



**ADDISON CENTRAL  
Supervisory Union**

**Annual Meeting**

**April 15, 2015**

**5:30 PM**

**Middlebury Union  
High School**

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

**BRIDPORT**

- \* **Keith Grier, Chair**
- \* Suzanne Buck  
Tim Franklin
- \* Justin Markowski  
Paul Plouffe

**CORNWALL**

- \* **John Eagan, Chair**  
Maureen Deppman  
Sarah Kemp
- \* Cindy Peet
- \* Kristianne Tolgyesi

**MIDDLEBURY ID#4**

- \* **Ruth Hardy, Chair**  
Leslie Bodette  
Billy Connelly
- \* Jason Duquette-Hoffman
- \* Amy Graham  
Victoria Jette  
Lorraine Morse

**RIPTON**

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

**SALISBURY**

- \* **John Nuceder, Chair**
- \* Gary Brown
- \* Craig Carpenter  
Sheila Conroy  
Timothy Ryan

**SHOREHAM**

- \* **Dee Dee Flagg, Chair**
- \* Ruth Bernstein  
Ben Cadoret
- \* Christine Gibson  
Lance Wood

**WEYBRIDGE**

- \* **Chris Eaton, Chair**
- \* Eric Bowdish
- \* Jamie Northrup  
Justin Perdue  
Jennifer Richmond

**UNION DISTRICT #3**

- \* **Peter Conlon, Chair**  
Michele Bayliss  
Nick Causton  
Laura Lass  
Devin McLaughlin
- \* Lorraine Morse  
Steve Orzech
- \* Mark Perrin  
John (JP) Rees  
Robert Ritter
- \* Rick Scott  
Jerome Shedd  
Allison Stanger

# ADDISON CENTRAL SUPERVISORY UNION ANNUAL MEETING

**Middlebury Union High School  
73 Charles Avenue  
Middlebury, VT 05753**

**Wednesday, April 15, 2015  
5:30 PM**

## **AGENDA**

1. Call to Order upon Reaching a Quorum
2. Introductions - Board Members, Administrators and Staff
3. Public Comment
4. Recommendation to Approve Minutes
  - a. ACSU Annual Meeting - April 17, 2014
  - b. ACSU Full Board Meeting - March 4, 2015
5. **Elections of Officers**
  - a. Chair, Vice-Chair, 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 FY 14 Report of the Auditors
8. Approve 2015-2016 ACSU Operations Budgets (Preliminary budget details presented in Nov. 2014)
9. Report of the Superintendent
  - a. Discussion: Legislative Update
  - b. Discussion: Tax Rate FY16
  - c. Discussion: MUMS Grade Configuration Process
  - d. Discussion: Early Release Calendar Days Implementation
10. Report of the Board
  - a. H.361

11. Review the Following Policies:

<u>File Code</u>	<u>Description</u>
EEA	Student Transportation Services
JEDA	Student Attendance/Truancy
JFCG	Possession and Use of Tobacco Products
JFD	Animal Dissection
JO	Student Records

12. Adopt the Following Policies:

<u>File Code</u>	<u>Description</u>
BBFA	Board Member Conflict of Interest
BK	Public Statements by Board Members
IIABA	Acceptable Use - Internet
JEB	Kindergarten Entrance Age
JFCJ	Dangerous Weapons in School
JFK	Pupil Privacy Rights

13. Amend the Following Policies:

<u>File Code</u>	<u>Description</u>
CBE	Superintendent's Job Description
EEAGA	Mandatory Drug & Alcohol Testing: Transportation Employees

14. Recommendation to Rescind Policies:

<u>File Code</u>	<u>Description</u>
ACB	AIDS or HIV
JHFE	Child Protection

15. Items for Future Meetings

16. Executive Session: Personnel

**General Session**

**6:15-7:00 PM**

1. ACSU Main Website Launch



7. **Accept the FY 13 Report of the Auditors-** Peet/Morse moved to accept. Unanimous.
8. **Approve 2014-2015 ACSU Operations Budgets** (Preliminary budget details presented in Nov. 2013) Eagan/Huestis moved to approve. Unanimous.
9. **Discuss Service Bids and Approval Process-** Laura Nassau reported on bids for Trash and Recycling (recommends Casella Waste Services) and Paper Supplies (recommends WB Mason). Alexander/Peet moved to approve business manager recommendations. Unanimous. \*Barrett questioned MUMS and Mary Hogan costs for trash. Laura will check with Casella.
10. **Updates:**
  - a. Legislative- Peter Burrows discussed H883 (expanding school districts) and the regional meeting held in Bristol on April 14<sup>th</sup>. Nothing new to report on H889 (funding changes).
  - b. Study Committee Fiscal Report- Peter Burrows said that Eben Punderson has sent in our report. Committee spent \$19,751.10. We received \$8,848.50 and are waiting on \$10,902.60.
11. **Adopt the Following Policies:**  
ACA- 504 Compliance  
IG- Supervisory Union-Wide Curriculum  
Jerry reviewed policies with group. Ford/Buck moved to approve. Unanimous  
  
**Amend the Following Policy:**  
BF- Board Policy Development  
Reviewed by Jerry. Alexander/Hardy moved to approve amended policy. Unanimous.
12. **Items for Future Meetings-** None
13. **Executive Session:**
  - a. Superintendent's Evaluation
  - b. Contract Negotiation

After discussion with group, chair felt that Executive Session was not necessary. Alexander/Huestis moved to offer Dr. Burrows a contract as agreed on in a previous executive session. Unanimous.
14. **2014-2017 Teacher Contract Ratification-** Huestis/Bryant moved to approve contract. Unanimous.
15. **Adjournment-** Eagan/Markowski moved to adjourn. Unanimous at 6:37 p.m.

Respectfully Submitted,  
Lorraine Morse, Board Clerk

Subject to Board Approval

UNAPPROVED DRAFT 03-11-15	BD. APPROVED	CORRECTIONS	WEBSITE POSTING
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**Addison Central Supervisory Union Full Board Minutes  
Middlebury Union High School – Band Room  
Wednesday, March 4, 2015 5:30- 7:00 PM**

**Present:**

ACSU Reps.:      Bridport      Keith Grier, Suzanne Buck  
                          Cornwall      Cindy Peet, Kristi Tolgyesi, John Eagan (5:50 pm)  
                          ID#4         Ruth Hardy, Amy Graham, Jason Duquette-Hoffman  
                          Ripton        Carol Ford, Bryan Alexander, Perry Hanson  
                          Salisbury     Craig Carpenter  
                          Shoreham     Dee Dee Flagg  
                          UD#3         Lorraine Morse, Mark Perrin  
                          Weybridge   Eric Bowdish (5:43 pm)

School Board:    ID#4 - Billy Connelly, UD#3- Laura Lass, JP Rees,  
                          Steve Orzech; Bridport- Tim Franklin, Judd Markowski;  
                          Salisbury- Sheila Conroy; Shoreham- Ruth Bernstein, Christine  
                          Gibson; Weybridge- Chris Eaton, Justin Purdue; Jamie Northrup;  
                          Cornwall- Sarah Kemp, Maureen Deppman

Staff: Admin.:    Peter Burrows, Superintendent, Carol Fenimore – Assistant  
                          Superintendent for Curriculum and Instruction, Vicki Wells –  
                          Director of Student Services, David Boucher – Business Manager,  
                          Susan English- Assoc. Dir. of Student Services

Visitors:           Patrick Reen -MUMS principal, Tom Buzzell- ID#4 principal, Bill  
                          Lawson- MUHS principal, Cathy Dieman – MUHS Asst. Principal;  
                          Christina Johnston- Weybridge principal, Jenn Eaton- MUMS Dean  
                          of Students; Mike Lennox- Shoreham Principal;  
                          Fernanda Canales- Salisbury principal, Bonnie Bourne- Bridport  
                          co-principal, Jessica Lynch, teacher leader

1. Call to Order Upon Reaching a Quorum  
Meeting was called to order by Chair, Mark Perrin at 5:39 PM.
2. Introductions – Board Members, Administrators and Staff  
Introductions were made.
3. Public Comments - None
4. Recommendation to Approve Minutes of ACSU Full Board Meeting Nov. 5, 2014  
**ACTION:            Motion to approve minutes of Nov. 5, 2014**  
**RESULT:            ACCEPTED**  
**MOVER:             Flagg**  
**SECONDER:        Ford**

**AYES:** Grier, Buck, Peet, Tolgyesi, Hardy, Graham, Morse,  
Duquette-Hoffman, Ford, Alexander, Hanson, Carpenter, Flagg

5. Report of the Superintendent of Schools -
  - a. Discussion: Legislative Update - Superintendent discussed H261 and things under consideration.
    - Spending Cap of 2% - Peter feels this could be devastating to many budgets in the state.
    - Integrated School Systems- Supv. Unions would look inside and outside their boundaries for best structure. Minimum threshold would be 1,100 students.
    - Binding Interest Arbitration- Once impasse is met, negotiations automatically go to arbitration. Supt. noted that this would stall any further talks between the two parties.
    - What does and should it cost to educate a student? Bill suggests bringing a consultant to look at and conduct research. Are we expensive or not?

Peter Burrows also reported that 226 budgets were approved, 20 were defeated, and 20 will be voted on at later dates.
  - b. Discussion: ACSU Procedures- Systems Work and Strategic Plan continuing.
  - c. Discussion: World Languages- Continuing to look at process. Patrick Reen reported that MUMS is looking at adding world language program to 7<sup>th</sup> grade. The process would mirror that of 8<sup>th</sup> grade. This would be an elective offering running every other day instead of the daily program that was currently offered in 8<sup>th</sup> grade.
6. Report of the Board -
  - a. Discussion: New Board Orientation- March 25, 2015  
Orientation will be in A208 at 6:30. Old and new are encouraged to attend. Mark updated the board on the following:
    - Board progress since the July Executive Committee Retreat.
    - Supt. Evaluation Tool is in the final stages of completion.
    - Challenges coming our way from possible legislative bills. Mark Perrin stressed that we will need to work together as a supervisory union. Budgets may be even more difficult. May need to look again at governance consolidation. Possibly start negotiations earlier.
  - b. Discussion: Policy Committee- Mark Perrin reported that more work is needed on Policy Committee. Important that people attend meetings.



7. Review the following Policies:

<u>File Code</u>	<u>Description</u>
BBFA	Board Member Conflict of Interest
BK	Public Statements by Board Members
CBE	Superintendent's Job Description
EEAGA	Mandatory Drug & Alcohol Testing: Transportation Employees
IIABA	Student Acceptable Use of Electronic Resources Including the Internet
JEB	Kindergarten Entrance Age
JFCJ	Dangerous Weapons in the Schools
JFK	Pupil Privacy Rights

No questions on presented policies.

\*Keith Grier shared some non-binding questions and answers presented to Bridport voters at their town meeting regarding-- consolidation, solar energy, and sending 6<sup>th</sup> graders to MUMS.

**BREAK AT 6:17 P.M.**

**GENERAL SESSION 6:33 pm**

Attendance- All board members from previous meeting as well as -  
Bridport- Suzanne Buck, Judd Markowski; ID#4- Victoria Jette;  
Salisbury – John Nuceeder, Tim Ryan; Shoreham- Nick Causton;  
UD#3- Michele Bayliss

8. Action Team Presentation - Action Team Leaders updated board on work being done.

9. Adjournment -

**ACTION:** Motion to adjourn at 7:03 PM.  
**RESULT:** ACCEPTED  
**MOVER:** Ford  
**SECONDER:** Hanson  
**AYES:** Grier, Buck, Peet, Tolgyesi, Hardy, Graham, Morse, Eagan,  
Duquette-Hoffman, Ford, Alexander, Hanson, Carpenter, Flagg,  
Bowdish

Respectfully Submitted,  
Lorraine Morse, Board Clerk

Subject to Board Approval

**ADDISON CENTRAL SUPERVISORY UNION ADMINISTRATION  
PROPOSED 2015-16 BUDGET**

	2013-14	2014-15	2015-16		Percent	
<u>ADMINISTRATIVE</u>	<u>Spent</u>	<u>Budget</u>	<u>Budget</u>	<u>\$ Change</u>	<u>Change</u>	<u>Notes:</u>
1) Salaries	720,105	738,668	762,811	24,143	3.27%	3% Increase over FY15 actual
2) Health Insurance	129,461	150,370	160,928	10,558	7.02%	5% Inc. over FY15 rates. FY16 - 3 2Person, 5.2 Family, 2 Single. FY16 includes Plan Changes.
3) Social Security	54,410	55,908	57,476	1,568	2.81%	7.65% of Salary (FICA limit \$113,700)
4) Life Insurance	1,788	2,908	4,724	1,816	62.44%	(Sal x 2)/1000 x.12x26 excluding Treasurer, Summer Assistance. Rate increase.
5) Retirement	13,504	23,934	22,940	(994)	-4.15%	Eligibility Based on Years of Service.
6) Workers Compensation	5,003	5,197	5,983	786	15.12%	5% Inc.Over FY15 Premium. FY15-\$5,698
7) Unemployment	0	2,000	2,000	0	0.00%	Level Fund
8) Tuition Reimbursement	0	1,838	0	(1,838)	-100.00%	Eliminate - not used
9) Dental	9,916	11,241	11,614	373	3.32%	3% Inc. over FY15 actual. FY16 - 4 2Person, 6.2 Family, 1 Single
10) Disability	2,148	2,790	2,963	173	6.20%	3% Inc. over FY15 actual. Treasurer, Summer Ineligible
11) In-service	872	2,100	1,350	(750)	-35.71%	Admin and Executive Committee Retreats, District-Wide Inservice
12) Audit	2,750	3,342	3,676	334	10.00%	10% Inc. Over FY15 Budget - Increase for Centralization
13) Professional Services	4,781	5,106	5,150	44	0.86%	AlertNow, SecureShred, Future Planning.
14) Technology Support	6,144	8,690	10,572	1,882	21.66%	Shared Technology
15) Legal	10,394	6,000	6,000	0	0.00%	Level Fund
16) Payroll/Human Resources	1,073	850	1,330	480	56.47%	\$50/month Nat'l Bank ACH and Misc. Fees, Timeclock Plus
17) CO Equipment Repairs	99	200	200	0	0.00%	Printers, Typewriters (Not Including Phones)
18) Copier Lease	5,126	5,354	5,354	(0)	0.00%	Monthly Lease and Annual Maintenance plus Overages
19) Postage Meter Rental	1,558	1,603	1,604	1	0.09%	3% Inc. Over FY14 Actual, Includes Supplies
20) Telephone	6,995	8,168	7,493	(675)	-8.26%	2% Inc. Over FY15 Estimated
21) Postage	3,445	4,147	3,617	(530)	-12.77%	5% Inc. Over FY14 Actual
22) ACSU Schools Report	0	300	0	(300)	-100.00%	Printing -Not Needed
23) Staff Mileage Reimbursement	8,857	7,512	9,123	1,611	21.44%	3% Inc. Over FY14 Actual
24) Office Supplies	7,504	7,415	7,655	240	3.23%	2% Inc. Over FY14 Actual
25) Books	1,246	1,000	1,000	0	0.00%	Level Fund
26) Central Office Software	159	1,000	1,000	0	0.00%	Microsoft Office, Adobe Acrobat, Antivirus
27) Central Office Equipment	4,355	5,000	5,000	0	0.00%	Computer replacements, printers for C.O. Staff
28) Conferences & Dues	14,731	10,465	13,103	2,638	25.21%	ASBO, VASBO, VSBIT, VSA/ASCD, DOE Mtgs, Conferences
29) Finance Professional Services	4,600	4,692	4,692	0	0.00%	Stat Reports. 2% Inc. Over FY14 Actual
30) Finance Accounting System Support	24,150	25,629	28,129	2,500	9.75%	Hardware/Software Support. Added support for Budget Project.
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	500	4,206	3,500	(706)	-16.79%	Users Group Annual Fees plus \$3000 for additional training.
34) Technology Professional Services	3,916	4,000	4,000	0	0.00%	Consultant Support
35) Technology Equipment Repairs	994	1,000	1,000	0	0.00%	Repairs as Needed
36) Technology Supplies/Replacement Parts	1,131	2,500	2,500	0	0.00%	Toner, Cables, Switches, CD's, DVD's
37) Technology Office Software	3,861	2,000	2,000	0	0.00%	License Fees, Office Upgrades
38) Technology Books and Periodicals	0	1,000	1,000	0	0.00%	Technology Reference Manuals, Training Books for Internal Staff
39) Technology Server/ Networking Equip.	12,127	10,000	10,000	0	0.00%	Network/Server/Computer Hardware

	2013-14	2014-15	2015-16		Percent	
	<u>Spent</u>	<u>Budget</u>	<u>Budget</u>	<u>\$ Change</u>	<u>Change</u>	<u>Notes:</u>
40) Technology Conferences	542	2,000	2,000	0	0.00%	Includes Vermont Fest-Tech. Networking for ACSU and School Staff
41) Miscellaneous	2,862	2,331	2,882	551	23.64%	Water, Coffee, Sugar, Soap, Cups, Napkins,etc. Includes Carousel Meetings
42) Contingency	0	1,000	1,000	0	0.00%	
43) Purchased Services	11,511	10,094	12,087	1,993	19.74%	Custodial Services and Supplies Purchased from UD#3. 5% Inc over FY14 Actual
44) Monitoring System	222	230	230	0	0.00%	Level Fund
45) Water & Sewer	383	490	490	(0)	-0.08%	Level Fund
46) Maintenance	402	1,500	1,500	0	0.00%	Professional Services (Electrical, Plumbing, Locksmith, etc.)
47) Building Upgrade	0	3,000	1,000	(2,000)	-66.67%	No projects planned
48) Building Rent	4,000	4,000	4,000	0	0.00%	Level Fund
49) Property/Liability Insurance	2,906	2,965	3,113	148	5.00%	5% Inc. Over FY15 Budget
50) Furniture/Equipment	2,867	750	750	0	0.00%	Chairs/Filing Cabinets/Bookcases etc.
51) Electricity	9,731	11,014	11,014	0	0.00%	2% Inc. Over FY 15 Estimated
52) Facilities Maintenance Manager	0	77,897	80,550	2,653	3.41%	Salary, benefits, mileage for facilities maintenance manager.
53) Advertising	19,276	23,000	20,000	(3,000)	-13.04%	Schoolspring membership and local advertising. Assumes efforts to combine ads.
54) Insurance Pool	1,001	4,500	4,500	0	0.00%	Pool of funds available to reimburse schools for losses not covered by insurance.
<b>GRAND TOTAL</b>	<b>\$1,149,957</b>	<b>\$1,299,459</b>	<b>\$1,343,157</b>	<b>\$43,698</b>	<b>3.36%</b>	

#### PROPOSED 2015-16 REVENUE

Prior Year Fund Balance	46,919	39,406	(7,513)	
Grant Administration Fees	18,000	18,000	0	
Assessments	1,234,540	1,285,751	51,211	4.15%
<b>TOTAL</b>	<b>\$1,299,459</b>	<b>\$1,343,157</b>	<b>\$43,698</b>	

**ACSU EARLY EDUCATION PROGRAM  
PROPOSED 2015-16 BUDGET**

	<b>2013-14 Spent</b>	<b>2014-15 Budget</b>	<b>2015-16 Proposed</b>	<b>\$ Change</b>	<b>Percent Change</b>	<b>Notes:</b>
1) Salaries	277,509	287,365	218,411	(68,954)	-24.00%	3.0 FTE Teachers, 2.0 FTE Paras
2) Program Coordinator Salary	33,000	33,990	33,990	0	0.00%	.50 Program Coordinator
3) Health Insurance	39,851	42,278	34,755	(7,523)	-17.79%	5% Inc. over FY15 rates. FY16-1 Family, .5 2Person, 2 Single.
4) Social Security	22,657	24,641	19,309	(5,332)	-21.64%	7.65% of Salary
5) Life Insurance	303	413	454	41	9.96%	(\$48 per 1.0 FTE) except Director which is (Sal x 2)/1000x.12x26
6) Workers Compensation	2,392	2,478	2,738	260	10.51%	5% Increase over FY15 Premium
7) Unemployment	0	500	500	0	0.00%	Level Fund
8) Course Reimbursement	0	4,732	4,032	(700)	-14.80%	.5 Course Per UVM Rate x 4.3 Professionals
9) Dental	1,332	1,381	779	(602)	-43.61%	3% Inc. over FY15 Rates
10) Disability	828	1,100	980	(120)	-10.90%	3% Increase over FY15 Rates
11) Summer Program	4,324	12,000	10,000	(2,000)	-16.67%	Services per IEP's
12) Professional Services	34,115	25,000	20,000	(5,000)	0.00%	CSAC ISSP (Behavioral Interventionist) and VT Deaf & Hard of Hearing Assoc. Services required per student IEP's
13) Technology Support	10,138	11,188	11,809	621	5.55%	Shared Technology
14) Legal Fees		500	500	0	0.00%	Level Fund
15) Liability Insurance	1,964	2,003	2,412	409	20.43%	2% Inc over FY15 Premium
16) Advertising		500	500	0	0.00%	Level Fund
17) Staff Mileage Reimbursement	5,395	4,790	5,557	767	16.01%	3% Inc over FY14 Actual
18) Equipment	2,032	2,000	2,000	0	0.00%	Computers for Educators
19) Supplies	8,688	5,000	5,000	0	0.00%	Classroom and Assessment Materials
20) Conferences and Dues	985	0	0	0	0.00%	(Included in Course Reimbursement Line)
21) Physical Therapy/Occupational Therapy	11,366	17,250	15,000	(2,250)	-13.04%	Based on anticipated need.
22) Speech/Language Pathology	112,780	126,044	112,463	(13,581)	-10.77%	FY16-1.3 SLP
23) Administrative Services	10,586	10,916	11,257	341	3.12%	Part of Salary/Benefits of Student Services Director
24) Fiscal Services	9,131	9,457	9,818	361	3.82%	Part of Salary/Benefits of Fiscal Officer
25) Rent	14,660	14,948	15,396	448	3.00%	Paid to Mary Hogan School
26) Student Transportation	48,747	40,000	20,000	(20,000)	-50.00%	For IEP Students Only
<b>GRAND TOTAL</b>	<b>\$652,784</b>	<b>\$680,474</b>	<b>\$557,660</b>	<b>-\$122,813</b>	<b>-18.05%</b>	

**PROPOSED 2015-16 REVENUE**

Prior Year Fund Balance	0	0	0		
State and Federal Grants	402,721	372,499	(30,222)		
Assessments	277,753	185,163	(92,590)	-33.34%	
<b>GRAND TOTAL</b>	<b>\$680,474</b>	<b>\$557,660</b>	<b>-\$122,813</b>		

**ACSU TECHNOLOGY  
PROPOSED 2015-16 BUDGET**

	<u>2013-14 Spent</u>	<u>2014-15 Budget</u>	<u>2015-16 Proposed</u>	<u>\$ Change</u>	<u>Percent Change</u>	<u>Notes:</u>
1) Salaries	305,585	338,372	354,767	16,395	4.85%	3% Inc. Adds 51 days to one staff member to make position year-round.
2) Health Insurance	73,860	90,048	94,550	4,502	5.00%	5% Inc. over FY15 rates. FY16-4 Family, 1 2-Person Plan
3) Social Security	22,872	25,885	27,140	1,255	4.85%	7.65% of Salary
4) Life Insurance	1,073	1,320	2,183	863	65.34%	(Salary x 2)/1000 x .12 x 26
5) Retirement	4,798	7,710	14,725	7,015	90.99%	Additional Employees Eligible Based on Years of Service
6) Workers Compensation	2,102	2,189	2,385	196	8.96%	5% Increase over FY15 premium
7) Course Reimbursement	450	3,500	1,000	(2,500)	-71.43%	Network Training
8) Dental	6,090	7,619	6,384	(1,235)	-16.21%	3% Inc. FY15 Rates. FY16-4 Family, 1 2Person, 1 Single
9) Disability	1,258	1,267	1,369	102	8.05%	3% Inc. over FY15 rates
10) Repairs	0	800	800	0	0.00%	Level Funding
11) Liability Insurance	772	787	948	161	20.40%	2% Inc Over FY15 Actual
12) Software	25,455	300	14,300	14,000	4666.67%	Adds \$14,000 Web Hosting Annual Fee (\$1,400 Per School and ACSU)
13) Equipment	2,156	2,500	2,500	0	0.00%	Level Funding
14) Student Info. Mgmt. Sys.	13,640	13,640	14,430	790	5.79%	PowerSchool Annual Maintenance/Support, SIS Training
<b>GRAND TOTAL</b>	<b>\$460,111</b>	<b>\$495,938</b>	<b>\$537,480</b>	<b>\$41,542</b>	<b>8.38%</b>	

**PROPOSED 2015-16 REVENUE**

Prior Year Fund Balance	1,279	0	(1,279)	
Assessments	459,140	498,591	39,451	8.59%
D.O./Other Income	35,519	38,889	3,370	
<b>TOTAL</b>	<b>\$495,938</b>	<b>\$537,480</b>	<b>\$41,542</b>	

**ACSU PROFESSIONAL DEVELOPMENT  
PROPOSED 2015-16 BUDGET**

	2013-14	2014-15	2015-16		Percent	
	<u>Spent</u>	<u>Budget</u>	<u>Proposed</u>	<u>\$ Change</u>	<u>Change</u>	
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	13,749	0	0	0	0.00%	Assumes all Instructor Fees Paid out of Title IIA
3) Salaries - Relicensing Board	485	775	775	0	0.00%	
4) Salaries-Release Time for Curr./Assess./Instruction Alignment	0	22,012	2,250	(19,762)	0.00%	Release time for Common Core Prof. Development to partially relieve schools
5) Salaries-Clerical Support for Curr./Assess./Instruction Align.	0	0	0	0	0.00%	Teachers type their own curriculum documents
6) Social Security	1,089	1,743	231	(1,512)	-86.72%	Salaries x 7.65%
7) Worker's Compensation	146	0	160	160	100.00%	
8) Prof. Services: Spring into the Arts	10	4,400	0	(4,400)	-100.00%	Alternate years
9) Supplies: Spring into the Arts	0	1,300	0	(1,300)	-100.00%	Alternate years
10) Prof. Services: Educational	4,836	2,100	8,100	6,000	285.71%	MIL, CVEDC, background checks for MIL volunteers
11) Refreshments	1,372	750	1,200	450	60.00%	
12) Books/Publications	340	2,500	2,200	(300)	-12.00%	Literacy teacher books, guides on Common Core and Anchor Texts
13) Supplies	6,954	350	18,200	17,850	5100.00%	Focus on mathematics and science.
14) Printing - Curriculum Documents	0	1,050	500	(550)	-52.38%	Note: Assumes the following in school budgets: Bridges 2.0 student materials
15) New Teacher Workshop	1,277	1,200	650	(550)	-45.83%	New venue
16) Professional Memberships	0	400	700	300	75.00%	VPA and NASSP for Assistant Superintendent
17) Conferences & Dues	2,332	1,800	1,500	(300)	-16.67%	
<b>GRAND TOTAL</b>	<b>\$32,589</b>	<b>\$40,380</b>	<b>\$36,466</b>	<b>(3,914)</b>	<b>-9.69%</b>	

**PROPOSED 2015-16 REVENUE**

Prior Year Fund Balance	0	0	0		
Assessments	40,380	36,466	(3,914)	-9.69%	
<b>GRAND TOTAL</b>	<b>\$40,380</b>	<b>\$36,466</b>	<b>(3,914)</b>		

**ADDISON CENTRAL SUPERVISORY UNION  
K-12 SPECIAL EDUCATION  
PROPOSED 2015-16 BUDGET**

Act 153 (and as amended by Act 156) states that each supervisory union board shall provide special education services on behalf of its member districts. These provisions took effect on July 1, 2014. Prior to this legislation, the supervisory union board had the option to either provide or to coordinate the provision of these services; ACSU opted to coordinate these services only. As a result of the legislation, the total cost of special education services are now budgeted at the supervisory union level. Each district is assessed a share of the total cost based on its share of equalized pupils. Services will continue to be provided based on Individual Education Programs.

<u>EXPENDITURES</u>	<u>2014-15 Budget</u>	<u>2015-16 Proposed Budget</u>
Direct Instructional Services:		
Salaries	\$ 2,228,050	\$ 2,035,242
Benefits	679,923	630,334
Professional Services	146,700	313,250
Contracted Services	510	510
Tuition	646,815	604,917
Supplies	17,535	8,300
Equipment	8,400	9,000
Speech Services	412,447	423,261
Psychological Services	194,395	199,901
OT Services	34,650	27,225
PT & Other Support Services	206,500	32,900
Administration	370,809	388,804
Facilities	14,000	14,000
Transportation	269,914	166,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,230,648</b>	<b>\$ 4,853,644</b>
 <u>REVENUE</u>		
Local Assessment	\$ 2,101,070	\$ 2,033,978
EEE and DO Reimbursement	40,942	42,150
State Block Grant	616,441	628,012
State Intensive Reimbursement	1,571,353	1,529,766
State Extraordinary Reimbursement	327,585	103,680
Other State Reimbursement	94,000	0
Excess Cost	79,830	102,541
Grants	12,008	12,383
IDEA-B	348,891	358,170
Medicaid	38,528	42,964
<b>TOTAL REVENUE</b>	<b>\$ 5,230,648</b>	<b>\$ 4,853,644</b>

**ASSESSMENT**

District	Equalized Pupils	% Allocation	Local Assessment	State Intensive Reimbursement	State Extraordinary Reimbursement	State Block Grant*	Total Assessment in District Budget
Bridport	80.91	4.53%	92,101	69,270	4,695	27,213	193,279
Cornwall	79.73	4.46%	90,758	68,260	4,626	32,207	195,851
ID#4	415.12	23.23%	472,538	355,398	24,087	152,966	1,004,989
Ripton	33.73	1.89%	38,395	28,877	1,958	11,128	80,358
Salisbury	88.60	4.96%	100,855	75,853	5,141	33,361	215,210
Shoreham	75.08	4.20%	85,465	64,279	4,356	25,315	179,415
Weybridge	45.95	2.57%	52,306	39,339	2,666	17,630	111,941
UD#3	967.71	54.16%	1,101,560	828,490	56,151	328,192	2,314,393
<b>TOTAL</b>	<b>1,786.83</b>	<b>100.00%</b>	<b>2,033,978</b>	<b>1,529,766</b>	<b>103,680</b>	<b>628,012</b>	<b>4,295,436</b>

\* State distributes the Block Grant to districts based on ADM

**ACSU TRANSPORTATION  
PROPOSED 2015-16 BUDGET**

	<b>2015-16 Proposed</b>
1) Regular Contracted Services	\$ 741,901
2) Fuel Surcharges	40,646
3) Field Trips	15,347
4) Other Trips	54,688
5) Athletic Trips	94,800
6) Co-Curricular Trips	5,200
7) Other Contracted Labor	2,709
8) Repairs & Maintenance	2,934
9) Insurance	393
10) Tires	1,000
11) Gasoline	2,100
12) Miscellaneous	300
<b>GRAND TOTAL</b>	<b>\$ 962,018</b>

**PROPOSED 2015-16 REGULAR CONTRACTED SERVICES ASSESSMENT**

	<b>Avg ADM Less Ineligible Riders</b>	<b>%</b>	<b>2015-16 Proposed</b>
Bridport	72.23	5.5%	\$ 40,984
Cornwall	80.77	6.2%	45,830
ID#4	205.87	15.7%	116,814
Ripton	31.17	2.4%	17,686
Salisbury	86.56	6.6%	49,115
Shoreham	71.06	5.4%	40,321
Weybridge	44.04	3.4%	24,989
MUMS	223.15	17.1%	126,619
MUHS	492.66	37.7%	279,543
	1,307.51	100.0%	<b>\$ 741,901</b>

Other costs will be billed to schools as used



## ADDISON CENTRAL SUPERVISORY UNION

### PROPOSED 2015-16 ASSESSMENTS

*Based on Equalized Pupils Except Professional Development (Based on Professional Count), SIS (Based on Enrollment), and Facilities (Based on Square Footage)*

<u>SCHOOL:</u>	<u>ACSU Admin.</u>	<u>Technology</u>	<u>Prof. Dev.</u>	<u>Ins. Pool</u>	<u>Facilities</u>	<u>Early Ed.</u>	<u>SIS</u>	<u>Spec Ed</u>	<u>Advertising</u>	<u>2015-16 Proposed</u>	<u>2014-15 Budgeted</u>	<u>Increase/ Decrease</u>
Bridport	53,890	21,923	2,417	204	8,458	17,201	761	193,279	480	298,612	294,082	4,530
Cornwall	53,104	21,604	2,133	201	6,444	19,106	736	195,851	473	299,652	312,114	-12,462
ID#4	276,488	112,481	7,701	1,045	34,153	93,115	3,343	1,004,989	2,461	1,535,777	1,616,385	-80,608
UD#3-MUHS	431,843	175,683	10,351	1,633	0	0	4,973	1,542,929	3,844	2,171,256	3,133,137	-961,881
UD#3-MUMS	212,694	86,529	7,007	804	0	0	2,466	771,464	1,893	1,082,858	303,546	779,312
Ripton	22,466	9,140	1,234	85	5,477	8,709	356	80,358	200	128,025	139,996	-11,971
Salisbury	59,011	24,007	2,190	223	11,519	21,991	819	215,210	525	335,496	360,904	-25,408
Shoreham	50,007	20,344	2,138	189	7,169	14,697	563	179,415	445	274,967	303,510	-28,543
Weybridge	<u>30,605</u>	12,451	<u>1,294</u>	<u>116</u>	<u>7,330</u>	<u>10,342</u>	<u>414</u>	<u>111,941</u>	272	174,765	164,587	10,178
<b>2015-16 Proposed Assessments</b>	<b>\$1,190,107</b>	<b>\$484,161</b>	<b>\$36,466</b>	<b>\$4,500</b>	<b>\$80,550</b>	<b>\$185,163</b>	<b>\$14,430</b>	<b>\$4,295,436</b>	<b>\$10,594</b>	<b>\$6,301,407</b>	<b>\$6,628,261</b>	<b>-\$326,854</b>

-4.93%

Other Income:

Special Ed.	4,586
Early Ed.	11,809
ACSU Admin.	<u>10,572</u>
<b>TOTAL</b>	<b>\$26,967</b>

**2014-15**

**Approved**

<b>Assessments</b>	<b>\$1,136,062</b>	<b>\$446,779</b>	<b>\$40,380</b>	<b>\$4,500</b>	<b>\$77,897</b>	<b>\$277,753</b>	<b>\$12,361</b>	<b>\$4,616,449</b>	<b>\$16,081</b>	<b>Total FY15 Assess.</b>	<b>\$6,628,262</b>
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**Difference**

(FY2015-16 Proposed

Minus FY14-15 Approved)

	<b>\$54,045</b>	<b>\$37,382</b>	<b>-\$3,914</b>	<b>\$0</b>	<b>\$2,653</b>	<b>-\$92,590</b>	<b>\$2,069</b>	<b>-\$321,013</b>	<b>-\$5,487</b>	<b>Total Decrease</b>	<b>-\$326,855</b>
FY16-\$30,000 FB offset, FY15-\$40,000 FB offset	Added days to make employee full time.						FY15-\$1,279 FB offset		FY16-\$9,406 FB offset, FY15-\$6,919 FB offset		

### SUMMARY OF PROPOSED 2015-16 BUDGET INCREASES

	<u>ACSU Admin.</u>	<u>Technology</u>	<u>Prof. Dev.</u>	<u>Ins. Pool</u>	<u>Facilities</u>	<u>Early Ed.</u>	<u>SIS</u>	<u>Sp Ed</u>	<u>Advertising</u>	<u>Total</u>
<b>2015-16 Proposed Budgets</b>	<b>\$1,238,107</b>	<b>\$523,050</b>	<b>\$36,466</b>	<b>\$4,500</b>	<b>\$80,550</b>	<b>\$557,660</b>	<b>\$14,430</b>	<b>\$4,853,644</b>	<b>\$20,000</b>	<b>\$7,328,407</b>
<b>2014-15 Approved Budgets</b>	<b>\$1,194,062</b>	<b>\$482,298</b>	<b>\$40,380</b>	<b>\$4,500</b>	<b>\$77,897</b>	<b>\$680,474</b>	<b>\$13,640</b>	<b>\$5,230,648</b>	<b>\$23,000</b>	<b>\$7,746,899</b>
<b>Increase/Decrease</b>	<b>\$44,045</b>	<b>\$40,752</b>	<b>-\$3,914</b>	<b>\$0</b>	<b>\$2,653</b>	<b>-\$122,814</b>	<b>\$790</b>	<b>-\$377,004</b>	<b>-\$3,000</b>	<b>-\$418,492</b>

-5.40%

**ADDISON CENTRAL SUPERVISORY UNION  
FUND BALANCE REPORT  
June 30, 2014**

<u>Budget</u>	<u>Fund Balance 6/30/14</u>	<u>Applied to FY2014-15 Budget or Assessment</u>	<u>Applied to FY2015-16 Budget or Assessment</u>	<u>Left Unreserved</u>
Special Education Administration	\$0	\$0	\$0	\$0
ACSU Inservice/Curriculum Development	\$4,285	\$0	\$0	\$4,285
District-Wide Advertising	\$16,325	\$6,919	\$9,406	\$0
Superintendent's/Central Office	\$119,682	\$40,000	\$30,000	\$49,682
Insurance Pool	\$4,588	\$0	\$0	\$4,588
AS400/Budget Use/Setup	\$0	\$0	\$0	\$0

**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, 2014 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

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49 Charles Avenue Middlebury, VT 05753 P. 802-382-1274 F. 802-388-0024 Business Office: 802-382-1273 Student Services: 802-382-1287

**TO: ACSU School Board Members**

**FROM: David Boucher, Business Manager**

**RE: Board Authorization for Invoice Payments and Financial Statement Distribution**

**DATE: April 15, 2015**

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 [dboucher@addisoncentralsu.org](mailto:dboucher@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 15, 2015. 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



Addison Central Supervisory Union

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49 Charles Avenue Middlebury, VT 05753 P. 802-382-1274 F. 802-388-0024 Business Office: 802-382-1273 Student Services: 802-382-1287

**TO:** School Board Members  
**FROM:** David Boucher, Business Manager  
**DATE:** 4/15/15  
**RE:** Annual Bank Account Signer Authorizations

The attached board resolution outlines signature authority for each School District 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.

Please vote to approve this resolution, ask the Board Chairperson and one other Board Officer to sign this resolution, and return to me.

If you have any questions, please feel free to contact me at 382-1280.

**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 15, 2015. 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

# acsu

## **ADDISON CENTRAL SUPERVISORY UNION**

**49 Charles Avenue  
Middlebury, Vermont 05753**

**Tel: (802) 382-1274**

**Fax: (802) 388-0024**

**Bridport Cornwall Middlebury ID #4 Ripton Salisbury Shoreham Weybridge Union District #3**

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TO: ACSU Board  
FROM: David Boucher, Business Manager  
DATE: April 15, 2015  
SUBJ: Annual Audits FY14 – Final

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The annual audits of the financial statements of ACSU and the school districts have been completed by the independent audit firm Angolano & Company. The audits resulted in the issuance of Unqualified Opinions on all of the entities and no material findings requiring action were reported. The final audit reports were electronically submitted to the State of Vermont Agency of Education by March 31, 2015 in compliance with their annual deadline.

Final audits can be reviewed online @ [www.addisoncentralsu.org](http://www.addisoncentralsu.org)

Please contact me if there are any questions.

4/14/15

To all ACSU Board Members:

The following slate of officers will be nominated at the ACSU Annual Meeting on 4/15:

Chair: Rick Scott, UD3 Board (Bridport representative)

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Vice Chair: Chris Eaton, Weybridge School Board

Ruth Hardy, ID4 School Board

Clerk: Lorraine Morse, ID4 School Board and UD3 Board (Middlebury representative)

Treasurer: Michele Warren, National Bank of Middlebury

Assistant Treasurer: David Boucher, ACSU Business Manager

Other nominations may be made from the floor at the meeting.

ACSU Nominating Committee

DeeDee Flagg

Carol Ford