

**Waitsfield Elementary School  
Waitsfield Board of School Directors Minutes  
November 17<sup>th</sup>, 2014  
Waitsfield Elementary School**

**ATTENDEES**

Board Members Present: Rob Williams, Ben Loveless, Christine Sullivan, Eve Frankel, Helen Kellogg (arrived at 7:14 p.m.)  
WES and WWSU Members: Kaiya Korb

**CALL TO ORDER**

Rob Williams called the meeting to order at 7:05 pm.

**DISCUSSION**

**Audience and Written Communication:** none submitted

**Policy Review of packet #5:**

- F28-R Federal Child Nutrition Act Wellness
- G1 Curriculum Development and Coordination – Christine noted the language change to recommendation for the superintendent to support, as opposed to “be responsible for assisting.”
- G3 Field trips: Some of the steps (filling out of paperwork before and after trip, teachers coordinating transportation, etc. currently differs from school practice.) Kaiya noted that the “implementation” part of the language is more procedures than policies.
- G4 Selecting Library Materials: This is linked to the policy on the selection of instructional materials, which has not been reviewed in recent time. We’ll need that policy to reference. Additionally, some further components of this policy, under implementation, seem more like procedures than policy.

**Educational Legislation and Political Activity Update:** Kaiya noted Brigid’s sharing of recent negotiations learning from South Burlington.

**Proposed 2015-2016 Budget Overview:**

- Capital Improvement Plan is itemized in terms of prioritization, cost and timing. This plan is included on the school website and as a link through this meeting’s agenda on the school website. It is attached to the agenda for tonight’s meeting.
- Budget document: The budget packet (linked to the school website ) includes, and Kaiya reviewed, the growth and decline in student population as well as equalized pupil costs for past years. Kaiya then walked through the primary drivers of increase or decline in the budget. Eve spoke to the need to frame the legislative mandate around preschool as a driver behind the increase in costs there. Kaiya also noted that historically oil is the only line that has had any “padding” (in case of fuel cost changes, and recommended that given the leanness of the budget, the board consider adding a contingency line..

Kaiya requested feedback on the following:

- 1) Reduction in force of 1.0 FTE. The group agreed and requested it continue in the budget.
- 2) Building in a contingency line. The group suggested 1% is ample.
- 3) Capital improvement: Eve noted a preference for smoothing out spending year over year, and not post a 2x budget in the following year. All agreed.

Kaiya will revise the budget for the following board meeting and discussion., publicizing items discussed through the school newsletter and Front Porch Forum. After the following meeting, the board will draft a letter to the Valley Reporter summarizing budget status.

#### ACTION:

Rob Williams made a motion to approve the minutes from the October 20, 2014 meeting. Eve Frankel seconded and the motion was unanimously approved.

Rob Williams made a motion to nominate Eve Frankel as the alternate designee for sign the 2<sup>nd</sup> board warrant. Christine Sullivan seconded and the motion was unanimously approved.

#### REPORTS:

**Principal's report:** Kaiya spoke to the volume of volunteers who made the Ski & Skate sale possible. She also called out the key individuals who go above and beyond to serve the school. There are four teachers on the summative cycle for classroom evaluations. Kaiya has begun the formal evaluations and feedback. On the November 5<sup>th</sup> in-service day, the WES staff looked at writing as a group. Eve commended Kaiya for creating a culture in which teachers are learning from each other. Liz Belknap did a spectacular job setting that tone and opportunity. The upcoming report cards will look different and reflect the new common core standards being reported in literacy and math They will also be more of a tool for communication versus "commending".

**Washington West Representative Report:** Certain school costs are being shifted to the central office for stronger purchasing power. These translate to an increase in the WWSU budget. Eve feels comfortable with the budget going forward and noted that it does not get voted on by the general public except within the school budgets. The Executive Committee has requested reports from key programs around the WWSU to help them understand the changes and opportunities within each initiative. The Harwood co-principals spoke to the success of the H block approach. Other changes noted were proficiency based grading and progression, as well as the gradual shift in cost sharing for college based courses for Harwood students.

**Superintendent's report:** Brigid was not present to report.

#### EXECUTIVE SESSION:

Eve Frankel made a motion to go into executive session on a matter of Evaluation and employment of an employee. Helen Kellogg seconded and the board went into executive session at 8:24 pm. The board came out of executive

session at 8:31. Helen Kellogg made a motion to approve Nora McDonough's amended leave request. Eve Frankel seconded and the motion was unanimously approved.

Eve Frankel made a motion to go back into executive session on a matter of long-term substitute teacher hiring. Christine Sullivan seconded and the board went into executive session at 8:34. The board came out of executive session at 8:40. Ben Loveless made a motion, pending superintendent approval, to hire Alex Morse as a long term substitute. Helen Kellogg seconded and the motion was unanimously approved.

Rob Williams adjourned the meeting at 8:40.

The next board meeting will be December 16, 2014 at 7 pm in the Waitsfield Elementary School library.

Respectfully submitted,

Helen Kellogg  
Clerk and Secretary