

Washington West Supervisory Union Executive Committee
"OFFICIAL" Meeting Minutes for September 12, 2012
Washington West Central Office, Mad River Park

WWEC Members Present: Deb Hunter (Harwood), Dale Smeltzer (Harwood), Eve Frankel (Waitsfield), Jim Burmeister (Moretown), Rob Rosen (Warren, arrived 6:25 p.m.) Steve Odefey (Waterbury-Duxbury), and Ben Smith (Waterbury-Duxbury)

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

1) Ben Smith called the meeting to order at 5:35 p.m.

2) **ACTION ITEMS:**

- a) **Approve Minutes** – Deb Hunter moved to accept the minutes of May 9, 2012 as written. Steve Odefey seconded the motion which passed unanimously.
- b) **Approve WWSU Technology Plan** – Michelle Baker reported that this was sent to the state over the summer based on the support when presented at the May meeting, but its official approval will have to happen and be reported to the State. Updates on the plan and its implementation will be provided in the future. There was discussion of the implications of the plan.
 - i) **ACTION:** Deb Hunter moved to accept the technology plan as presented. Steve Odefey seconded the motion which passed unanimously.
- c) **Meeting Schedule for 2012/13; Full Board and Future All-Board Forums/Retreats** – Brigid Scheffert noted that this is to follow up on the momentum from the all board retreat in June where desire was expressed to have more opportunities to get together to discuss common issues. WWEC members supported getting together before budget season, if possible, and using the VSA template on Transformation included in Brigid's welcome to the school year letter. **The first meeting should be a Seminar 101 – understanding of terms and basic directions expected to be titled "Transforming Education in WWSU – Planning for the Future"**. The purpose would be to encourage the same language and a common understanding in the whole WWSU board community. It will also include a Technology piece – the status in each school and how this has impact to everyone. All local board members would be asked and encouraged to attend, and parents and community members invited. Tuesday, October 30 (alternate date of Monday October 29) was suggested, at 6 PM in the HU Library.

A sharing of Budget Process and Strategies Dialogue among local boards could be the topic for an upcoming WWEC meeting. A full board meeting will have to be scheduled to approve the budget before local boards approve their budgets. Thurs. Jan 3, 2013 was suggested, 6 PM, with a possible informational component as well. The intent would be to have another seminar in the spring – tentatively at the end of March (March 25), 6 PM, combined with the WWSU full board reorganization. The regular goal to accomplish all board discussions of common issues would be a model of convening together in the fall and spring of every year for regular seminars. A retreat/BBQ at the end of the year could also be held.

Rob Rosen arrived at 6:25 p.m.

- d) **Appoint a Finance Officer** – Freddie Graves has resigned as a school board member, so someone else needs to be appointed to fill the position of Finance Officer. There was a brief discussion of what is involved with the job of reviewing board orders. Dale Smeltzer moved to appoint Deb Hunter as the Finance Officer. Eve Frankel seconded the motion which passed unanimously. It was noted that Russ Bielke is the assistant finance officer.
- 3) **DISCUSSION:**
- a) **Lake Morey VSBA Conference** – Brigid noted that Board members would have been sent information about the conference which will be held Oct 25-26. She encouraged all board members to go. Brigid has been asked to be a presenter on one of the afternoon panels to talk about differences in how large SUs work (WWSU is one of the largest). She will be describing how the WWEC works, compared to the full

board. Susan Daley will be there with her. The regional VSBA meeting will be held on Oct 4 in Montpelier.

- b) **Policy Maintenance Protocol Draft #1** – Brigid reported that Policy Packet #3 is almost ready and will be out next week. The draft protocol provided with this meeting packet is to address the maintenance of the policy manuals in a consistent fashion. There were questions and suggestions about how best to make this system work, and Brigid will update the draft accordingly. Eva noted that the minutes on the website need to be kept current; Brigid noted that this is an issue
- c) **End of Year Financial Report** – Michelle reported that there was a \$24,810 projected fund balance for 2011-2012. She noted that the main reasons for this fund balance are that we did not need as much technology consulting because we had the systems administrator, plus Donarae's assistant was shifted to Medicaid funding which also created savings. The final audit report will be ready in November, and we will also approve the previous year's one at the same time which came out in late March and has not yet been accepted.

Michelle also reported that moving expenses came in under budget, with \$2,000 spent in FY12 and \$6,000 spent in FY13, which is under the budget of \$10,000. Brigid reported that she was able to purchase a number of furniture items at very low prices from the state flood furniture sale this summer.

d) **Mapping the Work 2012-13 –**

i) **October**

- (1) Steve Dale from the VSBA will be coming to talk about the new services they are providing through their organization.
- (2) WWSU Action Plan Draft #1 which has been in process for a year and is a living document that will be updated annually and include all work that is being done to meet it K-12, including monitoring.
- (3) WWSU Instructional Minutes Study comparison across schools will be presented in October
- (4) How best to proceed as quickly as possible with impacts from the federal food service changes. Brigid is in the process of gathering information.

ii) **November – and beyond** – Brigid and Ben will develop the schedule – which will include

- (1) Update on legislative directions (153/156)
- (2) Special Ed FTE Report.
- (3) Note: Revisiting last year's goal of pursuing middle school consolidation does not have the support needed to pursue further.

- e) **Supt. Scheffert's Trip to China with HUHS Team** – Brigid reported that Harwood has an initiative that involves developing an Asian program, something that has been developed in some other VT schools. A delegation from Kunming high school visited Harwood last year and Harwood sent a delegation to that school, to learn about what it might look like to have a partner school in China. Goals are to bring diversity, and possibly a revenue stream. The next step is to have a delegation go to Kunming to coordinate and map the curriculum and planning needs. The numbers of students coming will probably start with 8, and perhaps build to 20. The delegation includes Lisa Atwood, Lisa Lemieux, Kathy Cadwell and Brigid. It will be 7-9 days outside of the district for her and she will be in contact via email. She asked if there were objections to her going.

ACTION: Rob moved that WWEC support this trip. The motion was seconded by Steve Odefey and passed unanimously.

She noted will not be here for the Nov 14 WWEC meeting, and asked if this could be moved to Nov 28. Board members were agreeable to this change. Brigid has arranged for Michelle, Sheila and Donarae to back-up on her responsibilities while she is gone.

- 4) **OTHER BUSINESS:** Ben reported that he will not be here for the October meeting.

Motion to adjourn at 8:02 Steve/Deb PU