

WAITSFIELD BOARD OF SCHOOL DIRECTORS
Meeting Minutes
Monday, September 17, 2012, 7:00 p.m.
Waitsfield Elementary School

Board Members Present: Eve Frankel, Rob Williams, Helen Kellogg, Scott Kingsbury, Todd White.

WWSU and WES Staff Present: Kaiya Korb, Brigid Scheffert, Jeremy Hill

Members of the Public Present: Troy Kingsbury

Call to Order: The meeting was called to order at 7:06 pm.

Minutes: Eve Frankel made a motion to approve the minutes from August 27th, 2012. Todd White seconded and the motion was unanimously approved.

Discussion:

Audience and Written Communication:

- 1) Building opening times & morning protocols:
 - Troy Kingsbury spoke of his interest in the before school hours. Kaiya framed up the areas of concern:

AREA OF CONCERN: Desired State	CONSIDERATIONS/ NOTES	POTENTIAL SOLUTIONS
<p>1. MORNING RECESS/GYM Provide students with an opportunity for physical activity in the morning</p>	<p>Schools that have a morning recess time generally offer it before their official school day begins for students (i.e. at Warren School) or have longer school days than we have (Woodstock Elementary, Dothan Brook)</p> <p>Our playground and gym are not designed to accommodate our entire school population accessing them at the same time.</p>	<p>I. Employ 2 school staff (under support staff contract) to provide supervision beginning at an earlier time (7:15 a.m.) in the library or on the playground. All students arriving between this time and 7:30 a.m. would be directed to this space. At 7:30, all students are dismissed to classrooms.</p>
<p>2. PARKING LOT CONGESTION: Provide a safe parking lot for students exiting cars and drivers within cars; insure safe passage along route 100.</p>	<p>Some families wish to drop off their children; there isn't a clearly designated spot in which to do this.</p> <p>The parking lot is generally at capacity only between 7:35 and 7:45 p.m.</p>	<p>Identify a portion of the lot (through painted lines) for drop-off (not sure if this is possible). Redesign of parking lot to create bus lane/drop-off spot. Explore possible redesign funding options; VSBIT grant?</p>

<p>3. MORNING SUPERVISION OF STUDENTS: Insure that all students are appropriately supervised. <i>At what time does the school assume responsibility for such supervision?</i></p>	<p>Staff working under the teacher's contract have a work day that begins no earlier than 7:30 a.m.</p> <p>We want to create an environment that supports a successful transition into the school day.</p> <p>There are limited spaces in our school that can accommodate more than 25 students safely.</p> <p>We do not have a lobby door that allows a section of our school to be opened (such as is at Fayston School or Crossett Brook).</p>	<p>Place a sign regarding not stopping/dropping students; Kaiya to remind families for a concentrated period of time.</p> <p>Strongly encourage alternative routes to school through the SRTS initiative.</p>
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- Additional Notes
 - Morning Gym/Recess: notes and research - Warren starts at 8 and has gym from 7:30-8:00. School ends at 2:45.
 - Parking lot congestion: parents rush in and others linger after drop off to talk. Harwood students are dropped off for the high school bus pick up. A drop off spot is not designated. The real crunch is at 7:37.
- Troy noted traffic concerns on Rt100 as well.
- Solutions:
 - Employ 2 staff to a designated space starting at 7:15 am. This would be an unbudgeted cost.
 - Identify a portion of the lot for drop off – Troy suggested working with Joshua Schwartz on design help. VBST might be able to give us assistance/grant monies to do an exploratory on the lot. A cone in front of the door might help.
 - Invest energy in encouraging alternative routes to school

Action: Helen Kellogg made a motion to authorize Kaiya to bring forth the most economical solution (not to exceed \$3000) to hire staff that allowed supervision starting at 7:15 am and to pre-approve Brigid to complete the hires. Scott Kingsbury seconded and the motion was unanimously approved.

2) Board letter to the community: Rob requested that the link to our website be embedded in the letter.

The board agreed that the letter be sent individually and electronically.

3) Local policy summary include: the animals in schools policy and pest management. Pest management was reviewed and amended last year. We will review the animal in schools policy this year and insure that local only policies are reviewed every 3 years.

Reports:

- **Financial Report:** Kaiya does not yet have a fiscal report document for the FY budget, but

spoke generally to significant unexpected special education needs. After \$50,000 pr child we can appeal to the state for reimbursement at \$.90 on the dollar. Kaiya will look into various solutions for meeting the needs and paying for them and get back to the board.

- **Principal's Report:** A written report will be forthcoming post meeting. The narrative report includes the strong start to the school year. Students with the greatest needs had services in place on the first day. The school is preparing for the NECAPs. In the interest of getting kids up and moving early, there will be 7:45-8:00 activities that include movement before the tests begin. The supervision and evaluation process includes six staff. Kaiya is meeting with all staff in the goal setting process, specifically on the tech goal to ensure the focus is on greater student learning. Kaiya will use the new mobile iPad lab to give the teachers a quiz with immediate results, which then facilitates further discussion and instruction. The afterschool program is doing well and at capacity two of the days.
- **Superintendent's Report:** Brigid completed policy packet 3, which will go out to all boards in September for a May 1st reading and June adoption. This will complete the review of all policy for our district, to then be maintained at the central office. The Lake Morey conference is coming up for VSBA and all are encouraged to attend. Susie Daley from Fayston will attend and Brigid will present on governance on a district not moving toward consolidation. Brigid sits on the legislative committee and serves to vet bills in an advisory capacity. The committee also tracks all bills with educational relevance. The Ed Quality Initiative is a two-year process where superintendents and other educators are working at the front of the new education quality standards. Support staff negotiations are gearing up (not for Waitsfield) and will use the same community negotiation model. Finally, she is supporting the three new principals in the district.

Action Items:

Scott Kingsbury made a motion to approve the policies listed below. Eve Frankel seconded and the motion was unanimously approved.

C1 Board Meeting Agenda Preparation and Distribution
C2 Board Meetings
C3 Public Participation at Board Meetings
C4 School Visits by Board Members
C5 Board Relations with School Personnel
C6 Board Commitment to Non-Discrimination
D1 Personnel Recruitment, Selection, Appointment, & Criminal Record Check
D2-R Professional Development
D3 Staffing and Job Descriptions
D4 Educator Supervision and Evaluation
D5 Personnel Files
D8-R Alcohol & Drug-Free Workplace
D10 Public Complaints about Personnel
D11-R Drug & Alcohol Testing of Transportation Employees
D12-R Harassment of Employees
D13-R Health Insurance Portability & Accountability Act Compliance
E12 Electronic Communication Use and Retention
F17 Head Lice
F26 Use of Restraint and Seclusion
F31-R Extended School Year Services

G11-R Acceptable Use of Electronic Resources & the Internet

Washington West Representative Report: Eve provide top line summaries of the work of the committee. Year ended with a \$25K surplus. The moving expenses came in at \$8,100. Act 153 is now renamed Act 156. The WWSU saw a \$7K savings for the tech administrator and a full report will be forthcoming. The hope is to engage the whole community in potentially transformative changes within the WWSU rather than silo-ed conversation within each elementary board.

- **Larger Seminars** – the Executive Committee will invite the whole community to a seminar on October 29th at the Harwood Library called Transforming Education in the WWSU – Planning for the Future. Two more will follow in January and March.
- **Food program-** new federal regulation around nutrition requires caloric restrictions (600 calories), portion size reductions, and significant reduction in offerings. Harwood’s program currently draws heavily from local sources and has a quality chef and baker. It is an award winning program that runs in the black and provides healthy food for students. Participation in the Harwood food program is dropping rapidly as a result of these mandated changes. If a school chooses not to follow these new regulations, it gives up free & reduce lunch reimbursement and may experience further repercussions. Action is needed and the WWSU is looking to write an advocacy piece within the next two weeks. Scott Kingsbury suggested a parent template to raise voices against this issue.
- **Asian Studies-** a delegation from China came to Harwood last year to evaluate what a partnership would look like where students from China attended Harwood as students. Maine has developed several of these programs and benefits from this opportunity as a revenue stream. Additionally, the program offers some unique multi-cultural learning opportunities. Harwood was chosen among schools from Vermont, Colorado & Massachusetts as a location. The next step of setting up an agreement is to send a delegation, which must include our superintendent, principal, head of guidance and head of social studies to finalize the program. Students could arrive as early as 2014. Lisa Atwood, Kathy Cadwell, Lisa Lemieux, and Brigid Scheffert will attend. The costs for the travel are approximately \$13K, which will be paid back through tuition and supporting fees from future Chinese students. The first year might include 8 students and range up to 20 over time.

Adjournment Meeting adjourned at 9:04 pm. The next board meeting will be held on October 15th at 7 pm at WES.

Respectfully,
Helen Kellogg
Secretary and Clerk