

Washington West Supervisory Union Executive Committee
"APPROVED" Meeting Minutes for February 9, 2011
WWSU Central Office

WWEC Members Present: Susan MacLean-Daley (Fayston), Mary Gow (Harwood), Scott Mackey (Harwood), Kaj Samsom (Moretown), Elizabeth Cadwell (Waitsfield), Rob Rosen (Warren), Dale Smeltzer (Waterbury-Duxbury), and Ben Smith (Waterbury-Duxbury)

Administrators Present: Brigid Scheffert, Sheila Rivers

Others: Kaiya Korb

Ben Smith called the meeting to order at 5:40 p.m.

1) Action Items:

- a) **Approve minutes of December 8, 2010 and January 12, 2011:** Elizabeth Cadwell moved to approve the minutes of December 8, 2010 and January 12, 2011 as written. Susan Daley seconded the motion which passed unanimously.

2) Discussion Items

- a) **Superintendent Report:** Brigid Scheffert had distributed this in advance, by email, to all board members and noted it is also posted on the website. She asked for any questions before moving on to goals. Dale Smeltzer asked about the timeline and process for the draft Principal Job Description.

(Scott Mackey arrived at 5:45 p.m.)

Brigid asked for direction as to a process. Dale suggested that the WWEC should approve it, after allowing for local board input. Brigid noted that the Principal assessment piece is consistent across the SU. It was agreed that Brigid would pass on any suggestions she receives, and that local boards would review it with the following framework, before the WWEC takes action at its March meeting.

LOCAL BOARDS: *Board chairs will ask their boards to discuss the draft Principal job description at their next meeting, asking two questions: "Is there anything that shouldn't be in here (that we don't want to hold the principal accountable for)?" and "Is there anything missing that we'd like to see?"*

- b) **Draft WWSU Goals – Administrative Draft:** Brigid reviewed her comments from her Superintendent's Report about the previous, very specific goals set a number of years ago, and the progress that had been made on them. She stated that the reason for setting new goals is to set a work plan that drives action steps. The Admin Team wanted broad, general goals, that would support a range of specific action steps. She reviewed the four goals, provided in a handout packet sent with the superintendent report, dated 1/10/11. She noted that priorities could be formed once action steps had been specified and that these goals were developed by the whole Administrative Team. There was then WWEC board member discussion about various aspects of the goal wording and several changes were suggested.

ACTION: Dale Smeltzer moved to approve the four WWSU Goals as amended. Rob Rosen seconded the motion which passed unanimously.

(Susan Daley left at 6:45 p.m.)

- c) **Superintendent Goals:** Brigid provided a brief overview of the Superintendent Goals that had been distributed in the handout packed sent by email. Ben asked how she thought these would be used, for example during her evaluation. Scott asked about the ability to disaggregate assessment data, and Brigid suggested that Student Data would be a good topic for a future agenda.
- d) **Curriculum and Instruction Update Report**
 - i) **VCAT Report:** Sheila Rivers provided a background handout on the VCAT student data system, which is a web-based tool that enables teachers and administrators to plan, administer and assess student learning based on SU curriculum and Vermont Standards. It allows for sorting of students into desired categories, and generates three kinds of reports – individual, group (e.g. classroom), and cohort

(where large groups can be compared). Sheila showed some examples of how it can be used for a particular common assessment within a specific subject and grade level. There were WWEC member questions and discussion about various aspects. Sheila then showed how it might be used by a teacher to review their students' results. Board members were very excited about what is being done, and suggested that local boards would want to hear this presentation.

- ii) **National Common Core Standards:** Sheila provided a powerpoint presentation, which she also provided on paper in a handout. She informed board members that the problems this new set of standards is meant to solve are: inconsistency between various state standards; the problem that occurs when students move from state to state; and the ability for greater collaboration to occur. It is a state-led, not national, initiative, and 43 states have adopted it. Currently the standards are only for English and Math, but other subjects are in the works.

e) **Discussion and Updates on Act 153:**

- i) **Governance** – Brigid asked what local boards are thinking, and noted that she is concerned about the time that a study committee would take, given the lack of state funding for a consultant. Rob suggested that pursuing a solution to the middle school issues is worth taking on, by forming a focus group. There was then discussion about whether there is the energy to pursue this, and if it is worth it for Central Office staff to spend the time. There was also discussion about whether the driving issues were cost, or quality. Scott suggested that an alternative might be to start planning for doing Special Education staffing out of Central Office.

(Mary Gow left at 8:25 p.m.)

- ii) **Transportation and Special Education** – Brigid gave an update on the transportation options for the coming year and stated that Michelle suggests that we could legally roll over the contract for one more year to allow for more aspects of this legislation on SU duties to be figured out. There was further discussion of various Act 153 issues.

(Rob Rosen left at 8:50 p.m.)

ACTION: Scott Mackey moved to ask Central Office to come up with recommendations on Special Education staffing to comply with Act 153 by October 1. Kaj Samsom seconded the motion which passed unanimously.

- f) **Establish March Meeting Dates and Agendas:** After a brief discussion, it was decided that the meeting date for reorganization of the full WWSU Board would be Tuesday, March 29 at 6 p.m., at Harwood. The agenda for that meeting would only be reorganization. WWEC would then meet at 6:30 p.m. that same evening, and other board members could stay if they wished.

Agenda items needed for the March WWEC meeting : Audit Report; Principal Job Description; Transportation Contract Update; Superintendent Evaluation.

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

- 4) **Adjournment** – Dale Smeltzer moved to adjourn the meeting at 9:12 p.m. Scott Mackey seconded the motion which passed unanimously.

Minutes recorded by Dale Smeltzer