

**HARWOOD UNIFIED UNION SCHOOL DISTRICT  
WEDNESDAY, APRIL 12, 2017 6:00-9:30 P.M.  
HARWOOD UNION HIGH SCHOOL LIBRARY**

Amended & Approved

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

Administration: Brigid Nease, Michelle Baker, Sheila Soule, Stephanie Hudak, Amy Rex, Denise Goodnow, Tom Drake, Kaiya Korb, Donna Rae

Public: Jeremy Gulley – Waitsfield, Lovell Beaulieu - Waterbury Record  
Peter Kulis, Sally Kulis, and Tom Berry

1. Call to Order: Christine called meeting to order at 6:05 p.m.
2. Additions or Deletions to Agenda: Brigid – change in school calendar; Maureen has question for everyone – put under other business.
3. Public Comment: Recognize that the board received letter from Corey Stevenson.
4. Action Items:

Brigid suggested the school calendar be changed so student days end on Friday, June 16 (176 school days). **Heidi moved to accept June 16 as last student day, seconded by Rob. Motion carried.**

A. Approve Board Minutes of 3/22/17 – attached. Add Policy numbers for the six policies put in bucket list. Change spelling of Berry. **Alycia moved to accept minutes as amended, Rob seconded. Motion carried.**

5. Discussion Items:

A. Student Representatives to HUUSD Board: Garrett reported on student reps to HUUSB – would like to have students to hear what's going on at school from their perspective. Would remind us why we're all here. Reached out to Lisa to bring them back. They felt uncomfortable at the last board meeting attended because of the tenor of the board – voiced their concern. Would like to see student reps attend from now on – possibly monthly. **Heidi made motion for Garrett to reach out to ask them to return, seconded by Caitlyn. Motion carried unanimously.**

B. Presentation: World Language Programming – Sheila Soule report created to help administrative team to be able to make informed decision on language. Different models discussed. Kaiya and Tom talked about the administration findings in the report. Is language required or an elective in 7/8 grades? Why not make language a required course? Decision made for the school year after next. Discussion of an immersion model, probably not available until another year. Why not start the language programs in 3/4 grades? Time issue. Difficult to offer language teachers full time jobs. This report means catching up Waterbury schools and extending sequential learning to 5<sup>th</sup> grades. Should we have a hiring philosophy for deciding which language would be the best for students? Does the community have a preference? Always looking for cohesive program

with consistency. How do we leverage this issue for the coming year to be distributed more equitably? Is there something that can be recommended for the coming year? Should we do more outreach in community, students, etc. to hear their ideas? **Heidi made motion that the communications committee draft a survey for recommendations on the language issue, seconded by Caitlyn.**

Maureen suggested smaller, more frequent surveys. Tom suggested asking students as well. Does the community really want more language? **Alex made motion to amend to draft, "here's what we're working on, then send the survey." Jim seconded. Vote on amendment, motion carried with Alycia, Maureen, and Jill voting no. Vote on original motion – unanimously voted to approve.**

C. Board Retreat Planning - set date, location, and facilitator: Caitlyn – September 13 from 3 to 9 p.m. 26 people. Has contacted facilitator - Val who suggests 6 hours, plus 2. She recommended that the board define goals (small group work with facilitator to do this). Have board and admin at full meeting or should some things around board things just include board, plan on this? Place? Waterbury Town Office Space? East Warren market? Knoll Farm? Approx \$1500 cost for retreat.

D. Public Comment: What is it? What isn't it?  
Policies on C-3 Public Participation; D-10 Public Complaints about Personnel;  
H-1 School-Community Relations; H-2 Parental Involvement (policies attached)

Peter concerned that public comments sometimes turn into forum and not enough time for board to ask questions. Put comments at the beginning of meeting for issues on the agenda, and put public comment not related to action or business items at the end of the agenda. Suggest a speaker's list? Taking comments at beginning of meeting helps chair to manage time. If public has a concern, should it be taken to the whole board for discussion? Important to know what various members of the communities have concerns about.

E. Debrief the PBL Presentation: Next Steps & the Board's Role - see attached.

PBL is a law, not a choice. – parents seem to be mostly concerned about evaluations. Most concerns are around the communications piece. Amy reported that the team is reviewing current reporting tool. Harwood will send individual letters to parents with tasks not completed by their student and what proficiencies still need to be completed. Will send progress report to parents if requested.

Concern about proficiency and growth – how does this happen? Personal learning plans handle this, as teachers discuss ideas with the student. Students can be challenged at a higher level in different ways.

Can experiences only be tied to teachers or is there a process to do things through out of school organizations? Ideas such as mentors, work at home, an internship, or learning opportunity designed on own, presentations, etc. Could be to match opportunity to graduation requirements or standards. Rob suggest that board continues to talk about these issues at future meetings – how to distinguish students to colleges, my kid is receiving no feedback, etc..

Brigid: Does the role of the board decide how students are assessed? Parents have concerns about x. Are these things that are the board roles? What are the things the board decides and what are the things that the administrators and teachers decide. Need to define these things.

Some feel that it is helpful to hear about these issues around the board. If know of concerns, helpful to bring to board. Brigid feels that the first ways for parents to address these concerns is through teachers and administrators, not the board.

Haven't come to consensus as a board. Think our job is to be informed. In the case of public comment, protocol has to be followed.

Heidi thinks that we need to spend more time on a future agenda about roles and responsibilities of the board. Check out policies. Find facilitator or a self assessment tool.

## 6. Reports

A. Superintendent and Director of Finance Reports - last year tried "out of the shoot" model to cut out an admin at TBPS. Have found that TBPS has issues that aren't working well and Denise is having a difficult time with more challenging students. TBPS has over 400 students with only one principal. Recommend that board reinstate the assistant principal position to help with these problems.

**Alex moved to authorize Brigid to hire an assistant principal for TBPS, seconded by Maureen. Gabe moved to defer vote for further discussions, seconded by Peter. Jill, Heidi, Peter and Gabe voted yes. Motion failed. Original motion: Peter, Gabe, Jill and Heidi voted no, motion carried.**

In thros of hiring season, all larger schools have hiring protocols. Teams interview. WWSU uses same practice that is always used. Board does not interview. **Maureen moved that Brigid continue this practice, seconded by Caitlyn. Motion carried unanimously.**

Restorative justice being introduced at Harwood– have some educational piece around the issue, reported by Amy Rex.

B. Board Chair Report – general process of agenda. Heidi does not think the agenda reflects entire board. Think superintendant has more say over agenda than board. Alex suggested that board leave 15 minutes at end of meeting to discuss the next agenda.

Policies C-1 Board Agenda and Preparation; C-5 Board Relations with School Personnel; C-10 HUHS Board Standing Committees; G-1 Curriculum Development and Coordination. P

## C. Work Group Reports

- Negotiations Work Group
- Communications Work Group
- Facilities Work Group
- Policy Work Group – put on agenda the issue of C-1 with several possibilities – revise policy to add Alex's suggestion of setting next agenda at the end of the meeting.

7. Other Business: Maureen's husband Reed starting to look for a position as a teacher or administrator. What is her role? If he gets a job in the district, she would have to step down.

## 8. Future Agenda/Calendar Planning:

1. Adam Gresham can come to discuss what's happening at state house
2. Heidi enquired about evaluation process – superintendent. Christine suggests board get a better idea of the job and job description. Currently have a tool for evaluations, but a new tool needs to be developed. Biggest concern is having a board that understands what the job is. Can learn through job description, what the law says the job is, and have Brigid tells what is the work. Evaluation is every three years. Superintendent evaluates principals.
3. Talk about local counsels
4. Developing budget process
5. Mission Statement and vision

6. Agenda for offsite meeting
7. Share input from community already has.
8. Roles and responsibilities.
9. Working group reporting (at the start)
10. Fall schedule
11. Short base update on PBL (when Tom and Amy and Lisa here)
12. Talk about agenda planning the next time Sheila is at the meeting
- \*Self assessment re. Community involvement – around what we know and what we need to know.
13. Future agenda planning

9. Adjourn: **Jill moved to adjourn, seconded by Maureen Motion carried.**

Submitted by Freya Chaffee