MINUTES

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.

In-Person Attendance

Mary Heather Noble; Suzanne Buck; Wendy Baker

Remote Attendance

Barbara Wilson

A. Call to Order Upon Reaching A Quorum

Meeting called to order at 4:32 p.m.

1. Introductions – Board members, Administrators and Staff

B. Public Comment Period

No public comment.

C. Recommendation to Approve Minutes from12/02/2024

Motion to approve the minutes of December 20, 2024.

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

D. Committee Discussion

1. Board Voicemail

Mary Heather Noble reported that one message was received from Elio Farley of Midd PRIDE on December 6, 2024. The message expressed opposition to the book challenge at Mary Hogan School and provided a heads up that several people intended to provide public comment to that effect at the December 9, 2024 Board meeting.

Mary Heather said she has continued to check the voicemail on a weekly basis and that no other messages have been received.

2. Superintendent Evaluation Timeline Creation

   Barb Wilson proposed a timeline for completion of the Superintendent Evaluation, based on the evaluation tool and process approved by the Board. Four critical steps remain: 1) Superintendent self evaluation, 2) Executive Committee's gathering of Board member input, 3) Consolidation of Board Member input into a written report that will be delivered to the Superintendent and Board Members, and 4) Presentation of the evaluation to the Superintendent prior to Town Meeting Day on March 4, 2025.

   After some discussion, the Committee settled on the following dates for the steps, which will be shared with the full Board at the January 6th Board meeting.

   Dr. Baker self-evaluation -- delivered to Board by January 27, 2025
   Deadline for Board input w/evaluation survey tool -- February 7, 2025
   Executive Committee meeting to review draft Evaluation Report -- February 17, 2025
   Full Board meeting for Superintendent Evaluation Conversation -- February 24, 2025

   Dr. Baker expressed her sensitivity to giving scores on her self-evaluation, noting the possibility of influencing Board members in their scoring of performance standards. She would prefer to provide a narrative for the standards, and how she feels the indicators have been met. The Committee also discussed the use of Chat CPT as a tool to summarize Board member input into the process, and to make clear to the Board that the meeting on February 24th will be a conversation about how to move forward from the findings in the report (rather than a time for board members to modify the evaluation report).

3. January Meeting Schedule

   The Committee discussed the schedule for January Board meetings, and whether it would be necessary to keep the regularly schedule January 27th meeting. All agreed that it would be best to cancel the Jan 27th meeting, given the frequency of meetings established to adhere to the FY26 budget schedule. Upcoming work:

   Jan 6th, 6:30 p.m. -- Regularly scheduled Board meeting with Budget Presentation #5
   January 9th, 6: 30 p.m. -- Virtual Budget Q&A Meeting for community
   January 13th, 6: 30 p.m. -- Regularly scheduled Board meeting with PAHCC Budget presentation and final budget figures/warnings for Board approval
   January 17th, 5:00 p.m. -- Special hybrid Board meeting (if needed) to pass any adjustments to budget and/or warnings.

   The Committee reviewed the components that need to be set and approved by the Board before Town meeting day -- budget warning language, tuition rates, and approval for moving FY25 budget surplus to capital reserve fund. Given the budget-related work ahead, the second reading for the D6 Policy update will need to wait until the first board meeting in February. Mary Heather Noble asked if Mary Gill had been in touch with District Office about executing her Board Clerk duties. Barb Wilson mentioned that Mary Gill had met with Darcie Arensmeyer, but didn't know details. Dr. Baker said she would follow up with Darcie on that.

4. January 13th Board Meeting Agenda Creation

   The Committee worked from the draft agenda for the January 13, 2025 meeting that was included in meeting materials. Barb Wilson said she would add the PAHCC budget presentation to the agenda under the Superintendent's Report (about 20 min). The agenda will also include the final FY26 presentation, warning language for both the Annual Meeting and Australian Ballot, and ACSD tuition rates for FY26 -- with Board actions for all of them. The Report of the Chair section will include a heads-up and discussion about how the Annual

Meeting will proceed, and the Report of the Board will provide opportunities for Committee Chairs to share urgent Committee news (most likely from the Communications & Engagement Committee concerning additional budget outreach for the month of February).

5. New board member onboarding/training

   Barb Wilson shared the draft slides for new Board member training. The Committee will discuss in detail at a future meeting.

6. Other

   The Committee mapped out upcoming Executive Committee meetings:

   January 13th, 4:00 p.m. -- Agenda-setting for the January 17th Board Meeting

   February 3th, 4:30 p.m. -- Agenda-setting for the February 10th Board Meeting

   February 17th, 4:30 p.m. -- Finalizing Superintendent Evaluation Report and finalizing plan for February 24th Superintendent Evaluation Conversation

   Dr. Baker asked if the District Office should be doing anything to assist Board members whose terms are expiring -- do they need to provide paperwork to Board members who intend to run again? Suzanne Buck noted that she can bring it up at the Board meeting. It would be helpful for District Office to make forms available, but candidates must turn their paperwork in to their Town Clerk offices.

E. Public Comment Period

   No public comment.

F. Adjourn

   Meeting adjourned at 6:01 p.m.

   Motion to adjourn.

   Move: Suzanne Buck Second: Mary Heather Noble 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.