
5. Appoint Craig Delery, Individuals & Societies Teacher, 1.0 FTE, Step 11, Effective 8/16/2024
6. Appoint Jessica Francese, Paraprofessional, 1.0 FTE, Step 5, Effective 8/20/24
7. Appoint Charles Gerner, Paraprofessional, 1.0 FTE, Step 5, Effective 8/20/2024
8. Appoint Jackson Goscha, School Counselor, 1.0 FTE, Step 1, Effective 8/16/2024
9. Appoint Aiden McAuliffe, Paraprofessional, 1.0 FTE, Step 1, Effective 8/20/2024
10. Appoint Sarah Nadeau, Classroom Teacher, 1.0 FTE, Step 11, Effective 8/16/2024
11. Appoint Samuel Stannard, Ground Technician, 1.0 FTE, Step 19, Effective 8/12/2024
12. Appoint Kelli Zauli, Paraprofessional, FTE 1.0, Step 20, Effective 8/20/24
13. Accept Resignation of Justine Grace, Paraprofessional, 1.0 FTE
14. Appoint Kristine Everts, Special Education Administrator, 1.0 FTE, non-union, no step placement, Effective 8/9/2024

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

1. Appoint Ashley Bessette, UPreK Coordinator, 1.0 FTE, Non-Union - No Step Placement, Effective 8/19/2024

2. Appoint Andrea Blodgett, Paraprofessional, 1.0 FTE, Step 1, Effective 8/20/2024
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F. Board Training: Superintendent Evaluation and Goal Setting with Judy Sclair-Stein, Ed. D.

180
min

Barb Wilson opened the topic with a reminder to Board members that Dr. Baker and the Executive Committee had invited ACSL administrative leaders and building principals to the Board Training on Superintendent Evaluation and Goal Setting so that they can provide some input into the process and understand the goals and criteria upon which Superintendent will be evaluated. All were invited to both sessions, though most will likely attend on August 13th, when specific goals and the evaluation process is established. She then handed the discussion to consultant Judy Sclair-Stein to conduct the training.

Judy reminded the Board of Phase 5 of McPherson & Jacobson's process for the Superintendent Search contract, which includes reviewing Board & Superintendent Roles and establishing goals for the new Superintendent. She is also present to provide training on the process of selecting a Superintendent evaluation model, and teaching the Board how to conduct a fair and thorough Superintendent evaluation. Other important topics of discussion:

- Reminder of Board Norms and how to remain accountable to those norms when differing perspective conflict;
- Board hopes for this training (clear understanding of Board role, bringing team together, clarity on superintendent goals & evaluation process, establishing clear criteria for the superintendent);
- Board Roles & Superintendent Roles;
- Board Expectations of the Superintendent;
- Superintendent Expectations of the Board;
- ACSD Strategic Plan & how Board goals, District goals, and Superintendent goals should all be informed by the plan.
- ACSD Board Policies that inform Board roles, Superintendent roles, and the Board's responsibility for conducting Superintendent evaluations;
- Resources that will inform how to develop the Superintendent Evaluation Process

A recording of the training will be available at <https://www.acsdvt.org/school-board/board-meetings> under 8/12/2024.

G. Adjournment

Meeting adjourned at 7:33 p.m.

Motion to adjourn.

Move: Suzanne Buck Second: Laura Harthan Status: Passed

Total Meeting Time: 3h 30m

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DRAFT

Criteria for rubric: +1 for each

- SmartTV on location
- Sufficient Internet drops
- Adequate wireless coverage
- Custodial staff available to set up/move furniture
- Adequate bandwidth

School	MUHS	MUMS	MHS	WES	SES	SCS	CES	RES	BCS
SmartTV	1	1	1	0	0	0	0	0	0
Internet Drop	1	1	1	0	0	1	0	0	1
Wireless	1	1	1	1	0	1	1	0	1
Custodians	1	1	1	1	0	1	0	0	0
Bandwidth	1	1	1	1	1	1	1	1	1
TOTAL	5	5	5	3	1	4	2	1	3

[Based on E-Rate FY24 Funding Report](#)

Weybridge

Internet service provider: Green Mountain Access

Bandwidth: 100 mbps

Bandwidth per student: 2.439 mbps

Number of wireless access points: 4

TV for projection: no

The gym/cafeteria is an area with 1 internet drop currently. It is connected to a switch in a closet across from the library, where the internet enters the building. The gym does not have an access point in it, but there is one in the kitchen off of the gym. The wireless coverage is average.

Recommendation: More cable should be run into the gym area to increase the drops and install an access point. Meetings would have to be in adherence with where the internet drop is. The library at WES could also be used, but furniture/book storage would have to be moved around.

Weybridge does meet the FCC [recommended bandwidth per student](#), which is 1 mbps.

Recommendations:

- Mobile TV and cart \$1600
- Hang wireless access point (lift required)

- Run additional cable from switch closet to create more drops (\$300 per drop)

Ripton

Internet service provider: FirstLight

Bandwidth: 80 mbps

Bandwidth per student: 2.424 mbps

Number of wireless access points: 4

TV for projection: no

Ripton is one of the schools where the gym/cafeteria has no internet connection. There are no drops. The kitchen is off of the gym, but there are no drops there either. The closest one is in a classroom in the hallway, too far to run an ethernet cable. There is also currently no wireless access point in the gym, but there should be. Cable will need to be run from the switch closet which is in the main office. BTS will have to do this work. It might be wise to time it with cleaning the light fixtures/replacing bulbs in the gym. This will require a lift to get to the ceiling.

The library has been used in the past. It has furniture/fixtures that would need to be moved. There is an internet drop and a wireless access point in that area. The area is much smaller than the gym.

Ripton does meet the FCC recommended bandwidth per student.

Recommendations:

- Mobile TV and cart \$1600
- Hang wireless access point (lift required)
- Run cable from switch closet to install drops (\$300 per drop)

Cornwall

Internet service provider: Gonetspeed

Bandwidth: 100 mbps

Bandwidth per student: 1.234 mbps

Number of wireless access points: 10

TV for projection: no

Cornwall's gym/cafeteria does not have an internet drop. There is a wireless access point there. The office off of the gym has an internet access drop, but needs an additional one added so a small switch can be eliminated. An ethernet run needs to be installed from the switch closet next to the library to the office, and it would make sense to install an additional drop in the gym someplace. The office is not close enough to the area of the gym where a meeting would be held to run a temporary cable for the meeting.

The library is big enough, but is full of large tables and chairs. There is internet and wireless in the library.

I'm told that custodial coverage sometimes is later in the evening at Cornwall.

Cornwall does meet the FCC recommended bandwidth per student.

Recommendations:

- Mobile TV and cart \$1600
- Run cable from switch closet to install drops (\$300 per drop)

MUHS

Internet service provider: FirstLight

Bandwidth: 1 gbps

Bandwidth per student: 1.95 mbps

Number of wireless access points: 46

TV for projection: yes

The library at MUHS is suitable for meetings. There are ample internet connections and there is good wireless coverage. There is also a TV available for projection.

The gym could also work, but getting wired internet to the floor is challenging. A long patch cable would need to be run from the trainer's office. It would limit where the meeting could take place in that space.

The auditorium and band room are also suitable.

MUHS does meet the FCC recommended bandwidth per student.

Recommendations: none

Bridport

Internet service provider: Waitsfield-Fayston Telephone Co.

Bandwidth: 100 mbps

Bandwidth per student: 2.272 mbps

Number of wireless access points: 8

TV for Projection: no

The gym at BCS has three different internet drops. Two of the drops are near the stage. There is a wireless access point in the gym. They have no Smart TV, so a projector and screen would need to be set up. This space is suitable.

The library is much smaller, and there is furniture that would need to be moved.

BCS does meet the FCC recommended bandwidth per student.

Recommendations:

- Mobile TV and cart \$1600

Shoreham

Internet service provider: Gonetspeed

Bandwidth: 100 mbps

Bandwidth per student: 1.428 mbps

Number of wireless access points: 8

TV for Projection: no (They have a TV but it can't be moved to the gym because it is too big for the elevator)

The closest internet drop in the gym/cafeteria is in the office off of the stage area. There is no wireless access point in the gym currently. Their TV can't be moved to the gym because it is too large on the cart for the elevator. A projector and screen would be needed.

Custodial coverage is spotty at Shoreham.

SES does meet the FCC recommended bandwidth per student.

Recommendations:

- Mobile TV and cart \$1600
- Hang wireless access point (lift required)
- Run cable from switch closet to install drops (\$300 per drop)

MUMS

Internet service provider: FirstLight

Bandwidth: 450 mbps

Bandwidth per student: 1.19 mbps

Number of wireless access points: 27

TV for Projection: yes

The cafeteria is suitable for meetings. There are internet drops and power outlets. There is a wireless access point. They have a digital whiteboard on a mobile cart for projection. They have ample custodial staff.

MUMS does meet the FCC recommended bandwidth per student.

Recommendations: none

MHS

Internet service provider: FirstLight
Bandwidth: 650 mbps
Bandwidth per student: 1.391 mbps (including preschool)
Number of wireless access points: 27
TV for Projection: yes

The gym or library would be suitable for meetings. The library might be a bit too small, but it has more internet drops at a close distance. There is wireless in both locations. They have a mobile tv on a cart. They have ample custodial staff.

MHS does meet the FCC recommended bandwidth per student.

Recommendations: none

Salisbury

Internet service provider: FirstLight
Bandwidth: 150 mbps
Bandwidth per student: 2.542 mbps
Number of wireless access points: 8
TV for Projection: no

The SCS gym does have internet drops, although many are not currently active. They do not have a mobile TV. There is a wireless access point in the gym. They have a full-time custodian.

SCS does meet the FCC recommended bandwidth per student.

Recommendations:

- Mobile TV and cart \$1600

Conclusions

Ideally ACSD would have a dedicated meeting space where AV equipment did not have to be set up and broken down with each meeting. In lieu of this, the three Middlebury schools at least meet the five criteria that I determined to be most critical. Some of the deficiencies can be remedied, such as hanging additional wireless equipment. We are beginning the task of replacing all wireless equipment and we have additional access points available. Several of the rural elementary schools need internet cable to be run to the gym/cafeteria locations before an access point can be installed. A contractor would do this work. Bruce estimates \$300 per drop.

A lift would be necessary to get the access point out of reach of physical education classes. Televisions would be much better than having to set up projectors and mobile screens. We could solve this everywhere but in Shoreham. Because the elevator is too small for the TV, it would have to stay in the gym. But, there is no place to store it there. An 85 inch TV and cart cost around \$1600 on Amazon. Some schools have full-time custodians to help with the setup and breakdown of furniture (chairs, tables). Some of the rural schools do not.

I personally see this as a production. It is much harder to produce something decent with the obstacles that exist at some of our locations. I would be required to run internet cable to the gym cafeteria, and set up projection equipment. Each location has wireless, but the signal isn't going to be as good in some locations. For example, you can currently get a wireless signal in the Ripton gym, but it isn't super strong.

With some time and money spent we could improve some of these locations. I am personally in favor of one good meeting spot where the equipment can be left set up all the time, or is at least local to my offices for support purposes where it can be more easily set up and broken down.

Will Hatch
Director of Technology
8-9-2024

TO: ACSD Board
FROM: Matthew Corrente, Director of Finance and Operations
RE: 2024-25 Fuel and Propane Bids
DATE: 8/26/2024

ACSD solicited bids for fuel oil and propane for the 2024-25 school year. Below is a summary of the results.

Fuel Oil FY25				
Bidder	Price over rack	Current rack price	Pre-buy	Fixed Price
Champlain Valley Fuels	.15	2.198	2.60	2.65
Mike's Fuels	.25	2.60	2.80	2.85

Propane FY25				
Bidder	Price over rack	Current rack price	Pre-buy	Fixed Price
Fyles Bros.	.40	0.974	1.51	1.56
Mike's Fuels	.465	1.10	1.51	1.60

Recommended Motion: Motion to award the Fuel Oil bid for 2024-25 to **Champlain Valley Fuels** at a fixed price rate of \$2.65 and the Propane bid for 2023-24 to **Fyles Bros.** at a fixed price rate of \$1.56.

Appendix A: Historical Bid Results

Fuel Oil FY24				
<u>Bidder</u>	<u>Price over rack</u>	<u>Current rack price</u>	<u>Pre-buy</u>	<u>Fixed Price</u>
Champlain Valley Fuels	.10	3.257	3.08	3.13
Mike's Fuels	.25	3.08	3.28	3.33

Propane FY24				
<u>Bidder</u>	<u>Price over rack</u>	<u>Current rack price</u>	<u>Pre-buy</u>	<u>Fixed Price</u>
Fyles Bros.	.40	0.895	1.40	1.45
Suburban Propane	.35	1.055	n/a	1.58

Addison Central School District

Policy: Board Meeting Preparation, Agenda Preparation & Distribution
File Code: A20
Adopted:
Warned: June 10, 2024

Policy

All Board meetings will be held in compliance with Vermont's open meeting law, 1 V.S.A. §§ 310 et seq, and will be conducted according to Robert's Rules of Order, Newly Revised.¹

Regular Meeting Schedule

Regular meetings of the board will be held at Middlebury Union High School on the second and fourth Monday of each month at 6:30pm.² The meeting schedule will be published and made available by the superintendent to any person on request.

Special and emergency meetings will be called by the chair in conjunction with the superintendent or when requested by a majority of the board and shall be warned appropriately.³ Only items on the agenda may be acted upon at these meetings.⁴

Conduct of Board Meetings

Meetings will be conducted in accordance with Robert's Rules of Order, Newly Revised. Members of the board may attend and participate in a regular, special or emergency meeting by electronic or other means so long as the requirements of 1 V.S.A. §312(a)(2) are met.

Executive Sessions

Executive sessions of the board will be convened only for the purposes stated in 1 V.S.A. §313. The minutes of any meeting where an executive session takes place will reflect the specific statutory reason for convening the executive session. Board members will not make public the confidential issues discussed during an executive session.

Agenda Preparation

The Executive Committee, in consultation with the superintendent, will prepare proposed agendas for all meetings of the board. Agenda items may be suggested by any board member, staff member, student, or citizen of the district. If the request is denied, the item can be placed on the agenda through a request by three board members. The inclusion of items on proposed agendas will be at the discretion of the executive committee.

An item may only be added or removed from a meeting agenda as the first order of business at the meeting.⁵ Other adjustments to an agenda may be made at any time during the meeting.

The board will follow an annual agenda planning cycle that is directed through input to the executive committee from the board. The cycle will include reviewing, monitoring, and affirming interactions with stakeholder groups, approval of policies and activities to improve board performance through education, and enriched input and deliberation. Within this planning process is also the orientation of new board members.

¹ See 16 V.S.A. §554(b)

² See 1 V.S.A. §312(c)(1). This meeting schedule is subject to change for holidays, the regular school calendar, and other considerations. See our online school board calendar for the most current meeting time and place information.

³ See 1 V.S.A. See 1 V.S.A. §312(c)(2) & (3)

⁴ See Robert's Rules of Order §9. Although action on items not on the proposed agenda for regular meetings is allowed as "New Business," boards should avoid taking action on non-agenda items at regular meetings. If necessary, emergency meetings can be called to act on matters needing immediate action.

⁵ See 1 V.S.A. § 312(d)(3)(A)

Minutes shall follow Robert's Rules of Order. The final wording of the motions, as amended and adopted or rejected shall be noted. As appropriate points of discussion maybe noted. Information about the vote: Voice, Counted, Roll-call, Ballot shall be recorded.

Agenda Distribution

The proposed agenda, together with supporting materials, will be distributed to board members by the superintendent three days prior to regular meetings and as soon as practicable before special and emergency meetings. At least 48 hours prior to a regular meeting and 24 hours prior to a special meeting, the superintendent shall ensure that the agenda is posted in the municipal clerk's office and [two other designated physical locations in the municipality].⁶ In addition, proposed meeting agendas will be made available to any interested person upon specific request.⁷

⁶ See 1 V.S.A. § 312(d)

⁷ This section of this model policy is not required. See 1 V.S.A. § 312(c) and (d) for notice and warning requirements for special and emergency meetings.

<i>VSBA Version:</i>	March 3, 2020
<i>Date Warned:</i>	
<i>Date Adopted:</i>	
<i>Legal Reference(s):</i>	1 V.S.A. §§ 310 et seq. (Public meetings)
	16 V.S.A. § 554 (School board meetings)
<i>Cross Reference:</i>	



ACSD Facilities



Capital Projects: Pre-Approval Plan



“In 2023 under Act 72, the Agency of Education completed the first statewide facilities assessment for all of Vermont's public school buildings. This assessment marks the beginning of a statewide program to support the management and improvement of school facilities as a key part of the Agency of Education's mission to ensure that all Vermont learners have equitable access to high-quality learning opportunities.” -VT AoE

[Act 72 Cover Letter](#)

As part of the Act 72 implementation, the legislature created a **School Construction Aid Task Force**

- ACSD Director of Facilities Bruce Macintire was a member of that task force.
- The Task Force has been reconvened for FY25 and has met twice. However it is now comprised of legislators and AOE staff.
- One concept which emerged from their work and which influenced this strategy is Preauthorization.

Act 72 also influenced the Vermont District Quality Standards through the creation of specific rules.

- Rules Series 112 pertains to Facilities Management and Safety.
- Rule 112.1.2 states:

“The SD maintains a five-year **Capital Improvement Plan** (CIP) for each building and other facility for which the SD is responsible and updates it annually.”

Capital Project Preauthorization: “Shovel Ready”

- If and when school construction aid moves forward, it is likely that they will look to “Shovel Ready” projects as those most likely to receive initial funding.
- Shovel Ready can be defined as:
 - Projects with a defined scope, timeline, and approach.
 - Projects with conceptual or schematic drawing sets.
 - Projects with current and accurate financial planning including project estimation, bond or borrowing initiatives, and competitive bidding processes.

How do we...

- Move the District facilities towards shovel readiness?
- Consider the capital improvements needs of all buildings in pursuit of educational outcomes?
- Minimize institutional gridlock?
- Achieve planning unity?

Under Consideration: 2 Processes & 2 Phases

Process 1: Middlebury Pre-authorization Initiative

- Phase 1
 - Identify remaining capital improvements at MUMS, MUHS, and Mary Hogan
 - Place work in Capital Improvement Plan
 - Consider additional “shovel ready” actions.
- Phase 2
 - ACSD School Construction Finance Initiative
 - Tied to VT State Construction Aid timeline?

Under Consideration: 2 Processes & 2 Phases

Process 2: Smaller School Pre-Authorization

- Phase 1

- School Board analyzes C-30 policy options available to optimize educational potential for ACSD students with regard to school attendance requirements.
- Resulting policy decisions guide District approach to **Capital Improvement Plan** for smaller schools.

- Phase 2

- Pre-authorization: scope and scale, architectural drawings, contractor bidding, and financial planning.

In this model...

- Educational needs, policy options, and state requirements converge.
- A large wheel begins turning again, better positioning ACSD for future sustainable capital improvement cycles.