

**Washington West Supervisory Union Executive Committee**  
**"OFFICIAL" Meeting Minutes for December 12, 2012**  
**Washington West Central Office**

**WWEC Members Present:** Deb Hunter (Harwood), Dale Smeltzer (Harwood), Eve Frankel (Waitsfield), Rob Rosen (Warren), Steve Odefey (Waterbury-Duxbury – arrived 5:35 p.m.), and Ben Smith (Waterbury-Duxbury)

**Administrators Present:** Brigid Scheffert, Sheila Rivers, Michelle Baker, Donarae Pike

Ben Smith called the meeting to order at 5:33 p.m.

**1) Action Items:**

- a) **Approve minutes of November 26, 2012:** Deb Hunter moved to approve the minutes of November 26, 2012 as written. Eve Frankel seconded the motion which passed unanimously.

**2) Discussion Items**

- a) **Policy: Video and Cameras on Buses** – (Steve Odefey arrived at 5:35 p.m.) – Brigid Scheffert explained that this is not in Policy Packet #3, but after discussion with the Admin Team they would like to fast-track this policy. The buses under the new contract now have the ability to have video cameras installed. There is not interest in having cameras in all buses at all times, but rather the ability to put a camera in some buses during times when a certain route has become problematic. A work group on the Admin Team reviewed examples of policies in other SU's, have developed a draft and then had it reviewed by legal counsel. Brigid provided the language of the policy that is being proposed for WWEC board members to review. Board members provided feedback on the draft and there was discussion of the issues involved. Brigid will bring a new draft back to the next meeting.
- b) **WWSU Instructional Minutes Study** – Brigid presented data that Sheila Rivers has just finished compiling, in a handout titled: "FY 12 Instructional Minutes Summary – Grades K-6". The purpose of this data is to provide more information to inform decision making and allow better understanding of instruction in the different schools – to compare and contrast as just one piece of data to be considered. Board members reviewed the data and there was discussion. Sheila suggested that it might be useful to have discussions at the school level during local district board meetings.
- c) **Financials for November** – There were no questions; projected fund balance is consistent with previous months, at \$2,846.
- d) **Finalize Budget for Full Board Meeting (1/3/2013)** – Michelle presented the latest draft of the WWSU budget, provided in a handout titled: "WWSU FY2014 Budget, Draft #2 – December 12, 2012". She reported that there were two very minor changes from last time, resulting in the same expenditures increase of 4.4%. Assessments to local school districts are a slightly higher increase of 5.5% because revenue has gone down slightly. The handout provided distribution of these increases for each individual district as allocated by their ADM. The second page was a draft showing the costs of the services provided to each district, organized into four categories. The third page provided budget summary information over time. The fourth page showed more details around the WWSU expenses as a percentage of the total expenditures in the school districts. The fifth page showed a history of legal expense in each district over time, as well as transportation expenses. Board members were impressed with the information provided and the value shown to the local districts.

**3) Other Business – there was none**

- 4) **Adjournment** – Rob Rosen moved to adjourn the meeting at 7:05 p.m. Deb Hunter seconded the motion which passed unanimously.

*Minutes recorded by Dale Smeltzer*