MINUTES

Addison Central School District
Finance Committee
Committee Meeting
Monday, December 16, 2024, 8:45 am - 9:45 am
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.

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A. Call to Order Upon Reaching a Quorum

Chip called the meeting to order at 8:53 am

1. Introductions: Board Members, Administrators and Staff

   Matt Corrente, Wendy Walker, Emily Blistein, Chip Malcolm, Ellen Whelan-Wuest.

B. Public Comment - Agenda Items

No public comment

C. Recommendation to Approve the Minutes from December 9, 2024

Move: Jason Chance Second: Ellen Whelan-Wuest Status: Passed

D. Committee Discusion:

1. Financial Feasibility Target Strategies

   Matt presented the second version of the foundational cost forecasting presentation.

   The District office budget is moving from Block 3 into Block 1. Building administration will remain in Block 3. Projecting a small decrease in the FY26 projection of the district office budget based on some restructuring of the Director of Teaching and Learning salary which will go into Block 3 instead. Chip asked for some more detail to be provided on this because there are always questions about this budget item. Matt can add in detail.

   Block 3: District Instruction Core Personnel. The first two slides show the breakdown of staff and personnel by school, and the projected enrollment and kindergarten incoming classes

and corresponding classroom numbers based on enrollment.

Jason asked about the instructional staff to student ratio. Matt explained it is based on the number of classroom teachers, .5 general ed para, administrative staff and other instructional staff in ratio to students. Core staff to student ratio is all the staff who are indicated on this slide, but does not include custodial, food service and facilities employees who work in different buildings.

Ellie asked about what additional support or staff will be available in some of the schools where projected class sizes are larger and kids may have more need and supports but we will have some teacher reductions based on class size. Wendy pointed out that what we are looking at now is Block 3 which is the instructional requirements block, but Block 7 will include more of where additional supports exist to ensure there are sufficient staff and supports in the building.

Jason asked about the allocation of administrator FTEs across smaller schools. Wendy explained that in some cases it is about the needs of the school.

Matt walked through the same staffing and enrollment projections for the larger schools- Mary Hogan, MUMS and MUHS

Notably, there is a consistent average class size over 15 students per teacher across all schools, including smaller schools

Also built into Block 3 are the PD and Curriculum Personnel expenses, which are projected to be up around 26%. We still need to confirm if the new Master Agreement for PD reimbursements and non-salary elements of PD and curriculum are included.

Block 4 is non personnel and direct instruction costs. These focus on general supplies and professional services and "other" expenses that contribute to direct instruction and PD & curriculum. Other includes travel, memberships, dues and fees, etc.
Chip pointed out that mileage reimbursements are important expenses, particularly for personnel who travel between schools.

Block 5 is Student Services. Right now this is still in development, will be the focus of the next presentation.

Block 6: Opportunities. This is a new budget category and is aimed at transparently presenting how students access various opportunities above instruction, such as athletics, arts, field trips across all schools.

Committee discussed the possibility of going into a deeper discussion about these funds in the future, to understand if and how the District can look into strengthening and building these opportunities.

Jason pointed out that it's important to break out the areas that are identified as opportunities that may also be required for credits in secondary schools. Wendy said the principals will be weighing in on this later in the week to help tease that out where possible.

Ellie brought up a comment someone had made from the public in the past about the fact that Parks & Recreation charges a higher fee for non-Middlebury residents, which means elementary students who are meant to be able to access athletics through Parks & Rec but who live outside Middlebury pay more. We may want to explore paying that difference as a

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district.

Matt pointed out that when a fund balance is built into a budget as a reserve, it is considered an expense. The fund balance transfer will have to be around $1.3 million this year

The Committee agreed that for tonight's Board meeting (12/16) it would be important to present on new tax information and Block 3 budget projections.

2. FY 26 Budget Creation

E. Public Comment - Any Topic

No public comment

F. Adjornment

Meeting adjourned at 10:11am

Move: James Malcolm Second: Ellie Romp 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.

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