

**HARWOOD UNIFIED UNION SCHOOL DISTRICT
WEDNESDAY, MAY 24, 2017, 6:00-9:30 P.M.
HARWOOD UNION HIGH SCHOOL LIBRARY**

Draft Minutes

Attending: Christine Sullivan, Maureen McCracken, Alex Thomsen, Jim Casey, Garrett MacCurtain, Peter Langella, Rosemarie White, Gabriel Gilman, Heidi Spear, Jill Ellis, Sam Jackson, Alycia Biondo arrived at 7 p.m.

Administration: Brigid Nease, Michelle Baker, Sheila Soule, Donarae Dawson

Student Reps: Walker Caffry-Randall

Administration Reps: Beth Peterson, Amy Rex, Stephanie Hudak

Public: Pete and Sally Kulis, Amy Jamieson, Laura Caffry

1. Christine called meeting to order at 6:16.
2. Additions/Deletions to Agenda: Brigid needs executive session regarding personnel contracts, possibly contract negotiations.
3. Public Comment: None
4. Board Reflections from Prior Meeting - unresolved issues that need closure

☐ Maureen read following statement:

I wanted to address a perception of conflict of interest on my part that has come to my attention.

After the last board meeting a fellow board member let me know that a number of board members expressed concern that I supported bringing back a previously eliminated administrator position at TBPS, and wondered if there was a connection to the fact that my husband is currently enrolled in an administrator credential program.

I would like to offer an account of my state of thinking related to those issues to allay concerns about a conflict of interest.

At the March 22 meeting, I let the board know that Reed was close to finishing his administrator program because I thought that someday in the future there might be a conflict of interest issue, but I was thinking down the road – after he finished his program. I did not know at the time that the administrator at TBPS issue was going to be brought up, and admit that it didn't even cross my mind as being connected at all. Until I went back and looked at the notes, I didn't even remember that these two things – my mention of potential future conflicts and the motion about adding an administrator at TBPS - actually happened at the same meeting.

I supported the administrator position at TBPS because of a real concern that began for me at the beginning of this past budget season, in the fall of 2016. When we received the detailed staffing FTE report in November, I could see the numbers on paper - namely that for the two schools in the Waterbury Duxbury district, we had 3 administrators for 659 students and 75 teachers. For lack of another better way of thinking about this, I took the approach that an administrator's time and duties had a

somewhat proportional relationship to the number of students they are responsible for, the number of teachers and other employees they need to evaluate and manage, and the number and size of the facilities under their control. The numbers from the November 2016 report equated to 220 students and 25 teachers per FTE of administrator time. This was more than double the proportions of some of the other schools in our district, and still did not include consideration of other staff or facility responsibilities. It wasn't clear to me whether the Waterbury Duxbury schools were understaffed or whether the valley schools were overstaffed in terms of administrators, and I considered that it likely was more complex than either of those situations, so I did not act during the budgeting process other than asking a few pointed questions to a few people involved. But when the administration came to the board to ask for the additional administrator in March, it was barely even a question for me and indeed I was surprised it was for others.

Currently, with the new administrator position approved and considering the enrollment and staffing numbers from last November, the proportions equal 165 students and 19 students per Administrator FTE – still higher than all of the other elementary schools but the difference is not as dramatic. I believe that the student population in these schools continues to rise, though, so it's possible that those proportions might be higher still.

So these are the thoughts that were going through my head when the issue came up at the March 22 meeting. I continue to stand by my support of adding an administrator to the TBPS school, and given the increasing enrollment trends we are seeing in Waterbury Duxbury, I believe we as a board need to continue to monitor that situation closely.

But I want to reiterate that my thinking in no way was connected to Reed being enrolled in an administrator credential program.

I am confirming to you tonight that Reed had no intention of applying for that job since he learned of it, and indeed he did not apply for it. He also did not apply for the other open administrator position at Harwood (Athletic Director), nor does he intend to. At this time, I am not aware that he intends to apply for jobs within our district.

If in the future Reed plans to apply for a position within our district I would recuse myself from any decision making that might be related to it, and since you now are all aware of my family situation, you can help keep me honest when future decisions come up that might have the perception - if not actual intent - of conflict of interest.

I apologize for the lengthy statement, but my integrity is very important to me and I take it very seriously – as I think any of us should – if conflict of interest is raised as even a possibility.

- Discussion: HUUSD Policy says that concerns should not be directed to an individual, but brought to the board. Board had conversation about code of ethics. Some believed appearance of conflict should not be considered an actual conflict and expressed the concern that individual members be able to decide for themselves when this is an issue. Be clear on how board is going to operate in future. If not concerning enough of a concern to bring to full board per policy, we should trust people and accept decisions.

5. Approve Minutes of May 10, 2017: Change name of student to Julianne. Next Facility "meeting" is at Harwood (not tour). **Rosemarie moved to accept the minutes with these corrections, seconded by Alex. Motion approved unanimously.**

6. Reports

A. Communications Work Group: Lacking quorum - didn't meet

B. Negotiations Work Group: Still working with Support Staff - mtg. scheduled for 5/25 at which we will discuss salary and benefits. Have settled on some language, some is still on hold. Hoping to make progress. Have not begun teacher negotiations yet due to disagreement over meeting in open session. If sharing proposals, is supposed to be open session. If strategies, can go into Executive Session. Issue at a stalemate. Compromise to proceed in Executive Session while waiting for the VT Supreme Court to rule on open meeting issue. Teachers have agreed that if/when Supreme Court rules in our favor, will proceed in open session. Gabe moved to accept **Brigid's proposal as outlined above, seconded by Jim. Motion approved unanimously.**

C. Superintendent and Director of Finance:

Michelle to present student cohort analysis. Question of why this is on agenda. Issue of unsolicited data analysis presentation from a board member rather than approved motion to request from central office was discussed. Brigid directed Michelle to present the cohort analysis to the full board due to concerns with individual board member work. Maureen suggested that board should decide what information is needed first. **Gabe moved to postpone until next meeting the presentation and discussion of Heidi & Michelle's information, seconded by Heidi.** Request should be that Michelle do an analysis of the data. Committees and single board members do not direct administrators. Heidi thinks it is not consistent with any board to have only one source of analysis and not other information available. Should have a broader lens other than just central office and numbers alone. Christine stated that study and presentation of materials is subject to procedure and has to be requested through approved motion of full board. Some feel that this type of discussion not benefiting anyone and that this is not the job of the Communications Working Group. Some like having information from whole board but also like idea of people bringing information to the meetings. Some of the work of the Administration should be directed by full board and put on agenda. **Motion failed. Michelle and Heidi presented information to the board:**

Michelle presented data on cohort survival. Does someone ask why a student might leave Harwood? This is done informally by school counselors and there are many reasons: move within or out of state, drop out to pursue GED, early college option, private school. No formal records, but agreement that it would be a good idea to track this. Her data shows HS cohort survival rate of 98-102% and reasons for why students left. (I.E. Early college students are not included as part of cohort, but will actually re-enroll in June and graduate with class.) Sometimes it is a matter of when the snapshot is taken.

Heidi presented her data. Took all enrollment data, figured out cohort information, and also looked at grade level enrollment year to year. Looking for consistency and what was the norm, what to learn from the outliers. Heidi believes that choices are made when children go to middle school and when they go to high school. General population trends not relevant. Her conclusion that decisions are made based on perceptions regarding programming and curriculum. Thinks we need to look at trends longer term since enrollment predictions impact our tax rate.

Board members stated that it is difficult to draw suggested conclusions from second data presentation (Heidi's). Many board members do not think that making assumptions is appropriate. Additional discussion about whether individuals should do this work rather than the board directing the administration to do it.

D. Policy - review recommendations and move to "bucket" as many as possible of the following: D7R-P, E7-R, E7-R-P, E8-R, E8-R-P, F1-R, F1-R-P, F5-R

Gabe presentation: E7-R, policy followed by procedure E7R-P - move both to bucket.

E8-R policy, followed by procedure E8R-P – move both to bucket.

7. Action Items

A. Review Policy H1 and edit to address local councils – Existing policy on School Communications (open meeting, agenda planning, etc). Gabe came up with a draft. Have policy work on this first instead of having full board discuss it. Brigid suggested that Gabe write a 3 sentence "get started" policy to meet July deadline, then go to work on a good draft in the fall. Right now, just use the old policy with a few word changes. Gabe presented a clean copy for board to read. Move to bucket. **Rosemarie moved to warn policy for first reading next meeting, seconded by Caitlin. Motion approved unanimously.**

B. Policies: Identify the Policies in the "Bucket" for warning 1st reading next time: Brigid explained that we can't move other policies in bucket to reading and adoption since they are still marked up and we don't have final and agreed upon language yet.

C. PBL check-in - hear administrative update/report and determine board next steps (if any): Shared the update on Jump Rope which was distributed as part of the board packet. College Admissions meeting very successful, well worth going to. They are looking for holistic students, not just grades.

Public in attendance asked to comment since this is the section of meeting relevant to concerns: Comment about College Admissions Counselors presentation. Problems with reporting system at Harwood, hard to know where student stands. Casco Bay - Board needs to take five issues mentioned two months ago and let people know where they stand, make people feel comfortable, manage the risk. Brigid replied that the issue is one for the administration, not the HUUSD board. Administration has spent many hours with parents hearing concerns and responding (in some cases as many as 10 with one person). Hard to tell them what they want to hear when won't accept answers.

D. Retreat Planning - Consensus that i-iii would be postponed until our next agenda but that time and place would be determined so that site could be finalized

i. Discuss Study Committee Report and Mission and Vision statements for individual HUUSD schools as well as survey data inventory. (Action: determine what, if any common language exists, and what ideas could continue to inform our work as we move towards summer and the board retreat.) (20 min.)

ii. Discuss sample board norms, operating procedures, bylaws (Action: determine whether to adopt these topics for retreat agenda) (20 min.)

- iii. Determine general outline and agenda for retreat (Action: motion to approve draft and determine means by which will be finalized) (10 min.)
- iv. Set time and place for board retreat (also authorize board agent to sign any necessary contracts) - 3 sites available.

Caitlin presented information on GMC with everything needed for \$175, and the Mad River Barn – free, new pavilion and dining room. Motion was made by Caitlin, and seconded, to reserve the Mad River Barn for our offsite retreat on Sept. 13 from 3-9 pm. Unanimously approved.

10. Executive session(s) – 9:05 - **Jim moved to go into Executive Session regarding a matter of personnel contracts, seconded by Alex. Motion approved unanimously.** Board recessed while administrators and members of the public left and entered into executive session with Superintendent Nease in attendance at 9:15. Board came out of executive session at 10:55 with no action taken.

11. Adjourn: **Rosemarie moved to adjourn at 10:55, Alycia seconded, all in favor.**

	2009	2010	2011	2012	2013	2014	2015	2016			
<u>Thatcher Enrollment</u>	2009	2010	2011	2012	2013	2014	2015	2016			
K	67	75	65	83	71	76	63	82			
1st	69	69	81	66	78	76	81	67			
2nd	65	64	72	77	64	72	76	80			
3rd	72	62	63	71	74	61	74	77			
4th	70	74	65	60	70	74	63	75			
<u>Thatcher Net Flow</u>	2009	2010	2011	2012	2013	2014	2015	2016	<u>Net Flow by Grade</u>		
K to 1st		2	6	1	-5	5	5	4	18		
1st to 2nd		-5	3	-4	-2	-6	0	-1	-15		
2nd to 3rd		-3	-1	-1	-3	-3	2	1	-8		
3rd to 4th		2	3	-3	-1	0	2	1	4		
<u>Net Flow by Year</u>		-4	11	-7	-11	-4	9	5	-1		
<u>Crossett</u>	2009	2010	2011	2012	2013	2014	2015	2016			
5th	73	71	72	67	60	72	73	70			
6th	72	74	72	71	62	61	68	77			
7th	57	74	73	69	71	58	57	70			
8th	81	54	74	75	71	75	56	61			
<u>Crossett Net Flows</u>	2009	2010	2011	2012	2013	2014	2015	2016	<u>Net Flow by Grade</u>		
4th to 5th		1	-2	2	0	2	-1	7	9		
5th to 6th		1	1	-1	-5	1	-4	4	-3		
6th to 7th		2	-1	-3	0	-4	-4	2	-8	<u>Crossett MS 4-yr Net</u>	
7th to 8th		-3	0	2	2	4	-2	4	7	2	
<u>Net Flow by Year</u>		1	-2	0	-3	3	-11	17	5	0.4%	
<u>Total Valley 6th Enrollment:</u>	80	78	79	60	82	78	78	69			
<u>Total 8th Enrollment:</u>	162	121	149	142	145	128	126	136			
<u>Total Harwood Enrollment</u>	2009	2010	2011	2012	2013	2014	2015	2016			
7th	67	76	78	81	61	78	73	77			
8th	81	67	75	67	74	53	70	75			
9th	157	155	122	137	140	141	127	127			
10th	147	157	153	123	137	141	133	129			
11th	155	143	151	156	113	134	140	135			

12th	173	168	155	171	162	112	131	127			
<u>Net Harwood Flows</u>	2009	2010	2011	2012	2013	2014	2015	2016	<u>Net Flow by Grade</u>		
6th to 7th Harwood		-4	0	2	1	-4	-5	-1	-11		
7th to 8th Harwood		0	-1	-11	-7	-8	-8	2	-33	Harwood MS 4-yr Net	
8th to 9th		-7	1	-12	-2	-4	-1	1	-24	-30	
9th to 10th		0	-2	1	0	1	-8	2	-6	-5.4%	
10th to 11th		-4	-6	3	-10	-3	-1	2	-19	Harwood 4-yr Net	
11th to 12th		13	12	20	6	-1	-3	-13	34	-64	
Net Flow by Year		-2	4	3	-12	-19	-26	-7	-59	-2.4%	
									2010-12 school closings?		
<u>Fayston</u>	2009	2010	2011	2012	2013	2014	2015	2016			
K	19	12	12	12	12	9	13	7			
1st	11	19	10	12	12	9	9	11			
2nd	17	14	19	11	14	14	12	10			
3rd	12	17	13	20	11	14	14	11			
4th	18	12	15	14	20	10	17	18			
5th	15	17	11	14	15	18	11	17			
6th	20	16	17	11	17	17	18	12			
<u>Fayston Net Flows</u>									<u>Net Flow by Grade</u>		
K to 1st		0	-2	0	0	-3	0	-2	-7		
1st to 2nd		3	0	1	2	2	3	1	12		
2nd to 3rd		0	-1	1	0	0	0	-1	-1		
3rd to 4th		0	-2	1	0	-1	3	4	5		
4th to 5th		-1	-1	-1	1	-2	1	0	-3		
5th to 6th		1	0	0	3	2	0	1	7		
Net Flow by Year		3	-6	2	6	-2	7	3	13		
<u>Moretown</u>	2009	2010	2011	2012	2013	2014	2015	2016			
K	14	16	18	13	12	16	15	16			
1st	13	17	13	13	13	15	14	16			
2nd	14	12	14	14	13	14	13	14			
3rd	19	11	12	13	16	13	15	15			
4th	16	21	12	13	14	15	13	15			
5th	19	16	20	11	14	15	19	12			
6th	25	21	17	20	11	14	16	15			

<u>Moretown Net Flows</u>	2009	2010	2011	2012	2013	2014	2015	2016	<u>Net Flow by Grade</u>		
K to 1st		3	-3	-5	0	3	-2	1	-3		
1st to 2nd		-1	-3	1	0	1	-2	0	-4		
2nd to 3rd		-3	0	-1	2	0	1	2	1		
3rd to 4th		2	1	1	1	-1	0	0	4		
4th to 5th		0	-1	-1	1	1	4	-1	3		
5th to 6th		2	1	0	0	0	1	-4	0		
<u>Net Flow by Year</u>		3	-5	-5	4	4	2	-2	1		
<u>Waitsfield</u>	2009	2010	2011	2012	2013	2014	2015	2016			
K	19	15	19	16	21	19	8	14			
1st	27	18	16	16	15	18	19	10			
2nd	25	25	17	17	18	14	17	19			
3rd	14	25	25	16	19	16	15	16			
4th	28	12	23	25	16	20	15	15			
5th	17	28	10	27	26	17	20	15			
6th	24	15	24	12	27	24	18	22			
<u>Waitsfield Net Flow</u>	2009	2010	2011	2012	2013	2014	2015	2016	<u>Net Flow by Grade</u>		
K to 1st		-1	1	-3	-1	-3	0	2	-5		
1st to 2nd		-2	-1	1	2	-1	-1	0	-2		
2nd to 3rd		0	0	-1	2	-2	1	-1	-1		
3rd to 4th		-2	-2	0	0	1	-1	0	-4		
4th to 5th		0	-2	4	1	1	0	0	4		
5th to 6th		-2	-4	2	0	-2	1	2	-3		
<u>Net Flow by year</u>		-7	-8	3	4	-6	0	3	-11		
<u>Warren Enrollment</u>	2009	2010	2011	2012	2013	2014	2015	2016			
K	23	17	26	17	14	22	17	20			
1st	22	21	18	30	20	16	20	17			
2nd	27	23	20	18	28	19	17	24			
3rd	17	29	22	21	18	32	19	17			
4th	20	16	30	25	25	18	29	18			
5th	28	22	17	30	23	26	22	24			
6th	11	26	21	17	27	23	26	20			
<u>Warren Net Flow</u>	2009	2010	2011	2012	2013	2014	2015	2016	<u>Net Flow by Grade</u>		
K to 1st		-2	1	4	3	2	-2	0	6		

