

Washington West Supervisory Union Executive Committee
"OFFICIAL" Meeting Minutes for November 9, 2011
Washington West Central Office

WWEC Members Present: Susan MacLean-Daley (Fayston, arrived 5:45 p.m.), Freddie Graves (Harwood), Deb Hunter (Harwood), Lisa Ransom (Moretown), Eve Frankel (Waitsfield, arrived 5:45 p.m.), Rob Rosen (Warren), Dale Smeltzer (Waterbury-Duxbury)

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

Dale Smeltzer, Vice-Chair, called the meeting to order at 5:43 p.m.

1) Action Items:

- a) **Approve minutes of October 12, 2011:** Freddie Graves moved to approve the minutes of October 12, 2011 with the correction of Donarae Pike's name. Lisa Ransom seconded the motion which passed unanimously.

Susan MacLean-Daley and Eve Frankel arrived at 5:45 p.m.

2) Discussion Items

- a) **Discussion of Lease Options** – Brigid Scheffert provided a summary of the work that has transpired since the last WWEC meeting. Scott Mackey had attended the meeting with Don Mayer from Small Dog, with Brigid, Michelle Baker and Administrative Assistant. Freddie Graves shared Scott's impressions. Brigid reported that she had written a letter to Mr. Mayer based on the points WWEC had asked be made at the last meeting. She also informed the board that a letter had been published in the Valley Reporter by Mr. Mayer with inaccuracies and misrepresentations. Michelle and Brigid put together the board packet with all information and sent it out to all board members to make sure everyone got the facts. After thinking about the Mr. Mayer's letter, Brigid did write a response that will be published in a week or two depending on space, and sent the board packet as well to the Valley Reporter. The comparison table provides accurate information around actual square footage, etc., despite Mr. Maier's contentions. One new aspect that isn't on the table is that M-5 has also offered a 90 day out clause after one year. Brigid stated that if you weigh the pros and cons, her recommendation is to move over to M-5 at Mad River Park, because the yearly lease is \$400 less per year for considerably more space, the work efficiencies are greater and there is a separate conference room that can be used for a variety of needed functions. There were board member questions about some of the table details, and then discussion of the issues. Given the similarity in costs, there was unanimous willingness to support the move, but a desire to keep moving costs within \$10,000 if possible.

MOTION: Rob Rosen moved to authorize entering into a lease agreement with M-5 Leasing Company LLC at Mad River Park, aiming to keep moving costs at \$10,000, shifting costs from somewhere else if it goes up to \$12,000; and also to express appreciation to Mr. Mayer for the years of tenancy here at Small Dog. Susan MacLean-Daley seconded the motion which passed unanimously.

- b) **Transportation Contract** – Michelle Baker reported that she has set up a meeting for the following Tuesday for the subcommittee, bids are to go out Nov 22, be received on Dec. 21, reviewed in late Dec. , budget modifications can be made in early Jan., with the winning bidder selected on Jan 18, and the contract would go in to effect July 1 2012. Eve Frankel asked about when decisions can be made about considering a different starting time for the schools, as her board would like consideration of a later start given the benefits that has for students. There was a brief discussion of the interrelated issues.
LOCAL BOARDS: WWEC members should check in with their local boards in December, to assess interest of each board about setting up a subcommittee to make a proposal around later start times, and report back to WWEC in January.

- c) **Teacher Negotiations Council** – Brigid reminded WWEC that these negotiations will soon begin. Some local boards are still firming up their representation on the council. A meeting has been set up for ground rules and meeting schedule, with Dale and Brigid plus two association members. She has been talking with them about using a community negotiations model, without lawyer or VSEA Uniserve director there. Dates will be scheduled based on availability of the leading negotiators.
- d) **WWSU Enrollment Report 2011-12** – Michelle provided a handout packet of enrollment history and projections for each school district as of October 1, 2011 which do not include pre-K numbers. These will be available on the website, along with the total numbers for WWSU.
- e) **WWSU Budget Preparation & Discussion** – Michelle emphasized that what was sent out (draft #1) is still very much a work in progress and much more review will be occurring. A pie chart showed how much is being spent in each category, with Staff Salaries (65%), and Staff Benefits (21%) being the largest portion. This draft includes the Systems Administrator (formerly referred to as a Technology Coordinator) as an SU position. The changes included are:
 - i) 1.0 FTE Systems Administrators at + \$63,043 (up from \$20,000 in WWSU budget last year)
 - ii) Supt Salary per renewed contract at + \$8,455
 - iii) All other salaries at + \$21,245
 - iv) Benefits at + \$11,061
 - v) Technology Purchased Services down \$379
 - vi) Office Lease at + \$609
 - vii) Total increase of 10.5%, or 4.1% w/o Systems Administrator; It does not include the just –approved \$10K moving costs (one-time)
 - viii) Fund Balance is higher so + 8.2% assessment or + 1.7% w/o SA

The breakout of ADM assessment to schools was presented, showing the differing impacts for the school districts depending on their enrollment changes and consequent share of the cost. It was suggested that Michelle should look at the options other than ADM for determining assessment in future years. Michelle then showed her comparison of current Annual Technology Expenditure Budgets for each individual district, which varies considerably. She pointed out that there are potential efficiencies by purchasing some aspects as a group (e.g. bandwidth, equipment, e-rate). There was discussion of how best to present and justify the new position, and the different types of information that will be useful to do this for the full WWSU Board. Michelle then presented a comparison of spending on Central Office Technology positions at other SUs. Dale asked board members if they were supportive of keeping the Systems Administrator in the draft budget – there was full consensus. Dale asked board members to send Michelle any ideas that they have for organizing the information to present to local boards and the full WWSU board.
- f) **WWSU Full Board Meeting** – It was agreed to warn a meeting for Tuesday, January 3, 2012, 6 PM for an hour; for the purpose of approving the budget.

3) **Other Business** – none

- 4) **Executive Session** –Freddie Graves moved to go into executive session to discuss personnel with Brigid invited. Lisa Ransom seconded the motion which passed unanimously.

Rob Rosen left at 8:40 p.m.

It was agreed to come out of executive session at 8:49 p.m. with no action taken.

- 5) **Adjournment** – Freddie Graves moved to adjourn the meeting at 8:50 p.m. Lisa Ransom seconded the motion which passed unanimously.

Minutes recorded by Dale Smeltzer