

**Washington West Supervisory Union Executive Committee**  
**"UNOFFICIAL" Meeting Minutes for October 9, 2013**  
**Washington West Central Office**

**WWEC Members Present:** Doug Mosle (Fayston), Deb Hunter (Harwood, left at 6:40 p.m.), Dale Smeltzer (Harwood), Jim Burmester (Moretown), Eve Frankel (Waitsfield), Rob Rosen (Warren), and Ben Smith (Waterbury-Duxbury)

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

**Others:** Rosemarie White

Eve Frankel called the meeting to order at 5:33 p.m.

**1) Action Items:**

- a) **Approve minutes of September 11, 2013:** Ben Smith moved to approve the minutes of September 11, 2013 as written. Rob Rosen seconded the motion which passed unanimously.
- b) **Approval of Revised MOU for Technology Coordinator** – A revised contract is needed because an additional day per week is being added by Warren, which is a 5<sup>th</sup> day for Keith Puffer (WWSU Technology Coordinator). Ben Smith made a motion for the board chair to sign the document as presented. Dale Smeltzer seconded the motion which passed unanimously.
- c) **Approval of Revised WWSU Math Curriculum** – Sheila Soule briefly described the math curriculum document provided in the board packet, noting that it brings it in alignment with the new Common Core Standards. The biggest changes are that it is more focused within and across grades. The biggest difference for our schools is that algebra starts before 9<sup>th</sup> grade, with Algebra I being essentially completed before 9<sup>th</sup> grade. Dale Smeltzer move to approve the revised math curriculum as presented. Rob Rosen seconded the motion which passed unanimously.
- d) **Approval of a Negotiating Council for Support Staff Negotiations** – Ben Smith moved to establish a negotiating council for the purpose of support staff negotiations commencing in FY14, to negotiate a successor agreement. Rob Rosen seconded the motion which passed unanimously.

**2) Discussion Items**

- a) **Middle School Collaboration Update Since June 2013** – Brigid Scheffert noted that this was an update asked for at the June meeting. The SU board is the board authorized to oversee the coordination and implementation of a coordinated curriculum. It is possible that oversight of this aspect might best occur by having this board plus WD and CBMS boards/administrators meet together a couple times a year – to determine alignment decisions. Sheila is overseeing this group of administrators which is meeting monthly, starting with curriculum alignment of foreign language and math. The objective is not to create identical middle schools, but to address differences that are significant.
- b) **Response from Local Boards About Participation in Task Forces: Fayston Project** - This is in response to what Heidi Spear had presented at the last meeting, in the letter from the Fayston Board. Rob Rosen noted that there are two reports from a study committee's work in 2005, which deal with these issues. The interest in the task force was as follows: W-D: no members interested due to time. Warren: would be interested if it goes beyond the previous reports. Harwood: no members interested due to time. Moretown: didn't talk about this yet, but probably interested. Waitsfield: interest in the task force about pooling resources for other opportunities; no answer yet on the funding formula side. One option is for Fayston and Warren to get started and start to define the scope of the work.
- c) **WWSU By-Laws Change to Accommodate Equalized Pupil Assessment** - Michelle Baker passed out a handout titled: "*FY2014 Financial Projections #1*" dated 10/7/13, which contained a section with information relevant to the change being considered for SU cost assessment. Michelle checked with Paul Giuliani after the June meeting and he provided recommended language for making this change, included in this handout titled: "Apportionment of Expenses", suggested as an amendment to the WWSU Rules of Organization.

**ACTION:** Rob Rosen moved to warn this language for “Apportionment of Expenses”, which changes the central office cost assessment from an ADM basis to an equalized pupil basis, per recommendation of the attorney, and that it be voted on as an amendment of the “WWSU Rules of Organization” at the January 2014 Full Board meeting when the budget will be voted. Dale Smeltzer seconded the motion which passed unanimously.

- d) **WWSU Enrollment Report** – Michelle proved a handout, which was provided in the board packet, of WWSU Enrollment grades K-12 on October 1 for each town. (Deb Hunter left at 6:40 p.m.)
- e) **WWSU Hiring Report** – Michelle briefly reviewed this report, which was included in the board packet. It is a summary of all the new hires across WWSU and the cost changes for each district due to these personnel changes compared to what is budgeted. A savings of just over \$331,000 occurred for the whole SU, over 39.53 FTEs.
- f) **Policy Packet #4: Distribution & Review of the Process** – Brigid reported that Policy Packet #4 was sent out on this day, and includes 15 policies this year to make it a more manageable size for board members to review. The review process is also described. She then reviewed some of the problems that came up during last year’s process of review of the packet, in that at the last meeting for adopting the policies individual board members brought up suggested changes which at that point were too late in terms of the process. It was suggested that WVEC members should do more in regards to reminding local board members about when their input is needed.
- g) **H521 New Legislation Requiring Board Training: WWSU Plan** - Brigid reviewed the new statute, and suggested several ideas for complying with these new requirements. It was agreed to proceed by holding training sessions after the full board meetings in January and March for 4 hours (2 hours each), and then provide another 4 hours of assigned webinars.
- h) **Presentation Regarding NEMRC Accounting Software** - Michelle reminded board members that we’ve had this software since 1999, so it is old technology which hasn’t been updated. The company is going extinct and not keeping its product up to date. The software is also inefficient. She noted it is difficult to recommend spending to purchase new software, with the cost having been low and stable for a number of years, but it is reaching the point where a change is needed plus we are one of the last SU’s still using this system. There is \$9200 in the budget now for financial software; new software would be \$32,000 or three times as much. However it is to manage a \$32,000,000 budget, so the cost is a small fraction. She is asking for board member feedback. She noted that the other options are all at the same price level, but are systems that are not as widely used.

**ACTION:** Rob Rosen moved to accept the CFO’s recommendation to support replacement of the accounting software and to include in the next WWSU budget the cost thereof (Tyler Infinite Solutions). Ben Smith seconded the motion which passed unanimously.

- i) **Financials** – Michelle had included these in her first handout, and she noted that these are on target.
- j) **WNSU Boundary Adjustment: The WWSU Position on Cost & Feasibility** – Brigid provided background on the historical context of the statewide issues leading up this current issue of proposing a change in SU boundaries to add two towns to WWSU. A draft response to the proposed changes by the DOE was included in the board packet, and she and Michelle are looking for WVEC board support of their response which is a rejection of the proposal by the DOE. The state board of education is voting on this in November. Central Office does not have capacity to absorb these students, the associated budgets and other services required (Special Education service plans, extra personnel transportation costs and time, personal learning plans for those students, etc.). It would not be in the SU’s best interest for a number of reasons, which she explained.

**ACTION:** Rob Rosen moved that the WVEC, after hearing the analysis provided by the Superintendent and CFO, formally support their recommendation that it is not financially advantageous and in fact would be a detriment to agree to and support the suggested supervisory union boundary adjustment involved with the merger of Hancock and Granville into WWSU; and furthermore to authorize the Superintendent and CFO to participate in whatever way they feel necessary to articulate the WVEC board’s position to

the State Board of Education at its November meeting and beyond. Eve Frankel seconded the motion which passed unanimously.

- 3) **Other Business** - there was none
- 4) **Adjournment** – Ben Smith moved to adjourn the meeting at 7:55 p.m. Rob Rosen seconded the motion which passed unanimously.

*Minutes recorded by Dale Smeltzer*