

Washington West Supervisory Union Executive Committee
"OFFICIAL" Meeting Minutes for October 10, 2012
Washington West Central Office

WWEC Members Present: Deb Hunter (Harwood), Dale Smeltzer (Harwood), Kaj Samsom (Moretown), Eve Frankel (Waitsfield), Charlotte Robinson (Warren), Steve Odefey (Waterbury-Duxbury)

Administrators Present: Brigid Scheffert, Michelle Baker,

Others: Steve Dale (VSBA)

Dale Smeltzer, as vice-chair, called the meeting to order at 5:39 p.m.

1) Action Items:

- a) **Approve minutes of September 12, 2012:** Deb Hunter moved to approve the minutes of September 12, 2012 as written. Steve Odefey seconded the motion which passed unanimously.
- b) **Acceptance of Audits:** Michelle Baker noted that the audit report for the period ending June 30, 2011 was sent out in the spring but had not yet been officially accepted. It was an unqualified opinion, with one recommendation for improvement of coding, which has now been addressed. Deb Hunter moved to accept the WWSU audit report for the period ending June 30, 2011. Kaj Samsom seconded the motion which passed unanimously.
- c) **Approve Process for Selection of Future Auditors –** Michelle provided an outline of the district costs for the audit contract that is just finishing with Angolano & Co, and also the previous costs of the other bidders. She noted that for public companies, there is a requirement for auditor rotations, but not for schools. It is considered good practice to rotate auditors, however, and VSBA recommends this. We are at the point of needing to go out to bid again for a new auditing contract period of 3 years. She noted that it is more expensive to have auditor rotation, and there needs to be consideration of the balance between cost and rotation. There was a discussion of what the priorities might be around if and how often to expect auditor rotation. There has been a shortage of firms that do this work, which also affects the cost estimates. She projects costs to about double.

An updated bid was included in the board packet, which she is suggesting to use as we go out to get new figures. Board members discussed the issues and suggested that it would be good to put out the bid with a statement saying that we are interested in auditor rotation to encourage realistic bids from all firms. RFPs would be back for November 28 meeting.

WWEC members should report to local boards about what we are doing and why. It was noted that we could go back to our current auditor later, for example, after rotating to another firm that might cost more. By state statute this is an SU decision.

- d) **Authorize Support Staff Negotiations Council –** Kaj Samsom moved to authorize a Support Staff Negotiations Council to be made up of a representative from each of the member districts involved plus Brigid and Michelle. Eve Frankel seconded the motion which passed unanimously.

2) Discussion Items

- a) **VSBA Presentation with Steve Dale:** Steve Dale, Executive Director of VSBA, explained that in his first 18 months on the job he has been trying to go around to all supervisory union board meetings in order to introduce himself and describe the services they offer. He distributed a handout outlining their mission and services, and mentioned some of the communication changes they've made to board members, plus the issues they are normally involved with. He shared with board members drafts of four major statewide messages that they are planning to raise with the legislature and public in the coming year.
- b) **WWSU Action Plan Draft #1:** Brigid noted that bringing consistency preK-12 within the SU has been something she's worked on since she started, and this is the work that she has been overseeing to accomplish this. It has been a year and a half in the making. This was included in the meeting packet, and she is looking for feedback on format and content, noting that it is intended to be a living document. She

is working to build systems and structure so that work continues independently of who is doing it. Board members were impressed with the simplicity, user-friendly-ness, scope, systemic nature, and organization of the document.

ACTION: Deb Hunter moved to accept and endorse the action plan draft, and support its further development and implementation. Kaj Samsom seconded the motion which passed unanimously.

- c) **Upcoming Seminar on Transforming Education in WWSU – Oct 29 at HU Library at 6 PM.** Eve reminded board members to encouraging their local board members to attend. It will last about an hour, with Q&A to follow for as long as needed.
 - d) **Financials:** Michelle is projecting a little more than \$5K in fund balance. Money was saved on moving expenses.
 - e) **WWSU Budget Discussion #1** – Brigid asked board members for thoughts about the timeline, and any issues around the budget. The future status of the Facilities Manager is one question she brought up; currently Harwood has been using and funding almost all of this position. The Facilities Manager has done some small projects with Moretown, which were billed to WWSU and reduced HU's contribution for this to WWSU. Board members are interested in learning more information about how this might work if a share of the position was brought into the WWSU Budget to do work SU wide. More time will be needed to discuss other aspects of this, and since time was running out at this meeting it was decided that other items will be moved off the November agenda to allow for this.
 - f) **Update on Food Service Programs:** Brigid gave a very brief update
- 3) **Executive Session** – Deb Hunter moved to go into executive session to discuss personnel with Brigid invited. at 8:28 p.m. Kaj Samsom seconded and the motion passed unanimously. It was agreed to come out with no action taken at 8:40 p.m.
- 4) **Other Business** – There was none.
- 5) **Adjournment** – Deb Hunter moved to adjourn the meeting at 8:41 p.m. Charlotte Robinson seconded the motion which passed unanimously.

Minutes recorded by Dale Smeltzer