

Washington West Supervisory Union Executive Committee
APPROVED Meeting Minutes for February 13, 2013
Washington West Central Office

WWEC Members Present: Susan MacLean-Daley (Fayston), Deb Hunter (Harwood), Dale Smeltzer (Harwood), Eve Frankel (Waitsfield), Rob Rosen (Warren), Steve Odefey (Waterbury-Duxbury), and Ben Smith (Waterbury-Duxbury)

Administrators Present: Brigid Scheffert, Michelle Baker

Ben Smith called the meeting to order at 5:32 p.m.

1) Action Items:

- a) **Approve minutes of January 9, 2013:** Rob Rosen moved to approve the minutes of January 9, 2013 as written. Susan MacLean-Daley seconded the motion which passed unanimously.

2) Discussion Items

- a) **Prepare for WWSU Board Reorganization on March 25, 2013** –Information will be sent out to board members to remind them of the importance of attending this 6:00 p.m. meeting. Ben Smith can no longer serve as chair according to the by-laws' limit of three years. It was suggested to send out a description of the role and also the time commitment, for people to consider whether they want to take on this role. There was discussion about the other WWSU Board positions and the people who are likely to continue.

A second part of the official board meeting will be to review the superintendent evaluation in executive session. At 7 PM will be the Superintendent Seminar.

- b) **Debrief House Education Committee Visit** – Brigid asked board members for their impressions of this visit, and afternoon session that was held for board members. She thought the visit went very well and that it was an important experience to provide for the committee and that there had been very good dialogue.
- c) **Tuitioning in Students and Keeping Students When Residency Changes: Policy, Procedures & Protocols in WWSU** – Brigid noted that she did not expect that a common policy would be realistic given the varied history of each district, but she does believe that is essential for each board to have a policy for the practice they want to have in place in their district. It is important for a policy to be guiding these decisions for board members rather than responding personally to the particular individual request; and to allow the Superintendent to carry out her job in compliance with official criteria. She reported on the research that she has done regarding what could be possibly be a violation of law, which includes being neutral on anything that might be discriminatory is critical; also neutral on student behavior. Timelines for requests from parents and space parameters are ways to provide some allowable discretion. There were questions and discussion. One issue is that reimbursement cannot be collected on a non-resident special education student's services. If there are students tuitioned in from towns that don't operate their own school and who automatically have school choice, those towns are responsible for any special education costs (and they get the reimbursement).

There was agreement that every district needs a local policy. Brigid will compile a draft policy on Admission of Non-Resident Tuition Students as the place for local boards to start to use as a template, with a worksheet flow chart of possible wording to enable the local board choices.

- d) **Policy Packet #3** – Brigid had the list of Administrator suggestions for these policies, to add to local board comments.
 - i) E1 Fiscal Management and General Accountability –

- (1) The word “guidelines” seems contradictory – take the word out.
- (2) Why is there 10% in section 2? - Michelle will come at a future meeting with recommendations, as well as for section 1.
- (3) In the first paragraph, the word “its” in 4th line should be “all” (to manage all financial affairs...)
- (4) Michelle will come at a future meeting with recommendation for items #1 and #2.
- ii) E2 Budgeting
 - (1) Admin Responsibility #1 and 2 should say Superintendent “or designee”
 - (2) Comma added in first line of “Approval”
 - (3) 6th line in opening paragraph should have apostrophe in the word District’s
- iii) E3 Financial Reports and Statements
 - (1) Replace choices in parentheses with “or designee”
- iv) E4 Risk Management
 - (1) Implementation – change to “designee” and delete “and his”
- v) E5 Emergency Closings
 - (1) Typo in first line – “to” staff
- vi) E6 Safety and Security of School Facilities
 - (1) Change “his or her” designee to just “designee”
 - (2) Weekly inspections should be changed to “reasonable periodic” inspections under Implementation
- vii) E7 School Crisis Prevention and Response
 - (1) No changes
 - (2) In Procedures, add “as age appropriate” provision in 4th bullet under Training. “The Principal shall have sole discretion to determine the age appropriateness of the instruction.”

- 3) **Executive Session** - Rob Rosen moved to go into executive session to discuss a matter of personnel with the Superintendent present at 7:14 p.m. Deb Hunter seconded the motion which passed unanimously. It was agreed to come out at 8:03 p.m. with no action taken.
- 4) **Other Business** – There was further discussion of the responsibilities of being the WWSU Chair.
- 5) **Adjournment** – Steve Odefey moved to adjourn the meeting at 8:17 p.m. Susan Daley seconded the motion which passed unanimously.

Minutes recorded by Dale Smeltzer