

Washington West Supervisory Union Executive Committee
APPROVED Meeting Minutes for May 8, 2013
Washington West Central Office

WWEC Members Present: Susan MacLean-Daley (Fayston, arrived at 7:05 p.m.), Deb Hunter (Harwood), Dale Smeltzer (Harwood), Jim Burmester (Moretown), Eve Frankel (Waitsfield), Rob Rosen (Warren), Steve Odefey (Waterbury-Duxbury), and Ben Smith (Waterbury-Duxbury)

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

Eve Frankel called the meeting to order at 5:35 p.m.

1) Action Items:

- a) **Approve minutes of February 13 and March 25, 2013:** Rob Rosen moved to approve the minutes of February 13 and March 25, 2013 as written. Ben Smith seconded the motion which passed unanimously.
- b) **Approve WWSU Letters of Employment:** Rob Rosen moved to approve the WWSU letters of employment. Ben Smith seconded the motion which passed unanimously.
- c) **MOU - Facilities Director** – Michelle Baker reviewed how this one year agreement has worked during the past couple years, with HU paying up to 100% of the Operations and Maintenance Director cost (reduced if other schools use Ray Daigle's services). Rob Rosen moved to approve the one year contract as presented. Deb Hunter seconded the motion which passed unanimously.

2) Discussion Items

- a) **Welcome New Member** – Eve welcomed Jim Burmester as the new representative from Moretown.
- b) **Financial Report** – Michelle reported that there is an anticipated \$6,994 fund balance, and there is no expectation that this will change.
- c) **Approval of LEAP and CFG to allow WWSU to receive grant funds** – Michelle passed out some draft language for these two annual motions that are needed.
 - i) **ACTION ITEM: CFP** – Ben Smith moved to authorize the SU to accept grants, to administer, and to act as the representative of all member school districts during FY 2014. Rob Rosen seconded the motion which passed unanimously.
 - ii) **ACTION ITEM: LEAP** – Dale Smeltzer moved to approve the Local Agency Plan for the individuals with Disability Improvement Act (IDEIA), Part B, for the fiscal year 2014 and to authorize the WWSU Board Chair to sign. Deb Hunter seconded the motion which passed unanimously.
- d) **Spring Meeting Schedule and June Retreat; Revised Policy Timeline** – Eve suggested that the choices are to have a second meeting in May, or to hold off the policy packet adoption for the fall. May 29 was agreed to as the best alternative for a 5:30 meeting to review policy. Board members will send any of their edits (for policies E8 on) to Laura Titus by May 13 for her to compile all comments for the May 29 board packet, to allow this work to happen most efficiently. There was then discussion of whether a Retreat made sense for June. It was agreed that the June agenda items would serve as good discussion opportunity for June and that a separate retreat would not be scheduled.
- e) **WWSU Curriculum Update/ERD Report 2012-13** – Sheila Rivers provided an update on how the Early Release Days have worked this current year. There are 21 sessions happening concurrently each time. She reviewed some of the highlights. She reported that they are looking at ways to build in some flexibility next year, in terms of allowing for teachers to take more than one offering each year, based on feedback. There was discussion about the need to have better consistency between the schools in the way that curriculum is implemented within all the different schools. There was interest in discussing two different issues (below) further at a future meeting
 - i) Foreign language - a brief overview of the change at Waitsfield in June and then more next year
 - ii) NECAP student data outcomes (SU wide) - in September

Sheila then reported on some of the Curriculum work, including implementing the Common Core. Donarae noted that this will really change the way special education students are taught, and that they will have to receive their instruction within the classroom and this will change the way that classroom teachers provided their instruction. There is a leadership team that meets once a month to accomplish the transition, including planning for the professional development needed. There is information provided on the website about the work that is happening. Eve asked if other boards had received concerns about misuse of student data relating to the Common Core Standards, and none had. Sheila also noted that for the upcoming year a set of technology standards has been adopted, that will be integrated within instruction, also new visual arts and science standards are coming out.

(Susan MacLean-Daley arrived at 7:05 p.m.)

- f) **Special Education FTE Reports** – Donarae provided a one page handout titled “WWSU Comparison FTE Report 2012 to FY 2013” and “WWSU Child Count/Staffing Summary”. She noted that the percentage of students on IEPs has been consistent over the years at about 14.5%, just a little below state average. She provided a presentation on special education services within WWSU.
- g) **WWSU Communication and PR** – Eve informed board members that she has put this on the agenda to follow up on conversations that had happened previously and suggestions that had been made to better address this. She is trying to understand what other SU’s are doing as a first step; how to get across success stories; how to empower our administrators to be able to lead the discussions within the community. Brigid asked about whether the seminar model used this year is something that is working, given the ratio of board members to community, if the goal is to get the community out. There was discussion about the intended audience for the seminars, and how best to reach people and allow them to participate. Eve suggested that we think about topics that board members might be interested in, and community oriented topics rooted in what is happening in our schools, and that the vision and plans for the year would best be tackled in September.

3) **Other Business**

- a) **MOU for WWSU Technology Coordinator for Fayston, Moretown and Waitsfield Elementary Schools** – Michelle reported on a proposal to hire a WWSU Technology Coordinator that would be fully funded by the three elementary schools (included in their budgets). A job description is being developed, and the person would be supervised by Craig Donan (the WWSU Technology Director). It would be dependent on local board approval for funding. The MOU would come up for action at the June WVEC meeting.
- 4) **Executive Session** – Dale Smeltzer moved to go into executive session for a matter of personnel with the Superintendent invited at 7:45 p.m. Rob Rosen seconded the motion, which passed unanimously. It was agreed to come out of executive session at 7:48 p.m. with no action taken.
- 5) **Executive Session** – Ben Smith moved to go into executive session for the superintendent evaluation at 7:49 p.m. with the Superintendent invited.

(Deb Hunter and Rob Rosen left at 8:07 p.m.)

It was agreed to come out of executive session at 9:17 p.m. with no action taken.

- 6) **Adjournment** – Ben Smith moved to adjourn the meeting at 9:18 p.m. Dale Smeltzer seconded the motion which passed unanimously.

Minutes recorded by Dale Smeltzer