

**WAITSFIELD BOARD OF SCHOOL DIRECTORS**  
**Meeting Minutes**  
**Monday, March 21, 2011, 6:00 P.M.**  
**Waitsfield Elementary School**

**Board Members Present:** Eve Frankel, Helen Kellogg, Scott Kingsbury, Todd White, and Rob Williams.

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

**Members of the Public Present:** Sheila Rivers, Amy Cunningham, and Joy Worland.

**Call to Order:** Kaiya Korb called the meeting to order at 6:06 p.m.

**Action Items: Reorganization of the Board**

- 1) Elect a chair – Helen Kellogg nominated Rob Williams to be chair, Scott Kingsbury seconded, and the nomination was unanimously approved.
- 2) Elect a clerk & recording secretary – Rob Williams nominated Helen Kellogg as clerk and recording secretary, Eva Frankel seconded, and the nomination was unanimously approved.
- 3) Elect three Washington West Board Representatives – Rob Williams moved to nominate Todd White, Scott Kingsbury, and Helen Kellogg. Eve Frankel seconded and the nominations were unanimously approved. The next WWSU meeting will be March 29th, 6:00 pm at Harwood.
- 4) Elect a Washington West Executive Committee Representative – Rob Williams nominated Helen Kellogg, Scott Kingsbury seconded and the nomination was unanimously approved. This committee meets the second Wednesday of the month from 5:30 to 9:00 p.m.
- 5) Appoint a truant officer – Rob Williams appointed Kaiya Korb.
- 6) Designate Newspaper(s) of record – Times Argus and Valley Reporter were designated as newspapers of record.
- 7) Set meeting date/time – The board established the third Monday of the month at 6:00 p.m. for our monthly meetings. The April meeting will meet on the 11th at 6:00 p.m. due to the school vacation the following week.

**Approval of Minutes:** Rob Williams moved to approve the minutes from the February 14, 2011 WES board meeting and Scott Kingsbury seconded. The motion was approved. Helen Kellogg made a motion to approve the annual meeting minutes of March 1, 2011 and Scott Kingsbury seconded. The motion was approved.

**Discussion:**

- **Audience and Written Communication:** None submitted.
- **Everybody Wins:** Amy Cunningham gave a presentation on the history and mission of Everybody Wins. She spoke to the strength of support already present at WES and feels that the program is well established and sustainable here. Joy

Worland reiterated appreciation for the participation of the WES staff and faculty and relayed the enthusiasm of the adult volunteers.

- **VCAT/NECAP presentation:** Sheila Rivers spoke about the VCAT tool currently in use. It's a web-based tool to house our curriculum and assessments that teachers can access through the web. It provides a history of assessment that supports individuals as well as broader strategic planning processes. It is an incredible tool for teachers and administrators alike.
- **Confidentiality training:** Brigid reviewed the confidentiality rules and clarified the two-part test of *need to know* and *right to know* in determining what information is shared in any given situation.
- **Administrative Assistant hiring update:** 34 applications were received and the hiring committee will be meeting this week to pursue the process. Eve Frankel will represent the board on the hiring committee.
- **Waitsfield/Fayston Preschool Program update:** Kaiya reported in her notes on the ongoing conversation with Fayston and the intent to go carefully and thoughtfully forward toward a 2012-2013 timeline.
- **Principal job description review:** Rob Williams made a motion to approve the principal job description and Eve Frankel seconded. The motion was unanimously approved.

#### **Reports:**

- **Financial reports:** Kaiya walked the board through the financial reports.
- **Principal's report:**
  - Kaiya noted two groups who have made significant contributions to the school and asked that the board approve of her writing letters of appreciation to the parents and community members leading those on behalf of Kaiya and the Board. The two programs are the afterschool program run by Open Hearth and the Lego League led by Piper Stover and Melinda Kogut.
  - With respect to managing VCAT data analysis, Kaiya has created curriculum committees so that subgroups can dive deeply into each subject and report back to the whole faculty.
  - Also noted was the valuable work lead by Justina Boyden on Responsive Classroom. She is providing valuable training that is building consistency throughout the school.
  - Finally, Kaiya noted that the school has seen an increase in the need for specialized education as of the last three months.
- **Superintendent's report:** Brigid noted that on April 2nd, 8:30–12:00, there would be a new board member training session at the SU office. VSBA will host the

training. Brigid also noted that many other boards in the SU have removed payroll from the warrants each month and deferred that to the central office. Helen Kellogg made a motion to authorize the central office to manage and produce payroll outside of the board warrants. Todd White seconded. The motion was unanimously approved. We have moved through the C4C and the consolidation conversation has moved to the back burner. The proposed legislation around lifting preschool caps would have little impact in Waitsfield, given that the cap set at the state is now 44 children, which is well above our population. The other legislative move to lift the two-vote rule would also have little impact.

- **WWSU Executive Committee Report:** None made.

### **Executive Session**

- **Personnel issue 1.** Todd White made a motion to go into executive session and Helen Kellogg seconded the motion. Kaiya and Brigid were asked to stay. The board moved into executive session at 8:15 p.m. and came out of executive session at 8:18 p.m. The board accepts the resignation of Betsy Eckfelt with appreciation for her 24 years of service. Helen Kellogg will serve on the hiring committee to replace Betsy.
- **Personnel issue 2.** Scott Kingsbury made a motion to move into executive session and Eve Frankel seconded the motion. Kaiya and Brigid were asked to stay. The board moved into executive session at 8:21 p.m. and came out at 8:28. Todd White made a motion to maintain Emily Church's position at the current level. Eve Frankel seconded and the motion was unanimously approved.
- **Personnel issue 3.** Todd White made a motion to go into executive session and Scott Kingsbury seconded the motion. Brigid was asked to stay. The board went into executive session at 8:35 p.m. and came out of executive session at 9:14 p.m.

### **Adjournment**

The board meeting was adjourned at 9:15 p.m. and the following meeting is set for April 11, 2011, at 6:00 p.m.

Respectfully submitted,

Helen Kellogg,  
Clerk and Recording Secretary