

Waitsfield Elementary School
WAITSFIELD BOARD OF SCHOOL DIRECTORS MINUTES
June 10, 2013, 4 PM Waitsfield Elementary School Library

ATTENDEES:

Board Members Present: Rob Williams, Todd White, Allison Champlin, Eve Frankel, Helen Kellogg
WES and WSU Staff Present: Kaiya Korb, Brigid Scheffert

CALL TO ORDER

Rob Williams called the meeting to order at 4:15 pm.

APPROVAL OF MINUTES

Allison Champlin made a motion to approve the minutes of May 20th. Eve Frankel seconded and the minutes were unanimously approved.

DISCUSSION

Audience and Written Communication - none submitted. The board discussed the May 20th meeting on the common core standards and how positive and productive the conversation was. Todd White noted that the Common Core is a term being used too broadly, and requires further clarification. There are continued questions from the community about the use and destination of the data collected; Kaiya will continue to address questions as they arise.

Action Planning work completion report – Kaiya reviewed the annual action plan and work completed this year.

Literacy: focused on the transition to common core. There were monthly staff meetings focused on supporting specific skills and understandings to support this process, led by literacy curriculum leader Liz Belknap. Also worked on strengthening the EST (educational support team) process to insure students not eligible for special education but also not meeting grade level expectations have sufficient supports. These supports are both academic and social/behavioral in nature. Staff also focused upon writing instruction, developing on-demand writing prompts that will be used across classrooms next year.

Math: the goals were similar as those in literacy with focus on common core and EST.

Climate: Significant website improvement occurred; staff are continuing to work on this communication tool and exploring efficient systems for getting information to all families regularly. Some areas identified as a concern within the climate survey will be focused upon in the coming year, such as the lunch program and the bus.

Behavioral management consistency of interventions progressed and will continue to deepen with the staff identified focus on PBIS (positive behavioral intervention system) in the coming year.

Technology: Technology implementation continues to deepen and transform student learning.

2013 Climate Survey Data Review: Kaiya identified that the climate survey gives us

only broad brushstrokes, but is helpful for identifying areas that merit further attention/exploration. The staff, in reviewing the data, identified the following areas for further exploration: French, library and music, as well as bus and lunch. Communication around recess needs to increase. Increasing positive feedback for good behavior is an area of opportunity and part of PBIS.

The PBIS team, as well as some subgroups, will respond to the areas staff identified as concerns or needing further exploration. Climate survey results will be posted on the school website in the next few weeks.

Annual Goals Review & Setting:

The board ran through the 10 core functions of the board, our performance on those functions, and goals for the upcoming year.

- 1) Policymaking: the board is on track with the WWSU-wide policy as well as the locally controlled ones. Action: continue with the WWSU policy making schedule.
- 2) Policy Implementation: this is the purview of the building administrator and the superintendent. That said, the board must know what the policies are and be familiar with key policies. This will make the board members good messengers. Action: Kaiya to focus board attention on key policies as professional development work within future board meetings.
- 3) Community relations: The goal was to infuse more board communications within the community. The board made two of the three postings intended. We sent an all school welcome letter in the fall, did increase outreach prior to town meeting, and have our meetings taped and aired on local TV. Action: continued effort on the above opportunities to connect the board and community.
- 4) Board interpersonal communication - the board is richer for the diversity of the perspectives. Action: continuation of current engagement.
- 5) Board Superintendent Relations: Eve now serves as the WWSU board chair and leads the important work going on at the WWSU level. The board has a role in communicating the role that the superintendent plays. Action: Kaiya recommended a bulleted list of focal points for the board posted by quarter. The board can speak to the role of the WWSU and the advocacy that Brigid brings to the legislature on behalf of our small schools.
- 6) Fiscal/Budget: great success in managing the quality of the education along with the maintenance of the physical plant. Action: continued diligence.
- 7) Instructional program – presentations continue at the school level. The role of these presentations is to equip the board to speak to our education program within the community. Action: invite more community members to attend the presentations. Eve also noted the need for more publicity to attract families. It should be offered as an opportunity to learn about the program and ask questions, not revise curriculum.
- 8) Labor relations: board continues to support the staff and be present at key staff events. Action: Kaiya noted the opportunity for the board to be even more available for discussion with staff. Kaiya will copy board members on letters of appreciation recognizing staff.
- 9) Board professional development: policy work serves as a primary source of board

- professional development. VSBA provides significant orientation resources for new board members. Action: continued education for board members as available.
- 10) Government relations: The board has reached out to our representatives and had a positive response when topics require. The VBSA legislative updates are also very helpful. Next step is use the superintendent report focus on any questions and updates from the legislative side. Todd White noted that he would like the VBSA to reach out to poll local boards to direct the agenda. Action: invite the VBSA to a WWSU executive committee meeting to highlight the key issues and their position in them. And invite local board members to attend and provide input.

A 6:10 Rob Williams made a motion to recess for dinner. Todd White seconded and the motion was unanimously approved. The group reconvened at 6:39 p.m.

EXECUTIVE SESSION

Todd White made a motion to go into executive session on a matter of personnel. Allison Champlin seconded and the board went into executive session at 6:40. The board came out of executive session at 6:44.

REPORTS

Financial Report: Kaiya anticipates at least \$6,000 surplus by the end of the year despite the \$9,000 deficit listed on the summary sheet. This adjusted amount reflects the balance in several key accounts not likely to be consumed. Also the school is still awaiting an invoice for the town water project. This paperwork is essential in order to gain loan forgiveness.

Principal's Report: Kaiya noted the big accomplishments in the building this year. The technology integrationist evolution represents a significant amount of work by many in the school. Also, there will be a new model at the 3rd/4th grade in which one teacher provides math or literacy instruction across the grade, regardless of what classroom the student calls home room. This yields content specialization and an ability for students to be known by both teachers at their grade level. We will also continue with facilities work over the summer.

Washington West Representative Report: no report given. The meeting is scheduled for this coming Wednesday.

Superintendent's report: Brigid's end of year report will be distributed shortly.

ACTION

G17- L: Animals in Schools (for adoption): Helen Kellogg made a motion to accept G17-L as re-written. Allison Champlin seconded and the motion was unanimously approved.

Valley tech support position M.O.U.: Candidates are being interviewed now. Todd White made a motion to approve the MOU with Brigid's consultation on the legal terms for termination to match *employee at will*. Rob Williams seconded and the motion was unanimously approved.

Fuel bids: SB Collins bid was the lowest at \$3.065 per gallon. Eve Frankel made a motion to approve the SB Collins bid. Allison Champlin seconded and the motion was unanimously approved.

Tax Anticipation Note Michelle Baker, the WWSU business manager recommends moving forward with a 1.39% TAN for \$300,000 from People's United Bank. The bank will guarantee a return of 1.65%. Helen Kellogg made a motion to approve the recommendation for People's United Bank. Todd White seconded and the motion was unanimously approved.

Confirm summer meeting schedule: A special meeting is scheduled for 7 pm on July 1st. The next full board meeting is scheduled will be at 7 pm on Monday August 26th. Following those meetings, we will be meeting on the third Monday of the month at 7 pm in the Waitsfield Elementary School library.

Paraprofessional Hiring: Helen Kellogg made a motion to direct the superintendent to offer an employment agreement for the instructional assistant for the WES for fiscal year 2014. Rob Williams seconded and the motion was unanimously approved.

ADJOURNMENT

The board commended Brigid and Kaiya for an amazing year passed and adjourned the meeting at 7:22 pm

Respectfully submitted,

Helen Kellogg
Clerk and Secretary