

**Washington West Supervisory Union Executive Committee**  
**"UNOFFICIAL" Meeting Minutes for June 8, 2011**  
**Harwood Union High School Library**

**WWEC Members Present:** Susan MacLean-Daley (Fayston), Mary Gow (Harwood, arrived 5:50 p.m.), Scott Mackey (Harwood), Lisa Ransom (Moretown, arrived 5:55 p.m.), Eve Frankel (Waitsfield), Dale Smeltzer (Waterbury-Duxbury), and Ben Smith (Waterbury-Duxbury)

**Administrators Present:** Brigid Scheffert

Ben Smith called the meeting to order at 5:37 p.m.

**1) Action Items:**

- a) **Approve minutes of May 11, 2011:** Scott Mackey moved to approve the minutes of May 11, 2011 as written. Susan Daley seconded the motion which passed unanimously.

- 2) **Executive Session:** Susan Daley moved to go into executive session at 5:40 p.m. to discuss the proposed Superintendent Contract with only board members present. Scott Mackey seconded the motion which passed unanimously. *Mary Gow arrived at 5:50 p.m. Lisa Ransom arrived at 5:55 p.m.* It was agreed to come out of executive session at 6:10 p.m. Dale Smeltzer moved to recommend the Superintendent Contract to the full WWSU Board as discussed. Susan Daley seconded the motion which passed unanimously. Lisa Ransom moved to give a one-time bonus of \$3,000 to Brigid Scheffert, Superintendent, before the end of the fiscal year pending available fund balance, for service above and beyond reasonable expectations. Susan Daley seconded the motion, which passed with Susan Daley, Scott Mackey, Lisa Ransom, Eve Frankel, Dale Smeltzer and Ben Smith voting in favor and Mary Gow voting in opposition.

**3) Discussion Items**

- a) **Financials** – Brigid asked for any questions based on the report provided with the board packet by email. There were a couple minor clarifications.
- b) **Discuss Future Meeting Dates and Times** – Brigid asked board members if they wanted to stay with the same date and time of once a month, second Wednesday, at 5:30 p.m. for 3 hours, to which board members concurred. It was agreed that there will be no meeting in July or August, and the next meeting will be in September.
- c) **Discuss Process of Moving WWSU Goals to a Work Plan** – Brigid asked for feedback on some key areas: Four overarching WWSU goals that used to be content specific but are now more overarching – Where would we want her to take these, in terms of integrating future work into something that functions as a strategic plan that is independent of who the administrators are; and combining action planning and strategic planning. What should the work plan be? This is something that could be worked on during the two-day Administrative Retreat in August, where a draft work plan could be developed that integrates the priorities being worked on now under the 4 goals, that would then be given to WWEC in September for review. The goal would be to finalize the whole plan by spring, after feedback from local boards as well. Then any new work being considered would be reviewed in terms of where it fits within the plan. There was then discussion of how this might work, at both the SU level and local districts, and the implications for accountability.
- d) **Brainstorm Future Work for Next Year** – Brigid then asked board members for their ideas of topics, to give her at the September meeting or email them to her now. What would we like the WWEC to spend agenda time on – what topics of conversation do we want to have? Scott Mackey suggested a regular communication plan informing the public about work being done by the SU.

- 4) **Other Business** - none

- 5) **Adjournment** – Scott Mackey moved to adjourn the meeting at 7:00 p.m. Susan Daley seconded the motion which passed unanimously.

*Minutes recorded by Dale Smeltzer*