

**Waitsfield Elementary School**  
WAITSFIELD BOARD OF SCHOOL DIRECTORS MINUTES  
August 26th, 2013, 7 PM Waitsfield Elementary School

**ATTENDANCE:**

Board members: Rob Williams, Eve Frankel, Todd White, Helen Kellogg  
WES and WWSU members present: Kaiya Korb, Brigid Scheffert

**CALL TO ORDER**

Rob Williams called the meeting to order 7:15 pm following a tour of the construction completed in the school over the summer.

**APPROVAL OF MINUTES**

May 6 – Todd White made a motion to approve the May 6<sup>th</sup> minutes. Eve Frankel seconded and the motion was unanimously approved. Eve Frankel made a motion to approve the June 10<sup>th</sup> minutes. Rob Williams seconded and the motion was unanimously approved. Eve Frankel made a motion to approve the July 1 minutes. Todd White seconded and the motion was unanimously approved.

**REPORTS**

Financial Report - Kaiya introduced the financial report by reminding that she had shared the expectation that we would end year in black after having frozen spending in various areas earlier in the year. Despite these steps, we ended the year with a negative balance of approximately \$9,000, a situation Kaiya takes very seriously. She offered that the reason this error occurred was because of miscommunication with central office regarding salary and benefits costs, which included some significant differences in the final health care costs that were booked and some per diem salary costs that were not reflected on the financial statements throughout the year. Fortunately, the glitch that caused this is quite easy to manage and control. Michelle B will be recommending new accounting software to the executive committee this fall, but steps have also been taken to insure this situation does not occur again.

To respond to this situation, the board can: (1) book in f/y14 (this year), but Kaiya suggests we wait until January to make this decision (no unforeseen expenses yet, Kaiya anticipates new hires will create some savings though not likely sufficient to cover the \$9k hole in the budget); (2) budget in f/y15, again should make the call in January; (3) create multi-year plan to address this, would need a detailed plan to cover over many years. This issue will be discussed further in November and December when budgeting for FY 15 occurs. The suggestion was made to pay some of it this year and propose paying the remainder in the following year.

Principal's Report – Kaiya shared that this was a summer of significant professional work. A large group of staff went to the "Best Practices" Institute in Killington, a 4-day conference, with two foci – PBIS (Positive Behavioral Support Interventions), and MTSS (Multi-tiered System of Supports). Based on external surveys of students, parents and

staff, two areas emerged for focus: (a) clear school-wide expectations and (b) acknowledgement of appropriate behaviors. The team chose four key expectations akin to new version of the "Waitsfield Ways": engaged, responsible, safe and kind. Acknowledgement for these behaviors will be rolled out using a rock theme, using cards for individual recognition, and a school-wide goal/celebration, the first of which will be a field day and BBQ lunch. Future celebrations and activities will be decided by the students.

The school year will start with 161 students, which is an increase from last year. This includes several new families moving to town.

Yestermorrow built a great playhouse with a living roof, for the use of younger students on the playground. Eric Mongeon is swiftly integrating with teachers to get the library and technology component woven into the teaching units. Keith Puffer, our technology support staff member has been busy all summer trouble shooting to make us ready for the start of school.

School starts Wednesday morning with a brief assembly.

Executive Committee Report - none reported.

Superintendent's Report - The administrators also met for a conference at Killington listening to learned speakers and spending time learning to work together. The team then came together on Aug 12th to review the plans and practices in place. The foci for Brigid this year will include: 1) increasing student voice in an instructional environment. Surveys will be developed to help students express (anonymously) feedback on the instruction provided. 2) in anticipation of the coming common core, that we provide equal interest in students passion and interests as we do on the testing component. Eve noted the positive impact of Brigid's comments in the Valley Reporter as a nice tone to start off the school year.

## **DISCUSSION**

Audience and Written Communication - none submitted.

Board Communication - Kaiya reviewed the calendar of intended communication from the board, starting with policy and budgeting in the fall.

Focus Areas for Professional Development - Kaiya asked to hold off on this until Allison is present for the discussion

## **ACTION**

Policy Packet #3

E1: Fiscal Management and general financial accountability

E2 Budgeting

E3 Financial reports and statement

E4 Risk Management

E5 Emergency Closings  
E6 Safety and Security of School Facilities  
E7-R School Crisis Prevention & Response  
E&-R-P Procedures for Bomb threats  
E8-R Tobacco prohibition  
E8R-P Procedures for Tobacco Prohibition  
E9 Comprehensive HIV policy for schools Pre-K-12  
E9-P Comprehensive HIV procedures for schools Pre-K - 12  
F1R Student Conduct and Discipline  
F1 R -P Procedures for student conduct  
F3 Search, Seizure, and Interrogation of student by school personnel  
F4 Searches, Seizures, and interrogation of students by law enforcement personnel or other non-school personnel  
F5-R Education Records  
F6 Student Medication  
F7-R Student Alcohol and drugs  
F7-R-P procedures for student alcohol and drugs  
F9-R transportation  
C6-R Notice of nondiscrimination  
D1-P Criminal and abuse registry checks in Vermont schools  
D6-R Substitute teachers  
D12-R Harassment of employees

Eve Frankel made a motion to warn the above policies for adoption at the September board meeting. Todd White seconded and the motion was unanimously approved.

Helen Kellogg made a motion to approve the revised bus routes as described by Kaiya. Eve Frankel seconded and the motion was unanimously approved.

#### **EXECUTIVE SESSION**

Eve Frankel made a motion to move into executive session on a matter of real estate. Todd White seconded and the board went into executive session 8:35 pm. The board came out of executive session at 8:43.

Todd White made a motion to move into executive session on a matter of personnel. Eve Frankel seconded and the board went into executive session 8:44 pm. The board came out of executive session at 9:20 pm.

#### **ADJOURNEMENT**

The board will convene again September 16th at 7 pm.

Respectfully submitted,  
Helen Kellogg  
Secretary and clerk