

MINUTES



**Addison Central School District
Executive Committee
Committee Meeting
Tuesday, September 3, 2024, 4:00 pm - 5:30 pm
ACSD District Office
49 Charles Ave**

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/82368760192?>

- 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 from August 19, 2024
- D. Executive Session: Personnel Related Issue - Personnel 1 VSA 313 (a) (3)
- E. Committee Discussion
 - 1. Board Voicemail
 - 2. Policy C30 and D6 Strategy Discussion
 - 3. Introduction of B22 Complaints About Personnel
 - 4. Superintendent Evaluation Process Document Draft
 - 5. Sept 9th Agenda Creation
 - 6. Practice of Recording Committee Meetings
 - 7. Other
- F. Public Comment – Any Topic
- G. Adjourn

*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
Executive Committee Meeting
Monday, August 19, 2024, 4:00 pm - 5:15 pm
ACSD District Office
49 Charles Ave**

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 Attendance

Barbara Wilson; Mary Heather Noble; Suzanne Buck; Wendy Baker

A. Call to Order Upon Reaching A Quorum

1. Introductions – Board members, Administrators and Staff

Barb Wilson, Chair

Suzanne Buck, Vice Chair

Mary Heather Noble, Secretary

Wendy Baker, Superintendent

B. Public Comments on Agenda Items

No public comment.

C. Recommendation to Approve Minutes from 7/22/2024

Motion to approve minutes from July 22, 2024.

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

D. Committee Discussion

1. Board Voicemail

Mary Heather Noble reported that she has continued to check Board voicemails on a weekly basis and that there have been no voicemails since the last Executive Committee meeting on July 22, 2024.

2. Upcoming Board Presentation Topic

Dr. Baker provided a list of proposed Board presentation topics for upcoming Board meeting agendas through November 2024, and also provided Matt Corrente's proposed

Budget development timeline to incorporate into Agenda planning. Suggested topics and corresponding Board meeting dates:

8/26/24: AOE's Capital Funding Approval Process and ACSD's need to a 5-year facilities plan.

9/5/24: A review of Policy C-30 as it relates to Courtney Krahn's presentation at the June 24, 2024 board meeting and ACSD's need to provide stable classroom populations to deliver the full IB curriculum. This will likely need involve lengthy discussion and should have an action item to allow the Board to direct/create a committee to explore options.

9/23/24: A presentation of Student Services, and where ACSD is w/r/t its final count of qualifying students. This is a pre-budget exercise to allow the Board to see and understand what parts of the budget are being used to serve students with significant mental health needs even if they do not qualify for a plan.

This board meeting will also have an initial budget drivers presentation, and the Executive Committee's final draft of the proposed superintendent evaluation plan.

10/14/24: A presentation on ACSD's training in EDO, NONICS and equity-based budgeting. Dr. Baker shared that ACSD admin will be sharing this presentation with the Champlain Valley Superintendent's Association which covers a geographic area serving 43% of Vermont students. Also note: the Finance Committee is scheduled to meeting on 10/15 to set the parameters for the FY26 budget planning.

10/28/24: A presentation of Budget Development #1 to the full board.

11/11/24: A presentation from Mr. Hogan (and possibly Weybridge Elementary School) on math interventions that have been recently employed and the impact they are having on student performance. Similar to the literary intervention presentation that was held at Salisbury School last year. Hope to discuss how to scale up to a district-wide effort.

11/25/24: A presentation of Budget Development #2 to the full board.

The committee also discussed how to fit student assessment results into the Superintendent's Report on an upcoming Board meeting. Dr. Baker shared that the data have arrived and are in the process of being examined and verified by District Office. Reports to families will happen shortly thereafter. AOE's embargo on publicly sharing the aggregate data will likely remain until winter -- so a full presentation to the Board likely won't happen until late winter/early spring. However, Dr. Baker said that District Office is able to evaluate the data, note trends, and plan accordingly prior to the full presentation.

3. August 26th Agenda Creation

The Executive Committee reviewed a draft agenda and discussed important topics to include:

- Update on Board meeting locations. Dr. Baker shared that Will Hatch developed a cost estimate to provide quality streaming capabilities at each school to accommodate the Board's desire to host meetings at every school -- due to the variability in internet bandwidth, meeting spaces, etc. it is estimated to cost \$2,000 per school to make this happen with reliable quality. Dr. Baker will update the Board on this development.

- AOE Capital Funding Pre-approval Process and time to Board discussion to update the Facilities Committee charge. ACSD needs to position itself well. Bruce Macintyre has examined the requirements and legislative activity in this area -- he and Dr. Baker are proposing that the ACSD's work happen in two phases:

Phase 1 -- examine current status and need in Middlebury schools (Mary Hogan, MUMS and MUHS) to get updated assessment and educational capacity information. This will likely take until January 2025, during which time the Board can be problem-solving around the Policy C-30 class size/configuration question before initiating Phase 2.

Phase 2 -- examine current status and need in smaller elementary schools, informed by the Board's findings re: solutions for the C-30 issue.

Dr. Baker emphasized that every district in the state is going through this, and that the pressures coming from the state suggest that decisions regarding facilities will likely depend on the legislature.

- The 8/26 agenda will also include a Summary of School Year Opening and update on staffing.

- The Board Chair Report will include an update of the Executive Committee's proposed schedule and process for finalizing a draft of the hybrid superintendent evaluation tool.

- A quick update on the rubrics re: AOE Governance Rules for School Boards. The Executive Committee has been advised by VSBA that the Board should focus on one rule -- budgeting consistent with strategic plan goals & stated mission.

- Reminder about Board roles and responsibilities re: requesting information from Admin and Staff.

4. Superintendent Evaluation Next Steps

Barb Wilson said that she met with Dr. Baker to discuss the best way to develop a hybrid of the example superintendent models that were shared with the Board during the 8/13/24 training session. Dr. Baker has suggested that she work to identify key components from the examples models, based on her understanding of the job and what she believes are essential in an evaluation process -- then she would like to bring to the Executive Committee for its review based on local preferences. All agree that this would be a good way to begin.

The timeline: Dr/ Baker will provide the Executive Committee with a first draft of the hybrid evaluation tool on 9/3/24. The Committee will meet with her on 9/10/24 to revise, and then present to the full Board for review/approval at the 9/23 Board meeting.

5. Other

Dr. Baker shared that she has had some conversations with a few Board members regarding their role and requests to meet directly with district principals. She wanted to check in about her understanding -- that Board members are encouraged to volunteer in schools, attend ACSD events, etc. -- but that if they have questions or issues about school operations, those questions should be directed through the Superintendent's office. Barb Wilson, Suzanne Buck, and Mary Heather Noble all agreed with Dr. Baker's understanding, and discussed how to address this concern moving forward. It was decided to add a reminder to Board members in the Superintendent's weekly update, a reminder during the Board Chair Update in the Board meeting, and then follow through with individuals as needed. There was also

some discussion about how potential staff concerns about superintendent decisions/activity might be directed so that important matters can be brought to the board's attention without requiring a formal complaint, or without compromising the Board's role as a quasi-judicial body.

E. Public Comment – Any Topic

No public comment.

F. Adjourn

Meeting adjourned at 5:28 p.m.

Motion to adjourn.

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

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DRAFT

PUBLIC COMPLAINTS ABOUT PERSONNEL

ADOPTION NOTES – This text box and the disclaimer should be removed prior to adoption.

(a) General – As with all model policies, VSBA recommends that each board carefully review this model prior to adoption to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc. There may also be optional language for the board to consider; in this case the word [OPTIONAL] should be removed.

(b) Legal references are listed for convenience, but do not need to be included in the policy as adopted.

(c) Any model policies listed under "cross-reference" indicate a reference to another related VSBA model policy. A district should check its own current policies to assure internal consistency.

(d) Withdrawn and earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

Policy

It is the policy of the _____ School District to see that complaints about school personnel are considered in a timely manner that is fair to all parties. The district places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or unjustified criticism or complaints.

Resolving Complaints

The complainant shall be encouraged first to bring a complaint to the individual concerned. If the problem cannot be resolved with the individual concerned, it should be brought to the attention of the immediate supervisor or administrator. The complaint should be in writing stating the issues and supporting facts. The individual employee involved shall be given every opportunity for explanation, comment, and presentation of the facts as he/she sees them.

If the issue is not resolved by involvement of the immediate supervisor, the complainant may refer the issue to the principal for review and decision. In the event the principal's review does not lead to a satisfactory resolution, the complainant may submit the issue to the superintendent for review and decision.

In cases of alleged discrimination, the complainant should follow the procedures accompanying the non-discrimination policy.

Appeal to the Board

If the above steps do not resolve the concern of the complainant, he/she may request a session of the board for the purpose of reviewing the superintendent's decision. If the school board decides to hear the request of the complainant, it shall invite all parties involved including the appropriate school and supervisory union administrators to attend a meeting for purposes of presenting facts, making further explanations, and clarifying the issue. The board shall conduct such meetings in a fair and just manner and shall render a decision.

It is the intent of the board that the rights of employees under collective bargaining agreements and Vermont law be protected through the administration of this policy.

<i>VSBA Version:</i>	
<i>Date Warned:</i>	
<i>Date Adopted:</i>	
<i>Legal Reference(s):</i>	<i>16 V.S.A. § 1752 (Suspension, dismissal)</i>
	<i>1 V.S.A. §§ 310 et seq. (Open meetings)</i>
<i>Cross Reference:</i>	

DISCLAIMER: This model policy has been prepared by the Vermont School Boards Association for the sole and exclusive use of VSBA members, as a resource to assist member school boards with their policy development. School Districts should consult with legal counsel and revise model policies to address local facts and circumstances prior to adoption, unless the model policy states otherwise. VSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.