

AGENDA

**Addison Central School District
ACSD Board
Board Meeting
Monday, December 5, 2016, 7:00 pm - 9:00 pm
Cornwall Elementary School**



- A. Call to Order Upon Reaching a Quorum
 - 1. Introductions - Board Members, Administrators and Staff
 - 2. Public Comment
- B. Recommendation to Approve Minutes of November 21, 2016
 - ☰ Minutes 11-21-16.pdf
- C. Report of the Superintendent
 - 1. Discussion: FY18 ACSD Budget Presentation
- D. Report of the Board
 - 1. Discussion: ACSD Board Committee Update
 - 2. Discussion: ACSU Local Boards Update
- E. Executive Session: ACSD Negotiations: VSA-Title 1, § Section 313 (1-B)
- F. Other
- G. Adjournment

MINUTES

**Addison Central School District
ACSD Board
Board Meeting
Monday, November 21, 2016, 6:30 pm - 9:00 pm
MUHS Learning Center**



A. Call to Order Upon Reaching a Quorum

The meeting was called to order at 6:35 PM by Peter Conlon, Chair.

1. Introductions - Board Members, Administrators and Staff

Board: Suzanne Buck, Peter Conlon, Chris Eaton, Ruth Hardy, Perry Hanson, Jason Duquette-Hoffman, Victoria Jette, James Malcolm, Lorraine Morse, Steve Orzech, JP Rees
Administrators: Peter Burrows, Josh Quinn, Vicki Wells
Staff: Christina Johnson, Erika Garner
Student: Brennon Bordonaro

2. Public Comment

There was none.

B. Recommendation to Approve Minutes of October 17, 2016

Amend the minutes to show a discussion about foreign language could move down into the schools quicker. This was not a motion but it was asked that the conversation be reflected.

Move: Lorraine Morse Second: John (JP) Rees Status: Passed

C. Report of the Superintendent

1. Discussion: Community Partnership Council Presentation

Community Partnership Council - Christina Johnson, Erica Garner and Brennan Bordonaro (Student)

Christina Johnson went over how the council came to be and why. First piece of information that they looked at was the Youth Risk Survey 2015 conducted every other year by the State of Vermont. The survey looked at questions such as "The percent of students who do not agree that in their community they feel like they matter to people." They also looked at the Homeless Report 2015-16. This report looks at homeless students by grade (31) and then by housing status. These numbers are self reported but is also sought out by the schools. They also looked at the demographics of the community. Our community has a large density of adults without high school diplomas vs.

a high density of adults with college degrees. As well as high density of adults earning between \$18,000- \$150,000 per year.

They also looked at the Center for Disease Control and Prevention to use. They looked at and have become a partner of National Network of Partnership Schools - John Hopkins University. Another area they looked at was the Personalized Learning Plans and how they could reach into the community.

Needed to have someone at the helm to make sure that the group continued to work on the group goals and that they needed someone to be able to reach out to the community. Erika Garner went over the work that she has been asked to do. Communication, liaison, operations, family engagement, outreach, collective impact, systems change and leadership. This year she has spent time building relationships and gathering information.

Work ahead is leveraging the strategic plan, establish a voice for our community and help schools bridge the gap. Council is currently looking at school-to-home communication. Missing the connection between schools. This is the first step in engaging parents. Erika will be the bridge between the council and the schools looking to make changes more cohesive and thoughtful.

Gather data, analyze the data, determine priorities, develop direction based on vision and finally provide a recommendation to the ACSU administration and staff.

Budget - Coordinator and council (has no budget). Coordinator has been funded through the MAC Grant and expect it to continue. Training's for teachers and staff around how to effectively communicate and reach out to parents/families and friends groups. The council is not looking to replace the parent groups that are in existence - possibly improve on their ability to help them become more connected.

Real desire to find mentors in the community and to have their assistance around the students PLP's.

2. Discussion: FY18 ACSD Budget Preparation

Josh Quinn provided budget updates: December 5th will be our first look at the budget. Have met with all the principals about their current budgets, what the budget will look like and a consolidated budget. Central office is wrapping things up, grant funding and special education are the last two pieces to be rolled in. The state will have equalized pupil as well as yield rates on December 1st. Can then look at the budget and see where the numbers are and how we stand in relationship to the tax base.

Fund Balances: Auditor Ron Smith has gone through the books. Fund balances - take your projection of the current years budget and then figure out where you think the year will end. Add that to the current fund balance 1.2 million is the current fund balance. With the public approval will move the money to draw down the tax rate. 1 to 3% contingency fund in the budget every year. Capital Reserve have 5 years to use them or there is a penalty. Start this next years budget with a 3% contingency plus a capital reserve fund, maintenance reserve, and a special education reserve.

Currently looking through every line item and seeing what has been spent over the years and what we really need to spend.

What will the presentation of the budget look like? Many people will want to see last year vs. this year by town. Structure for this year may look like; change in the budget page presented to towns. Operating summary page expenditures grouped in large chunks, board of education line, facilities, transportation, debt service and a few others. Then one will see the income and then finally the equalized pupil. Finally each of the large items will have their own page with a paragraph/narrative about the line items. Another page that will show the licensed teacher/student ratio by school. Will get benefits from the tax piece as a result of the consolidation.

D. Report of the Board

1. Discussion: DMC Unified Board Cohort

Proposal to join with other unified districts at a significant cost to provide training, consultation and opportunities to get together. The cost is \$20,000. We may not need to spend the money on this. DMC as a group has been strong and helpful here in Vermont. Leverage that information that is coming from an outside source, we may at times need help but we can save the money for when we need it.

Peter did sign paperwork today for our consolidation grant. We had spent only \$10,000 of the initial \$20,000. The \$20,000 is coming out of the \$150,000. So with our savings, \$140,000 is left to spend on consolidation.

2. Action: Approve the Following Policies

Jason Duquette-Hoffman moved, seconded by Ruth Hardy that we approve all 20 policies as they are presented. Dr. Malcolm spoke about the policies and the process was a good one. There were not many choices to be made. The committee set some aside and they will come up again at their next meeting. Will have another 24 to look at. Wording has been all double checked, several times. Policies will be per the VSBA. Five categories and under each category there are sub categories. Most changes were cleaning things up, removing footnotes, etc. Wanted the policies to look consistent in their language. Many of the VSBA policies were reviewed over the past year.

Amend the motion to approve 19 policies. C10 Harrassment policy will be reviewed with the next group.

Move: John (JP) Rees Second: Ruth Hardy Status: Passed

a. A1 Conflict of Interest

Conflict of Interest refers to personal interest, not professional interest. The policy does allow for brorpretation and allows it to cover many situations.

Move: John (JP) Rees Second: Ruth Hardy Status: Passed

b. B1 Substitute Teachers

Licensed and endorsed subs.

- c. B2 Volunteers and Work Study Students
- d. B3 Alcohol and Drug Free Workplace
- e. B4 Drug & Alcohol Testing of Transportation Employees
- f. B5 Prevention of Employee Harassment
- g. B6 Health Insurance Portability & Accountability Act Compliance
- h. B7 Tobacco Prohibition

Tobacco on school grounds - contract with students and parents that allow us to restrict their right to have tobacco on school grounds.

- i. C1 Education Records
 - j. C2 Student Drugs & Alcohol title changed to Student Possession and Use of Drugs and Alcohol
 - k. C3 Transportation
 - l. C4 Limited English Proficiency Students
 - m. C5 Firearms
 - n. C6 Participation of Home Study Students
 - o. C8 Pupil Privacy Rights
 - p. C10 Prevention of Harassment, Hazing & Bullying of Students
- Harrassment C10, page 2 - conflict of interest is it really part of the policy? Policy will be reviewed at a future meeting.
- q. D2 Grade Advancement: Retention, Promotion and Acceleration of Students
 - r. D3 Responsible Computer, Internet & Network Use
 - s. D5 Animal Dissection
 - t. D6 Class Size

3. Executive Session: ACSD Negotiations: VSA-Title 1, § Section 313 (1-B)

Motion to enter executive session for the purpose of discussing negotiations. Steve Orzech recused himself.
Board left executive session at 8:55 PM.

Move: Lorraine Morse Second: Chris Eaton Status: Passed

E. Other

Reported out on the Engagement committee meeting. Give out some handouts at the next all board meeting in December. Victoria Jette spent time at the all sports event.

Board Paq - do we get notified when things are added? Policy meeting will be December 1st at 7:00 PM in the Central Office.

Jason Duquette-Hoffman raised concerns about bias related incidents within the community. Community members were wondering if the board would issue a statement about bias related incidents, etc. Jason shared a draft letter to the community from the board.

Motion to authorize Jason Duquette-Hoffman and JP Rees to revise the letter as presented, correcting the first/last paragraphs and publish in the Addison Independent.

Move: Ruth Hardy Second: Steve Orzech Status: Passed

F. Adjournment

Meeting adjourned at 9:00 PM.

Addison Central School District Consolidated Budget

Prior years comparison

	FY16 Budget	FY17 Budget	FY16-FY17 % Change	FY18 Budget	FY17-FY18 % Change
Local Expenditures	\$ 34,176,536	\$ 35,040,030	2.53%	\$ 35,759,347	2.05%
Local Revenues	\$ 4,334,541	\$ 4,427,756	2.15%	\$ 4,709,363	6.36%
Local Education Spending	\$ 29,841,995	\$ 30,612,274	2.58%	\$ 31,049,985	1.43%
Equalized Pupils	1,786.83	1,839.45		*1,839.45*	
Ed Spending / EqPup	\$ 16,701.08	\$ 16,642.08	-0.35%	\$ 16,880.04	1.43%

***Uses 2017 Equalized Pupil figure**

Unaudited 2016 Fund Balance: \$ 1,094,000

AOE Information	FY18
Projected Property Yield:	\$ 10,076
Projected Income Yield:	\$ 11,875
Projected Non-residential rate	\$ 1.55
Projected Spending Threshold:	\$ 17,386

ALL AOE INFORMATION WILL CHANGE

ACSD Spending Threshold Exclusions

Debt Exclusions	\$ 181
VSTRS Reductions	\$ 11
Special Ed Exclusions	\$ 11
	<u>\$ 204</u> *Approximate

Addison Central School District Consolidated Budget

Total Budget

		FY18 Budget
Local Expenditures	\$	35,759,347
State Aid & Grants	\$	16,294
Federal Aid & Grants	\$	1,165,364
School Based Funds	\$	41,100
Other	\$	259,553
Total Expenditures		\$ 37,241,658
Local Revenues	\$	4,709,363
State Aid & Grants	\$	16,294
Federal Aid & Grants	\$	1,165,364
School Based Funds	\$	41,100
Other	\$	259,553
Total Revenues		\$ 6,191,674
Local Education Spending	\$	31,049,985
Equalized Pupils		1,839.45 *FY17 EqPup
Ed Spending / EqPup	\$	16,880.04

Addison Central School District 2018 Total Budget

Expenditures

Student Instruction	\$	22,674,381	
Hannaford Career Center	\$	1,296,689	
Universal Pre-K	\$	454,454	
Special Education	\$	5,622,863	
Board of Education	\$	488,347	
District Office Administration	\$	1,097,324	
Facilities	\$	1,680,480	
Technology	\$	1,021,267	
Professional Development	\$	399,500	
Debt Service	\$	394,768	
Transportation	\$	786,317	
State aid	\$	16,294	
Federal aid (CFP)	\$	654,363	
Other aid (Medicaid, EPSDT)	\$	259,553	
Special Fund Expenditures	\$	41,100	
Contingency	\$	353,958	
Transfers to Reserve Funds			
		Total Expenditures	\$ 37,241,658

Revenues

Local	\$	848,960	
State	\$	3,442,803	
Federal	\$	1,165,364	
Other	\$	380,589	
Transfer from Education Reserve			
Fund Balance Projection for Tax Relief	\$	353,958	
		Total Revenues	\$ 6,191,674

Total Local Education Spending **\$ 31,049,985**

Equalized Pupils **1839.45 *FY17 EqPup**

Ed Spending / Eq Pupils **\$ 16,880.04**

ACSD

FY18 Budget Detail

FUND 1000

Student Instruction

Expenditures

Instructional Programs	\$	15,964,901	
Pre-K Programs	\$	98,572	
Instructional Support	\$	2,829,230	
Principals Office	\$	2,358,373	
Custodial	\$	1,423,306	
		<u> </u>	\$ 22,674,381

Local education cost = \$ 22,674,381

% of total local education cost = 73.03%

ACSD

FY18 Budget Detail

FUND 1000
Student Instruction

Expenditures

<u>Direct Instruction</u>			
Salaries and Benefits	\$	14,850,570	
Contracted Services	\$	403,454	
Supplies, books, equipment	\$	710,877	
			\$ 15,964,901
 <u>Pre-K Programs</u>			
Salaries and Benefits	\$	98,572	
Contracted Services	\$	-	
Supplies, books, equipment	\$	-	
			\$ 98,572
 <u>Instructional Support</u>			
Salaries and Benefits	\$	2,343,931	
Contracted Services	\$	341,250	
Supplies, books, equipment	\$	144,049	
			\$ 2,829,230
 <u>Principals Office</u>			
Salaries and Benefits	\$	2,231,119	
Contracted Services	\$	23,370	
Supplies, books, equipment	\$	103,884	
			\$ 2,358,373
 <u>Custodial</u>			
Salaries and Benefits	\$	1,246,771	
Contracted Services	\$	41,000	
Supplies, books, equipment	\$	135,535	
			\$ 1,423,306

Local education cost = \$ 22,674,381

Salaries & Benefits	\$	20,770,962
% of local education cost =		66.90%

ACSD

FY18 Budget Detail

FUNDS 1070, 1200, 2437, 2438, 5849, 5850

Special Education

Expenditures

Direct Instruction	\$	4,137,755	
Speech and Language Pathology	\$	564,402	
Occupational Therapy	\$	37,030	
Psychological Services	\$	148,745	
Other Student Support Services	\$	212,258	
Administration	\$	352,674	
Student Transportation	\$	170,000	
			<hr/>
			\$ 5,622,863

Revenue

Federal Grants	\$	511,002	
State Grants	\$	739,250	
Expenditures Reimbursement	\$	2,059,800	
			<hr/>
	\$	3,310,052	

Local education cost = \$ 2,312,811

% of total local education cost = 7.45%

ACSD

FY18 Budget Detail

FUNDS 1070, 1200, 2437, 2438, 5849, 5850

Special Education

Expenditures

Direct Instruction

Salaries and Benefits	\$	2,243,096	
Professional Services	\$	1,535,084	
Out of District Tuition	\$	295,000	
Travel/Conferences	\$	31,875	
Supplies and Equipment	\$	32,700	
			\$ 4,137,755

Speech and Language Pathology

Salaries and Benefits	\$	560,402	
Professional Services	\$	4,000	
			\$ 564,402

Occupational Therapy

Professional Services	\$	37,030	
			\$ 37,030

Psychological Services

Salaries and Benefits	\$	148,745	
			\$ 148,745

Other Student Support Services

Salaries and Benefits	\$	41,258	
Professional Services	\$	168,500	
Assessment Materials	\$	2,500	
			\$ 212,258

Administration

Salaries and Benefits	\$	345,359	
Supplies and Equipment	\$	4,315	
Travel/Conferences	\$	3,000	
			\$ 352,674

Student Transportation

Professional Services	\$	170,000	
			\$ 170,000

\$	5,622,863	\$	5,622,863
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Revenue

IDEAB Grant	\$	494,015
IDEAB Preschool Grant	\$	16,988
Mainstream Block Grant	\$	624,000
Expenditures Reimbursement	\$	1,750,000
Extraordinary Reimbursement	\$	109,800
EEE State Grant	\$	114,000
Excess Costs Reimbursement	\$	200,000
Regional I Team Grant	\$	1,250
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	\$	3,310,052

Local education cost = \$ 2,312,811

% of total local education cost = 7.45%

ACSD

FY18 Budget Detail

FUND 1011
Board of Education

Expenditures

Salaries and Social Security	\$	12,372	
Insurance			
Workers Compensation	\$	200,000	
Insurance Pool	\$	5,000	
Multi-line policies	\$	190,035	
Audit	\$	47,200	
Legal	\$	25,000	
Postage, printing, dues/fees	\$	8,740	
		<u> </u>	\$ 488,347

Local education cost = \$ 488,347

% of total local education cost = 1.57%

ACSD

FY18 Budget Detail

FUND 1010
District Office Administration

Expenditures

Salaries and Benefits	\$	940,364	
Professional Services	\$	3,590	
Supplies and Equipment	\$	37,607	
Advertising	\$	33,075	
Mileage Reimbursement	\$	10,235	
Finance Hardware/Software & Prof Services	\$	59,375	
Custodial Services	\$	13,078	
		<u> </u>	\$ 1,097,324

Local education cost = \$ 1,097,324

% of total local education cost = 3.53%

ACSD

FY18 Budget Detail

FUND 1013
Facilities/Maintenance

Expenditures

Salaries & Benefits	\$	197,598	
Contracted Services	\$	154,812	
Water and Sewer	\$	29,390	
Disposal Services	\$	41,554	
Grounds/Snow Removal/Lawn Mowing	\$	118,828	
Repairs & Maintenance	\$	174,000	
Construction Services	\$	83,000	
Communication/Telephone	\$	104,912	
Travel	\$	4,500	
Supplies	\$	8,650	
Electricity	\$	352,636	
Fuel (Oil & Propane)	\$	305,225	
Equipment	\$	40,875	
Furniture	\$	64,500	
Dues & Fees			\$ 1,680,480

Local education cost = \$ 1,680,480

% of total local education cost = 5.41%

ACSD

FY18 Budget Detail

FUND 1030
Technology Department

Expenditures

Salaries & benefits	\$	587,890	
Professional Services	\$	17,050	
Repairs	\$	9,280	
Copier Leases	\$	87,757	
Supplies	\$	19,180	
Software	\$	59,891	
Equipment	\$	<u>240,219</u>	
			\$ 1,021,267

Local education cost = \$ 1,021,267

% of total local education cost = 3.29%

ACSD

FY18 Budget Detail

FUND 1060

Professional Development & Course Reimbursement

Expenditures

Course Reimbursement	\$	105,000	
Professional Development			
School Based	\$	47,000	
District Wide	\$	100,000	
IB Consultation & Fees	\$	85,500	
Onsite PYP Training	\$	54,000	
Onsite MYP Training	\$	<u>8,000</u>	
			\$ 399,500

Revenue

Middlebury College IB Grant	\$	<u>25,000</u>	
			\$ 25,000

Local education cost = \$ 374,500

% of total local education cost = 1.21%

ACSD

FY18 Budget Detail

Debt Service

Bridport P&I	\$	47,971	
Mary Hogan	\$	161,893	
MUHS	\$	32,748	
MUMS	\$	95,452	
Ripton	\$	19,083	
Salisbury	\$	5,346	
Shoreham	\$	32,275	
		<u> </u>	\$ 394,768

Local education cost = \$ 394,768

% of total local education cost = 1.27%

Historical Staffing by School

Licensed Staff (teachers, librarians, counselors, nurses)

School	FY16				FY17				FY18			
	Licensed Staff (FTE)	Equalized Pupil	EqPup / 1 FTE	Cost	Licensed Staff (FTE)	Equalized Pupil	EqPup / 1 FTE	Cost	Licensed Staff (FTE)	Equalized Pupil**	EqPup / 1 FTE	Cost
Bridport	7.83	80.9	10.3	\$ 515,051	8.38	79.17	9.45	602,300	8.10	79.17	9.8	610,559
Cornwall	9.24	79.7	8.6	\$ 719,117	9.24	78.99	8.55	747,574	9.27	78.99	8.5	775,057
Mary Hogan	32.13	415.1	12.9	\$ 2,490,264	33.06	460.18	13.92	2,596,698	34.00	460.18	13.5	2,757,708
UD#3	83.98	967.7	11.5	\$ 6,794,788	85.10	963.73	11.32	6,996,400	85.24	963.73	11.3	7,211,774
Ripton	5.26	33.7	6.4	\$ 398,510	5.71	36.78	6.44	461,389	5.66	36.78	6.5	471,771
Salisbury	9.64	88.6	9.2	\$ 816,669	9.52	92.42	9.71	852,082	9.57	92.42	9.7	921,438
Shoreham	9.47	75.1	7.9	\$ 752,045	8.62	79.87	9.27	720,679	9.00	79.87	8.9	740,193
Weybridge	5.91	46.0	7.8	\$ 475,073	6.21	48.31	7.78	548,659	5.90	48.31	8.2	539,761

General Education Paraprofessionals

School	FY16				FY17				FY18			
	Staff (FTE)	Equalized Pupil	EqPup / 1 FTE	Cost	Staff (FTE)	Equalized Pupil	EqPup / 1 FTE	Cost	Staff (FTE)	Equalized Pupil**	EqPup / 1 FTE	Cost
Bridport	4.52	80.91	17.9	70,860	4.00	79.17	19.8	81,150	3.70	79.17	21.4	138,094
Cornwall	1.32	79.73	60.4	30,871	0.81	78.99	97.5	35,413	1.00	78.99	79.0	32,590
Mary Hogan	28.80	415.12	14.4	662,991	24.41	460.18	18.9	608,650	24.60	460.18	18.7	659,617
UD#3	8.04	967.71	120.4	261,645	8.36	963.73	115.3	225,111	6.10	963.73	158.0	216,468
Ripton	0.92	33.73	36.7	42,337	2.50	36.78	14.7	80,191	2.38	36.78	15.5	70,566
Salisbury	1.15	88.6	77.0	33,798	1.95	92.42	47.4	42,560	3.33	92.42	27.8	54,246
Shoreham	1.41	75.08	53.2	30,696	2.16	79.87	37.0	51,094	1.60	79.87	49.9	48,528
Weybridge	2.34	45.95	19.6	60,973	2.07	48.31	23.3	55,796	2.56	48.31	18.9	85,989

*All totals include benefits

**Uses FY17 Equalized Pupil figures for FY18