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**Brigid S. Nease, Superintendent**

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TO: The HUUSD Board of Directors  
FROM: Brigid Nease – Superintendent  
DATE: April 7, 2017  
RE: Information for the HUUSD Board meeting on 4/12/17

As part of my Superintendent's report to the board, I will be making a recommendation on behalf of our administrative team to reinstate another administrator to the Waterbury Duxbury team for the fall of 2017. This position as you know is not currently in our budget.

In the way of data, Waterbury Duxbury, with its 2 campuses and largest student population, has always had 4 administrators until this year. Last year, the Waterbury Duxbury Board, like your boards, struggled to get under the high spending threshold during budget development in an effort to avoid penalties. Cuts needed to be made and in order to avoid those cuts in student programming, we decided to try a 3-person admin team, largely because we have such competent, strong administrators.

During early budget drafts for HUUSD in late October and early November, it was much too early to determine how it was working. Simply put, it is not. Our three administrators are drowning, and the needed attention to student needs and behavior, staff supervision, and the "dailies" of operation are not fully being met. In addition, serious development and design work beginning next year will be required for several initiatives, the least of which are PBL and consideration of middle school merger.

Thatcher Brook and Crossett Brook have about 699 students with 3 administrators, Harwood 670 with 4 and an athletic director, and each of our 4 valley schools about 105-140 with 1 each.

Our recommendation is for Stephanie Hudak to join Tom Drake full time at CBMS as Co-Principals. Denise Goodnow will remain full time at TBPS where we hope to add an Assistant Principal for the Pre K-4 building.

We would estimate salary for an Assistant Principal to be in the \$75,000-\$85,000 range for a 210-220 day Administrative Agreement. Estimating benefits at a family level puts the position at a total cost of approximately \$97,000 to \$107,000. Michelle and I are confident that in our \$36 million dollar budget that we can manage this offset.

Of course, I will be prepared to answer any of your questions and discuss this further at our meeting.

On the topic of PBL, our administrative team reflected upon the last board meeting quite a bit. In an effort to summarize, emphasize, and document both the work to date and future work ahead, we prepared a short report for your consideration, which I have attached. We expect specific decisions around changes in reporting and other areas to be fully decided by the end of May, and then will report those to the board.

The third topic that I need to discuss with you is hiring. The season is here and is always a busy one. Both the Waterbury/Duxbury and Harwood boards have long established hiring procedures to address the board's role in confirming the hiring of licensed employees. We will be requesting the HUUSD Board to adopt the same procedures, which I have included in my report (see next page).

The law requires the superintendent of schools to hire all non-licensed staff. Where licensed staff, such as teachers, are concerned, the law requires the board to approve or confirm the hire of a finalist on the superintendent's recommendation. I will explain at the meeting how we get to a finalist candidate as that happens at the local level with the principals. These procedures attached allow us to offer a position and get a signed contract from the candidate with the board then approving the hire. If we do not do this, we lose candidates to other SU's waiting for a board meeting. Usually the folks interviewing with us are also interviewing with others. We are competing with them, and the candidate will accept the first offer.

I look forward to working with all of you next Wednesday.

Best regards,  
Brigid

*Approved by the Board on: April 9, 2013*

*The purpose* for this clarification and direction from the Board is to ensure an effective hiring process given that the regular board meeting schedule is now once a month. The Board hereby delegates hiring authority, for established staff positions, to administrators in order to avoid phone polls, which should be used only in rare situations. The intent is to formalize this in policy and procedures as soon as reasonable; until then it needs to be annually reviewed and approved.

## **BOARD DELEGATION OF HIRING AND EXTENSIONS OF CONTRACT RETURN**

Pending revision of the Waterbury-Duxbury School District Policy titled (D1) “Personnel – Recruitment, Selection, Appointment”, the Waterbury-Duxbury School Board delegates its statutory authority for appointment of employees covered under employee bargaining units, **for positions that are authorized in the budget or have been approved by the Board** for the **FY14** fiscal year, to the appropriate administrator according to the following conditions:

### **1. Considering Opportunities/Purpose:**

- a. When staff turnover occurs, there may be a potential opportunity to use budgeted resources differently to better meet educational needs and to support other district priorities.
- b. The expenses resulting from hiring decisions impact not only the upcoming fiscal year for which the staff opening occurs, but also future years’ budgets.
- c. Administrators are asked to consider these opportunities and impacts before beginning recruitment efforts.
- d. It is important for the Board to have input regarding decisions that change the future use of financial resources.

### **2. Staff Recruitment:**

- a. The Board will be notified in writing when staff openings for teachers, or specialized support staff, are being advertised.
- b. Once the education and/or experience level of the candidate pool is known, if the relevant salary parameter (described below for each type of staff) is not able to be met, the Board needs to be consulted as soon as possible. The Building Administrator will provide written recommendations for revising the salary parameter for that particular position, to be reviewed by the Board at its next regular meeting.
- c. **Salary and Wage Parameters:**
  - i. **Teachers** - The salary parameter will be Masters Step 5 (the level used during budget development for a new position where the specific employee is unknown), or as revised for a specific position upon consulting with the Board under section 2b above.
  - ii. **Support Staff** -
    1. For specialized positions only (not on wage table) the wage parameter will be as currently budgeted, or as revised upon consulting with the Board under section 2b above.
    2. For positions on the wage tables, the Superintendent/Building Administrator will have the continued authority to enter into employee agreements upon behalf of the Board.

3. **Hiring Process:** It is understood that a standard hiring process would be utilized, under the guidance of the Superintendent, and that this process would involve the recommendation of the Superintendent regarding employment for any employee as required by statute.
  - a. If the hiring is more complicated due to a non-standard timeframe or other special circumstances, then the board chair will be consulted so that issues can be resolved in advance.
4. **Delegated Hiring Authority:** Provided the above conditions are met, the Superintendent (or if so delegated, the Building Administrator) will have the authority, without prior Board approval, to commit to an employee agreement on behalf of the Board.
5. **Board Confirmation of Employee Agreements:** For the next regular meeting, the Building Administrator will provide written notice to the Board of employee contracts committed to as described above, in order for these contracts to be officially confirmed in the Board minutes.
6. **Delegation of Board Authority to Grant Extensions for Return of Employee Contracts:** The Board delegates to the Superintendent its authority to grant extensions for return of employee contracts as provided in Section 10.2 of the Master Contract for Teachers, and Section 5.1 of the Master Contract for Support Staff.