

**Washington West Supervisory Union Executive Committee**  
**"OFFICIAL" Meeting Minutes for September 14, 2011**  
**Washington West Central Office**

**WWEC Members Present:** Deb Hunter (Harwood), Scott Mackey (Harwood), Lisa Ransom (Moretown), Todd White (Waitsfield), Rob Rosen (Warren), Dale Smeltzer (Waterbury-Duxbury), and Ben Smith (Waterbury-Duxbury)

**Administrators Present:** Brigid Scheffert, Michelle Baker, Donarae Pike

Ben Smith called the meeting to order at 5:37 p.m.

**Action Items:**

**Approve minutes of June 8, 2011:** Rob Rosen moved to approve the minutes of June 8, 2010 as written. Lisa Ransom seconded the motion which passed unanimously.

**Discussion Items**

**Superintendent Report – Follow-up and Questions:** Brigid Scheffert asked for questions about the report she had just provided to board members by email.

**Review Rules of Organization & Other Documents:** Brigid reviewed the report information that she had sent with the meeting packet, to help the WWEC determine the work for the coming year. She is proposing that the four Administrative Team goals could be transformed into a Strategic Plan for WWSU. Administrative Team members decided that they needed to learn more about the Action Plans and Strategic Plans for each district before they could develop a proposal. Central Office is going Goal 4, and the three Administrative Team groups each have a goal. This work would not be ready to bring to the WWEC until spring, and the WWEC concurred with these plans.

**Review Work Topics for 2011-12:** Brigid stated that the question now becomes "What is the meaningful work that WWEC will do as a team?" There was then a discussion, and the following items were identified as needing to be discussed in the coming year.

- Prepare for Act 153

- Student Enrollment (mitigation of decline, marketing; budgetary response to reality)

- Consolidation of Middle Schools?

- WWSU Technology Director

- WWSU Facilities Director

- Communications plan for WWSU (to public)

- Central Office Location Solution (consider Act 153 needs)

**Update on WWSU Technology Position:** Michelle Baker reported that the position has just been re-opened.

**Executive Session –** Dale Smeltzer moved to go into executive session at 6:45 p.m. to discuss a personnel issue with administrators invited. Scott Mackey seconded the motion which passed unanimously. It was agreed to come out of executive session at 8:02 p.m. with no action taken.

**Other Business -** Scott Mackey asked about the contingency plans if Moretown School does not pass its environmental safety tests for student occupancy, in terms of whether space at Harwood would be needed. Brigid described the different possible scenarios depending on the timing.

**Adjournment –** Scott Mackey moved to adjourn the meeting at 8:23 p.m. Rob Rosen seconded the motion which passed unanimously.

*Minutes recorded by Dale Smeltzer*