

Waitsfield Elementary School
WAITSFIELD BOARD OF SCHOOL DIRECTORS Minutes
March 17, 2014 7:00 PM
Waitsfield Elementary School

ATTENDEES

Board Members Present: Helen Kellogg, Allison Champlin, Rob Williams, Christine Sullivan, Eve Frankel

WES and WWSU Members: Kaiya Korb, Sue Dillon, Sheila Rivers

Community Members: Will Flender

EXECUTIVE SESSION

Rob Williams made a motion to go into executive session on a matter of personnel. Allison Champlin seconded and the board went into executive session at 6:50. The board invited Sue Dillon to stay for executive session. The board came out of executive session at 7:01.

Eve Frankel made a motion to back into executive session on a matter of real estate and invited Will Flender to stay. Helen Kellogg seconded and the board went into executive session at 7:03. The board came out of executive session at 7:22.

CALL TO ORDER

Rob Williams called the meeting to order at 7:25 pm.

BOARD REORGANIZATION

Kaiya opened the meeting with board reorganization

Elect a Chair: Helen Kellogg nominated Rob Williams to be the board Chair. Eve Frankel seconded and the motion was unanimously approved.

Elect a Vice-Chair: Rob Williams nominated Eve Frankel and Helen Kellogg seconded. The motion was unanimously approved.

Elect a Clerk: Rob Williams nominated Helen Kellogg and Allison Champlin seconded. The motion was unanimously approved.

Elect a recording secretary: Eve Frankel nominated Helen Kellogg and Christine Sullivan seconded. The motion was unanimously approved.

Elect a WWSU Executive committee representative: Helen Kellogg nominated Eve Frankel and Rob Williams seconded. The motion was unanimously approved.

Elect WWSU Board Representatives: Allison, Eve and Rob were nominated. Rob Williams and Eve Frankel seconded. The motion was unanimously approved.

Designate a truant officer: Kaiya Korb was appointed

Designate a newspaper of record: Times Argus and Valley Reporter

Set meeting schedule: Third Monday of the month at 7 pm

APPROVAL OF MINUTES

Rob Williams made a motion to approve the minutes from the February 17, 2014. Allison Champlin seconded and the motion was unanimously approved.

DISCUSSION

Audience and Written Communication: Kaiya indicated a letter had been shared with her for the board, but felt it was appropriate to hold it until the Reduction in Force discussion slated for later in the agenda.

Recap of annual meeting: Eve noted it was well attended. There was meaningful discussion around inclusion in the meeting process, through Australian Ballot or other means. Rob Williams will attend the town select board meeting on the topic. Kaiya gave a fantastic presentation of the school. Chris Badger noted the need to capture the quantity of volunteer hours invested in the school and the board discussed adding that to next years' presentation.

Fall 2013 NECAP Results Overview: Sheila Rivers reviewed the structure of the NECAP as standards-based assessments. She walked through the tiers of results and subject matter tested, as well as trends over time both for classes and individual students. Kaiya noted that NECAP is only a component of our assessment program – one that merits attention but is not the only tool. Currently we use the data in monthly unit meetings at both the trend and individual levels. The MTSS team is going through the information to identify targets for more focused attention. One noteworthy trend is the increasing success of students with disabilities. VCAT allows very detailed results to understand components that can drive improvement on instruction.

Hiring/Staffing updates: Kaiya reached out to the former hiring committee for the French position and posted the position internally. The current teacher has a one year

contract. Kaiya will ask the committee to make a recommendation at the April board meeting. Kaiya anticipates the kindergarten paraprofessional needs identified for next year can be met with an internal transfer, barring additional students moving in to the school. Math support for the larger 1st grade class will also be provided internally.

Community Engagement and Interaction: The board may join the staff meeting in April to debrief on the town meeting. Rob Williams submitted a letter to the Valley Reporter thanking the community for coming to the school's portion at the town meeting. Christine noted the benefit of the board members attending the PTA meetings and encouraging greater participation. The PTA meets the 2nd Thursday of the month.

ACTION

The April board meeting conflicts with school break, and will be rescheduled for Monday, April 28th.

The FY13 Audited Financial Report The board confirmed the financial report submitted. Helen Kellogg made a motion to approve the audited financial report. Christine Sullivan seconded and the motion was unanimously approved.

Authorize school credit card: Rob Williams made a motion to approve the creation of a mastercard business card account through People's United Bank. Allison Champlin seconded and the motion was unanimously approved.

Renewable energy: Rob Williams opened the topic of a renewable energy project and requested board approval to create a working group. Kaiya noted that Chris Badger has expressed interest in that topic. The board supported the action.

Reduction in force: The board needs to take action to officially reduce the second full time kindergarten teaching position due to a reduction in population at that grade level. The second position to be eliminated is the Title 1 interventionist due to a shift in funding resources and special education needs. The board explored other options for funding the Title 1 interventionist in the interest of keeping Terry Hopper on staff, but alternate resources have not been identified. All noted the quality of Terry's contribution to the school. In light of challenges noted above in reduced funding sources and special needs, the board felt the position could not be continued. Eve noted that the state holds the school boards accountable for making the difficult staffing decisions when the needs shift, and not extend budgets to hold on to beloved staff. Rob Williams made a motion to approve two reductions in force. Allison Champlin seconded and the motion was unanimously approved.

REPORTS:

Financial Report: The school is tracking a \$471 anticipated fund balance after anticipated additional expenses of roughly \$70,000.

Principal's Report: We are looking ahead to the closure of the year and the goals for next year. At the next board meeting we will review the action plan. Kaiya is also completing reviews of nine teachers on a summative evaluation cycle. Finally, Kaiya is looking toward next year with preschool screening, scheduling and placements for next year. Kaiya anticipates that graduation will move from June 12th due to the accumulation of school cancelations. The last day of school has yet to be announced, but graduations may be as late as June 17th.

Washington West Representative Report: None submitted as they have not yet reorganized.

EXECUTIVE SESSION

Rob Williams made a motion to go into executive session on a matter of personnel. Christine Sullivan seconded and the board went into executive session at 9:04. The board came out of executive session at 9:18 p.m.

ACTION

Helen Kellogg made a motion to accept Sue Dillon's letter of resignation. Rob Williams seconded and the motion was unanimously approved.

ADJOURNMENT

The meeting was adjourned at 9:19 pm. The next meeting will be Monday April 28th at 7 pm.

Respectfully submitted,

Helen Kellogg
Clerk and Secretary