

**HARWOOD UNIFIED UNION SCHOOL DISTRICT BOARD
WEDNESDAY, SEPTEMBER 28, 2016 6:00 P.M.
HARWOOD UNION HIGH SCHOOL LIBRARY**

Amended & Approved Minutes

Attending Members: Christine Sullivan, Jill Ellis, Peter Langella, Maureen McCracken, Jim Casey, Alexandra Thomsen, Colleen Ovelman, Alycia Biondo, Rosemarie White, Gabriel Gilman, Heidi Spear, Garrett MacCurtain, Rob Williams

Administration: Brigid Nease, Michelle Baker

Meeting called to Order at 6:13 by Christine.

Additions and Deletions to the Agenda: None

Approval of Minutes of Sept. 14, 2016 as amended: Alycia Biondo moved to approve minutes as edited, seconded by Heidi Spear. All approved.

FOR INFORMATION:

1. Review the Articles of Agreement of the HUUSD – read by Christine.
2. Alycia asked if local board needs to appoint members whose terms are ending prior to July, 2017 to complete the original board. New members to local boards need to run for election in March and cannot be appointed.
3. Establishing Local Councils: Discussion of how to do this.
 1. Discuss this issue at local school boards (each of the local boards are represented in this board). (Review Article 10 and Article 14 of the Articles of Association). This will be the responsibility of the school's principal and community members – HUUSB will create a structure to receive information from the Local Councils and topics will be put on HUUSB agenda as needed. Need to be sure this board welcomes the local participation. Local groups may be looking to new board to craft the structure. Put on agenda for each meeting to discuss the progress.
 2. Suggest building administrators be involved in this group, and one of the members of the HUUSB check in periodically. Talk with local PTO groups in identifying and fielding involvement for this group. Could result in a growth of the PTO members. If closing an elementary school, local council would be very important in weathering an issue of this type. Group has to be manageable for the building administrators. Each school should determine their own group makeup with HUUSB board would setting up the structure. Watch natural progression of each town. If a report is offered, ask for a single representative to report.
 3. Jean suggested a well-planned PTO with agendas to cover these things in addition to their other functions.

4. Review the Transition Agreement for local boards/towns developed by Paul Guiliani, Esq. (attached) moving forward with this. Will be additional documents from other sources that will have to be attended to. Need to move forward with transferring titles, etc. for the July deadline. Will work with Paul to get this into the format that is required. Rosemarie White moved to go forward with this transition agreement with Paul Guiliani, seconded by Heidi Spear. Motion carried.
5. Financial Reporting: The Transition Grant Update: Michelle says \$130,000 grant is coming, to be used for the transition expenses - post cards with information, printing ballots, consolidating accounting systems and program capable of doing state reporting requirements. Will continue to update this.

FOR DISCUSSION:

1. Update on Training Opportunities:
 - a. Lake Morey Annual Conference, board training (agenda attached) (Wed-Fri). Maureen will go Wed and Thurs; Heidi and Alycia will go Wed.
 - b. Oct. 6th Act 46 Training at VSBIT, 9:30 to 2 - need another board member (Brigid unable to go). Maureen, Rosemarie, Michelle currently going. Heidi will fill in if needed.
 - c. Oct. 26th Meeting: 1 Hour Each Negotiations & Budgeting – Brigid talked with Nicole Mace and Emily Simmons. They will work with board to develop something to meet the board's needs. On 10/12 – roles & responsibilities for board and administrators. On 10/26 one hour on negotiations and 1 hour on budgets.
 - d. Retreat: when, what, etc. - can figure out later.
 - e. Suggest VSBA do legal and ethical training instead of Gabe. Can they provide a written instructional guide instead of a formal training? Stagger this training. Could be done in Feb or March. Could talk policy at that time.
2. Update on Teacher & Support Staff Negotiations: Need an executive session.
3. Update on Developing the Policy Manual – Emily will work on a draft manual for this with Brigid.
4. Update on Parent Survey - Intra-SU School Choice – Gabe drafted letter – looking for suggestions. Discussion of Survey Monkey and what questions are needed. Need these answers: where going, where want to go and why. Is it an equity piece? May need multiple surveys. Start with a shorter list of options, follow up with broader survey. If open up school choice, what would you want, where do you want to go and why. Tell people to expect 2-3 surveys on a regular basis. Need to make survey simple and fast: Current grade, current school, where want to go, why, when. Set surveys so don't get multiple surveys from same computer. Have student 1 on survey repeat same paragraph in case people have another student.
Communication work group – revise and bring back to board, will communicate together via email.

5. Update on Facilities Workgroup: What is needed to get started? Needs a chair – Rosemarie White is willing to chair this. Important for this group to go to each school to understand needs, etc. Have a written facilities report for meetings – have standing item on agenda for board to receive this information and discuss it. Suggest a structure for first monthly meeting and second monthly meeting to make them more informative, efficient and current. Have Michelle at the first meeting. Get familiar with ongoing elements of each school, staffing, etc.

6. Update Communications Workgroup (Rob) – going to do a short monthly press release summarizing current board work – will also put on website and quick bits on Front Porch Forum and school newsletters directing them to the website with the full reports. Could each workgroup member be a representative for each school? Should this group be involved in web site redesign, possible collaboration with new digital grass roots group to discuss issues directly with elected legislatures and ask if they could do this with our elected board officials? Think about what questions we should ask Nicole on the issues group discusses in the board meetings. Bound by confidentiality and other issues. Rob will get more information about this. Website – as redesigned, looking with different sets of eyes a great idea. It will be a great communications tool. Probably will start after first of year. Colleen interested in helping Shannon with this project.

FOR ACTION:

Other Business:

Executive Session: Matter of Personnel Contract

Adjournment: 9:16 PM

Submitted by Freya Chaffee