

ACSU

**ANNUAL
MEETING**

**ADDISON CENTRAL
SUPERVISORY
UNION**

April 17, 2014

Middlebury Union High School

5:30 p.m.

**ADDISON CENTRAL SUPERVISORY UNION
SCHOOL DIRECTORS
*ACSU DELEGATES**

BRIDPORT

- * **Keith Grier, Chair**
- * Suzanne Buck
Justin Markowski
Paul Plouffe
- * Rick Scott

CORNWALL

- * **John Eagan, Chair**
Maureen Deppman
- * Cindy Peet
- * Kristianne Tolgyesi
Vacancy

MIDDLEBURY ID#4

- * **Ruth Hardy, Chair**
James Callahan
Billy Connelly
Jason Duquette-Hoffman
- * Amy Graham
- * R. Matthew Landis
Lorraine Morse

RIPTON

- * **Carol Ford, Chair**
- * Bryan Alexander
- * Perry Hanson
Giles Hoyler
Laura Murphy McIntosh

SALISBURY

- * **Gretchen Huestis, Chair**
- * Craig Carpenter
- * John Nueder
Timothy Ryan
Vacancy

SHOREHAM

- * **Dee Dee Flagg, Chair**
- * Ben Cadoret
- * Andrea Hubbell
Michelle Matot
Lance Wood

WEYBRIDGE

- * **Eben Punderson, Chair**
- * Michele Bayliss
- * Eric Bowdish
Justin Perdue
Jennifer Richmond

UNION DISTRICT #3

- Leonard Barrett, Chair**
- * Peter Conlon
Chris Eaton
Laura Lass
Devin McLaughlin
- * Lorraine Morse
- * Mark Perrin
John (JP) Rees
Erik Remsen
Robert Ritter
Lucy Schumer
Jerome Shedd
Allison Stanger

**Addison Central Supervisory Union
Annual Meeting
Middlebury Union High School
Thursday, April 17, 2014 5:30 PM**

AGENDA

1. Call to Order upon Reaching a Quorum
2. Introductions – Board Members, Administrators and Staff
3. Comments and Questions from Visitors and Community Members
4. Approve Minutes of April 17, 2013 ACSU Annual Meeting, February 10 and March 19, 2014 ACSU Board Meetings
5. **Election of Officers**
Chair, Vice-Chair, Clerk, Treasurer and Assistant Treasurer
6. **Authorize the Following**
 - a. Addison Central Supervisory Union to Accept and Administer Grants and to Act as the Representative of the Local Education Agency
 - b. Bank Accounts Signers
 - c. Invoice Payments
 - d. Business Manager to Sign Specific Documents on behalf of the Superintendent
 - e. Authorize Board Chair to Sign ACSU Employee Contracts
7. Accept the FY 13 Report of the Auditors
8. Approve 2014-2015 ACSU Operations Budgets (Preliminary budget details presented in Nov. 2013)
9. Discuss Service Bids and Approval Process
10. **Updates**
 - a. Legislative
 - b. Study Committee Fiscal Report
11. **Adopt the following Policies**
ACA – 504 Compliance
IG – Supervisory Union-Wide Curriculum

Amend the following Policy
BF – Board Policy Development
12. Items for Future Meetings
13. **Executive Session**
 - a. Superintendent's Evaluation
 - b. Contract Negotiations
14. 2014-2017 Teacher Contract Ratification
15. Adjournment

UNAPPROVED DRAFT	BD. APPROVED	CORRECTIONS	WEBSITE POSTING
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**Addison Central Supervisory Union Board
Annual Meeting
Middlebury Union Middle School, Room 218
Wednesday, April 17, 2013 6:30 PM**

Minutes

Present:

Board Members: Bridport Keith Grier, Rick Scott
 Cornwall John Eagan, Kristianne Tolgyesi
 ID#4 Ruth Hardy, Karen Lefkoe
 Ripton Carol Ford, Brian Alexander, Perry Hanson, Laura Murphy McIntosh
 Salisbury Gretchen Huestis, Christine McKeever-Parkes, Brett Rubright
 Shoreham DeeDee Flagg, Andrea Hubbell
 Weybridge Eric Bowdish
 UD#3 Peter Conlon, Lorraine Morse, Mark Perrin

Administrative: Gail Conley, Supt; Carol Fenimore, Assistant Superintendent, Vicki Wells, Director of Student Support Services; Laura Nassau, Business Manager, Jason LaMora, Director of Technology

Staff: Sharon Fletcher

Visitors: Steve Orzek

1. Call to Order upon Reaching a Quorum - meeting called to order @ 6:40 PM.
2. Introductions – Board Members, Administrators and Staff per the list of attendees above.
3. Comments and Questions from Visitors and Community Members - None
4. Approve Minutes of April 18, 2012 ACSU Annual Meeting and February 27, 2013 ACSU Board Meeting – Lorraine Morse/Keith Grier moved approval as presented. Voted unanimously.
5. ACSU Committee Updates:
 ACSU Study Committee - Ruth Hardy spoke in the absence of Eben Punderson. The committee is working with John Everitt, Consultant with VSBA. Mr. Everitt's recent experience included Superintendent in Montpelier and South Burlington School Districts as well as Principal in Vergennes. He is working with the committee to bring a consolidation of the supervisory union proposal to voters in March 2014, completing a study for State Board of Education, and drafting articles of consolidation. A draft summary to the committee and local boards should be ready in August. All boards have articles to discuss with their communities, offer a chance to give feedback and move forward. One Middlebury community rep and a few board reps are needed. A series of questions to be discussed will be needed for the report. Public forums were held in communities.
6. Discuss and Authorize the Contract with VSBA for ACSU Study Committee work:
 Need ACSU Board to finalize John Everitt's contract. Funds in the amount of \$5,000 remain in the budget to complete the study. Final reimbursement from the AOE will be forthcoming. Dr.

Conley will sign the contract. Bryan Alexander/John Eagan moved approval as presented. Voted unanimously.

7. Discuss and Authorize the Renewal of the ACSU Transportation Contract:
Dr. Conley explained the contract renewal with Betcha Transit. Longer term contract of three or five years using the current terms offers flexibility of present routes and consideration of enrollment decline. The down side to a five-year contract is wondering what we might get through the bidding process. Recommend rollover of current contract. Keith Grier/Carol Ford moved to enter into a five-year contract with our current transportation provider. Voted unanimously.
8. Discuss and Authorize the Addison Central Supervisory Union Audit Bids: Bidding Summary is attached. It is the recommendation to accept the bid from Angolano & Company. If the supervisory union consolidated districts, a single audit is possible. Brett Rubright/Gretchen Huestis moved to accept the Angolano & Company bid for three-years with a one-year rollover. Voted unanimously.
9. Authorize the Following:
 - a. Addison Central Supervisory Union to Accept and Administer Grants and to Act as the Representative of the Local Education Agency
 - b. Bank Accounts Signers
Corporate resolution outlines signature authority for each ACSU bank account and authorizes the business manager and superintendent to notify the bank of changes in persons occupying the authorized positions, as well as other standard language provided by the National Bank of Middlebury. Signed resolution on file in the central office.
 - c. Invoice Payments
Authorize the Superintendent and his/her designee to authorize payment of invoices as needed, followed by a monthly summary of payments received and signed by the ACSU Board Chair.
Request distribution of ACSU Financial reports to the ACSU Executive Committee of the Board. Signed resolution on file in the central office.
 - d. Business Manager to Sign Specific Documents on behalf of the Superintendent
Authorize the Business Manager, in addition to the Superintendent, to sign on behalf of Addison Central Supervisory Union and its member school districts for reporting, grant agreements, taxing authorities, tuition rate announcement and other related financial documents.
 - e. ACSU Board Chair authorized to sign all ACSU employment contracts.

Carol Ford/Gretchen Huestis moved approval of items A-E as presented. Voted unanimously.

10. Approve 2013-2014 ACSU Operations Budgets (Preliminary budget details presented in Nov. 2012)
Discussion: Preliminary budget was reviewed in November 2012 to authorize assessments for local budget development.
Dr. Conley pointed out the fund balance and the use of such balance for reducing assessments to each town. Dr. Conley and Mark Perrin reviewed the fund balances the last six years amounting to \$30,000-40,000 undesignated balances each year. The Superintendent searches were not budgeted. Fund balance money covered these expenses. Curriculum development budget needs more money due to common core work and summer professional development needs.

Mark Perrin suggested forming a committee to develop a recommendation for the use of fund balances and bring the recommendation to the full board for consideration. For now leave the current practice in place and provide direction to the central office administrators as needed. It was recommended that the policy committee review/develop a policy for consideration.

Other consideration to include assessment to schools staff count vs. student count.

Bryan Alexander/Rick Scott moved approval of the 2013-2014 Operations Budget as presented. Voted unanimously.

11. Election of Officers – current slate of officers recommended to continue in position as follows: Chair - Mark Perrin; Vice-Chair – Karen Lefkoe; Clerk - Lorraine Morse; Treasurer - Michelle Warren; Assistant Treasurer - Laura Nassau. Voted unanimously.
12. Other Business - Items for Future Meetings:
Discussed House Bill 538 – Overview of possible changes discussed and the affects on school districts. Cost containment is the reason for this bill. Board members encouraged to contact area legislators to discuss further.

Mark Perrin sent a letter to Bob Stevens closing the superintendent’s search. A gift certificate to thank Mr. Stevens for his work was included in the letter. Note that Mr. Stevens did not bill the SU for his services from December 2012 forward.

13. Executive Session: Contract Negotiations and Legal Updates
At 8:15 PM Morse/Flagg moved to enter executive session to discuss the Contract Negotiations and Legal Updates. Voted unanimously.

At 9:00 PM the board exited Executive Session.
14. Adjournment – Carol Ford/Brett Rubright moved to adjourn. Meeting adjourned at 9:10 PM.

Respectfully submitted,
Sharon Fletcher, Recorder

**ADDISON CENTRAL SUPERVISORY UNION
PROPOSED 2014-15 BUDGET**

	<u>2012-13 Spent</u>	<u>2013-14 Budget</u>	<u>2014-15 Proposed \$</u>	<u>Change</u>	<u>Percent Change</u>	<u>Notes:</u>
<u>ADMINISTRATIVE</u>						
1) Salaries	697,262	722,338	738,668	16,330	2.26%	3% Increase over FY14 actual
2) Health Insurance	111,850	141,959	150,370	8,411	5.92%	4.5% Inc. over FY14 rates. FY14 actual rates less than budgeted. FY15- 3 2Person, 4.2 Family, 4 Single. Includes Anticipated Changes under ACA. FY15 Includes Plan Changes
3) Social Security	52,223	54,547	55,908	1,361	2.50%	7.65% of Salary (FICA limit \$113,700)
4) Life Insurance	1,670	2,900	2,908	8	0.27%	(Sal x 2) x 12 x .000165 excluding Treasurer, Summer Assistance
5) Retirement	12,310	13,384	23,934	10,550	78.82%	Additional Employees Eligible Based on Years of Service
6) Workers Compensation	4,033	4,184	5,197	1,013	24.20%	10% Inc. Over FY14 Premium
7) Unemployment	18,897	5,000	2,000	(3,000)	-60.00%	Fewer Anticipated Claims
8) Tuition Reimbursement	0	1,788	1,838	50	2.78%	Estimated UVM Rate-1 Class
9) Dental	9,224	10,826	11,241	415	3.83%	3% Inc. FY15-4 2Person, 5.2 Family, 2 Single
10) Disability	1,820	2,186	2,790	604	27.64%	(Sal x .0038). Treasurer, Summer Ineligible (30% Rate Increase in FY14)
11) In-service	0	1,100	2,100	1,000	90.91%	Admin Retreat, District-Wide Inservice, Food Service/Custodian Meetings
12) Audit	2,385	3,245	3,342	97	3.00%	3% Inc. Over FY14 Estimated.
13) Professional Services	14,004	4,957	5,106	149	3.00%	3% Inc. over FY14-AlertNow, SecureShred, Future Planning. FY13 included Superintendent Search Expenses
14) Technology Support	4,934	6,144	8,690	2,546	41.44%	Shared Technology
15) Legal	1,041	6,000	6,000	0	0.00%	Negotiations
16) Payroll/Human Resources	4,263	600	850	250	41.67%	\$50/month Nat'l Bank ACH and Misc. Fees
17) CO Equipment Repairs	199	200	200	0	0.00%	Printers, Typewriters (Not Including Phones)
18) Copier Lease	5,205	5,154	5,354	200	3.88%	Monthly Lease and Annual Maintenance plus Overages
19) Postage Meter Rental	1,571	1,581	1,603	22	1.36%	3% Inc. Over FY13 Actual, Includes Supplies
20) Telephone	8,008	7,614	8,168	554	7.27%	2% Inc. Over FY13 Actual
21) Postage	2,934	4,066	4,147	81	2.00%	2% Inc. Over FY14 Budget. (Postage Meter not Filled in June, 2013)
22) ACSU Schools Report	0	300	300	0	0.00%	Printing
23) Staff Mileage Reimbursement	5,830	5,155	7,512	2,357	45.73%	3% Inc. Over FY14 Estimated (Not all employees submitted FY13)
24) Office Supplies	6,872	7,139	7,415	276	3.86%	2% Inc. Over FY14 Estimated
25) Books	735	1,000	1,000	0	0.00%	Level Fund
26) Central Office Software	326	1,000	1,000	0	0.00%	Microsoft Office, Adobe Acrobat, Antivirus
27) Central Office Equipment	4,195	5,000	5,000	0	0.00%	Computer replacements, printers for C.O. Staff
28) Conferences & Dues	7,384	9,000	10,465	1,465	16.28%	ASBO, VASBO, VSBIT, VSA/ASCD, DOE Mtgs, Food Service Conferences
29) Finance Professional Services	4,400	4,488	4,692	204	4.55%	Stat Reports. 2% Inc. Over FY13 Actual
30) Finance Accounting System Support	17,200	25,629	25,629	0	0.00%	Hardware/Software Support. Purchase of Payroll Module
31) Finance Office Server Software	14,605	14,605	14,605	0	0.00%	Hardware/Software Lease Payment. Includes Payroll Module
32) Finance Office Server Equipment	11,949	11,949	11,949	0	0.00%	Hardware/Software Lease Payment. Includes Payroll Module
33) Finance-Software Training/Conferences	4,093	4,206	4,206	0	0.00%	Conference Registration/Hotel/Meals/Travel Expenses
34) Technology Professional Services	3,569	4,000	4,000	0	0.00%	Consultant Support
35) Technology Equipment Repairs	0	1,000	1,000	0	0.00%	Repairs as Needed
36) Technology Supplies/Replacement Parts	789	2,500	2,500	0	0.00%	Toner, Cables, Switches, CD's, DVD's
37) Technology Office Software	3,280	2,000	2,000	0	0.00%	License Fees, Office Upgrades
38) Technology Books and Periodicals	796	1,000	1,000	0	0.00%	Technology Reference Manuals, Training Books for Internal Staff
39) Technology Server/ Networking Equip.	10,548	10,000	10,000	0	0.00%	Network/Server/Computer Hardware

	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>		<u>Percent</u>	
	<u>Spent</u>	<u>Budget</u>	<u>Proposed</u>	<u>\$ Change</u>	<u>Change</u>	<u>Notes:</u>
40) Technology Conferences	1,120	2,000	2,000	0	0.00%	Includes Vermont Fest-Tech. Networking for ACSU and School Staff
41) Miscellaneous	2,960	2,331	2,331	0	0.00%	Water, Coffee, Sugar, Soap, Cups, Napkins, etc.
42) Contingency	0	1,000	1,000	0	0.00%	
43) Purchased Services	9,648	9,800	10,094	294	3.00%	Custodial Services and Supplies Purchased from UD#3. 3% Inc over FY14
44) Monitoring System	225	165	230	65	39.29%	2% Inc. Over FY13 Actual
45) Water & Sewer	416	466	490	24	5.06%	2% Inc. Over FY14 Estimated
46) Maintenance	193	1,500	1,500	0	0.00%	Professional Services (Electrical, Plumbing, Locksmith, etc.)
47) Building Upgrade	0	3,000	3,000	0	0.00%	Flooring, Ramp Repair, Front Door Replacement
48) Building Rent	4,000	4,000	4,000	0	0.00%	
49) Property/Liability Insurance	2,535	2,586	2,965	379	14.64%	2% Inc. Over FY14 Actual
50) Furniture/Equipment	0	750	750	0	0.00%	Chairs/Filing Cabinets/Bookcases etc.
51) Electricity	9,582	9,535	11,014	1,479	15.51%	2% Inc. Over FY 14 Estimated
52) Telephone System Equipment/Legal Fees	6,505	0	0	0	0.00%	New telephone system
GRAND TOTAL	\$1,087,588	\$1,146,877	\$1,194,061	\$47,184	4.11%	

PROPOSED 2014-15 REVENUE

Prior Year Reserved Fund Balance	25,000	40,000	15,000		Fund Balance 6/30/13 = \$109,831, using \$25,000 for FY14 leaving \$84,831 available
Grant Administration Fees	18,000	18,000	0		Includes Title IIA, Tobacco Grant, IDEAB Indirect Admin. Fees
AS400 Budget Use/Setup Revenue	3,300	0	(3,300)		
Assessments	1,100,577	1,136,061	35,484	3.22%	
GRAND TOTAL	\$1,146,877	\$1,194,061	\$47,184		

**ACSU EARLY EDUCATION PROGRAM
PROPOSED 2014-15 BUDGET**

	<u>2012-13 Spent</u>	<u>2013-14 Budget</u>	<u>2014-15 Proposed</u>	<u>\$ Change</u>	<u>Percent Change</u>	<u>Notes:</u>
1) Salaries	229,893	254,570	287,365	32,795	12.88%	3.65 FTE Teachers, 3.47 FTE Paras. FY14 Budgeted 2.82 Paras. Estimated 3% Salary Increase. Teachers placed on UD#3 Salary Schedule per agreement.
2) Program Coordinator Salary	32,500	32,500	33,990	1,490	4.58%	.50 Program Coordinator
3) Health Insurance	40,767	52,998	42,278	(10,720)	-20.23%	4.5% Inc. over FY14 rates. FY15-1 Family, 1.15 2Person, 2 Single. One less family plan compared to FY14
4) Social Security	19,063	21,961	24,641	2,680	12.20%	7.65% of Salary
5) Life Insurance	258	426	413	(13)	-2.98%	(\$52 per 1.0 FTE) except Director which is (Sal x 2) x 12 x .000165
6) Workers Compensation	2,013	2,089	2,478	389	18.61%	10% Increase over FY14 Premium
7) Unemployment	0	500	500	0	0.00%	
8) Course Reimbursement	1,500	4,962	4,732	(230)	-4.63%	.5 Course Per UVM Rate x 5.15 Professionals
9) Dental	1,292	1,661	1,381	(280)	-16.86%	3% Inc. FY14-(\$530 per 1.0 FTE) FY15-3.65 FTE (not all participate)
10) Disability	662	844	1,100	256	30.30%	(Sal x .0038). (not all participate)
11) Summer Program	1,873	8,000	12,000	4,000	50.00%	Services per IEP's-Increased Anticipated Need
12) Professional Services	12,286	0	25,000	25,000	100.00%	CSAC ISSP (Behavioral Interventionist) and VT Deaf & Hard of Hearing Assoc. Services required per student IEP's
13) Technology Support	8,142	10,138	11,188	1,050	10.36%	Shared Technology
14) Legal Fees	0	500	500	0	0.00%	
15) Liability Insurance	2,194	2,238	2,003	(235)	-10.51%	2% Inc over FY14 Premium
16) Advertising	0	500	500	0	0.00%	
17) Staff Mileage Reimbursement	4,696	3,600	4,790	1,190	33.05%	2% Inc over FY13 Actual
18) Equipment	615	2,000	2,000	0	0.00%	Computers for Educators
19) Supplies	7,121	6,750	5,000	(1,750)	-25.93%	Classroom and Assessment Materials (Reduction)
20) Conferences and Dues	0	2,000	0	(2,000)	-100.00%	(Included in Course Reimbursement Line)
21) Physical Therapy/Occupational Therapy	16,912	15,000	17,250	2,250	15.00%	2% Inc over FY13 Actual
22) Speech/Language Pathology	80,961	106,393	126,044	19,651	18.47%	FY15-1.3 SLP (.30 is Contracted Service). SLP Placed on UD#3 Schedule.
23) Administrative Services	10,284	10,590	10,916	326	3.08%	Part of Salary/Benefits of Student Services Director
24) Fiscal Services	8,776	9,215	9,457	242	2.63%	Part of Salary/Benefits of Fiscal Officer
25) Rent	14,660	14,948	14,948	(0)	0.00%	Paid to Mary Hogan School
26) Student Transportation	661	40,000	40,000	0	0.00%	For IEP Students Only
GRAND TOTAL	\$497,128	\$604,383	\$680,474	\$76,092	12.59%	

PROPOSED 2014-15 REVENUE

Prior Year Fund Balance	30,000	0	(30,000)		
State and Federal Grants	381,011	402,721	21,710	5.70%	
Assessments	193,372	277,753	84,381	43.64%	
GRAND TOTAL	\$604,383	\$680,474	\$76,092	12.59%	

Grants and Administration Fees:

IDEAB
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**ACSU TECHNOLOGY
PROPOSED 2014-15 BUDGET**

	<u>2012-13 Spent</u>	<u>2013-14 Budget</u>	<u>2014-15 Proposed</u>	<u>S Change</u>	<u>Percent Change</u>	<u>Notes:</u>
1) Salaries	271,780	317,559	338,372	20,813	6.55%	3% Inc. Adds 23 days to one staff member to make position year-round
2) Health Insurance	55,231	82,791	90,048	7,257	8.77%	4.5% Inc. over FY14 rates. FY15-4 Family, 1 2-Person Plan
3) Social Security	20,649	24,293	25,885	1,592	6.56%	7.65% of Salary
4) Life Insurance	943	1,262	1,320	58	4.61%	(Sal x 2) x 12 x .000165
5) Retirement	4,581	4,797	7,710	2,913	60.73%	Additional Employee Eligible Based on Years of Service
6) Workers Compensation	1,635	1,697	2,189	492	28.99%	10% Increase over FY14 premium
7) Course Reimbursement	3,800	3,500	3,500	0	0.00%	Network Training
8) Dental	5,236	6,443	7,619	1,176	18.25%	3% Inc. FY14 Rates. FY15-5 Family, 1 2Person.
9) Disability	995	952	1,267	315	33.07%	(Sal x .0038)
10) Repairs	317	800	800	0	0.00%	Level Funding
11) Liability Insurance	643	658	787	129	19.65%	2% Inc Over FY14 Actual
12) Software	20	300	300	0	0.00%	Level Funding
13) Equipment	285	2,500	2,500	0	0.00%	Level Funding
GRAND TOTAL	\$366,115	\$447,552	\$482,298	\$34,746	7.76%	

PROPOSED 2014-15 REVENUE

Diversified Occupations	10,240	11,297	1,057	10.32%
Other Income	20,214	24,222	4,008	19.83%
Assessments	417,098	446,779	29,681	7.12%
GRAND TOTAL	\$447,552	\$482,298	\$34,746	7.76%

**ACSU INSURANCE POOL
PROPOSED 2014-15 BUDGET**

	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>Percent</u>	<u>Notes:</u>
			<u>Proposed</u>	<u>Change</u>	
Expenses	5,165	Unknown			
GRAND TOTAL	\$5,165				

PROPOSED 2014-15 REVENUE

Prior Year Fund Balance	3,250	1,086	Unknown		
Assessments	3,000	4,500	4,500	0.00%	
Interest Income	1				
GRAND TOTAL	\$6,251	\$5,586			

**ACSU ADVERTISING
PROPOSED 2014-15 BUDGET**

	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>Percent</u>	<u>Notes:</u>
	<u>Spent</u>	<u>Budget</u>	<u>Proposed \$</u>	<u>Change</u>	
Advertising	20,744	28,682	23,000	(5,682)	Reduce based on FY13 expenses. Reduced use of print ads.
GRAND TOTAL	\$20,744	\$28,682	\$23,000	(\$5,682)	-19.81%

PROPOSED 2014-15 REVENUE

Prior Year Fund Balance	16,101	0	6,919	6,919	FY13 unreserved fund balance
Assessments	9,682	28,682	16,081	(12,601)	-43.93%
GRAND TOTAL	\$25,783	\$28,682	\$23,000	(\$5,682)	-19.81%

**ACSU PROFESSIONAL DEVELOPMENT
PROPOSED 2014-15 BUDGET**

	2012-13	2013-14	2014-15		Percent	
	Spent	Budget	Proposed	\$ Change	Change	Notes:
1) Salaries - Progress Report Committee	0	0	0	0	0.00%	Assumes all Instructor Fees Paid out of Title IIA
2) Salaries - Curriculum Committees, Instructor Fees	9,417	0	0	0	0.00%	
3) Salaries - Relicensing Board	0	775	775	0	0.00%	
4) Salaries-Release Time for Curr./Assess./Instruction Alignment	0	18,950	22,012	3,062	16.16%	Release time for Common Core Prof. Development. Increase in number of required release days for teachers. Change to 4 Core Subj. Areas from ELA&Math.
5) Salaries-Clerical Support for Curr./Assess./Instruction Align.	0	3,600	0	(3,600)	-100.00%	Teachers type their own curriculum documents
6) Social Security	833	1,785	1,743	(42)	-2.34%	Salaries x 7.65%
7) Prof. Services: Spring into the Arts	3,782	0	4,400	4,400	100.00%	Not eligible for grant funding
8) Supplies: Spring into the Arts	1,304	0	1,300	1,300	100.00%	Not eligible for grant funding
9) Prof. Services: Educational	2,811	1,915	2,100	185	9.66%	
10) Refreshments	375	750	750	0	0.00%	
11) Books/Videos	2,114	1,725	2,500	775	44.93%	Teacher books, guides on Common Core
12) Supplies	3,534	200	350	150	75.00%	
13) Printing - Curriculum Documents	0	2,100	1,050	(1,050)	-50.00%	Note: Assumes the following in school budgets: Bridges 2.0
14) New Teacher Workshop	1,056	1,000	1,200	200	20.00%	materials and Prof. Dev. (grades 3-5) and ACSU Common
15) VT Standards&Assess. Membership	0	400	400	0	0.00%	Texts (grades PK-12)
16) Conferences & Dues	3,772	1,800	1,800	0	0.00%	
GRAND TOTAL	\$28,998	\$35,000	\$40,380	\$5,380	15.37%	

PROPOSED 2014-15 REVENUE

Prior Year Fund Balance	0	0	0	
Assessments	35,000	40,380	5,380	15.37%
GRAND TOTAL	\$35,000	\$40,380	\$5,380	15.37%

**ACSU STUDENT INFORMATION MANAGEMENT SYSTEM
PROPOSED 2014-15 BUDGET**

	2012-13	2013-14	2014-15		Percent	
	<u>Spent</u>	<u>Budget</u>	<u>Proposed</u>	<u>\$ Change</u>	<u>Change</u>	<u>Notes:</u>
1) PowerSchool Annual Maintenance/Support (\$4.50/Student)	8,102	8,280	8,280	0	0.00%	PowerSchool Annual Maintenance/Support
2) Backup Hardware	0	250	250	0	0.00%	Replacement Media
3) Software	250	350	350	0	0.00%	Also covers domain registration or remote connect software
4) SSL Certificates (\$60 /Year)	50	60	60	0	0.00%	
5) Training - SIS Manager - Powerschool University	3,959	3,500	3,500	0	0.00%	
6) Professional Development	0	1,200	1,200	0	0.00%	
GRAND TOTAL	\$12,361	\$13,640	\$13,640	\$0	0.00%	

PROPOSED 2014-15 REVENUE

Prior Year Fund Balance	9,514	1,279	(8,235)	-86.56%	Fund Balance 6/30/13=\$10,793, using \$9,514 for FY14 leaving \$1,279 available
Assessments (Based on Student Enrollment)	4,126	12,361	8,235	199.58%	
GRAND TOTAL	\$13,640	\$13,640	\$0	0.00%	

**FACILITIES MAINTENANCE MANAGER
PROPOSED 2014-15 BUDGET**

	2012-13	2013-14	2014-15	
	<u>Spent</u>	<u>Budget</u>	<u>Proposed</u>	
1) Salary			50,000	Notes: New Position in FY15. Full-Time, Full-Year Position Family Plan with 9% Co-Pay 7.65% of Salary (Sal x 2) x 12 x .000165 Family Plan Salary x .0038 Mileage Reimbursement for Travel to Schools
2) Health Insurance			19,206	
3) Social Security			3,825	
4) Life Insurance			198	
5) Workers Compensation			120	
6) Dental Insurance			1,358	
7) Disability Insurance			190	
8) Mileage Reimbursement			3,000	
GRAND TOTAL			\$77,897	

PROPOSED 2014-15 REVENUE

Assessments:	Sq Footage	% Rate		
Bridport	18,000	10.5%	8,190	Assessed to Elementary Schools Based on Square Footage
Cornwall	13,700	8.0%	6,234	
Middlebury I.D. #4	72,500	42.3%	32,988	
Ripton	11,700	6.8%	5,324	
Salisbury	24,500	14.3%	11,148	
Shoreham	15,300	8.9%	6,962	
Weybridge	<u>15,500</u>	<u>9.1%</u>	<u>7,053</u>	
GRAND TOTAL	171,200	100.0%	\$77,897	

**ACSU TRANSPORTATION
PROPOSED 2014-15 BUDGET**

	2014-15 <u>Proposed</u>
1) Regular Contracted Services	719,594
2) Fuel Surcharges	41,375
3) Field Trips	16,347
4) Other Trips	54,688
5) Athletic Trips	89,600
6) Co-Curricular Trips	4,900
7) Other Contracted Labor	2,688
8) Repairs & Maintenance	2,934
9) Insurance	393
10) Tires	1,000
11) Gasoline	2,100
12) Miscellaneous	300
GRAND TOTAL	935,920

PROPOSED 2014-15 REGULAR CONTRACTED SERVICES ASSESSMENT

	Avg ADM Less Ineligible		2014-15 <u>Proposed</u>
	<u>Riders</u>	<u>%</u>	
Bridport	69.27	5.2%	37,619
Cornwall	82.77	6.2%	44,950
ID#4	203.07	15.3%	110,282
Ripton	34.39	2.6%	18,676
Salisbury	85.23	6.4%	46,286
Shoreham	72.40	5.5%	39,319
Weybridge	45.67	3.4%	24,802
MUMS	233.19	17.6%	126,639
MUHS	499.05	37.7%	271,021
	1,325.04	100.0%	\$719,594

Other costs will be billed to schools as used

**ADDISON CENTRAL SUPERVISORY UNION
PROPOSED 2014-15 ASSESSMENTS**

Based on Equalized Pupils, Except Professional Development (Based on Professional Count)

<u>SCHOOL:</u>	<u>ACSU Admin.</u>	<u>Technology</u>	<u>Prof. Dev.</u>	<u>Ins. Pool</u>	<u>Advertising</u>	<u>2014-15 Proposed</u>	<u>2013-14 Budgeted</u>	<u>Increase/ Decrease</u>	
Bridport	47,197	18,561	2,676	187	668	69,290	103,856	-34,566	
Cornwall	49,751	19,566	2,362	197	704	72,580	93,417	-20,837	
ID#4	260,626	102,496	8,527	1,032	3,689	376,371	327,472	48,899	
UD#3-MUHS	416,157	163,662	11,463	1,648	5,891	598,821	466,254	132,567	
UD#3-MUMS	208,075	81,830	7,759	824	2,945	301,434	297,181	4,253	
Ripton	21,891	8,609	1,367	87	310	32,263	50,598	-18,335	
Salisbury	57,061	22,440	2,425	226	808	82,959	96,080	-13,121	
Shoreham	49,613	19,511	2,368	197	702	72,391	93,417	-21,026	
Weybridge	<u>25,690</u>	10,103	<u>1,433</u>	<u>102</u>	<u>364</u>	<u>37,692</u>	<u>57,582</u>	<u>-19,890</u>	
2014-15 Proposed Assessments	\$1,136,061	\$446,779	\$40,380	\$4,500	\$16,081	\$1,643,801	\$1,585,857	\$57,944	3.65%

Other Income:

Special Ed.	4,345
Early Ed.	11,188
ACSU Admin.	<u>8,690</u>
TOTAL	\$24,223

2013-14

Approved

Assessments	\$1,100,577	\$417,098	\$35,000	\$4,500	\$28,682	Total FY14 Assess.	\$1,585,857
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Difference

(FY2014-15 Proposed

Minus FY13-14 Approved)	\$35,484	\$29,681	\$5,380	\$0	-\$12,601	Total Increase	\$57,944
	FY14-\$25K FB offset				FY15-\$6,919		
	FY15-\$40K FB offset				FB offset,		
					FY14-0 FB offset		

SUMMARY OF PROPOSED 2014-15 BUDGET INCREASES

	<u>ACSU Admin.</u>	<u>Technology</u>	<u>Prof. Dev.</u>	<u>Ins. Pool</u>	<u>Advertising</u>	<u>Total</u>	
2014-15 Proposed Budgets	\$1,194,061	\$482,298	\$40,380	\$4,500	\$23,000	\$1,744,239	
2013-14 Approved Budgets	\$1,146,877	\$447,552	\$35,000	\$4,500	\$28,682	\$1,662,611	
Increase	\$47,184	\$34,746	\$5,380	\$0	-\$5,682	\$81,628	4.91%

**ADDISON CENTRAL SUPERVISORY UNION
FUND BALANCE REPORT
June 30, 2013**

<u>Budget</u>	<u>Fund Balance 6/30/13</u>	<u>Applied to FY2013-14 Budget or Assessment</u>	<u>Applied to FY2014-15 Budget or Assessment</u>	<u>Left Unreserved</u>
Special Education Administration	\$223	\$0	\$0	\$223
ACSU Inservice/Curriculum Development	\$1,584	\$0	\$0	\$1,584
District-Wide Advertising	\$6,919	\$0	\$6,919	\$0
Superintendent's/Central Office	\$109,831	\$25,000	\$40,000	\$44,831
Insurance Pool	\$1,086	\$0	\$0	\$1,086
AS400/Budget Use/Setup	\$9,655	\$3,300	\$0	\$6,355

AUDIT

Title 16 V.S.A. 323 requires the supervisory union to employ public accountants to audit its financial statements annually. Addison Central Supervisory Union records were audited in October, 2013 by Angolano & Company, CPAs. A copy of the audit is available at the office of the Superintendent of Schools or on the Addison Central Supervisory Union website.



**ADDISON CENTRAL SUPERVISORY UNION
OFFICE OF THE SUPERINTENDENT
MEMORANDUM**

TO: ACSU School Board Members
FROM: Laura Nassau, Business Manager
RE: Board Authorization for Invoice Payments and Financial Statement Distribution
DATE: April 17, 2014

In an effort to comply with Vermont Statutes regarding board approval for invoice payments and to improve internal controls to meet accounting standards, the ACSU board is asked annually to approve a resolution as follows:

- Authorize the Superintendent of Schools and his/her designee to authorize payment of invoices and payroll as needed, following by a monthly summary of payments reviewed and signed by the ACSU Board Chair.
- Request distribution of ACSU Financial reports to the ACSU Executive Committee of the Board.

I have attached a resolution for the above items for your review and approval based on last year's approvals.

Please feel free to contact me with any questions about this requested resolution at 802-382-1280 or at lnassau@addisoncentralsu.org.

BOARD RESOLUTION FOR ACSU

**Addison Central Supervisory Union
49 Charles Avenue
Middlebury, VT 05753**

I certify that the above named organization under the laws of Vermont, Federal Employer I.D. # 03-6000335, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the organization duly and properly called and held on April 17, 2014. These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

The Board of Directors adopted the following resolution:

The Board of Directors authorizes the Superintendent of Schools and his/her designee to authorize payment of invoices and payroll as needed, followed by a monthly summary of payments reviewed and signed by the ACSU Board Chair.

The Board of Directors requests distribution of ACSU Financial reports to the ACSU Executive Committee of the Board.

This resolution supersedes previous resolutions received.

CERTIFICATION OF AUTHORITY:

I further certify that the Organization has, and at the time of adoption of this resolution had, full power and lawful authority to adopt this resolution.

Board Chairperson

Other ACSU Board Officer

BOARD RESOLUTION

From:
Addison Central Supervisory Union
49 Charles Avenue
Middlebury, VT 05753

To:
Financial Institutions

I certify that the above named organization under the laws of Vermont, Federal Employer I.D. # 03-6000335, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the organization duly and properly called and held on April 17, 2014. These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

POWERS GRANTED: The following Position Titles are authorized to exercise the powers granted below.

Superintendent or Business Manager

Open or close deposit or share accounts in the name of the organization; endorse checks and orders for payment or otherwise withdraw or transfer funds on deposit; enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit box; execute various bank agreements, wire transfer agreements, ACH agreements, Night Depository agreements, and Merchant Processing Agreements; sign, execute, and deliver documents as needed for the above items; and provide financial institution with names of persons occupying positions for signature changes.

ACCOUNTS:

<u>Title</u>	<u># of Sign Req</u>	<u>Authorized Signatures by Position Title</u>
General Fund Operating Checking	one	Treasurer, ACSU Business Manager
Insurance Pool checking	one	Treasurer, ACSU Business Manager
Diversified Occupations	one	Diversified Occupations Lead Teacher, DO Special Education Teacher

This resolution supersedes previous resolutions received.

CERTIFICATION OF AUTHORITY:

I further certify that the Organization has, and at the time of adoption of this resolution had, full power and lawful authority to adopt this resolution.

Board Chairperson

Other ACSU Board Member