

Washington West Supervisory Union Executive Committee
"OFFICIAL" Meeting Minutes for November 26, 2012
Washington West Central Office

WWEC Members Present: Susan MacLean-Daley (Fayston), Deb Hunter (Harwood), Dale Smeltzer (Harwood), Kaj Samsom (Moretown), Eve Frankel (Waitsfield), Steve Odefey (Waterbury-Duxbury, arrived at 5:52 p.m.), and Ben Smith (Waterbury-Duxbury)

Administrators Present: Brigid Scheffert, Sheila Rivers, Michelle Baker

Ben Smith called the meeting to order at 5:35 p.m.

1) Action Items:

- a) **Approve minutes of October 10, 2012:** Kaj Samsom moved to approve the minutes of October 10, 2012 as written. Deb Hunter seconded the motion which passed unanimously.

2) Discussion Items

- a) **Review Audit Bids:** Michelle presented the results from the audit bid that went out to a list of nine potential bidders. Bids were received only from two firms: Sullivan, Powers; and Angolano & Assoc. Michelle noted that she is disappointed in that the results are similar to past bids. Prices were segregated by school district, and those for Sullivan, Powers were at least twice as much as and sometimes close to three times more than Angolano & Assoc. She noted that one choice could be to go out to bid again, but she is not sure that would make a difference. These bids are not inconsistent with what other school districts are experiencing. There was discussion, and concerns were expressed about the significant increase in cost not being worth the benefit of rotating auditors. There are no complaints known about Angolano & Assoc., our current auditing firm since the year 2000, which does many school audits. Michelle suggested that the WWEC should accept the low bid of Angolano & Assoc., look to develop a policy, and in three years look again at the feasibility of rotating the auditing firm.
ACTION: Susan Daley moved to accept the bid of Angolano & Assoc. received November 15, 2012. Eve Frankel seconded the motion which passed unanimously.
- b) **Policy on Audits:** Michelle presented some draft language provided by KaJ Samsom for a possible policy on Auditor Rotation. (*Steve Odefey arrived at 5:52 p.m.*) Some suggestions for modifying the language were considered, and Brigid will provide a new draft that incorporates these changes.
- c) **Prevention of Bullying of Students Policy:** Brigid reported on the need for fast-tracking the adoption of this policy, and the reason it is being considered outside of the regular policy packet timeline. This policy was developed by the Department of Education and vetted by their legal team. Steve Odefey brought up two suggestions for changes in the policy, and there was discussion. There was agreement that the suggestion for section C(a) under "Response to a Bullying Complaint" – second line change "may" to "shall" (change to: ...the school **shall** take prompt and appropriate....);
ACTION: Eve moved to recommend the policy with this change. Deb Hunter seconded the motion which passed unanimously.
- d) **Enrollment Report:** This report is available on the website, and board members have received reports for their own schools. Michelle briefly reviewed the enrollment trends for each district, which are leveling off for the SU as a whole. There was board member discussion around the different trends in the data.
- e) **Plan Seminar #1 on January 3, 2012 (Full Board meeting):** Brigid reminded board members that the weather had caused the seminar scheduled in late October to be cancelled, and that the only feasible option was to wait until January. She confirmed that she and Sheila will plan to present the information they were planning to provide at the October seminar. There was then discussion about the timing, and it was agreed to plan for an hour for the full WWSU Board meeting starting at 6 PM, and then start the seminar, with public invited, at 7 PM.
- f) **Financials:** Michelle had provided this with the board packet, which showed a projected fund balance of \$2,766.

- g) **WWSU Budget Discussion:** Michelle passed out a handout titled “WWSU – FY2014 Budget Packet #1 – November 26, 2012”. The first page was a summary of the historical trend of change in assessments to member districts, which fluctuates based on fund balance plus student population. Across the SU, the WWSU expenses were 3.6% on average of the total general fund expenses, which in past years has been below state average but Michelle will confirm the current statistics. The draft reflects a level service budget, and results in a 4.4% increase in expenditures. The projected assessment to member districts is 5.5% due to a projected decrease in offsetting revenues including a decrease in the fund balance (dropped from \$31,434 to \$25,999) and also a projected decrease in the federal grant revenue to reflect the current status of the national budget situation. There was discussion of how to present the budget to best reflect the benefits and efficiencies that Central Office provides. WWEC board members were supportive of the level service budget as presented, and no changes were suggested for the final draft to come to the December meeting.

Michelle suggested that a change to consider for future years is to have assessments to member districts based on equalized pupils rather than the current ADM. There was consensus to bring this up on an agenda in the spring by providing a report for consideration on further action.

- 3) **Other Business** – Brigid reported that she is meeting with the Commissioner, following up on the food service issues. She reported that she is slowly trying to explore the consequences of not complying with the new regulations, and some changes are being implemented to move back to previous practices. She also noted that the China trip did not go as well as hoped due to illnesses experienced and unexpected challenges encountered; also the arrival of students at Harwood will probably start at least a year later than anticipated due to the complexities of setting up the program.
- 4) **Adjournment** – Deb Hunter moved to adjourn the meeting at 8:08 p.m. Susan MacLean-Daley seconded the motion which passed unanimously.

Minutes recorded by Dale Smeltzer