

WAITSFIELD BOARD OF SCHOOL DIRECTORS MEETING
April 11, 2011, 6:00 P.M.
Waitsfield Elementary School

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

WWSU and WES Staff Present: Kaiya Korb, Kay Marcelle, and Brigid Scheffert.

Members of the Public Present: None.

Call to Order: Rob Williams called the meeting to order at 6:09 p.m.

Approval of Minutes: Eve Frankel moved to approve the minutes from the March 21, 2011 WES board meeting and Todd White seconded. There was no discussion and the motion was unanimously approved.

Discussion:

- **Audience and Written Communication:** Kaiya Korb reminded the board members to bring issues being discussed among parents to the school's attention. Todd White inquired about the school's policy of reporting back to parents about a disciplinary action and Kaiya reiterated that only in the case of a level 2 or 3 disciplinary offense would they be notified if the child had a conversation with the principal. Eve Frankel suggested that Kaiya highlight the curriculum presentations held in the board meetings in the newsletter, so that more parents would attend and benefit from the effort.
- **Technology curriculum presentation:** Kay Marcelle, the technology integration specialist, gave a presentation on the technology program at WES. She highlighted the guidelines and underpinnings of the program. Todd White inquired about the context in which technology is taught, specifically how we manage kids away from the inappropriate content available online. Kay and Kaiya stressed the role of appropriate use policies as a guide. Kay spoke to the development of technology grade expectations through classroom scenarios as a guide for teachers. Kay demonstrated the nature of 5/6 grade work using technology through flip camera movie production and Skype access. Kay shared grades 3-5 work including LogoPaths and the use of glogster. We also heard about K-2 interaction with technology combining research with text and art. Brigid inquired about the ability to transfer the strength of WES's program to other corners of the supervisory union, and Kaiya reiterated that the scenarios featured by the state include a resource list that is kept up to date. Scott Kingsbury inquired about the role of typing instruction, and Kay spoke of the Type to Learn program to which all WES students have web access.
- **Honoring retirees:** Kaiya Korb spoke to the gifts given to last years' retirees, and asked what the boards' intent was for this year. The board agreed that last years' approach worked well and plans to do the same for this years' retirees.

- **Facilities plans: summer:** Kaiya Korb reviewed the capital improvement plan and the available fund balance. She noted that the 2011/2012 plan does not include lighting retrofits, which are currently being promoted by Efficiency Vermont and given great discounts, as well as much needed insulation work outlined in our energy audit. Kaiya sought board approval to explore the larger expenses involved with these two. Scott Kingsbury made a motion to approve the use of up to \$1,000 for the development of a lighting efficiency audit. Rob Williams seconded and the motion was unanimously approved. Scott Kingsbury stressed the importance of insulation given the assessment made this past winter, which spoke of significant opportunity for improvement. Kaiya suggested that we also solicit bids for the essential insulation work. Kaiya expressed interest in continuing the tile replacement work. Rob Williams moved to approve the use \$4,050 for this ongoing project. Eve Frankel seconded and the motion was unanimously approved. Kaiya also noted the need for replacement trim in key locations around the school. Helen Kellogg made a motion to approve the trim replacement not to exceed \$8,000. Todd White seconded the motion and it was unanimously approved.

Reports:

- **Financial reports:** Kaiya Korb spoke to a decrease in the fund balance due to the cost of long term substitutes and some increases in health plan coverage. Also, there are increases in the contracted services line from a larger than average number of special education evaluations and an increase in base costs of ongoing contracted services.
- **Principal's report:** Kaiya Korb reported that WES is now signed up for custodial products through a purchasing group, which will yield savings. This approach is also being applied to school supplies. Kay Marcelle and the PTA are planning a media night to educate about being media savvy parents. Meetings between staff around other school improvement subcommittees will be moving forward this spring. Kaiya spoke to recent lunchroom behavioral issues and to the staff's approach of reminding and supporting the children in meeting the agreed upon expectations.
- **Superintendent's report:** Her grandson Alec is doing well and getting stronger every day. Employment contracts are being worked up and getting out district wide. Bill H431 will require that employers go back 10 years of employment history in a written response for anyone slated to work with vulnerable populations, which includes schools. This represents a significant amount of work starting July 1, 2011. The job description manual is underway to create consistency across similar jobs in the district. Policy work continues. Brigid Scheffert will circulate the report of her work and the evaluation of her work for our collective view and understanding, as it will form upcoming decisions. *To district or not to district*, that is the question. Transportation, food service, facilities, special education, and purchasing are the key areas for savings through cooperative and consolidated purchasing. A well-respected team from Randolph has offered to share their experience and insight on consolidation with Brigid and Michelle Baker.

• **WWSU Executive Committee Report:** Helen Kellogg reported on the restructuring of the Executive Committee and the focus on the transportation contract. Michelle Baker recommended that the EC approve a one-year extension on the existing bus contract, so that we can explore a wider set of cooperative options with neighboring districts. Currently, there is only one bus company bidding for our contract, which limits competition and value.

Executive Session:

Helen Kellogg moved to go into executive session to discuss administrative assistant hiring and Scott Kingsbury seconded. The board went in to executive session at 8:07 pm and asked Kaiya Korb and Brigid Scheffert to stay. The board came out of executive session at 8:13 pm. Scott Kingsbury made a motion to offer the position of administrative assistant to Kathi Orr. Eve Frankel seconded and the motion was unanimously approved.

Scott Kingsbury moved to go back into executive session at 8:15 pm to discuss a personnel issue and Todd White seconded. Kaiya Korb and Brigid Scheffert were asked to stay. The board came out of executive session at 8:19 pm. Helen Kellogg moved to grant Ellen Drysdale unpaid leave for the requested period. Eve Frankel seconded and the motion was unanimously approved.

Adjournment:

The board meeting was adjourned at 8:30 p.m. and the following meeting is set for May 16, 2011, at 6:00 p.m.

The board retreat was tentatively scheduled for June 20, 2011 from 3:00-7:00 p.m., pending confirmation from each board member.

Respectfully submitted,

Helen Kellogg,
Clerk and Recording Secretary