

Washington West Supervisory Union Executive Committee
"OFFICIAL" Meeting Minutes for October 12, 2011
Washington West Central Office

WWEC Members Present: Susan MacLean-Daley (Fayston, arrived 6:17 p.m.), Freddie Graves (Harwood), Deb Hunter (Harwood, arrived at 5:55 p.m.), Lisa Ransom (Moretown), Eve Frankel (Waitsfield), Adam Greshin (Warren, arrived 6:10 p.m.), Dale Smeltzer (Waterbury-Duxbury), and Ben Smith (Waterbury-Duxbury)

Administrators Present: Brigid Scheffert, Sheila Rivers, Donarae Pike, Michelle Baker

Ben Smith called the meeting to order at 5:48 p.m.

1) Action Items:

- a) **Approve minutes of September 14, 2011:** Freddie Graves moved to approve the minutes of September 14, 2011 as written. Lisa Ransom seconded the motion which passed unanimously.

2) Discussion Items

- a) **2011-12 Calendar Changes; Making Up Days** – Brigid reported that she has consulted with all local boards about the plans to make up flood days. She is asking the WWEC to approve holding school on Nov. 11, 2011; and that the last possible day of school regardless of the number of snow and flood days would be Friday June 22 due to Harwood's graduation date.

ACTION: Freddie Graves moved that school be held on Nov. 11, 2011 and that the last day of school would not be later than June 22, 2012. Eve Frankel seconded the motion which passed unanimously.

- b) **Employment Contracts for Approval** –

- i) Brigid reported that she is looking for a revised employment for Tisa Rennau, which is within budget.

ACTION: Freddie Graves moved to approve the employment agreement as presented. Lisa Ransom seconded the motion which passed unanimously.

- ii) Brigid reported that they have found a candidate for the WWSU Systems Administrator (Technology), Craig Donnan, and would like to offer him a contract beginning Nov 1, 2011 for 8 hr/day, and pro-rated for the remaining 39 weeks of school year at \$43,333.

ACTION: Freddie Graves moved to approve the contract as presented. Lisa Ransom seconded the motion which passed unanimously.

(Deb Hunter arrived at 5:55 p.m.)

- c) **Preview: Administrative Guidebook** – Brigid reported that it is important for the work by administrators be systemic and not dependent on any one individual, so she has been working to develop an Administrative Guidebook. One valuable use will be for new administrators. It can be found on the website.
- d) **Transportation Contract** – Michelle Baker reported that she is looking for a couple of board members who will serve with her and a couple administrators on a transportation committee with WCSU, and probably WSSU, to put out a joint cover letter with the bid due dates and process in alignment. They hope that this will attract bids from more than one company. Freddie Graves volunteered; Scott Rathke from the Waterbury-Duxbury board will be asked to provide representation from the north end of the district.
- e) **Teacher Negotiations Council** – Brigid reported that it is time to establish the SU Negotiations Council for Teacher Negotiations, and that in the past it had been one board member and one alternate from each school district.

(Adam Greshin arrived at 6:10 p.m.)

ACTION: Freddie Graves moved to establish the SU Teacher Negotiations Council to be made up of one board member with one alternate from each school district; and to authorize Brigid Scheffert and Dale Smeltzer to meet with the Associations to establish the ground rules. Lisa Ransom seconded the motion which passed unanimously.

(Susan Daley arrived at 6:17 p.m.)

- f) **Technology & Facilities Director Positions** – Michelle provided a bio for Craig Donnan (newly contracted WWSU Systems Administrator), who has worked at NEMRC for the past 4 years. His initial focus will be

Moretown, Fayston and Harwood (who supported this position in their budgets for this year, rather than it being a full SU position) – doing a complete inventory and full audit report plus recommendations for the future. As the SU budget is being developed, they will be looking at how best to budget for this Technology position plus the Facilities Director (Ray Daigle) who is currently being completely funded by HU. Brigid stated that she will be recommending that both these positions be fully funded by the SU budget.

LOCAL BOARD DISCUSSION NEEDED: Brigid suggested that WWEC members discuss these ideas with their local boards. Michelle will be doing some cost modeling to identify possible efficiencies. This topic will be woven into budget decisions and presented that way.

- g) **Budget Planning** – Michelle said that next time she will have several scenarios for WWSU budget drafts, for discussion.
- h) **Small Dog Lease & Exploring HUHS Option** – Brigid provided an overview of the history of the current situation, and some of the challenges, such as no space for the auditors when they are here. There is little space for the new directors for offices, and the spaces that are there have no air or windows. There is no space for meetings. Also, the landlord has not been receptive to us as tenants plus now a severe rodent problem in the walls has developed and the air quality has deteriorated with some employees unable to tolerate it. She and Michelle decided it was time to contact VOSHA, which will issue a report; it is becoming clear that the situation just is not working and that a change has to be made at the end of this year's lease on June 30. Michelle has been researching some options, and there is a possibility in the M-5 Building at Mad River Park. The current space at Central Office is 2500 sq ft and what is available is 4000 sq ft. It costs \$12.73 sq ft here with all utilities; it would be \$12 dropped to \$10/ft² with all utilities at the new space under the current cost proposal being discussed. The cost proposal totals \$40,000/yr with a 3 yr agreement, compared to about \$32,000/yr in the current space. Set up costs and moving would be in addition.

ACTION: Dale Smeltzer moved to authorize Brigid and Michelle to proceed with pursuing this new lease option in the M-5 building, and that a final conversation will be held with the current landlord according to the discussion (conditions addressed to our satisfaction at a date soon, if they are interested in continuing the lease). Lisa Ransom seconded the motion which passed unanimously.

(Adam Greshin left at 7:50 p.m.)

- i) **Act 153: Update** – Michelle and Donarae Cook provided a presentation which gave an overview of what is in the statute. A handout of the actual statute was provided. There has still been no clarifying information or written technical guidance provided by the State. Donarae distributed a Handout titled: "WWSU Special Education Response to Act 153". Financial projections by Michelle do not show any possible cost savings by having SpEd employees become WWSU employees; in fact they show that there will be some cost increases with potentially diminished effective services to students. At best, it would be revenue neutral and might be detrimental to the students. Next Steps being suggested were presented: Recommendations to further develop centralization at WWSU –
 - i) SpEd/SSS – ELL teachers contracted through Central Office; other services stay put is best option
 - ii) Transportation – has been discussed this evening with the contract renewal in the process
 - iii) Facilities, Operations and Maintenance – are in the process of developing financial models of pros and cons to present in the future
 - iv) Technology/Systems Administrator/Data Management – are financial efficiencies that can be gained there
 - v) Research systems to centralize procurement of goods and services
- 3) **Other Business** – Plans are being reviewed for the upcoming meeting, from list of future agenda topics
- 4) **Adjournment** – Freddie Graves moved to adjourn the meeting at 8:47 p.m. Lisa Ransom seconded the motion which passed unanimously.

Minutes recorded by Dale Smeltzer