

**WAITSFIELD BOARD OF SCHOOL DIRECTORS**  
**Meeting Minutes**  
**Monday, September 27, 2011, 6 p.m.**  
**Waitsfield Elementary School**

**Board Members Present:** Eve Frankel, Rob Williams, Helen Kellogg. Scott Kingsbury joined the meeting at 6:50.

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

**Members of the Public Present:** None.

**Call to Order:** The meeting called to order at 6:06 pm.

**Minutes:** Helen Kellogg made a motion to approve the minutes from June 15, 2011. Eve Frankel seconded and the motion was unanimously approved. Rob Williams made a motion to approve the minutes from June 20<sup>th</sup>. Eve Frankel seconded and the motion was unanimously approved. Scott Kingsbury made a motion to approve the minutes from August 1<sup>st</sup>. Eve Frankel seconded and the motion was unanimously approved. Helen Kellogg abstained as she was not present for that meeting.

**Discussion:**

Audience and Written Communication: None submitted

Facilities Update: Kaiya provided updates on several facilities projects:

- **Playground:** The funds available for the project increased with the availability of ARRA funding and allowed us to build a plan and begin the site work. We then learned that the school is in a fluvial plain and that we require further review by the DRB's planning and zoning administrator before we can build the structures on the site.
- **Lighting project:** Matt Kiley was hired to complete the audit and create bid documents. A shortage of a key ingredient for our project led to a delay which led to the upside of updated requirements from the state. We are now receiving bids and will be selecting one in the coming weeks. We will capture the Vermont energy incentives.
- **Municipal Water System:** Per our meeting in November, we agreed to revisit the topic in late August. Kaiya confirmed that we can anticipate a hook up in the Spring at the earliest. We will continue with our own water management and testing until then. Our costs will be prorated against the date we hook up and can anticipate a savings for this year, given that we'd budgeted to hook up by December. We will leverage a state loan forgiveness program to pay for a portion of the school hook up, which will relieve that cost from the town's bill. Kaiya noted the Joe Robinson has managed each of these building projects with tremendous skill and expertise.

**Follow-up to June Retreat:**

The board discussed the priorities set and assign and schedule each follow up.

- 1) Community relations: website and newsletter enhanced to make the board members more accessible and well known to the school community.
  - Photos and bios to be developed and posted on our site
  - Also planned is a letter to the community by mid October that addresses the role of the board and a snapshot of the plans for the coming year, including curriculum presentations. A mid-year update will be sent in February in anticipation of town meeting.

- Attending PTA meetings as available: Meetings are held the second Thursday of the month. Board to plan for the December 8<sup>th</sup> and March 8<sup>th</sup> meetings.
  - Recruit a videographer to capture our board meetings: Alex McClay has secured Corinthia XX to provide this service. She is affiliated with the Mad river TV.
- 2) Instructional Program: increasing availability to the curriculum presentation. Goal is to alert parents to the curriculum presentations and capturing them via the video program for online viewing. The board will offer childcare during those meetings. We will also create a board calendar that highlights upcoming events.
  - 3) Labor Relations: The board sought to connect with the staff at the onset of the year. Given the unusual start to this year, those opportunities were missed. In lieu of those, we will look host a party for staff during a regularly scheduled staff meeting. Kaiya to send potential dates for consideration.
  - 4) Board professional development: Each board member will commit to picking two topics per year to focus on and share with the board. Topics will be reviewed at the following board meeting.

Review 2011-2012 School Board Work Calendar:

- November: Kaiya noted the Common Core presentation by Sheila Rivers slated for November.
- January: the presentation will focus on health and guidance by Kat Fair and Sue Dillon
- February or April: the presentation will focus on physical education by Ray Drake
- May: the presentation will focus on math by Tom Young
- Additional details on the board calendar will be posted on the website.

#### **Action Items:**

Accept bid for Lighting improvement work: The board reviewed three bids for the lighting work. Kaiya sought input from Matt Kiley, who recommended Mike's Electric, the lowest cost bidder. This company is a large scale operator with significant experience working with Efficiency Vermont. The board approved the selection of an upgrade from the base lighting fixtures with straight downward projection to one that delivers a broader arc of light. Helen Kellogg made a motion to approve Mike's Electric bid not to exceed \$18,010. Eve Frankel seconded and the motion was unanimously approved.

#### **Reports:**

**Financial Report:** The school year ended with a fund balance of \$66,000, driven by oil and staff savings. A final audit is expected in the coming weeks. Next month we will review the financial reports for the coming fiscal year.

**Principal's Report:** Kaiya provided a detailed report on the work of the school. Eleven staff members are working specifically on mindfulness work and meditation as a tool for helping people focus. The school's restructuring process is underway with meetings between pre-K and K, grades 1&2 etc. Curriculum is shared and field trips are aligned, among other benefits. Finally, the open house concluded with a chaotic audience to the presentation. Kaiya called it out and will look for ways to revise the tone and the structure for future events.

Washington West Representative Report & Superintendent's Report: Brigid reported on the state of Act 153, the common core and the challenges with the lease for the current office space. The executive committee is exploring building out central offices at Harwood in the existing space there. Transportation

contracting is being coordinated with area districts to get great value. Contract negotiation will get underway next month. The WWSU is conducting two searches – one for Harwood and one for Warren. Missy Shea will represent the valley on that committee. There will be an open forum for the community to engage in the search on October 13<sup>th</sup>, 6:30. The WWSU completed their guidebook to help principals going forward, with key areas to do and think about by month. This tool will provide a critical training link for new leadership hires going forward. Policy packet #2 came out on September 23<sup>rd</sup> and should be processed by each board. We will be reviewing 21 policies this year to bring our total unified policies to 35 at the end of this year. In April, we will look for the board to warn for first reading and May for final adoption. The executive committee met and reviewed the rules of organization and discussed the work ahead. This year will include a communications plan, middle school consolidation consideration exploring specifically Essex's model of in-school academies, reviewing the impact of declining enrollment. The facilities director currently based at Harwood is doing a terrific job maximizing the value and potential of that building. The director of technology position was just hired by a portion of the SU, and will ideally become a full time position in the WWSU budget so that all schools with benefit. Act 153 is still in place and will go into effect with no additional direction from the state. The WWSU will wait to see what guidance is given with managing the consolidation of special education services. The WWSU lost 4 days of school already and we need to decide if/how to make those up. We will start by working on Veteran's Day, November 11<sup>th</sup>. Brigid recommends not having school after June 22<sup>nd</sup>. Helen Kellogg made a motion to approve having school no later than June 22<sup>nd</sup>, to attend school on November 11<sup>th</sup> to make up one flood day, and to authorize the superintendent to work with the executive committee to determine if and when the remaining flood days are made up, driven largely by snow days. The bus director was newly replaced and is ramping up well but still learning our bus routes and management tactics regarding snow cancellations.

Due to the Thanksgiving, the November meeting will be moved to the 29<sup>th</sup>. The December meeting will also be impacted by the holidays, and will be moved up to the 20<sup>th</sup>.

### **Executive Session**

At 7:50, Eve Frankel made a motion to move into executive session on a matter of personnel. Scott Kingsbury seconded and the group moved into executive session. The board came out of executive session at 8:38. No action was taken.

At 8:39, Helen Kellogg made a motion to go back into executive session on another matter of personnel. Scott Kingsbury seconded and the group moved into executive session. The board came out of executive session at 8:55. No action was taken.

**Adjournment** Meeting adjourned at 8:56 pm. The next board meeting will be held on October 25<sup>th</sup> at 6 pm at WES.

Respectfully,  
Helen Kellogg  
Secretary and Clerk