

WAITSFIELD BOARD OF SCHOOL DIRECTORS
DRAFT Meeting Minutes
Monday, June 20, 2011, 3:00 P.M.
Waitsfield Elementary School

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

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

Members of the Public Present (where noted): Piper and Jim Stover.

Call to Order: The meeting was called to order at 3:09 p.m.

Board Retreat: The board reviewed the following key areas, identified in board policy around goal-setting:

- **Policy making:** Brigid Scheffert spoke on the WWSU's approach to policy built last year and the success in updating policies. The target is to review and update where needed 14 policies this fall and 14 more in the spring.
- **Policy Implementation:** Kaiya stressed the importance and success of following policy when issues arise.
- **Community relations:** Two years ago, the board set a goal of holding five community events and was successful at creating those. The board then added plans for attending WES staff meetings and providing the Valley Reporter with periodic editorial submissions. Despite this, the climate survey results are good, not great, related to the board. The key issue is a lack of clarity on board roles and work. The board will highlight goals and communicate them more broadly so as to educate the community about its role and work.
- **Board Interpersonal Communication:** The board reviewed how we interact with parents and public, specifically on difficult matters and confirmed best practice and the complaint process.
- **Fiscal/Budget:** The board noted that Kaiya is very capable at both operating within the WES budget and looking for grants to augment our programs and facility.
- **Instructional Program:** The board reviewed the curriculum presentations made this past year – Technology, Science and French – and the value of those presentations for the board and for the community. This year we will continue with Physical Education, Health/Guidance, Math and the new common core (uniform standards throughout our nation).
- **Labor Relations** – The teacher representatives and school board will begin contract building again this fall. The relationship is strong and will be further enhanced by more board presence in staff activities.
- **Board in-service training** – Brigid noted the valuable resources available to the board through the VBSA web sites and video vignettes. Also, there is a lending library at the WWSU that is itemized in the August newsletter.
- **Government Relations** – The board discussed the value of inviting our representatives to our meetings at least once a year.

Goals for the coming year:

- 1) **Community relations:** (website & newsletter)
 - a. Continue to maintain consistent voice.
 - b. Provide information and pictures of board members to help people connect.
 - c. Offer reminders to the community of the role of the school board and the goals for the year in the September and January newsletters.
 - d. Attend PTA meetings periodically.
 - e. Recruit a videographer to capture the board meetings for public viewing.
- 2) **Instructional program:**
 - a. Increase availability and access to the curriculum presentations by having them videotaped.
 - b. Extend invitations and promote those presentations in the newsletter.
 - c. Provide childcare.
 - d. Create a board calendar that highlights upcoming events.
- 3) **Labor Relations:**
 - a. Connect with WES staff at the August 25th luncheon meeting.
 - b. Offer an informal welcome back at the first staff meeting.
- 4) **Board professional development:**
 - a. Each member to pick 2 topics a year to focus on.
 - b. Commit to reviewing the available resources on the VSBA website.
 - c. Include time to identify relevant and timely topics in our regular meetings.

Executive Session 1 - personnel

Helen Kellogg made a motion to move into executive session to discuss personnel. Scott Kingsbury seconded and the group went into executive session at 5:11 p.m. The board invited Brigid, Kaiya, and Piper and Jim Stover to stay for the executive session. The board came out of executive session at 5:58 p.m.

The board adjourned by consensus to briefly get refreshment, and was called back into session by Rob Willisams at 6:08 p.m. to continue the meeting agenda.

Audience and Written Communication: none submitted

School Discipline Report:

Kaiya noted a planned movement to PowerSchool, a tool used to house other student data, for an improved tracking of discipline issues throughout the year. The school is also engaging a behavioral coach and offering office space for an onsite therapist for students. This therapy would be at the expense of the student and is not part of the school's offering. There is constant review of the schools behavioral policy to ensure it is meeting our needs.

Playground Conceptual Design / Next Steps:

Kaiya presented the playground conceptual design developed by Broadleaf and shared with the WES PTA community earlier in the month. Kaiya asked Helen Kellogg to serve as a project liaison between the school and the MRV Rec District, on whose board Helen serves. Rob Williams made a motion to approve the conceptual designs. Eve Frankel seconded and the motion was unanimously approved.

Action:

- FY2012 Bids for Tax Anticipation

Todd White made a motion to authorize the purchase of a \$200,000 tax anticipation note and Scott Kingsbury seconded. The amount is the same as last year and was unanimously approved.

- Fuel Bids for FY2012: The WWSU recommends a pre-buy of 7,000 gallons. SB Collins is our current and intended provider.

Helen Kellogg made a motion to authorize Kaiya to purchase a 7,000 gallon fuel pre-buy at \$3.298 per gallon. Eve Frankel seconded and the motion was unanimously approved.

Reports:

Financial Report: Kaiya anticipates close to a \$60,000 fund balance at the close of this year.

Principal's Report: Kaiya reported on the following headlines:

- Graduation was a success and reflected well the focus on students. Parents also gave rave reviews to Jeremy Hill's musical assembly.
- Teacher groups have met to analyze data and have prepared recommended action steps to be presented at a back to school meeting.
- Summer facility work will focus on the insulating of the stage area in the gym as well as over the front entrance. It will also include a lighting redesign, which will be reported on at the end of the month.

Helen Kellogg made a motion to authorize up to \$4,000 in capital reserve funds to implement lighting retrofits recommended by the lighting redesign firm and approved by the facilities committee. Todd White seconded and the motion was unanimously approved.

- Preschool will be operating at capacity this coming year with 13 students three days a week. One extra seat is reserved for a child with special needs.
- WES is moving to a Google domain for uniform staff addresses, ease of set up for home pages and so forth.

Superintendent's Report: Brigid reported on three key areas. 1) High value professional development continues for the leadership team including legal training provided by VISBT. 2) Under supervision and evaluation, the district will provide iPads to all administrators to enable them to perform live form completion in classrooms and capture video clips for reference comparison. 3) Harwood will have an internal shared leadership team with Lisa Atwood serving as acting principal, until a qualified candidate is found. Bob McNamara and Brigid will both work in the school for several days a week to ensure complete coverage during this transition period.

WWSU Executive Committee Report: Eva will share out written notes from the last meeting, which included successfully negotiating a 5 year contract with Superintendent Scheffert.

Executive Session 2 - personnel

Eve Frankel made a motion to move into executive session to discuss personnel. Scott Kingsbury seconded and the group went into a second executive session at 7:30 p.m. The board invited Brigid and Kaiya to stay for the executive session. The board came out of executive session at 7:33 p.m. Helen Kellogg made a motion to authorize Brigid Scheffert to hire a part time custodian who will serve full time for the month of August and part time thereafter. Todd White seconded and the motion was unanimously approved.

Executive Session 3 - personnel

Rob Williams made a motion to move into executive session to discuss personnel. Todd White seconded and the group went into a second executive session at 7:35 p.m. The board invited Brigid and Kaiya to stay for the executive session. The board came out of executive session at 8:55 p.m.

Adjournment

The board meeting was adjourned at 8:57 p.m.

Next Meeting

The next board meeting will be held on **Monday, August 29th, 6 p.m.**

Respectfully submitted,

Helen Kellogg,
Clerk and Recording Secretary