

WAITSFIELD BOARD OF SCHOOL DIRECTORS  
DRAFT Meeting Minutes  
Tuesday, October 25, 2011, 6 p.m.  
Waitsfield Elementary School

**Board Members Present:** Eve Frankel, Rob Williams, Helen Kellogg, and Scott Kingsbury. Todd White joined the meeting at 6:30.

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

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

**Call to Order:** The meeting called to order at 6:05 pm.

**Minutes:** Eve Frankel made a motion to approve the minutes from September 27, 2011. Rob Williams seconded and the motion was unanimously approved.

## **REPORTS**

**Financial:** Kaiya gave a brief overview of the provided written report.

**Principal's:** Significant professional development work is underway with active participation on the part of WES teachers taking initiative and leadership. It is having an impact on the experiences in the classroom. Early release day work is being brought back to colleagues for sharing and maximizing the impact of the time spent outside the classroom. In terms of more fully supporting families, Kaiya is looking into a home school coordinator to help hook up families in the community with broader services. Medicaid can support the cost for this position. We are also exploring using approximately \$3,000 in Medicaid funds to support a homework club through the Open Hearth organization. Teacher referrals will be an important part of the application process. The program will serve 10 kids at a time and be provided at no cost to the families.

### **Washington West Executive Committee Report:**

- The Exec Com agreed that we will be held on 11/11 and will not allow our school year to extend beyond June 22.
- Teacher negotiations will begin shortly. Todd White and Helen Kellogg will serve as the WES representatives. The lead representative needs to be determined prior to the next executive committee meeting.
- The Exec Com is working on a new transportation contract, in collaboration with up to two other supervisory unions. Todd White inquired as to the viability of merging public and school transportation. Brigid spoke to the regulatory issues as well as the implications such a system would have on our transportation expense reimbursements. A primary issue is that the bus is considered part of the classroom, and the school is responsible for the child during that ride.
- The conditions of the WWSU offices and the lack of responsiveness by the landlord to address air quality, rodent, climate and space issues is an issue. The contract ends June 30, 2012 and all expect the rent to increase. The relationship is strained. The group is considering the Moffroid space in Mad River Park. Rent would be comparable for an improved space. Moving expenses were initially projected at a number much higher than currently estimated, but is now revisited at much a more reasonable estimate. The board confirmed our appetite for covering moving expenses up to \$10,000.

- The WES board needs to be able to speak clearly about Act 153. It's a law that asks us to consolidate services in a cost saving measure. There is no clear implementation plan from the state as yet. For a variety of reasons, it is not seen that consolidating Special Education would lead to savings. Brigid believes that centralizing those budgets will only distance the consumer from the costs, and in fact likely raise the costs over the next 3 years. There is no clarity about enforcement or applying for exemption. Other districts are currently arguing the merits of the program and we will stand by for the outcome of that process.
- Our WWSU recommendations to meet Act 153 include: (note this is at the early stages of development)
  - 1) Hire an ELL teacher/coordinator based out of the central office
  - 2) Develop a transportation contract with neighboring supervisory unions
  - 3) Centralize facilities operations and maintenance at Central Offices – for team support, specialized training, contract management, and collaborative effort.
  - 4) Technology/Systems administration and consolidating our technology purchase
  - 5) Research systems to centralize procurement of goods and services

**Superintendent's Report:** The support staff, of which WES is not a part, contract process went to impasse and will go to mediation. The teacher's negotiations will use a community format and all are optimistic.

## DISCUSSION

**Audience and Written Communication:** None submitted

**Roles and responsibilities of the WWSU Exec Com and WES school board:** Among a list of 7 primary functions, the Exec Committee establishes their priorities for their work. Ex: given declining enrollment, the WWSU EC will pursue that topic for exploration. Any recommendation will be brought to the individual school boards for a decision. Scott Kingsbury suggested that the committee consider a broader set of consolidation efforts including the elementary buildings. Brigid framed up that the exec committee would first frame up an approach to community involvement. She also noted that the team took up the consolidation challenge, explored 11 scenarios and found only one tenable option in the form of consolidating middle schools. Eve noted that there will come a pain point with possible dwindling populations and that we will need to revisit this question over time.

**Identify board prof dev topics of need/interest:** Kaiya guided the board through the VSBA website to consider our areas of interest and need in board professional development. Helen Kellogg suggested the budgeting segment will be important given the upcoming budgeting process and ensuing town meeting. Negotiation training was also noted as important and timely. Finally, Kaiya noted the need to review the focus of executive session content. Rob Williams will follow up on that.

**WWSU Policy Packet #2:** The board received a packet of 21 policies. We will review these and provide feedback to the executive committee. They will fine tune and send back for standard policy passing process. Kaiya recommended reviewing sections of these in sessions between now and February. The first 7 will be reviewed at our next meeting.

## EXECUTIVE SESSION

At 7:50, Scott Kingsbury made a motion to move into executive session on a student matter. Eve Frankel seconded and the group moved into executive session. The board came out of executive session at 7:58. Scott Kingsbury moved and Todd White seconded that the board authorize the superintendent to submit a residency assignment request to the Commissioner of Education. At 8:01, Helen Kellogg made a motion to go back into executive session on a matter of personnel. Rob Williams seconded and the board went into executive session. The board came out of

executive session at 8:08. No action was taken.

### **ACTION ITEMS**

2012-2013 Budget Development: Kaiya made a request for any specific parameters within which to work as she develops the first draft of the budget to be reviewed in November. We'll then approve the revised budget in December, with as always, a partial picture of the revenue at that point. Enrollment is down for this year and will be lower next year. We will also revisit the potential for full day kindergarten, which is common throughout the state, preschool programming and our long-range capital improvement plan. Kaiya reviewed enrollment and the strategy for supporting student needs and maintaining costs. Eve Frankel stressed the importance of containing our costs this year, especially post Irene.

Kaiya was approached to purchase 4 acres of land behind the school. If the board has interest in pursuing this further, she recommends creating a subcommittee to explore the value of that offer. Rob Williams suggested that Vermont Land Trust could help us with that project and evaluate the options. Rob will create a working group with Todd and invite Liza Walker to participate.

**2011-2012 WES Action Plan:** The school action plan was laid out for board review. The state requires that climate, literacy and math be included in the plan. The W.E.S. plan additionally addresses technology and early education. Eve Frankel made a motion to adopt our WES action plan. Rob Williams seconded and the motion was unanimously approved.

### **Hiring:**

- **Bus monitor:** we need to hire a bus monitor. Based on the administration's recommendation, Rob Williams moved to authorize the superintendent to hire a bus monitor. Todd White seconded and the motion was unanimously approved.
- **Paraprofessional: preschool** Another adult is needed in the preschool classroom to address concerns in the current class. The cost of this person would come to approximately \$3,400 assuming the assistant went for the full year.

**Homework Club:** Eve Frankel made a motion to approve the use of WES Medicaid funding to support a homework club. Helen Kellogg seconded and the motion was unanimously approved.

December 6<sup>th</sup> is a staff meeting. Kaiya requested that the board come and connect with the staff around the budget, Act 153 or the like. The majority of the board will plan to attend.

### **EXECUTIVE SESSION**

Scott Kingsbury made a motion to move into executive session on a student matter. Eve Frankel seconded and the board went into session at 8:45. The board came out of executive session at 8:48. Based on the administrator's recommendation, the board authorizes the superintendent to hire a part time preschool teaching assistant.

At 8:53 Scott Kingsbury made a motion to go back into executive session on a personnel matter. Eve Frankel seconded and the board went into executive session. The board came out of executive session at 9:08. No action was taken.

**Adjournment:** Meeting adjourned at 8:56 pm. The next board meeting will be held on November 29<sup>th</sup> at 6 pm at WES.

Respectfully,  
Helen Kellogg

Secretary and Clerk  
WAITSFIELD BOARD OF SCHOOL DIRECTORS