

**Supervisory Union Executive Committee  
Meeting Minutes for February 8, 2012  
Hartington West Central Office**

Frankel (Waitsfield), Rob Rosen (Warren), Dale Smeltzer (Waterbury-Duxbury), and Ben Smith (Waterbury-Duxbury)

**Central Office Administrators Present:** Brigid Scheffert, Michelle Baker, Sheila Rivers, Donarae Dawson Pike

**Others:** Lisa Atwood (Acting Harwood Principal)

Ben Smith called the meeting to order at 5:40 p.m.

**1) Action Items:**

- a) **Approve minutes of January 11, 2012:** Lisa Ransom provided the correction that Moretown was not indifferent to reviewing the start of school day committee but rather had no interest. Rob Rosen moved to approve the minutes of January 11, 2012 as corrected. Lisa Ransom seconded the motion which passed unanimously.

**2) Discussion Items**

- a) **Transportation Bid and Contracts** – Michelle Baker presented a handout memo summarizing the transportation bids, dated 2/8/12 titled “Transportation”. She is recommending First Student, the current provider, for her to negotiate with to work out the details after working with the transportation committee. First Student was the lower of the two bids received for all routes over 3 years. She will bring a proposed contract to the March 17, 2012 meeting that she plans to be within what is budgeted despite the fact that the current two bids came in over budget by \$130,000 but include a completely new fleet.  
**MOTION: Scott Mackey moved to accept the Business Manager’s recommendation to accept First Student as the provider and to authorize the Business Manager to negotiate and bring forth a proposed contract to the March 27, 2012 Executive Committee meeting. Rob seconded the motion which passed unanimously.**
- b) **Financials** – Michelle provided a brief update on the financial report provided in the board packet, which is showing a projected fund balance of \$2,472.
- c) **Plan WWSU Board Reorganization Following Town Meeting, March 27, 6 PM** – Brigid Scheffert reviewed the plans that had been identified so far. Besides the reorganization starting at 6 p.m., Sheila Rivers will do an assessment presentation, with the full board meeting planned to end at 7 PM so that the WWEC meeting can begin at that time. She then briefly reviewed the plans for the upcoming WWEC meetings, following up on the issues already identified.
- d) **Senate Education Committee** – Ben described the background for his plans to testify at the Senate Education Committee on Friday Feb 10 at 1:30 p.m., based on actions taken by Warren school board member and legislator Adam Greshin to testify before this same committee regarding his concerns about the increase in the WWSU budget and the Superintendent salary and new lease agreement. His interest is to have SU budgets voted on directly by voters and he used WWSU as an example in his testimony. Ben noted that Scott Mackey is also scheduled to testify that afternoon. He then played a recording of Adam’s testimony, so that WWEC board members could have better perspective on the issues that were brought to the legislature’s attention plus allow them to give him guidance about what to include in his testimony. Ben then stated he will provide factual corrections, then give the story of why we did what we did in our SU (looking at history, comparable staffing at nearby SU’s). He then asked for feedback from WWEC members. Rob stated that he didn’t see any reason to go outside the current process despite the fact that he also didn’t agree with the WWSU Board’s decision. He suggested it might be an attack on the system, rather than against WWSU, and suggested that talking with Adam in advance might be of benefit, to better understand his motivations. Ben said that to the extent that our SU is being used as an example, that is a problem, and that corrections need to be made. There was discussion of the points that Ben should consider making, to clarify the most important issues and correct the record. Brigid said that VSA

her that Adam had testified twice, and these issues have been pointed out that the issues being brought up could cause trouble in terms of Spending is a negative 0.1%, utilizing the remaining jobs money

for education spending.

- e) **General Questions and Answers** – There were no questions, and Brigid said she has a written report in preparation.
- f) **Policy Packet #2** –
  - i) D1 Personnel Recruitment, Selection, Appointment and Criminal Records Check
    - (1) Recruitment #3, delete the word “instructional”
    - (2) Selection #2, remove parentheses around “prospective employee”
    - (3) Selection #7, add “at their discretion”, and change “will” to “may”
    - (4) Appointment 5, add “Licensed” to beginning of sentence
  - ii) D2 Professional Development
    - (1) Principles – “Additional professional development may be provided.” Added as second sentence in leading paragraph.
  - iii) D3 Staffing and Job Descriptions
    - (1) Last sentence, second time this occurs in this sentence, should reverse word order and say “member district school board and not “member school district board” , to be consistent with other places this wording is used
  - iv) D4 Educatory Supervision and Evaluation: Probationary Teachers
    - (1) Title should drop “Probationary Teachers”
    - (2) End of second to last paragraph, end of sentence will be “annually” instead of “on an as needed basis”
  - v) D5 Personnel Files – no comments
  - vi) D8 Alcohol and Drug-free Workplace – no comments
  - vii) D10 Public Complaints about Personnel
    - (1) Delete last sentence in first paragraph (starting “The District places trust...)
    - (2) Resolving Complaints, near end of second paragraph, correct misspelling from “complanant” to “complainant”
  - viii) D11 Drug and Alcohol Testing Transportation Employees
    - (1) Change comma to period at end of first sentence in “Administrative Responsibilities”
    - (2) Over the Counter medications refers to paragraph 10, which is unclear as to which paragraph this is referring, so it should be changed to “section below (Consequences of Drug Use)”
  - ix) D12 Harassment of Employees
    - (1) Retaliation, end of last sentence, remove “a”.
    - (2) Procedures are mentioned, and should be in place when adopted.
  - x) D13 HIPAA Compliance – no comments
  - xi) Dale then suggested that WWEC should be considering which ones of these should be adopted for Central Office. Brigid agreed to do that review and provide a recommended list.
  - xii) Dale also suggested that a new draft of G11 be prepared that is in the same order as the model policy so that the footnotes accurately line up. She agreed to provide a revision that would re-order the text in the current draft.

3) **Other Business** - There was none

4) **Adjournment** – Scott Mackey moved to adjourn the meeting at 8:00 p.m. Rob Rosen seconded the motion which passed unanimously.

*Minutes recorded by Dale Smeltzer*