

**Washington West Supervisory Union Executive Committee**  
**“OFFICIAL” Meeting Minutes for May 14, 2014**  
**Washington West Central Office**

**WWEC Members Present:** Heidi Spear (Fayston), Dale Smeltzer (Harwood), Jim Burmester (Moretown), Eve Frankel (Waitsfield), Rob Rosen (Warren, arrived at 5:49 p.m.), Steve Odefey (Waterbury-Duxbury), and Ben Smith (Waterbury-Duxbury)

**Administrators Present:** Brigid Scheffert, Sheila Soule, Donarae Dawson, Michelle Baker

Eve Frankel called the meeting to order at 5:30 p.m.

**1) Action Items:**

- a) **Approve minutes of April 9, 2014:** Jim Burmester moved to approve the minutes of April 9, 2014 as written. Steve Odefey seconded the motion which passed unanimously.
- b) **Approval of LEAP and CFG Grants:** Michelle Baker noted that these two annual motions are needed.
  - i) **ACTION ITEM: CFG** – Ben Smith moved to authorize the SU to accept grants, to administer, and to act as the representative of all member school districts during FY 2015. Steve Odefey seconded the motion which passed unanimously.
  - ii) **ACTION ITEM: LEAP** – Heidi Spear moved to approve the Local Agency Plan for the individuals with Disability Improvement Act (IDEIA), Part B, for the fiscal year 2015 and to authorize the WWSU Board Chair to sign. Dale Smeltzer seconded the motion which passed unanimously.

**2) Discussion Items**

- a) **WWSU Audit** – Michelle briefly reviewed the audited Financial Statements for the year ended June 30, 2013, prepared by Angolano & Company. There were no deficiencies indicated.  
**ACTION:** Steve Odefey moved to acknowledge receipt of the audit. Ben Smith seconded the motion which passed unanimously.
- b) **FTE Special Education Reports** – Donarae Dawson reviewed the handouts she provided to board members at the meeting, titled WWSU Special Education – Student Support Summary Report to Executive Committee, May 14, 2014.  
*(Rob Rosen arrived at 5:49 p.m.)*  
Aspects described included a consistent implementation of MTSS (Multi-Tiered System of Support) which is for all students and not just special education; how success of IEPs is measured; budgeting process; child count data by disability; and special education cost per ADM.
- c) **WWSU Employee Benefits Revision** – Brigid Scheffert briefly reviewed the current WWSU Central Office employee benefit guidelines. She made a recommendation that the number of holidays be increased from 10 days to 11 days to be consistent with the school districts. She recommends that this new holiday be Christmas Eve. She also recommends that the maximum accumulated vacation be increased from 24 days to 25 days.  
**ACTION:** Rob Rosen moved to approve the revised WWSU Central Office Employee Benefit Guidelines as recommended by the superintendent. Ben Smith seconded the motion which passed unanimously.
- d) **WWSU Job Description Manual Update** – Brigid briefly described the process she has been using to develop this manual for WWSU, where job descriptions had not been reviewed in a number of years nor were they consistent across districts. She noted that they have never been reviewed at the SU level until this work that she is doing using job descriptions developed at other SU's as a foundation.

- e) **Agenda Planning/Topics for FY 15 – Homework** – Eve reported on the discussion she had with Brigid about how to proceed with identifying priorities for WVEC meetings. They are asking that WVEC members bring their top three priorities to the June Meeting – after consulting with their local boards.
  - f) **End of Legislative Session Discussion** – There was discussion about the education funding mandates that ended up being acted on in the legislature this year.
  - g) **WWSU Financial Report** – Michelle reported that as of 4/30/14, there is a projected fund balance of \$202, as included in the board packet. She and Brigid gave a brief hiring update, with the re-structuring of Central Office and a couple employees resigning/retiring.
- 3) **Other Business** - Brigid reported that the State Board of Education will be meeting on June 24 in the Burlington area, and that although an alternative proposal has been developed that does not include WWSU as one of the players in the dissolution of the SU containing the towns of Hancock and Granville, boards from the SU that is being dissolved do not agree with the proposal and have been advocating for the proposal to be rescinded.
- 4) **Adjournment** – Rob Rosen moved to adjourn the meeting at 7:40 p.m. Dale Smeltzer seconded the motion which passed unanimously.

*Minutes recorded by Dale Smeltzer*