

AGENDA



**Addison Central School District
Executive Committee
Executive Committee Meeting
Monday, January 6, 2025, 4:30 pm - 6:00 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.

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/82716112757>

- A. Call to Order Upon Reaching A Quorum
 - 1. Introductions – Board members, Administrators and Staff
- B. Public Comment Period
- C. Recommendation to Approve Minutes from 12/02/2024
- D. Committee Discussion
 - 1. Board Voicemail
 - 2. Superintendent Evaluation Timeline Creation
 - 3. January Meeting Schedule
 - 4. January 13th Board Meeting Agenda Creation
 - 5. New board member onboarding/training
 - 6. Other
- E. Public Comment Period
- F. 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
Committee Meeting
Monday, December 2, 2024, 4:00 pm - 5:15 pm
49 Charles Avenue
Middlebury VT
05753**

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In Attendance

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

A. Call to Order Upon Reaching A Quorum

Meeting called to order at 4:03 pm.

1. Introductions – Board Members, Administrators and Staff

B. First Public Comment Period

No public comment.

C. Recommendation to Approve Minutes from 11/18/2024

Motion to approve the minutes from November 18, 2024.

Move: Suzanne Buck Second: Barbara Wilson Status: Passed

D. Committee Discussion:

1. Board Voicemail

Mary Heather Noble checked the Board voicemail box during the meeting. There were no new message since her last report.

2. Upcoming Board Presentation Topic

Barb Wilson shared the document with the list of upcoming board presentations, and invited the committee to add suggested topics as needed.

3. December 9th Agenda Creation

The Committee worked on forming the agenda for the December 9, 2024 Board meeting. Dr. Baker shared a staff resignation and plans for informing the Board and ACSD staff. This will

be included in the Personell Appointments and Resignations portion of the Superintendents Report.

Barb Wilson asked if Dr. Baker wanted an agenda item for an EDUNOMICS presentation. Dr. Baker explained that many of the concepts have been feathered into the budget presentations so far, and that it might be better to do a more targeted overview of EDUNOMICS in January, when they are doing a re-cap of the budget presentations.

On the agenda for December 9th -- Budget Presentation #3, which will include \$2.5-\$2.8 million in redudcation strategies. This will include menu of options and is not intended for an immediate decision; rather, the team is presenting some possibilities to get a sense of how things might land. Dr. Baker has been working closely with Matt Corrente to build the budget in terms of the EDUNOMICS "stacks" or types of expenses. Dr. Baker reminded the Committee that Principal spending plans are due to her office this week. She likened the process to "moving all of the furniture out and then deciding which pieces need to go back and where." This is a different process than has been done in the past.

Mary Heather asked when the Board will be re-visiting or unpacking the community survey responses from the October 22 pre-budget meetings. Dr. Baker suggested including this information in the December 16, 2024 meeting when the team has more information about the principal plans, etc. She also suggested grounding the conversation in, "Here's what we learned from the community about its priorities and concerns, followed by here's our work, based on student achievement data and where we believe resources should be focused." She emphasized re-visiting the community feedback to connect it to the decisions being made in the budgeting process.

There was some committee discussion about the timeline, the need to have an approved budget around January 20, 2025 to meet member towns' budget book printing deadlines. The Committee agreed to have the January meeting schedule as an agenda item so the timeline can be finalized. Mary Heather and Suzanne also expressed concern about having a public meeting early enough to allow for changes if necessary. The C&E Committee is aiming for Jan 18th but might be better to push the meeting earlier. The Executive Committee also discussed the best format for a public meeting -- in-person or virtual (or both). They will need to connect with Tricia Allen, C&E Committee Chair to discuss further.

Other agenda items for the December 9th meeting:

The Policy Committee will provide an update on their work regarding C30 and D6 -- possible action added to the agenda in case the Board decides to create a committee or direct Dr. Baker to do additional work on this.

Ripon request for attendance surveys -- the Executive Committee agree to add this agenda item early in the meeting to get a clear direction on this before diving into budget work. The agenda will also include possible action in case the Board wishes to make a decision and direct Dr. Baker to survey Ripon families and/or ACSD families about school choice.

4. Formative Review #2 - Budget Update

Mary Heather Noble offered to come up with some short answer questions focused on the budget process to use for the second formative evaluation conversation. She will share with the group by December 5th.

5. Board Evaluations

Barb Wilson shared that the Board will need to conduct an annual self-evaluation to comply

with the new governance standards for school boards. She asked the Committee for thoughts on when the self-evaluation survey should be conducted. Committee members were in agreement that surveying board members before the March election and board re-organization is best to ensure that the evaluation reflects the work and opinion of the board that just served. Suzanne Buck noted that the Committee will need to be mindful of the timing, since Board members will also need to provide input on the Superintendent's evaluation in February. She and Barb Wilson both suggested starting with the self-evaluation survey that was shared during the VSBA annual meeting -- and aiming for early February.

6. Addison Independent LTE Response

Suzanne Buck had requested a conversation about whether the Board should respond to the Addison Independent article and LTE regarding Brian Bauer's comments regarding disabled and nondisabled students at the November 11, 2024 Board meeting. There was some lingering concern about Brian being unfairly characterized in the article. Mary Heather Noble expressed her concern that bringing it back up with an official response does not serve the District well -- the issue has already been addressed in both the paper and a subsequent Board meeting. She is worried that doing so will distract from other more important work, and will make the Board appear defensive about a matter that it has already resolved. Barb Wilson and Dr. Baker agreed. No further action was recommended.

7. Other

Barb Wilson shared that she had received an email from Mary Slosar about a parent who was looking for Board member emails and had not been able to find them on the website.

Dr. Baker explained that email addresses for all ACSD board members and employees have been removed from the website due to phishing and cybersecurity concerns. Mary Heather Noble noted that the C&E Committee had asked Will Hatch to create a general Board email that could be posted on the website, and that those updates were in progress. The vision for the Board's landing page is to have a group photo with the Board's general email address and phone number along with the Board meeting calendar. There was some discussion in the group about why individual board member phone numbers and emails were removed, and how people can get in touch with the Board. Dr. Baker emphasized the need to cybersecurity -- the single board email is intended to direct all incoming messages to all board members so everyone receives the same information. Mary Heather confirmed that this is what the C&E Committee was working toward; though there has also been some discussion about having a designated board member (either the Board Secretary or Chair of the C&E Committee) responsible for answering emails and/or redirecting them to the appropriate people.

E. Second Public Comments Period

No public comment.

F. Adjourn

Meeting adjourned at 5:20 p.m.

Motion to adjourn.

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

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DRAFT

AGENDA

**Addison Central School District
ACSD Board
Board Meeting**

Monday, January 13, 2025, 6:30 pm - 9:00 pm

Middlebury Union High School Library 73 Charles Ave, Middlebury



ACSD District Vision and Mission

OUR VISION

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OUR MISSION

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Please click the link below to join the webinar:

A. Call to Order Upon Reaching A Quorum

- | | |
|---|-------|
| 1. Introductions - Board Members, Administrators, and Staff | 5 min |
| 2. Motion to Approve Agenda | |

B. First Public Comment Period 10 min

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.

C. Recommendation to Approve Minutes of January 6, 2025 5 min

D. Approve ACSD Bills 5 min

E. Report of Student Representatives 5 min

F. Report of Superintendent

- | | |
|---|-------|
| 1. Action: Personnel Appointments and Resignations | 5 min |
| 2. Initial Draft of the Annual Report and FY26 Budget Book | |
| 3. FY26 Budget Presentation or Possible Budget Approval Action??? | |
| 4. Draft Warning Language | |

G. Report of the Chair

H. Report of the Board

- I. Second Public Comment Period
- J. Board Reflections
- K. Adjournment

Total Meeting Time: 0h 35m

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ACSD Board Member Training



Welcome!



DISTRICT OFFICE LEADERSHIP TEAM

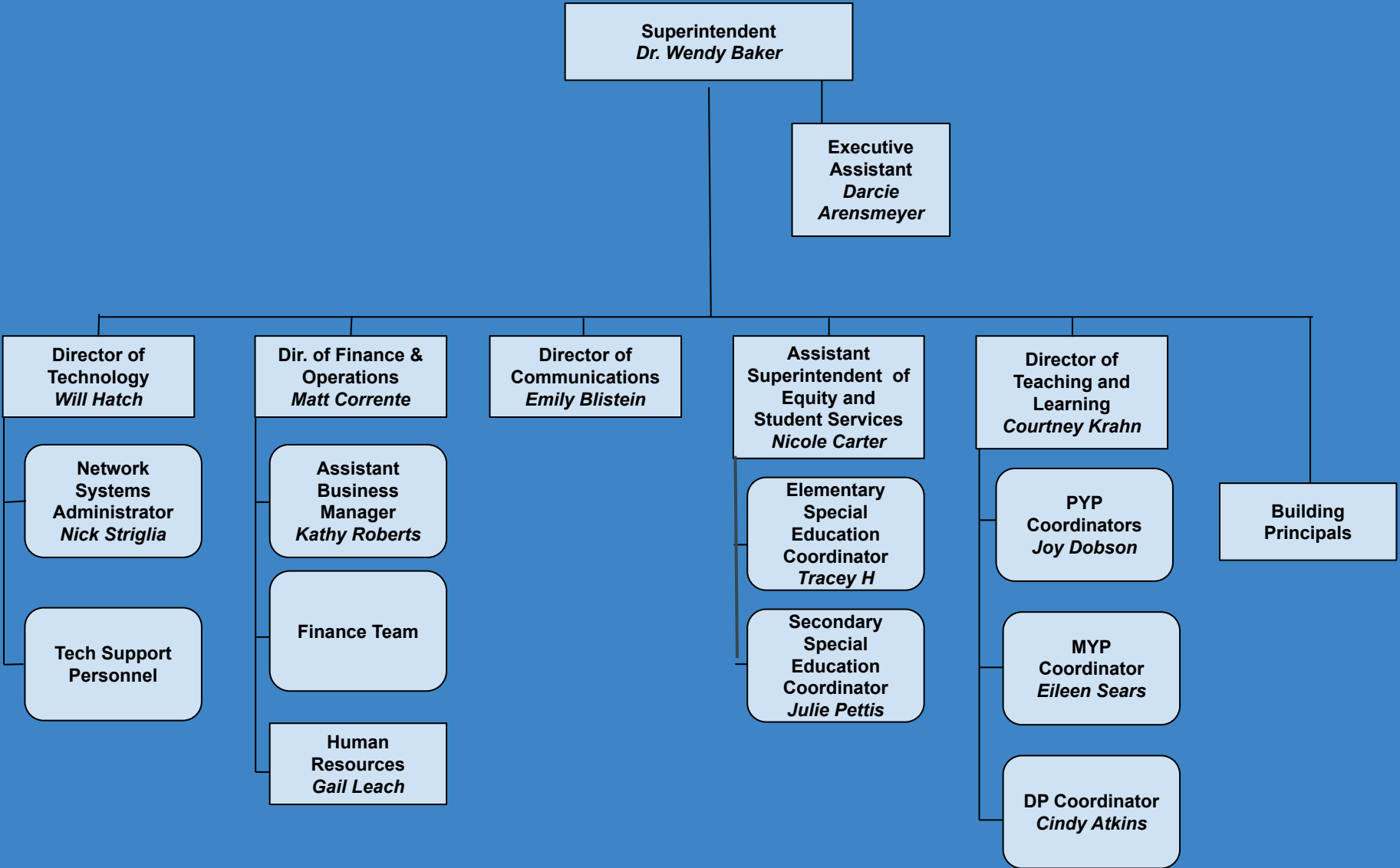
Superintendent, Dr Wendy Baker

Assistant Superintendent of Equity and Student Services, Nicole Carter

Director of Teaching and Learning, Courtney Krahn

Director of Finance and Operations, Matt Corrente

Director of Communications and Community Outreach,
Emily Blistein



Board Member Roles & Responsibilities

Essential Work of the Board (VSBA Website):

1. Establish a Vision & Engage the Community
2. Establish Policy
3. Board & Superintendent Partnership
4. Effective & Ethical Operations
5. Monitor Progress and Performance
6. Budget & Financial Oversight

Review this short outline:

<https://drive.google.com/file/d/1RMcLVe0RNUpB9lhMvWQ5L7r8POhfekeZ/view?usp=sharing>

Board Member Roles & Responsibilities

Legally Mandated Responsibilities

- Quasi-Judicial Role
- Collective Bargaining
- Open Meeting Law - identifies how board work must be conducted
 - Public Comment & Minutes
 - Executive Session
 - Public Records
 - Records Requests

Increasing Student Achievement and Well-being for All Students

School Board



Superintendent

ACSD Board Operation Policies

A1 Governance Commitment

A2 Key Responsibilities of Board Members

A3 Relationship to Roles of the Board and the Superintendent

A4 Policy Development

A5 Code of Conduct

A6 Board Members Conflict of Interest

A7 Governing Style

A8 Agenda Development

A9 Chair's Role

A21 Public Participation at Board Meetings

A22 Notice of Non-Discrimination

A23 Community Engagement and Vision

A35 Students on the School Board

Communication - Important things to remember!

Complaints & Requests for Action

- Lines of Communication (A2)



- Board Members Establish Strategic Direction and Policies and do not oversee day to day operation of schools
- Our Individual Authority
- Confidentiality/FERPA
- Our Judicial Role

Brief Look at Education Funding and Budget Oversight

- Budget Development & Oversight (VSBA Webinar)

<https://www.youtube.com/watch?v=tuDUE70clYU&t=8s>

<https://link.vtvsba.org/Handouts/2021-10Budget.pdf>

- Act 127 Legislative Overview (from 2022)

<https://www.youtube.com/watch?v=McfIscq3XmM&t=164s>

<https://link.vtvsba.org/Handouts/22-01WeightingStudy/PWTF.pdf>

Code of Ethics

The VSBA recommends that all boards have their members sign the code of ethics either annually or each time they are elected.

As a member of my local school board, I will remember that my primary concerns must be the educational welfare of the students in my district and excellent return on investment for taxpayers. I agree to conduct myself in accordance with the following commitments. I will:

- Act within the scope of my official role
- Act within the scope of my fiduciary role
- Uphold the highest ethical standards
- Respect my peers and constituents, and uphold confidentiality

How Meeting are Conducted

- Robert's Rules of Order
 - [VSBA Robert's Rules of Order Webinar](#)
 - [Motion Reference Guide](#)
- [Adopted Board Norms](#)
- Eight Characteristics of Effective Boards (NSBA)

Board Meeting Schedule and Annual Calendar

- Second and fourth Monday each month
 - First meeting each month rotates through elementary schools
- Committees meet as needed between meetings
- No meetings in July
- Retreat/Board Training(s)
- Board Workflow: [Annual Work Plan](#)

BoardPaq

One-stop portal for all board information

Schedule BoardPaq Training

Resources

[Annual Report/Budget Book](#)

[Strategic Plan](#)

[International Baccalaureate](#)

Essential Work of Vermont School Boards Workbook

The Governance Core book

Recommended VSBA Training/Webinars:

- [New Board Member Academy](#) (May
- [Webinar Archive](#)
- [New Board Member Networking](#) (March 14th & April 25th at 9 AM)

Other Related Websites

ACSDVT.ORG

[INTERNATIONAL BACCALAUREATE
ORGANIZATION \(IBO\)](http://INTERNATIONALBACCALAUREATEORGANIZATION(BO))

VTVSBA.ORG

[VERMONT LEGISLATURE](http://VERMONTLEGISLATURE)

[Title 16: EDUCATION](#) (Vermont Statue)

Questions?

