

Washington West Supervisory Union Executive Committee
"APPROVED" Meeting Minutes for August 11, 2010
WWSU Central Office

WVEC Members Present: Freddie Graves (Harwood), Scott Mackey (Harwood), Lisa Ransom (Moretown), Elizabeth Cadwell (Waitsfield), Rob Rosen (Warren), Dale Smeltzer (Waterbury-Duxbury), and Ben Smith (Waterbury-Duxbury)

Administrators Present: Brigid Scheffert, Sheila Rivers, Donarae Cook, Michelle Baker

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

1. Action Items:

- a. **Approve minutes of June 9, 2010** – Scott Mackey moved to approve the minutes of June 9, 2010 as written. Freddie Graves seconded the motion which passed unanimously.

2. Business Managers Report

- a. **FY10 Pre-Audit Financials:** Michelle Baker had provided an email report in advance, containing the FY2010 Pre-Audit Financial Results, General Fund Balance, and Special Revenue Funds. The estimated fund balance available for the FY2012 budget is \$7,032. She noted that the Special Revenue Funds, which are Grant and Capital Project Funds, are mostly ones that are received and passed through to districts.
- b. **PowerSchool Coordinator Contract:** Michelle reported that she is recommending that Em Lamson be hired again this year. Em is a secretary at Crossett Brook Middle School, and was hired last year for this position. This year Michelle is recommending that Em be hired with an annual stipend of \$4,000 for the whole SU, to be worked outside of her CBMS work hours. **ACTION:** Freddie Graves moved to approve the stipend as presented for Em Lamson. Rob Rosen seconded the motion which passed unanimously.
- c. **Operations and Maintenance Director:** Michelle reported that they have reviewed the final three candidates for this position, and Ray Daigle is being recommended to be hired. He came with high recommendations, and has or is in the process of getting the needed licenses. He accepted the starting salary. The duration of the contract would be 8/23/10 to 6/10/11. Harwood is providing the funding for, and will receive the services from, this position through a Memorandum of Understanding with the SU. **ACTION:** Dale Smeltzer moved to approve the hiring of Ray Daigle as presented. Elizabeth Cadwell seconded the motion which passed unanimously.
- d. **Technology Update/Proposal:** Michelle provided an email report in advance, titled "WWSU Technology Recommendations – August 2010". Michelle is recommending acceptance of the proposal from Symquest for the server upgrade and to continue with their monitoring and backup/recovery services, at a cost of \$14,335. **ACTION:** Freddie Graves moved to authorize acceptance of the proposal from Symquest. Rob Rosen seconded the motion which passed unanimously.

3. Superintendents Report

- a. **Board Report:** Brigid noted that her report has been distributed by email to all board members.
- b. **Central Office Contracts:** Brigid reported that renewal of contracts, or letters stating the salary for the second year of a contract, need to be approved, with salaries as discussed previously in executive session. This includes employee agreements for Brigid Scheffert, Marilyn Spaulding, Laura Titus, Pearl Vargas, Angela Young, Michelle Baker, Donarae Cook, Angela Neill, Susan Neill, Patricia Rennau, and Sheila Rivers. **ACTION:** Rob Rosen moved to authorize the chair to sign the employee contracts and letters. Scott Mackey seconded the motion which passed unanimously.

4. **FY 2010 Budget Targets** – Brigid provided a handout of the budget reduction targets recently calculated by the State. She summarized the information that has been provided so far, and noted that there are many concerns statewide and requests to see the actual math used to calculate the targets. Brigid pointed out that the question is how to move forward, considering all the possible scenarios and future implications. After a discussion, there was consensus to take the SU target (understanding that this actual amount might be modified by the state) and develop our own allocation formula for the distribution of that dollar amount among the local districts. A committee of Rob Rosen, Scott Mackey, Lisa Ransom and Michelle Baker will draft a formula to send out for comment. There was also consensus that we will begin budgeting as we have in the past, keeping in mind targets that might have to be met.

Scott Mackey noted that Harwood has invited the entire legislative delegation to come to their meeting on September 15, and that all board members from the local districts are invited.

5. **Work Session Topics** –

- a. **District Consolidation** – There was brief discussion of these issues, related to looking at how many students are choosing to attend other schools and how to inform parents about the documented strengths that we have in our schools.

6. **Other Business** –

Brigid updated board members about the Public Statement on Teacher Negotiations that is being given to local boards as they meet this month; noting that further information will be provided in the future.

Brigid informed board members about a question that had come up at the recent Waterbury-Duxbury board meeting about transportation changes that might want to be considered to allow for greater school day scheduling flexibility (start times, etc.). Ben noted that the issue was about building flexibility into school days and how to approach that, and that transportation is just one piece. WWEC members reported that there have been discussions of these issues at their local meetings as well, and there was interest in having this conversation.

Dale Smeltzer left at 7:30 p.m.

There was a discussion of class size policy and planning for how that will be taken up, as legally mandated by the state. Brigid stated that the Central Office will be generating a report on how schools in the SU compare with each other and elsewhere. There was discussion of the State quality standards for class size.

Then there was additional discussion of middle school consolidation issues, with Brigid noting that “We can’t really afford what we have now. This isn’t really an issue of deciding how to maintain the status quo versus some new thing. We can’t afford the status quo.”

7. **Adjournment** – Freddie Graves moved for adjournment. It was seconded by Rob Rosen and passed unanimously. Meeting adjourned at 7:55pm.

Minutes recorded by Dale Smeltzer and Ben Smith