

AGENDA

**Addison Central School District
ACSD Board
Board Meeting
Tuesday, January 17, 2023, 5:30 pm - 8:00 pm
208 Charles Avenue, Middlebury VT & Virtual Connection**

ACSD District Vision and Mission

OUR VISION

All students will reach their full academic potential and be prepared for success as engaged citizens.

OUR MISSION

To provide an innovative, rigorous, and supportive educational community that inspires a passion for learning and cultivates empathy and responsibility.

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/88491277010>

- A. Call to Order Upon Reaching A Quorum
 - 1. Introductions - Board Members, Administrators and Staff
 - 2. Public Comment
- B. Recommendation to Approve Minutes of January 9, 2023
- C. Approve ACSD Bills
- D. Report of the Superintendent
- E. Report of the Board
 - 1. Action: Adopt FY24 Budget
 - 2. Action: Approve Australian Ballot Warning
 - 3. Action: Approve Annual Meeting Warnings
 - 4. Amend: E1 Title I, Part A Parental Involvement Policy
- F. Other
- G. Executive Session: Personnel
- H. Adjournment

*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.

WARNING
ADDISON CENTRAL SCHOOL DISTRICT

SPECIAL MEETING
MARCH 7, 2023

Member Districts are Bridport, Cornwall, Middlebury, Ripton, Salisbury, Shoreham and Weybridge

The legal voters of the Addison Central School District are hereby warned to meet at the following polling places on March 7, 2023 to vote by Australian Ballot on the following article(s) of business:

| <u>District</u> | <u>Location</u> | <u>Polling Hours</u> |
|-------------------|--|------------------------|
| Bridport | Bridport Community/Masonic Hall | 7:00 AM-7:00 PM |
| Cornwall | Cornwall Town Hall | 7:00 AM-7:00 PM |
| Middlebury | Middlebury Recreation Center/Gym 154 Creek Road | 7:00 AM-7:00 PM |
| Ripton | Ripton Community House | 7:00 AM-7:00 PM |
| Salisbury | Salisbury Town Office | 8:00 AM-7:00 PM |
| Shoreham | Shoreham Town Office | 7:00 AM-7:00 PM |
| Weybridge | Weybridge Town Clerk's Office | 7:00 AM-7:00 PM |

ARTICLE 1: Shall the voters of the Addison Central School District vote to authorize the ACSD school board to expend **\$42,269,305** Which is the amount the ACSD school board has determined to be necessary for the ensuing fiscal year? It is estimated that this proposed budget, if approved, will result in education spending of **\$21,663** per equalized pupil. This projected spending per equalized pupil is **8.1%** higher than spending for the current year.

ARTICLE 2: Shall the voters of the Addison Central School District vote to authorize the ACSD school board to appropriate **\$1,514,216** of the FY 2022 Unassigned Fund Balance to the ACSD Capital Reserve Fund?

ARTICLE 3: Shall the voters of the Addison Central School District vote to approve increasing the board stipend for each board member from \$500 to \$1200 per year?

ARTICLE 4: To elect four (5) school directors from the nominees to serve on the Addison Central School District Board for the following terms:
Two (2) who are residents of Middlebury for a three-year term.
One (1) who is a resident of Bridport for a three-year term.

One (1) who is a resident of Cornwall for a one-year term. (unexpired term)
One (1) who is a resident of Salisbury for a three-year term.

Ballots shall be commingled and counted at Middlebury Union High School by representatives of the Boards of Civil Authority of the member town school districts under the supervision of the District Clerk of Addison Central School District.

Linda J. Barrett, Clerk
Addison Central School District

Victoria Jette, Chair
Addison Central School District

WARNING
ADDISON CENTRAL SCHOOL DISTRICT

ANNUAL MEETING
FEBRUARY 28, 2023

Member Districts are Bridport, Cornwall, Middlebury, Ripton, Salisbury, Shoreham, Weybridge

The legal voters of the Addison Central School District are hereby warned to meet at the Middlebury Union High School in Middlebury, Vermont on Tuesday, February 28, 2023 at 7:00 PM, to transact the following business:

ARTICLE 1: To elect the following officers: a) A Moderator b) A Treasurer c) A Clerk

ARTICLE 2: To hear and act upon the reports of the school district officers.

ARTICLE 3: To see if the voters of the Addison Central School District will vote to authorize its Board of Directors, under 16 VSA 562 (9), to borrow money by issuance of bonds or notes not in excess of anticipated revenue for the school year.

ARTICLE 4: To do any other business proper to come before said meeting.

PUBLIC INFORMATION HEARING
FEBRUARY 28, 2023

The legal voters of the Addison Central School District are hereby warned to meet at the Middlebury Union High School in Middlebury, Vermont on Tuesday, February 28, 2023 at 7:00 PM, for a Public Information meeting to discuss Australian Ballot articles warned for vote on Tuesday, March 7, 2023.

Hearing will take place immediately following adjournment of the Annual Meeting of said Addison Central School District.

Linda J. Barrett, Clerk
Addison Central School District

Victoria Jette, Chair
Addison Central School District

The Addison Central School District Annual Report will be available in the following manner: <http://www.acsdvt.org/domain/30> (*Departments/Finance*) or call 802-382-1274 to request a copy.

Addison Central School District

Policy: Title I, Part A Parental Involvement Policy
File Code: E1
Adopted: April 1, 2019
Amended: Pending . . . January 9, 2023

TITLE I, PART A PARENT AND FAMILY ENGAGEMENT

Title I, Part A Parent and Family Engagement Policy

It is the policy of the Addison Central School District (LEA) to plan and implement effective needs-based Title I programs, activities, policies, and procedures with meaningful consultation and involvement of participating Title I parents and family members that comply with all parent and family engagement requirements, specifically those required by federal statute. As such, the LEA is responsible for ensuring compliance with development and implementation of the following three documents:

1. **LEA PARENT AND FAMILY ENGAGEMENT POLICY:** As a Title I Part A served LEA, we will outline and describe the ways in which we will be responsible for and address the Parent and Family Requirements listed and will develop jointly with, agree on with, and distribute to, parents and family members of participating children a written parent and family engagement policy that meets all requirements described below.
2. **SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PROCEDURE:** Each of our school(s) served by Title I Part A will outline and describe the ways in which the school will be responsible for and address the Parent and Family Requirements listed. Each school will jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement procedure, agreed on by such parents, that will describe the means for carrying out the requirements described below.
 - 2a. **SCHOOL-PARENT COMPACT:** Each of our school(s) served by Title I Part A, as part of their Parent and Family Engagement Procedure, will develop jointly with, agree on with, and distribute to, parents and family members of participating children a School-Parent compact to outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high academic standards.

Definitions:

Local Education Agency: for purposes of this policy, a supervisory union or supervisory district is the local education agency (LEA).

Parent/Guardian: Includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare). ^[2]

Parent and Family Engagement (PFE): The inclusion of parents, families, schools, and communities in order to support learning and improve schools. Opportunities for the informed participation of parents and family members, including those who have limited English proficiency, those who have disabilities, and those of migratory children.

Implementation

The Addison Central School District will ensure the successful development and implementation of the written LEA Parent and Family Engagement Policy, School Parent and Family Engagement Procedure(s), and School-Parent Compact(s) and will address all requirements in specific detail with review and revision on a periodic and timely basis.

1. LEA Parent & Family Engagement Policy ^{[3], [4]}

Addison Central School District

School Year: 2022-2023

Date of last revision: *Under review for adoption, fall 2022*

In order to provide all children with a significant opportunity to receive a fair, equitable, and high-quality education, and to close educational gaps, the Addison Central School District receives Title I, Part A funds. Therefore, the Addison Central School District will develop, with the parents and family members of participating students, a written parent and family engagement policy. This policy will outline the Local Education Agency's (LEA) expectations and objectives for meaningful parent and family engagement and the ways in which the LEA will implement and support opportunities for parent and family involvement in order to improve student academic achievement.

Part I: General Requirements and Expectations

1. In order to support increased parent/guardian and family engagement to improve student academic achievement, the Addison Central School District has the following objectives:
 - Ensure that families feel welcome and supported at school.

- Establish effective, inclusive communications between schools and families, including families with limited English proficiency and/or limited access to digital communication tools.
 - Support parents/guardians in understanding the school curriculum, where their children are performing relative to the standards, and how they can access additional support as needed.
 - Create opportunities for families to build relationships with school leaders and educators (e.g., principal coffees).
 - Ensure families have clearly articulated, safe, and effective means of providing feedback related to home/school interactions.
2. The Addison Central School District agrees to take the following actions to involve parents and family members in the joint development of its Local Educational Agency Plan:
- The district will include parents/guardians and family members on working teams when developing district-level strategic plans.
3. The Addison Central School District agrees to take the following actions to involve parents and family members in the joint development of Support and Improvement:
- School and district leaders will employ existing avenues of communication (e.g., websites, email, surveys, board meetings, school webpages, school meetings) to gather family input and feedback on support and improvement plans.
4. The Addison Central School District agrees to take the following actions to provide coordination, technical assistance, and other support necessary in order to build capacity for parent and family engagement activities to improve student achievement and school performance: The district will provide
- Communication tools to all schools, including instant messaging, newsletter software, school and district websites, and Google apps for communication (ie., virtual meeting, email, forms).
 - Personal computing devices for students (e.g., Chromebooks).
 - Learning Management Systems to communicate student learning.
 - Professional and family learning engagements (e.g., workshops, instructional videos) as needed to strengthen communication and family engagement.
5. The Addison Central School District will conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this Parent & Family Title I, Part A Parent & Family Engagement Policy in improving the

academic quality of all its Title I schools. The evaluation will include identifying the following:

- Barriers to greater family participation in Title I parent and family engagement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background)
- The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers
- Strategies to support successful school and family interactions

The Addison Central School District agrees to take the following actions to conduct this annual evaluation:

- Incorporate required evaluation categories in regular surveys to families.
- Solicit feedback in digital or paper-based form.
- Build relationships with parents/guardians to encourage frequent, informal, conversational feedback.

6. The Addison Central School District agrees to take the following actions to use the findings of the annual evaluation to design evidence-based strategies for more effective parent and family engagement, and to revise the LEA Parent & Family Engagement Policy, if necessary:

- Ask how parents/guardians want to participate.

7. The Addison Central School District agrees to take the following actions to involve parents in the activities of the schools:

- Nurture school-based partnership groups to increase the engagement of families around academics.
- Reflect on and continue to develop the efficacy of family engagement groups.
- Integrate academic engagement into existing groups.
- Support educators (e.g., counselors, clinicians) to communicate with families who have difficulty engaging.

Part II: Building Capacity for Involvement

To ensure effective involvement of parents and support a partnership among the schools, parents, and the community in order to improve student achievement, the Addison Central School District will use the following strategies:

8. The Addison Central School District will provide assistance to parents of children served by the LEA in understanding the following topics:
 - The challenging State academic standards
 - State and local academic assessments
 - Title I, Part A requirements
 - How to monitor their child's progress
 - How to work with educators to improve their children's achievement

The Addison Central School District agrees to take the followings actions in order provide this assistance:

- Advertise opportunities for parents/guardians to attend school-based events.
 - Post information on school and district websites.
 - Include explanatory letters with progress reports.
 - Host parent/guardian-teacher conferences twice annually.
 - Communicate student learning via Learning Management Systems.
9. The Addison Central School District agrees to provide materials and training, as appropriate, to help parents work with their children to improve their children's achievement: This may include
 - Family engagement events focused on literacy, math, or social emotional learning.
 - Parenting classes.
 - Sharing information, resources, and instructional videos online.
 - Providing updates and highlights in regular school communications.
 10. The Addison Central School District agrees to take the following actions to educate its teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in the following areas:
 - The value of contributions of parents
 - How to reach out to, communicate with, and work with parents as equal partners
 - How to implement and coordinate parent programs
 - How to build ties between parents and school

This may include

- Collaboration and professional learning at faculty meetings and inservice trainings.
 - Providing educator guidelines for technology and communication, teaching and learning (including progress reporting), and multilingual communication.
11. The Addison Central School District will, to the extent feasible and appropriate, coordinate and integrate Title I parent involvement programs and activities with other Federal, State, and local programs and conduct other activities that encourage and support parents in more fully participating in the education of their children.

12. The Addison Central School District agrees to take the following actions to ensure that information related to the school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand:
- Employ multiple modes of communication.
 - Use family-friendly, translatable communication apps including but not limited to instant messaging and newsletter platforms.
 - Translate letters and other school communications.
 - Provide interpretation services in person or via phone.
13. The Addison Central School District agrees to take the following actions to provide other reasonable support for parent involvement activities, as parents may request:
- Use multiple modes of communication to collect input and feedback.
 - Use parent/guardian input and feedback to inform reasonable support for parent involvement activities.

PART III. Policy Adoption

This LEA's Parent & Family Engagement Policy has been developed jointly with parents of children participating in Title I, Part A programs. This policy was adopted by the Addison Central School District on [Date MM/DD/YY] and will be in effect for the period of School Year 2022-2023. The LEA will distribute this policy to all parents of participating Title I, Part A children on or before [Date MM/DD/YY].

2. School Parent & Family Engagement Procedures

Bridport Parent & Family Engagement Procedures and School-Parent Compact

Mary Hogan Parent & Family Engagement Procedures and School-Parent Compact

Ripton School & Family Engagement Procedures and School-Parent Compact

Salisbury School & Family Engagement Procedures and School-Parent Compact

Shoreham Parent & Family Engagement Procedures and School-Parent Compact

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|---------------------|--|
| VSBA Version: | 9/24/2021 |
| Date Warned: | |
| Date Adopted: | |
| Legal Reference: | 20 USC § 7801(38) 20 U.S.C. § 6318 16 V.S.A § 43 |
| Cross Reference: | |

[1] This policy is mandatory for LEAs and schools that receive Title I, Part A funds. 20 U.S.C. § 6318(a)(2).

[2] [20 USC § 7801\(38\)](#) definition of term “parent.”

[3] 20 U.S.C. § 6318

Special Rule: If the school has a parent and family engagement policy that applies to all parents and family members, the school may amend that policy, if necessary, to meet the requirements.

[4] 20 U.S.C. § 6318

Amendment: If the LEA involved has a school district-level parent and family engagement policy that applies to all parents and family members in all schools served by the LEA, the LEA may amend that policy, if necessary, to meet the requirements.