

**Washington West Supervisory Union Executive Committee**  
**"APPROVED" Meeting Minutes for December 8, 2010**  
**WWSU Central Office**

**WWEC Members Present:** Greg Carleu (Fayston), Mary Gow (Harwood, arrived at 5:55 p.m.), Freddie Graves (Harwood), Lisa Ransom (Moretown, arrived at 5:42 p.m.), Elizabeth Cadwell (Waitsfield), Rob Rosen (Warren, arrived at 5:42 p.m.), 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 November 10, 2010:** Freddie Graves moved to approve the minutes of November 10, 2010 as amended in the third sentence, second paragraph of 2(c). Rob Rosen seconded the motion which passed unanimously.

*Lisa Ransom and Rob Rosen arrived at 5:42 p.m.*

Ben Smith asked for introductions, for the new member from Fayston.

*Mary Gow arrived at 5:44 p.m.*

**2) Discussion Items**

- a) **WWSU Budget:** A new draft had been distributed by email to WWEC members on Friday.
  - i) Michelle Baker reviewed this most recent draft. It reflects an increase of \$24,568 in expenditures (2.5%), and an increase in assessments to districts of \$49,768 (5.4%) because several sources of revenues have declined (Interest, Consolidated Federal Grant, federal ARRA monies, and fund balance). The summary page showed the impact on each local district based on ADM, and broken down into the impact of the ADM shift from the previous year plus the impact of the budget itself.
  - ii) Michelle then showed a pie chart breakdown of the budget, by type of expenditures, also included in the budget packet sent to board members. Personnel costs were approximately 82%.
  - iii) Brigid spoke to the issue of bringing a budget with an increase, stating that the cause of the increase – a Technology Coordinator - is a real need. Michelle's budget packet provided background data on the need for this position and how WWSU compares to other SUs. The needs have grown significantly, and services have been provided more as band-aids, which has resulted in current limitations that such an approach causes. These limitations are now very apparent and clear, having caused significant problems in recent weeks. Brigid further described the situation:
    - (1) Data Table comparing current IT (Information Technology) Staffing : There are three types of IT staffing needs – First, geek squad/fixit in schools; secondly teacher-like with knowledge of using tools; and thirdly knowledge of the IT world- how to operate and move forward.
    - (2) We have exhausted the ability of the Central Office administrative team to carry out these functions without assistance. Also, future changes like the upcoming National Core Standards will only add to the needs.
    - (3) Looking at the comparison table of Supervisory Union staffing of all types, not only do most other SUs have a Technology Director, but most have a Human Resources Director as well. Currently at WWSU we expect our Business Manager to balance much of both of these roles.
    - (4) The proposed WWSU budget includes \$20,000 for a Technology Director. Further funding for this position is being discussed through contributions from Harwood, Fayston, Moretown and Waitsfield, who would contract for services and provide additional funds for this position.
  - iv) **Discussion:** Rob Rosen shared that some community members have contacted him with concerns about an SU budget going up when almost all local budgets are not increasing. He stated that an effective argument will have to be made to justify the increase. He suggested that this argument could be that: Centralization of services at Central Office is an important investment to make now, since it saves money in the future. We are already centralizing on some functions, and efficiencies are also already being realized. Brigid reiterated that the problem is serious, and not new; to do nothing will have serious consequences. Donarae Cook described the recent problems occurring with SpEd

Doc, and the Special Education teachers at the local schools not being able to fill out their required paperwork.

- v) **ACTION:** Dale Smeltzer moved to recommend the budget to the full WWSU Board as presented. Freddie Graves seconded the motion, which passed unanimously.
- vi) The following two needs for presenting the budget to the full board, and to voters, were identified: Show efficiencies of using VCAT for curriculum, SpEd Doc for Special Education; Powerschool, NEMRC. Also, point to actual \$\$ of the increase as being very small.
- b) **Policy Packet #1 – Finalize suggested edits:** WWEC members shared local board comments.
  - i) A1 – (Role of Policy) add a comma
  - ii) A2 – (Policy Development) no changes
  - iii) A3 – (Policy Dissemination) change to Principal or designee for dissemination
  - iv) B1 – (Board Member Education) nothing
  - v) B2 – (Board Goal Setting) add “regularly or as needed” at end of first sentence
  - vi) B3-R – (Board Member Conflict of Interest) question about previous wording on code of ethics; decided to leave as is.
  - vii) D6-R – (Substitute Teachers) changed “determined” to “recommended” for per diem wages
  - viii) D7-R – (Volunteers and Work-Study Students) OK
  - ix) D9 – (Resignations) changes made so that Superintendent will accept all resignations (not Board)
  - x) E11 (Idling other than School Buses) shortened significantly
  - xi) F25-R – (Student Attendance) 3 minor edits
  - xii) F30-R – (Truancy) no changes
  - xiii) G11-R – (Use of Electronic Resources) couple clarifications
  - xiv) G14-R – (Class Size) must be passed by WWSU and each local board by January 15 or funding is in jeopardy. Policy language is OK; Procedures table for grades 9-12 is confusing and needs work.
- c) **Review Class Size Guidelines and Reporting:** Accomplished under discussion of policy G14-R above.
- d) **Discussion and Updates on Act 146 – Challenges for Change Reductions:** Rob Rosen reported on the latest draft of a letter that the sub-committee had drafted as a response to these arbitrary school reduction targets. There was discussion of how to proceed, and the goals for the letter.  
**ACTION:** Rob made a motion to approve the letter, deleting the last paragraph, pass it on to the full WWSU Board for their approval, and also that the Superintendent establish a new committee to explore education funding. Mary Gow seconded the motion which passed with all voting in favor except Freddie Graves who voted in opposition to the motion.
- e) **Update on Act 153:** Brigid asked that the WWEC start to talk about the duties of the Superintendent and the Board that will be changing due to this statute. She described the latest information on the changes:
  - i) Transportation – The words “will provide” means the SU will either contract for services with an outside provider, or own all their own buses. No local district can own its own buses.
  - ii) Special Education – This will be a big budget shift, and change the SU to a large employer.
  - iii) Budget – This will now be much larger, yet it isn’t voted on directly by voters. These implications need further discussion.

There was consensus that these issues should be brought up at the upcoming WWSU Board meeting.
- f) **Agenda for Full WWSU Board Meeting on December 13:** After discussion of the above statutes and the best roles for the WWSU Board vs. WWEC, board members suggested that the WWEC continue to review and understand the information and come back to the full WWSU Board when specific questions become apparent. In terms of the agenda, it was suggested that the WWSU budget vote be last, and the local board business occur first with boards then taking a short break to vote.
- 3) **Other Business** – there was none.
- 4) **Adjournment** – Freddie Graves moved to adjourn the meeting at 8:45 p.m. Rob Rosen seconded the motion which passed unanimously.

*Minutes recorded by Dale Smeltzer*