

**WAITSFIELD BOARD OF SCHOOL DIRECTORS**  
**Meeting Minutes**  
**Monday, August 27, 2012, 6:30 p.m.**  
**Waitsfield Elementary School**

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

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

**Members of the Public Present:** Cheryl Kingsbury

**Call to Order:** The meeting called to order at 6:40 pm.

**Executive Session**

At 6:41, Scott Kingsbury, made a motion to go into executive session on a matter of personnel. Eve Frankel seconded and the group moved into executive session. The board came out of executive session at 6:43. Todd White made a motion to direct the superintendent to implement an increase for our building administrator at 3.5%. Eve Frankel seconded and the motion was unanimously approved.

Todd White wanted to acknowledge the significant effort on the part of Dale Smeltzer, supported by Brigid Scheffert, to lead the contract negotiation process. It engendered goodwill and was carried out without legal counsel. Brigid left the meeting at this point.

**Minutes:** Todd White made a motion to approve the minutes from June 8, 2012. Scott Kingsbury seconded and the motion was unanimously approved. Kaiya noted that the policies approved on June 8<sup>th</sup> will need to be warned again at the next meeting because the WWSU had not fully warned the vote. Todd White made a motion to approve the minutes from June 18<sup>th</sup>. Eve Frankel seconded and the motion was unanimously approved.

**Discussion:**

Audience and Written Communication:

- Scott Kingsbury raised questions and concerns about the loss of morning gym and the fact that the building is locked until 7:30 a.m.. Cheryl Kingsbury added that morning gym was an effort by volunteer parents. Kaiya noted that there is no supervision for kids in the building before 7:30. Scott added that the parking lot is too small to allow 150 kids to be safely dropped off in a 10 minute window. Kaiya spoke of the challenge of managing energy within large group of kids within the building early in the am and the need for at least two adults to supervise. Four issues exist: morning recess, parking lot congestion, school doors being locked, and class start time. Kaiya suggests that we add a doorbell for those who need to get in early and a commitment that the door is opened at 7:25 to receive the occasional early drop off. Scott asked that we hear from teachers on their experience of early kid drop off. At the next meeting, we will list this as a topic of discussion. The board will outline the concerns and brainstorm solutions with Kaiya.
- Review commitments/timeline determined at Board retreat, including board work calendar.
  - Policy: Kaiya will present at the next board meeting a list of our local policies (likely 6) should the board want to comment.
  - Board activities in the newsletter: Eve will take the lead on the updated board letter. Kaiya will give us each an opportunity to update bios.

- Board superintendent relations: Kaiya to ask Brigid to increase the opportunities for WWSU wide meetings to address broader vision questions.
- Superintendent will invite the HUHS reps to attend local elementary board members. We will extend the invitation to Steven Sands to attend our October meeting.
- Government relations: the board intends to invite our two local representatives to our December meeting.

### Reports:

- **Financial Report:** Kaiya noted that the bottom line was a \$22,000 fund balance. Special education reimbursement support from the central office played a significant part in securing those funds.
- **Principal's Report:** Kaiya reported that the water project activity included the connection to the line and to the school. The work is not yet wired into our system, so not completed. There will be damage to bushes and trees as a result and Kaiya has noted this to the service providers to be remedied at no cost. The parking lot remains intact. The stay mat path through the garden will also be replaced by the town. The school was struck by lightning, which shut down the water pump. The pump was replaced and the cost will be covered by insurance. Tile was replaced in the final three classrooms to get the last of the mastic with asbestos out. The lighting project was completed in the south wing of the building including new fixtures and occupancy sensors. We can expect further savings from that efficiency and benefit from safety improvements. The playground has been built out with sand, swings, a few boulders and soon a slide. The PTA is funding the remainder of the improvements. We have a new dishwasher for use in the kitchen by afterschool. The website is being re-launched tomorrow. The goal is to increase access for updating and usability for staff. It will allow for a consistent page for each classroom. It will remain at [www.waitsfieldschool.org](http://www.waitsfieldschool.org). Teachers will need a week or more to migrate their data over. The school now has an Ipad lab that can go around to classrooms. We are well equipped with technology and need to revisit Kay's role in maintaining those assets. There is now a projector in every classroom and a smart board in most. We are now at 153 students for the coming year. First day assembly will include Sophie Dasaro's music. All hiring is completed for the year including Katie Babic, Susan Laskaris, Clayton Wetzel, and Jessica Bachand. The new afterschool director is Susan Amestoy and is very highly regarded. Krissy Bisbee will be returning to join two new staff. All teachers did professional work over the summer. The in-service program focused on the mission and affirmed our existing mission. Our priorities will be converting to common core state standards, improving writing here at our school, technology integration, EST (educational support team) systems will be restructured to capture kids before they fail.
- Washington West Representative Report: none given
- Superintendent's Report: none given

### Executive Session

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 at 8:10. The board came out of executive session at 8:11.

Helen Kellogg made a motion on the hiring of Colleen Todd for a .5 position paraprofessional. Scott Kingsbury seconded and the motion was unanimously approved.

Scott Kingsbury made a motion to go back into executive session on another matter of real estate. Todd White seconded and the group moved into executive session at 8:13. The board came out of executive session at 8:27.

**Action Items:**

Scott Kingsbury made a motion to move our meeting times temporarily to 7 pm. Eve Frankel seconded and the motion was unanimously approved.

**Adjournment** Meeting adjourned at 8:28 pm. The next board meeting will be held on September 17<sup>th</sup> at 7 pm at WES.

Respectfully,  
Helen Kellogg  
Secretary and Clerk