

Washington West Supervisory Union Executive Committee  
“APPROVED” Meeting Minutes for October 13, 2010  
WWSU Central Office

**WVEC Members Present:** Susan MacLean-Daley (Fayston), 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 5:40 p.m.

**1. Action Items:**

- a. **Approve minutes of September 8, 2010** – Rob Rosen moved to approve the minutes of September 8, 2010 as written. Elizabeth Cadwell seconded the motion which passed unanimously.

**2. Superintendents Report**

- a. **ALERT NOW Report:** Michelle Baker reported on the status of this new emergency contact system that is being installed for use this year. She passed around a brochure about the system that is being purchased, and gave a brief description. Phone calls will happen all at the same time for everyone, and it interacts with PowerSchool. It can contact parents by email, text or phone. Brigid Scheffert emphasized that it is a wonderful safety protocol to have in place. The costs will be in the local school district budgets, split as per the SU budget assessment.
- b. **Policy Guidelines – Progress Report:** Brigid reported that she has sent out a description of the planned process and timeline to all board members. Dale Smeltzer asked about the warning for the first meeting, and it was agreed that a notice – same wording for all – would be put in all school newsletters rather than a paid newspaper warning. Ideally, comments to WVEC on the first draft will be from a board (rather than individuals), and brought by WVEC members to the meeting. The timeline will be flexible.
- c. **Challenges for Change Update:** Rob Rosen presented the subcommittee report on work they have done since the last meeting, asking for feedback from the whole group. There was agreement on the first two concepts:

- i. Agree that the SU should be responsible for cost cuts.
- ii. Don't think the process is fair – don't believe a top-down approach is good

The third proposed concept, about the underlying problem being the Act60/68 funding mechanism, was determined to be not directly related to the issues at hand plus there would not likely be consensus about this issue. Rob said that the recommendation of the subcommittee was that we should join the group saying “no” to the state about meeting the targets. There was discussion about how best to proceed, and it was agreed that Rob will draft a new version of the first two points, for WVEC members to bring back to local boards for discussion.

- d. **Preliminary WWSU Budget Discussion:** Michelle passed out a handout of the first rough draft for the FY12 WWSU Budget (Draft #1, 10/13/10), which included a 1.5% increase for salaries, 5% increase for health insurance, and savings/reductions in several areas, resulting in a \$9,234 (1.0%) budget decrease. However with declining revenues from federal grants, and a smaller fund balance, it would result in a 1.7% increase in assessments. Brigid described the challenges of looking for reductions in a budget that is already frugal compared to other SUs around the state of similar size. There was discussion about expectations for the SU to meet its state CFC target of a \$20,000 reduction, alternative lease options, and the Medicaid clerk reduction. There was consensus that the Medicaid clerk reduction should not be included, due to the recommendation that this could risk our ability to bill for reimbursement. Adding this back would still result in a small budget reduction.
- e. **Small Dog Lease Renewal:** Brigid reviewed the lease situation, and asked WVEC members to think both short-term and long-term. After discussion, the following action was taken: **ACTION – Rob**

**Rosen moved to allow Brigid and Michelle to begin negotiations for a new lease as discussed. Lisa Ransom seconded the motion which passed unanimously.**

- f. Possible Consolidation/Redesign Options for WWSU:** Brigid reviewed the 11 options developed by the administrator group, and presented in her Report to Board Members dated 10/11/10. She provided a handout of visual maps of these options prepared by Duane Pierson (Harwood Principal). Brigid then reviewed some of the governance options, included in her report to board members, which could be considered under Act 153. There was discussion of what steps to take next. There was then agreement that these next steps should be:
- i. Select options to create a narrowed list, through WWEC discussion at the next meeting.
  - ii. Frame the important issues
  - iii. Present the above information to a full WWSU Board/All Boards meeting (possible date would be December 6).
  - iv. Decide on asking for the \$20,000 planning grant available from the state. **ACTION: Rob Rosen moved that WWSU will apply for the \$20,000 grant to study consolidation. Lisa Ransom seconded the motion which passed unanimously.**

**3. Other Business** – there was none.

**4. Adjournment** – Dale Smeltzer moved to adjourn the meeting at 8:43 p.m. Susan Daley seconded the motion which passed unanimously.

Minutes recorded by Dale Smeltzer