

# Waitsfield Elementary School

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## School Board Retreat

June 18, 2012 4 pm School Library

### ATTENDANCE:

**Board Members:** Rob Williams, Todd White, Scott Kingsbury, Helen Kellogg. Eve Frankel joined at 5:30 pm.

**School and WWSU staff:** Kaiya Korb, Brigid Scheffert, Jeremy Hill

### CALL TO ORDER:

Rob Williams called the meeting to order at 4:12 pm.

### APPROVAL OF MINUTES

Todd White made a motion to approve the minutes from May 21, 2012. Scott Kingsbury seconded and the motion was unanimously approved.

### DISCUSSION AND AUDIENCE COMMUNICATION:

None submitted

### REPORTS:

**Financial reports:** we will close the year in the black roughly 7K, which is lower than in years prior, but sufficient.

**Principal's report:** Pushing from Good to Great was a goal set out at the beginning of the year. Kaiya shared some examples of how that goal was achieved by different staff members and collectively. Nora McDonough moved forward with the art blog, which gave families access to the thinking behind the assignments and the output. Jeremy has worked to bring the daily work of the classroom forth in the concert performance. Leigh Stockton has designed several smart board and ipad lessons that are highly engaging for students. Together, staff has developed a plan to improve writing instruction and performance in a coordinated fashion. The 5<sup>th</sup> and 6<sup>th</sup> grade teachers have adjusted instruction to offer coordinated units in an effort to address the small class size of the current 5<sup>th</sup> grade, allowing kids opportunities to work with a variety of peers and helping further prepare them for the transitions of middle school. Throughout the

building, there have been numerous examples of not just “carrying on business”, but truly challenging ourselves to better serve students.

Staff has been working on preparing for next year while simultaneously wrapping up the current year. Placement letters will go in the mail on Wednesday of this week. Kaiya and the special educators have completed preliminary scheduling of all special education support for next year. A shift in special education needs is projected to consume the full availability of our limited paraprofessional staff. Kaiya has explored funding for a partial paraprofessional position, for 2 hours a day, to offer non special education related support. Given the special education reimbursement formula and Medicaid funds, we have the capacity to pay for such a position. Terry Hopper has time available to ramp up those hours. Terry is a fantastic resource existing on staff.

The school will host a mindfulness workshop next week. The lighting project and the early education playground project will be wrapped up over the summer. School board members are invited to come to graduation ceremony to hand out diplomas.

#### **WWSU Report:**

Eve Frankel spoke to the productive dialog that took place at the WWSU board retreat and the relationships fostered between the school board members across the WWSU. Notable feedback from parents of kids coming through Harwood sparked a desire to have more sharing of success stories in order to help the community have a better understanding of the school as we face budget pressure from declining enrollment and the loss of ARRA funding and Jobs money.

#### **Superintendent’s Report:**

All seven schools are completing hiring and the central offices have been moved to the new location in Mad River Park. Policy work has ended for the year. Focus is on the high school graduation.

#### **ACTION ITEMS**

##### **Policy review:**

Helen Kellogg made a motion to approve the #2 Policy Packet: C1 Board Meeting Agenda Preparation and Distribution, C2 Board Meetings, C2-P Regular Board meeting procedures, C3 Public Participation at Board Meetings, C4 School Visits By Board Members, C5 Board Relations with School Personnel, C6 Board Commitment to Non-Discrimination, C6-R-P Procedures For Handling Complaints, D1 Personnel Recruitment, Selection, Appointment, and Criminal Records Check, D2-R Professional Development, D2-R-P Professional Development Procedures, D3 Staffing and Job Descriptions, D4 Educator Supervision and Evaluation, D5 Personnel Files, D8-R Alcohol and Drug Free Workplace, D10 Public Complaints About Personnel, D11-R Drug and Alcohol Testing Transportation of Employees, D-12-R Harassment of Employees, D13-R Health

Insurance Portability and Account Ability Act Compliance, E12, Electronic Communications Use and Retention, F17 Head Lice, F17-P Head Lice, F26 The Use of Restraint and Seclusion, F31-R Extended School year Services, F31-P-R Extended School Year Services, G11-R Acceptable Use of Electronic Resources and the Internet, G11-R-P Acceptable Use of Electronic Resources and the Internet Procedures, B2 Board Goal Setting and Evaluation as proposed. Todd White seconded and the motion was unanimously approved.

### **Action Plan Update:**

Key elements of the action plan include:

- Common Core: The school will transition to common core in math and literacy in the coming year. Liz Belknap is the literacy coordinator and Tom Young is the math coordinator for the common core implementation.
- Developing more coordinated writing instruction
- Increased academic interventions lead by Terry Hopper
- Ongoing technology development including simplifying newsletter/blogs to increase communication with families.
- Implementation of a homework club
- Ongoing development of our school website.

Curriculum presentations will continue next year including literacy, music, and art.

Climate: increased focus on our behavioral interventions to keep us tighter, proactive and consistent in our responses.

Scott Kingsbury made a motion to approve the action plan as written. Helen Kellogg seconded and the motion was unanimously approved.

**Tax Anticipation Note:** WES needs to borrow \$150K to pay our bills until the tax monies come in. Kaiya recommends a TAN at 2.2% from Merchants Bank.

Scott Kingsbury made a motion to authorize a revenue anticipation note borrowing in the amount of \$150,000 for a term of one year. The note will be issued through Merchant's Bank to meet the cash flow needs of the District. Todd white seconded and the motion was unanimously approved.

**Fuel Bid Approval:** Michelle Baker reviewed bids for fuel and recommends a Gillespie's fixed prepaid price of \$3.13/gallon for propane. Todd White made a motion to approve the bid. Scott Kingsbury seconded and the motion was unanimously approved.

### **ANNUAL RETREAT**

The board members reflected upon the current status, as well as any areas of concern, in each of the ten areas identified within board policy on goal setting.

	<i>Current Status</i>	<i>Concerns/areas to address, if any</i>	<i>Recommended action steps, if any</i>
1. Policy making	A process is in place that is moving policy updates along at the WWSU level.	Review policies that are not adopted as part of the WWSU plan.	W.E.S. review local policies that would likely remain local.
2. Policy implementation	Brigid and Kaiya responsible for the predominance of implementation.		
3. Community Relations **	Continued effort to follow the protocols set up by school policy.	Increased transparency, particularly for families new to the school?	Brief, bulleted updates in the newsletter ( 3-4x/ year) re: board activities. Board letter at the beginning of the school year (including bios and pictures)
4. Board Interpersonal Communication	Diligent about keeping open communication.		
5. Board-Superintendent Relations	Well represented at the Executive Committee/ WWSU level	Harwood budget will provide much dialogue (connected to various points)	Increase formalized, shared discussions for future of the Supervisory Union
6. Fiscal/Budget	gold stars for investment in the building during a time of financial challenge; long-range planning continued.		
7. Instructional Program **	Continuing curriculum presentations		
8. Labor Relations **	Continue presence at first staff meeting Curriculum presentations support further connection with board	Insure that staff understands the support of the board.	
9. Board Professional Development		Address any areas of concern	connection to S.U. work and how to engage in that and the ramifications to

**			the board. Invite Stephen Sands to a WES mtg
10. Government Relations	s199 was an example of advocating for school concerns; good work reaching out to our local representative. Brigid's updates are helpful.		Two reps next year, thoughtfully engage them both after the election is completed.

\*\* areas indicate an area identified for further focus / action steps in 2011-2012

### EXECUTIVE SESSION

The board invited Brigid and Kaiya to stay for executive session. Eve Frankel made a motion to go in to executive session. Rob Williams seconded and the board went in to executive session at 6:21 pm on a matter of personnel.

The board came out of executive session at 6:29. Helen Kellogg made a motion to approve Sue Dillon's request for job share, pending the hiring of an appropriate partner candidate and for one year only on a trial basis. Todd White seconded and the motion was unanimously approved.

Helen Kellogg made a motion to authorize the superintendent to issue an employment agreement to the recommended nursing candidate. Eve Frankel seconded and the motion was unanimously approved.

Scott Kingsbury made a motion to authorize the superintendent to issue a letter of agreement for a one-year para professional staff. Todd White seconded and the motion was unanimously approved.

Scott Kingsbury made a motion to authorize the superintendent to issue a letter of agreement for a part time early education para professional staff, as budgeted and planned for. Todd White seconded and the motion was unanimously approved.

Helen Kellogg made a motion to go back into executive session on a matter of contract negotiation. Todd White seconded and the board went into executive session at 6:34 pm. The board came out of executive session at 6:37pm. No action was requested.

The next meeting of the WES board will be on Monday August 27, 2012 at 6:30 pm at the WES library.

Respectfully submitted,

Helen Kellogg

Secretary & Clerk