



**PDF Complete**

*Your complimentary use period has ended. Thank you for using PDF Complete.*

[Click Here to upgrade to Unlimited Pages and Expanded Features](#)

## Supervisory Union Executive Committee Meeting Minutes for May 9, 2012 ington West Central Office

**WWEC Members Present:** Deb Hunter (Harwood), Dale Smeltzer (Harwood), Eve Frankel (Waitsfield), Steve Odefey (Waterbury-Duxbury), and Ben Smith (Waterbury-Duxbury)

**Other Board Members:** Freddie Graves (Harwood)

**Administrators Present:** Brigid Scheffert, Donarae Pike, Sheila Rivers, Craig Donnan (WWSU Systems Administrator), Don Schneider (TBPS Principal)

1) Ben Smith called the meeting to order at 5:36 p.m.

### 2) Action Items

- a) Minutes of April 11, 2012 – Steve Odefey moved to approve the minutes of April 11, 2012 as written. Eve Frankel seconded the motion which passed unanimously.

### 3) Discussion

- a) **Curriculum Update:** State & Local Progress Reports – Sheila Rivers provided information about what's been happening with curriculum for the last 3 years within WWSU. She began by describing her responsibilities as they fit into the WWSU vision and mission. Now that there are standards, the actual curricula themselves don't have to be re-written as often, so that most of her job is working on determining what the "enacted" curriculum is within the classrooms. She also has some oversight regarding the programs that implement the curriculum. Oversight of assessment is another major role that she has within WWSU, for all levels (classroom, common SU assessments, State/National and optional such as SAT/AP). The other main component is Instruction, through professional development for staff, oversight of the teacher evaluation process, as well as the mentoring program. The goals are transition to Common Core, continued work in developing common assessment, and to continue to monitor the curricular initiatives. She distributed a handout of her draft work plan to shift the curricula to the Common Core in 2015, which are relatively similar to the current VT standards.

#### b) Approval of CFP and LEAP to Allow WWSU to Receive Grant Funds –

##### **ACTION ITEMS:**

- i) CFP - Deb Hunter moved to authorize the SU to accept grants, to administer, and to act as the representative of all member school districts during FY 2013. Kay Samsom seconded the motion which passed unanimously.
- ii) LEAP - Steve Odefey moved to approve the Local Agency Plan for the Individuals with Disability Improvement Act (IDEIA), Part B, for the fiscal year 2013 and to authorize the WWSU Board Chair to sign. Eve Frankel seconded the motion which passed unanimously.
- c) **WWSU Technology Plan** – Brigid introduced Craig Donnan, WWSU Systems Administrator. He then presented the draft 2012-2015 WWSU Technology Plan which had been distributed in the board packet. He pointed out the advantages of having a centralized IT committee and plan. This draft has already been reviewed by administrators, and any Board comments are needed by May 23 with plans to be approved by WWEC in June. There were board member questions and discussion.
- d) **Transportation Contract** – This was included in the board packet. Brigid noted that Michelle has done a good job of accomplishing the changes that we wanted. The insurance clause has increased from \$5 to \$10 million; draft contract language was shared by nearby business managers to aid in knowing best language; tiered plan for bus replacement for more cost affordability with at 2015 all buses brand-new; one bus will have underneath storage for sports teams; flat fee for any trip is down to \$50 from \$88 (shorter trips – makes this more cost effective).

**ACTION:** Dale Smeltzer moved to authorize the chair to sign the contract as presented. Eve Frankel seconded the motion which passed unanimously.

- e) **Financials** – provided in the board packet; fund balance is currently at \$2,336, similar to previous months.



**PDF**  
Complete

*Your complimentary  
use period has ended.  
Thank you for using  
PDF Complete.*

[Click Here to upgrade to  
Unlimited Pages and Expanded Features](#)

**for Students** – This will be June 20, and administrators have asked  
, with students served lunch and then go home to allow for some  
e.

that henceforth the last day of school will be an early release day

with the understanding that it will be for educator professional development and built into the calendar.

Steve Odefey seconded the motion which passed unanimously.

- g) **Finalize Retreat Plan for June 8, 2012** – This will be at Deb Hunter’s house, starting at 5:30, with all board members and administrators invited. It will be potluck, bring your own drink and chair. There was discussion about how to structure the discussion for the evening and the following plan was considered: Share HU’s challenge with some basic numbers and then the choices that might have to be made at HU because of this - all students come to HU so everyone has an interest. Then ask other boards what they want to tell the WWEC about how to tackle these challenges, and solutions they have developed locally to a need they have faced. Ben will write the Invitation to board members, which will describe the event as follows: “Discuss in an informal setting the fiscal challenges presented by declining enrollment in our SU and to start considering SU wide solutions”.
  - h) **Update on relocation of WWSU office** – Brigid reported that the plans are coming out within budget, and specifics are being figured out. Packing will start on June 4; all remaining items will be done by June 11; moving day will be June 12 which will not be a work day and June 13 will be the first work day in the new location and WWEC’s meeting will be held in the new space that evening.
  - i) **Instructional Time Analysis Document** – Brigid provided a few examples of this document that will be available on the website. The data needs to be reviewed one more time before it will be sent out and put out on the website.
  - j) **Tuition Students from Granville and Hancock** – A meeting is being held this same evening at the Granville Town Hall, which Michelle Baker is attending as well as the Warren board. Brigid has sent board members some email correspondence regarding the timeframe under which these two towns want to be making decisions about where to send their students. She wanted to let WWEC know that 27 elementary and 30 high school students are in the two towns, and that conversations are in initial phases. She asked WWEC members what they thought about how to pursue this. Board members were interested in attracting more students but are concerned about covering transportation costs if there is not a fixed number of students commitment; otherwise the practice could continue of allowing students to tuition in as happens currently but with the sending towns providing transportation. Board members agreed that Brigid can start to converse with the superintendent – and pursue an agreement if guaranteed a certain number of students so we could know the busing costs; OR continue to send tuition students with transportation being their responsibility, or if willing to pay a transportation fee on top of the tuition fee.
- 4) **Executive session for employee contracts** – Steve Odefey moved to go into executive session to discuss employee contracts with the superintendent invited at 8:40 p.m. Kay Samsom seconded the motion which passed unanimously. It was agreed to come out of executive session at 9:05 p.m. **and the following ACTION was taken:** Eve Frankel moved to approve Central Office employee contracts as presented in executive session and authorize the chair to sign them. Deb Hunter seconded the motion which passed unanimously.
- 5) **Adjournment** – Deb Hunter moved to adjourn the meeting at 9:06 p.m. Dale Smeltzer seconded the motion which passed unanimously.

Minutes recorded by Dale Smeltzer