

HARWOOD UNIFIED UNION SCHOOL DISTRICT BOARD

MEETING MINUTES

WEDNESDAY, November 15, 2017

6:00 - 9:00 P.M.

HARWOOD UNION HIGH SCHOOL LIBRARY

Unapproved Minutes

Present from the Board: Christine Sullivan (Chair), Gabe Gilman (arrived 7:15), Jim Casey, Garrett MacCurtain, Tom Cahalan, Maureen McCracken, Rosemarie White, Caitlin Hollister, Alycia Biondo, Rob Williams, Peter Langella, Alexandra Thomsen, Lorraine Wargo.

Present from HUUSD: Brigid Nease, Superintendent and Michelle Baker, Director of Finance; Donarae Dawson, Sheila Soule

Harwood Student Reps: Kira Mead, Junior; Eleanor Reilly, Sophomore.

Public: Maddie Hughes, Tom Thumm, Chris Keating, Jim Reagan

1. Call to Order: Meeting called to order by Christine Sullivan at 6:01
2. Additions and Deletions to Agenda:
 - a. Michelle requested approval for payment of technology upgrade.
3. Public Comment: None
4. Approve minutes of October 25, 2017: *Minutes approved as written.*
5. Reflections/Follow up (procedure for filling board vacancy):
 - a. Procedure has been updated and information is on the website.
6. Work Group Reports: Community Engagement Exploratory Committee and Communications (meeting at GM)
 - a. *Motion made by Alycia to make the Community Engagement Exploratory Committee one of the official Work Group Committees, seconded by Maureen. Jim abstained, Motion Passed.*
 - b. Request a motion to organize and implement activities. *Motion made by Alycia to have public forum on Dec.18 at the Harwood library from 5:30 -7 and also create an online survey showing what would be talked about at the event,*

seconded by Maureen. Suggest that things discussed at the meeting be brought back to the full board for discussion. Put on web site for all to see. Next year September would be a better time to have these meetings because of budget timing. Suggest keep questions in draft form and provide some background information about where board is in the budget process at this time. Use December meeting with Val to help refine these questions.

- c. Discussion of timing of meeting: December not a good time to hold these – people too busy, out of town, etc. There's no good time for this but board has to engage the community so will just do it. Make sure that the meeting follows the agenda and open meeting law – sign-in sheets, minutes taken, etc. Can use this as a good starting foundation. Get going on survey soon. Make sure it goes out to all the communities. Would be a good idea to be visioning, talk about the future. Keep policies in mind – be able to redirect issues that are not appropriate. Ask Val about ways to redirect inappropriate questions. *Motion approved unanimously.*

7. Annual Enrollment presentation, definitions/education, history and projections:

- a. Overview of enrollment and quality of the information presented by Sheila. Explanation of what might be going on within school that could affect the information. Included details on SAT scores, SBAC and NECAP scores. Interesting data about the increased number of AP courses offered at Harwood (they have been doubled), and there are more kids taking these. Learning is student centered but up to parents, student and teacher. Good idea to explain differences between AP and Honors classes to the public. Would like more qualitative data about learning experiences, etc. Suggest have four presentations

per year for Harwood, middle level and elementary in future to show what is happening in a story form.

Presented qualitative data on who was in school last year and who is here this year – and where did they go. (Not compared to similar schools because they do not track data.) 83 out (10 to early college, 6 exchange, 6 moved out/3 moved in), 41 in. – makes 1.6% decline in enrollment – this is the same range as during the last few years.

8. Presentation of other data important to budgeting:

- a. Enrollment information presented by Michelle Baker. Enrollment measured in different ways. Static data is for October 1st – kids in the seats. (Pre-k is not factored into these numbers but on separate sheet.) Enrollment numbers were shown for each school from 2009 to 2017.
- b. Also included different indicators used when measuring student enrollment in addition to the Oct 1 student count. Another would be the fall school student census. State collects all this information, and arrives at the ADM (count of residents) to calculate the Equalized Pupil number.

9. Introduction of “One Budget” budget:

- a. Discussion of additions and reductions – expenditures only and staffing (don’t get information on revenues or equalized pupils until December 20). Have had many meeting with full administrative team to discuss issues of the budget.
- b. Current budget: \$36,294,313. Staffing is biggest piece – 55%. Saving from unification is \$130,950 from financial audit, bulk purchasing of fuel oil, change in disability insurance, and a reduction of board expenses from local school boards.
- c. Two proposals presented last year were the World Language and Pre-K programs – both will be in the new budget to ensure that things will be equitable. Also

includes a new math program for grades K through 5. Proposal is to reduce classroom teachers by 2.4 FTE. Interventionists: add 3.0 FTE (30% of children have some kind of intervention need). Instructional Assistants: net reduction of 3.1 FTE. Specifics and also some other staffing changes (see "First Look at FY2019 General Fund Budget-November 15, 2017" on the website), longterm debt service.

10. Total expenditure associated with staffing changes is 0.2% of the total expenditure budget. Preliminary Estimates effect on total Expenditures: with the savings and changes, result in an expenditure increase of 3.6% (2.4% is salaries and benefits). .
11. Do we want to continue to move forward with recommendations – work in progress but this expenditure piece is a place to start. White paper from Brigid coming at next meeting that is also connected to the budget process.
12. Teacher Retirement Incentive Program - (those who have worked for district 20 years or more) – offered \$20,000 paid out over two years, plus whatever was negotiated in the new contract. Ask teachers to commit by January. Has to be affordable and of benefit to the school. *Rosemarie made motion to make this offer to eligible teachers, seconded by Alex. Motion passed unanimously.*
13. Other business (future agenda planning):
 - a. *Motion made by Rosemarie to approve the \$30,000 expenditure for Michelle to pay for upgrading wireless which is already budgeted, seconded by Alex. Motion passed unanimously.*
 - b. Peter requested a future agenda item to talk about Gov. Scott's letter that was emailed by Brigid; *Peter moved to add this item to the 12/6 meeting, seconded by Alycia. Peter moved to ask board to discuss rotating meetings to different*

schools or keeping them at Harwood to be on the agenda for the meeting after budget, seconded by Gabe. Garet and Jim abstained. Motion passed.

c. Motion made by Rosemarie to accept Board Warrant Listings 1104, 1112, 1113, 1114 in the amount of \$766,046.95, seconded by Alycia. Motion passed unanimously.

d. Asked student reps what they thought about meeting – suggest they bring mini report next time. Rob asked to hear more about the pulse of the students at Harwood from their point of view.

14. Executive Session: none

15. Adjourn:

a. Motion made by Lorraine to adjourn at 9:15, seconded by Rob. Motion passed unanimously.

Submitted by

Freya Chaffee