

Monkton School Board Meeting
 December 10, 2015
 6:30 PM
 Monkton Central School Music Room

AGENDA

- 1. Call to Order 6:30
- 2. Visitors' Business * 6:30
- 3. Board Items: 6:45
 - a. *C2.3. Financial Conditions and Activities: Monthly Financial Report*
 - b. *C2.4. Financial Planning and Budgeting*
 - i. Budget Development
 - c. Response to November Monitoring Report C1.2 Life and Career Skills (Action Item)
 - d. *C4.2.1. Planned Linkages with Owners: Community Engagement Planning (Budget & Act 46)*
 - e. 4.1.6 Board Self-Assessment (Enclosure)
 - f. Other
- 4. *C 2.8. Communication and Support to the Board: Superintendent's Communication*
 - a. Teacher and Support Staff Negotiations Update
 - b. Act 46 Update
 - c. RBO Update

- 5. Consent Agenda: 7:45
 - a. Pay Orders

AP #	Amount		PR #	Amount
1025	\$5,742.04		1024	\$41,227.53
1027	\$66,571.65		1026	\$43,709.00
0	\$0.00		15	\$31.86
Total	\$72,313.69		Total	\$84,968.39

- b. Minutes 11/17/15 (Enclosure)
- 6. Other Visitor's Business *
- 7. Executive Session Anticipated T.1 V.S.A. § 313 Grievance 8:00
- 8. Executive Session Anticipated T.1 V.S.A. § 313 Negotiations 8:30

Upcoming Meetings: 1/14/16 @ 6:30 PM, Monkton School Board Meeting

* *Public Comment: Anyone making a comment can expect a response from the board that will fall into one of the following categories:*

- a. *Thank the person with no further action planned.*
- b. *Respond immediately by the board chair or administration.*
- c. *Direct the administration to contact and respond to the person.*
- d. *Seek clarification from the administration at a specified meeting.*
- e. *Add the topic to a specified future board agenda.*
- f. *Refer the matter to an executive session.*
- g. *Hold a public hearing on the matter.*



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MT. ABRAHAM UNION MIDDLE/HIGH SCHOOL ~ BRISTOL ~ LINCOLN ~ MONKTON ~ NEW HAVEN ~ STARKSBORO

December 4, 2015

To: All Boards
From: Catrina DiNapoli, Asst. Supt
Subject: December Agendas

Budget Development

This is the primary topic for all Boards this month. Armando will be attending all of your meetings with the exception of the Executive Committee meeting, which I will attend. Howard will also join the meetings that take place on a Tuesday and Susan will be at the beginning of the Robinson meeting to address a specific item.

You were provided a first draft expense budget for FY17 at the carousel meeting last month. The principals have also had a chance to look closely at those drafts and have worked with April and Howard as necessary. We will do our best to answer any questions about the expense budgets. This month we will have more information for you as we develop the next draft and prepare to make decisions about potential reductions needed to stay under the Act 46 spending limits.

Relationship-by Objective Training Update

This item is on all agendas so folks who attended the training can speak to the process and outcome. There is a Steering Committee inclusive of board members, administrators, teachers and support staff who will be meeting with Cynthia Jeffries this weekend to de-brief the work to date and plan action steps moving forward.

Policy Type: Board Self-Assessment Board: _____

Date of Meeting _____ Number of Board Members Present: _____ of _____

Date(s) covered in evaluation _____ Chair: _____

Meeting General Behavior

The agendas were well planned to focus on the real work of the Board.

<input type="radio"/> Usually	<input type="radio"/> Sometimes	<input type="radio"/> Rarely
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The Board followed its agendas and did not allow itself to get sidetracked.

<input type="radio"/> Usually	<input type="radio"/> Sometimes	<input type="radio"/> Rarely
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Board members arrived on time, prepared for and contributed to the meetings.

<input type="radio"/> Usually	<input type="radio"/> Sometimes	<input type="radio"/> Rarely
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The Board's deliberations and decision-making processes were public.

<input type="radio"/> Usually	<input type="radio"/> Sometimes	<input type="radio"/> Rarely
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Participation was balanced. All participated; no one dominated.

<input type="radio"/> Usually	<input type="radio"/> Sometimes	<input type="radio"/> Rarely
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Members listened attentively, avoiding side conversations.

<input type="radio"/> Usually	<input type="radio"/> Sometimes	<input type="radio"/> Rarely
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Work was conducted in an atmosphere of trust and openness.

<input type="radio"/> Usually	<input type="radio"/> Sometimes	<input type="radio"/> Rarely
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Meeting participants treated each other with respect and courtesy.

<input type="radio"/> Usually	<input type="radio"/> Sometimes	<input type="radio"/> Rarely
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Governance Principles Review

Board actions occur at the policy level rather than at the operational level.

<input type="radio"/> Usually	<input type="radio"/> Sometimes	<input type="radio"/> Rarely
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Board focuses on Ends Policy vs. Means.

<input type="radio"/> Usually	<input type="radio"/> Sometimes	<input type="radio"/> Rarely
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The Board reviews policy about each topic before discussing the issue.

<input type="radio"/> Usually	<input type="radio"/> Sometimes	<input type="radio"/> Rarely
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In writing additional policies, The Board starts with a broad statement and becomes more detailed in a logical and disciplined sequence.

<input type="radio"/> Usually	<input type="radio"/> Sometimes	<input type="radio"/> Rarely
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The Board minimizes time spent monitoring past performance.

<input type="radio"/> Usually	<input type="radio"/> Sometimes	<input type="radio"/> Rarely
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The Board routinely dedicates time to reviewing/improving its own process.

<input type="radio"/> Usually	<input type="radio"/> Sometimes	<input type="radio"/> Rarely
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The Board clarifies priorities/values when considering potential outcomes, beneficiaries, and costs of outcomes.

<input type="radio"/> Usually	<input type="radio"/> Sometimes	<input type="radio"/> Rarely
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The Board follows an annual calendar based on a plan for doing its work.

<input type="radio"/> Usually	<input type="radio"/> Sometimes	<input type="radio"/> Rarely
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The Board Chair helps the Board efficiently conduct its meeting.

<input type="radio"/> Usually	<input type="radio"/> Sometimes	<input type="radio"/> Rarely
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The Board spends most of its time deliberating issues, defining and clarifying its vision, and linking with its community, as opposed to fixing things.

<input type="radio"/> Usually	<input type="radio"/> Sometimes	<input type="radio"/> Rarely
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The Board supports the Superintendent in any reasonable interpretation of its policies.

<input type="radio"/> Usually	<input type="radio"/> Sometimes	<input type="radio"/> Rarely
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Comments:

Monkton School Board Meeting Minutes
November 17, 2015, 8:00
Mt. Abraham UM/HS Room 2008

Board members attending: Kristin Blanchette, Bob Radler, Marikate Kelley, Sarah Rougier, Jen Stanley

Others attending: Principal Betsy Knox, Acting Superintendent Catrina DiNapoli, CFO Howard Mansfield, Ann Marie Letourneau, Andy Letourneau

1. **Board Chair K. Blanchette called the meeting to order at 8:24pm.**
2. Visitors' Business: None
3. Executive Session Anticipated T.1 V.S.A. § 313 (Interview Interested Board Candidates)
The board decided that an executive session was not needed since only one letter of interest was received.
4. Appoint New Board Member
M. Kelley moved to appoint Otto Funke to the Mt. Abe Board and thank him for his willingness to serve; seconded by S. Rougier. Voted and passed 4-0.
5. Board Items:
 - a. *C2.3. Financial Conditions and Activities:*
 - i. Monthly Financial Report
 - b. Food Service Cooperative Update
H. Mansfield noted food service is running revenue to expense ratio about 132% which is similar to last year. The proposed FY17 food service budget is the same as current year.
 - c. *C2.4. Financial Planning and Budgeting:*
 - i. FY17 Draft Budget Discussion
Enrollment is down across the district, but changes in enrollment (ADM) at different schools will impact assessment amounts.
H. Mansfield shared the draft budget. It currently shows \$734,000 "extra" but the SU assessment has not been included, based on ADM and SU budget. M. Kelley inquired whether the SU surplus will reduce SU cost assessed to local towns? Yes. The board discussed details of the budget with H. Mansfield. Many budget numbers are still missing. Additional details will be provided in December.
B. Knox shared that the budget process has been a lot more collaborative than last year in working with staff. B. Knox shared that she hopes to not have to make significant program cuts. Kindergarten numbers for next year still in flux – currently there are 23 expected students plus 4 possible others. Also, there could be other kids that come to registration that aren't in these counts.
 - ii. Act 46 Spending Threshold Discussion
M. Kelley updated that VSBA, VSBIT, and other boards have made motions to request repeal of the allowable growth rate portion of Act 46. M. Kelley shared many reasons to support the repeal of the allowable growth rate. J. Stanley agreed with a motion to repeal. K. Blanchette read a draft proposed motion. Discussion ensued about who to send the letter to. It would also include our local reps. **M. Kelley moved that the Monkton School Board charge K. Blanchette with drafting a letter to the speaker of the Vermont House and to the President Pro Tempore of the Vermont Senate notifying them that the Monkton Central School Board would like them to rescind the**

allowable growth provisions (section 37) of Act 46; seconded by S. Rougier. Voted and passed 4-0.

iii. Career Change Incentive Option (Action Item)

K. Blanchette shared the update from C. DiNapoli that ANEDA is not interested in considering a side agreement to only be able to take the retirement buy out over 3 years. Currently the contract allows payout over 1, 2, or 3 years. The Starksboro board had inquired about a possible side agreement with ANEDA. M. Kelley shared additional data that was presented at the Executive Committee. At the best possible condition, if an employee at the highest step (MA+30 years) is replaced by an employee at the lowest step (BA+0 years), with pay out in one year, with health insurance remaining constant, the cost to the district is \$9,782 in the first year. Other scenarios were also described. K. Blanchette noted that the exact step level of staff is not final until December. M. Kelley shared her research on recent staff hires. Recent MCS hires have not been at the lowest step, rather they have been at a medium step level. Therefore, the net cost to the district would be higher since the newly hired teacher salary will be higher.

J. Stanley expressed frustration that the data was not provided by the central office to this board. J. Stanley stated that without a side agreement to only offer a 3 year buyout, and with the other financial constraints such as the allowable growth rate, the district could not offer the career change incentive at this time. B. Radler noted that it was unfortunate not to be able to consider this. Because of the Act 46 spending restrictions, it could mean having to cut someone else to offer the incentive. **J. Stanley moved to not offer the career change incentive at this time; seconded by M. Kelley.** M. Kelley noted that based on the data we received from H. Mansfield and our recent hiring experience levels, we could be looking at approximately \$24,000 cost in the first year. **Voted and passed 4-0.**

d. *C4.2.1. Planned Linkages with Owners: Community Engagement Planning*

The board discussed the level of detail of the budget and format of the annual report. Request to have more detail, also footnotes on the same page as the item it refers to. B. Radler asked that we review the footnotes with administration before printing. People would like more detailed SU budget in the annual report. Helpful to have the summary page and more detail. How can we help people understand the budget more easily. J. Stanley noted the request to include class sizes and configuration. J. Stanley suggested that the version of budget broken out by department may be too detailed. A. Letourneau suggested more clarity of footnotes when information is more summarized. The board will continue discussions about community engagement planning at the next meeting.

e. Response to Monitoring Reports (Action Item)

The board agreed to take action on the Life and Career Skills report next month. This is following our recent process to receive a report then act on it the following month.

For Executive Limitations Monitoring Report 2.0 and 2.8, the board discussed items to include in comments. M. Kelley noted that we have not received all expected monitoring reports. K. Blanchette noted that she didn't have support with agendas. There was a lack of follow through and timeliness of information requested by the board. One meeting did not have representation from central office. The board discussed the response. The board finds that the superintendent's interpretation is reasonable, but that the data does not demonstrate accomplishment of this interpretation. The board included comments as noted above, and did not request any additional evidence. **J. Stanley moved to accept Executive Limitations Monitoring Report 2.0 and 2.8 with the response discussed at the meeting; seconded by S. Rougier. Voted and passed 4-0.**

For Executive Limitations Monitoring Report on Policy 2.1, J. Stanley noted that future reports should address how schools are protecting data. M. Kelley noted that the first part of the policy

UNAPPROVED

was not addressed and that she thought the report was incomplete. The board will note that the report is incomplete and find the superintendent not in compliance for this monitoring report. **B. Radler moved that the report is incomplete and finds the superintendent not in compliance for C2.1; seconded by M. Kelley. Voted and passed 4-0.** Because there are two different response pages, the board made a similar motion for Executive Limitations Monitoring Report on Policy 2.2. **M. Kelley moved that the report is incomplete and not in compliance for C2.2 based on the first bullet; seconded by S. Rougier.** The board requests that future reports address all bullets of the policy. **Voted and passed 4-0.**

- f. Review Self-Assessment from October (Action Item): Tabled to December meeting
- g. Other: K. Blanchette shared an update about the professional staff and support staff negotiations.

6. *C 2.8. Communication and Support to the Board:*

- a. Executive Committee Update: M. Kelley talked about the charge for the Policy and Governance Review committee, career change incentive data (discussed earlier), and other updates.
- b. Act 46 Study Committee Update: J. Stanley provided a quick update about the work of the Act 46 study committee. A consultant has been selected and meetings scheduled. While no official decision has been made, the committee is not actively pursuing the timeline needed to accomplish an accelerated merger.

7. Consent Agenda: **M. Kelley moved to adopt the consent agent; seconded by S. Rougier. Voted and passed 4-0.**

- a. Pay Orders

AP #	Amount		PR #	Amount
1016	\$27,099.63		1018	\$46,630.85
1019	\$86,955.74		1021	\$32,927.62
1022	\$60,167.44		1020	\$898.28
0	\$0.00		1023	\$41,511.29
0	\$0.00		13	\$74.34
Total	\$174,222.81		Total	\$122,042.38

- b. Minutes 9/28/15, 10/8/15, 11/2/15 (Enclosures)

8. Other Visitor's Business: none

9. **J. Stanley moved to adjourn at 10:07pm; seconded by S. Rougier. Voted and passed 4-0.**

Minutes submitted by
Jen Stanley, clerk