

**HARWOOD UNIFIED UNION SCHOOL DISTRICT  
WEDNESDAY, APRIL 26, 2017 6:00-9:30 P.M.  
HARWOOD UNION HIGH SCHOOL LIBRARY**

Approved Minutes

Attending: Christine Sullivan, Heidi Spear, Maureen McCracken, Caitlin Hollister, Alex Thomsen, Jim Casey, Alycia Biondo, Peter Langella, Gabriel Gilman, Rob Williams, Jill Ellis, Sam Jackson, Rosemarie White

**Administration:** Brigid Nease, Michelle Baker, Amy Rex, Sheila Soule

**Student Reps:** Walker Caffry-Randall, Colin Fennelly, Anneka Williams

**Administration Reps:** Stephanie Hudak, Duane Pierson, Kaiya Korb

**Public:** Annie & Chris Parsons, Peter Kulis, Sally Kulis

1. Call to Order. Meeting called to order at 6:08

2. Additions/Deletions to Agenda: None

3. Public Comment: None

4. Action Items:

A. Approve Minutes of April 12, 2017 – correct “spelling” and under reinstate, group voted yes, not no. Rosemarie moved to accept minutes as amended, seconded by Alex. Motion carried

B. Annual Grant Requirement: Recommended Motion: I move to authorize the Superintendent as the CEO of the HUUSD to accept and administer all federal and state grants, and to act as the representative of all member schools during FY2018.

**Rosemarie made motion as above, Maureen seconded. Passed unanimously.**

5. Reports

A. Superintendent and Director of Finance Reports

**Michelle:**

Merchant’s Bank requested HUUSD to approve acknowledgement of assumption of debt as of July 1, 2017, for bonds on the Moretown District Roof Project and several Harwood projects.

**Rosemarie moved to approve, seconded by Jim. Motion passed unanimously.**

People’s Bank asked HUUSD to approve acknowledgement of assumption of Warren deficit. This is approximately \$200,000. Will be paid off by HUUSD board with FY 16 surplus in next fiscal year. **Alex moved to approve, Rosemarie seconded. Motion passed unanimously**

Will need to cancel credit cards of the administrators who will receive new ones through HUUSD. **Alycia moved to approve the credit card resolution from People’s United Bank for HUUSD, seconded by Jill. Motion passed unanimously**

Need to approve business deposit account to allow Michelle to manage the cash, on-line banking, etc. for the HUUSD **Alex moved to approve, seconded by Rosemarie. Motion passed unanimously**

## B. Board Chair Report: None

Superintendent Report: Brigid's summary of things happening in legislature. Question about tax incentive piece that could be taken away. She will let board know if there are any issues that come up that they might want to contact their legislatures about

## C. Work Group Reports

- ☐ Student Council (10 min.) – Introduction of students.
  - Students appreciate being at the meeting. Would like to come once a month, check in and then report back. Could be other students at some of the meetings. (there are 20 on student council).
  - Brigid suggested 1<sup>st</sup> meeting of month – will send agenda to students.
  - Board would be interested in hearing their perspective on PBL. Will send some students to discuss this in future meetings
  - Interested in hearing how boards have changed with new HUUSD.
- ☐ Negotiations Work Group
  - Meeting 2 weeks ago with ESP – still working through contract proposals, have another meeting with ESP tomorrow. Have heard nothing from teachers about them coming to the table.
  - Meeting minutes are under HUUSD Negotiations Work Group tab. Current proposals can be found under Support Staff Negotiations tab.
- ☐ Communications Work Group
  - Sheila and Kaiya attended meeting, CWG interested in working with them to collect summary streams of information to see what is already known, then bring back to board to discuss. **Rob motioned as follows: The HUUSD board requests that we receive relative data collection summaries collected over the last year – to use at retreat.** He explained that we want to communicate new information from Offsite Meeting to community. We need to know what we know and what we don't know. Want summary of inventory of data. There's too much information so need to decide what is relevant for community to hear.
    - Avoid redundancy and not waste time. Don't need to worry about vision, data is the matter on table Sheila will work with this group on – meaningful survey data. Help all on same page to know where to locate this data.
    - **Rob's motion seconded by Heidi.** Christine suggested we hold off further discussion and voting on this motion until we get to Rules and Responsibilities. **Peter moved to put the question, Jill seconded. Motion failed.**
    - What is goal of survey for foreign language issue – need to clarify. Rob suggests we hold off on this until we see what we already know
- ☐ Facilities Work Group
  - Toured CBMS – talked about major projects (need new roof in next few years), facilities director retiring, minor projects – driveway erosion. Michelle has looked into this issue and will report back. Gym has lots of outside use - \$8,000 a year to district. Talked about progress of Harwood track. Warren school – signed contract with Stewart Construction. Ended up with 2

bidders. Went with lowest bidder – found out cost estimation off by ½ million. Discussed top priorities - air quality. Had to take \$500,000 off the project. No addition in the front, etc. – inside will be pretty much the same. Will do these later. Will start project June 19. Fayston has been working on their punch list. Moretown working on drainage issue. Send a reminder to full board about meetings.

□ Policy Work Group:

- Next meetings May 1<sup>st</sup>, June 5<sup>th</sup>. Have 15 policies to recommend to group. None controversial. Some will take thinking – class size, etc. Will be through –R policies by May meeting. Board needs to see any policy three times. Can designate a set of policies for next meeting.

□ Review Committee Membership

- Maureen no longer part of Communications Work Group because of time constraint. Will be available to be on some other group. Some administrators are part of the working groups - Sheila, Brigid, Ray, Michelle, etc. - as such should be included in communications

6. Discussion Items:

- A. Review the Articles of Agreement and Policy H-1: School-Community Relations and AOE Doc.: <http://education.vermont.gov/sites/aoe/files/documents/edu-governance-guidance-roles-responsibilities-school-systems.pdf> and E20-L HUHS Fundraising.

B. Local Advisory Councils

- a. Article 14 (Location Council). Christine read article on local input. What are local councils going to look like? Kaiya passed around local advisory council proposal, with administrative team recommendation to support working with local PTA/PTO/PTNs to serve the function of local advisory councils. How does outreach get to community members that are not involved in the those groups? Ask local boards to see what towns need and want. Make sure they have agenda times. Discussion of the local advisory councils and how it relates to the HUUSD board. Would like to see input from all of the schools' Student Councils.
- i. May have many different members with different areas of interest. Fluid and ad hoc! Each community should have a voice. Maybe send letter to the communities about allocating time, option for group starting with PTO, etc. gives a place to start. Have direct line and encourage participation. Probably groups will naturally evolve.
  - ii. **Article 14 – publicly articulated policy needed by June 30,2017, Motion made by Maureen to update and modify, policy H1 community relations for adoption by July 1 to include language that applies to local councils, seconded by Alex. Motion passed unanimously.**

Two Minute Break: back at 7:54

C. Roles and Responsibilities: Brigid included board and superintendent responsibilities slides, role of governance, etc. in the information. Goal for tonight? Budget process? Go through list of purpose and governance and use as starting point?

- b. Review mission and vision. Can we be sure that we are serving the interests of our community and the voters? Sometimes discussion feels intolerant and sometimes tone makes people uncomfortable. Feel board has a governance responsibility to be open and to listen. Understanding our place when proposals come – is it just information or something to comment on, etc. Wanting to give input and raise concerns as appropriate. People have different ideas of the roles and responsibilities. Use Roberts Rules to help insure Civility. Need to have some consensus on general rules and responsibilities in order to function. Continuation of reading list of purpose and governance. Brigid response: board role is appropriating the funding – not getting into details about issues such as curriculum. Professionals make recommendations since they have all of the information and the details that have been collected. One thought would be to have a calendar to be able to discuss issues in a thoughtful manner instead of being surprised when something is brought up at a meeting. Need to create common baselines. Study circles that took place last year provided great amounts of data – data helps you find your way. Review CWG motion made by Rob, stated to read as follows: **HUUSD board requests an inventory of surveys distributed during the past year and relevant data collection summaries. Heidi second. Approved unanimously**

7. Other Business: Update on off-site retreat by Caitlin on facilitators. Val Gardner has expertise with school boards and is recommended by Brigid. **Motion made to authorize Caitlin to schedule her for the retreat. Passed unanimously.** Space still a problem at this time.

8. Future agenda/Calendar Planning: Adam penciled in for June 14 – ½ hour. Policies, further reflection on budget process – what information do we need such as excess capacity (administration already working on this), at what point do we talk about items, what is our job around the budget, create common understanding from all of the different ones, have Val come to our meeting to help us resolve this? Will this make us functional? How is board prepared for the next budget year? What information during budget year does board need that it didn't have last time? Time-line is killing this board. Operating principles are necessary. Brigid will work with administrators to have consensus about staffing and other issues before a budget is brought to the board. How to have a productive budget? What questions do we need to ask about budget to be agenda items? Test Scores, performance indicators.

9. Adjourn: **Rob moved to adjourn at 9:35, seconded by Rosemarie. Motion carried.**