

**Washington West Supervisory Union School Board**  
**“APPROVED” Meeting Minutes for January 13, 2016**  
**Harwood Union High School Library**

**WWSU Board Members Present:**

Fayston: Doug Mosle, Heidi Spear, Jill Ellis  
Harwood: Dale Smeltzer, Garrett MacCurtain, Rosemarie White  
Moretown: Jim Burmester, Kate O'Neill, Gabe Gilman  
Waitsfield: Eve Frankel, Christine Sullivan, Barclay Rappeport  
Warren: Rob Rosen, Alycia Biondo, Adam Greshin  
Waterbury-Duxbury: Alex Thomsen, Jason Gibbs, Reed McCracken  
Waterbury Town: Reed McCracken

**Other Board Members:** Kitty Friedman (Fayston), Steve Sands (Harwood), Matt Staples (Warren), Michael Ketchel (Warren)

**WWSU Administrators Present:** Brigid Scheffert, Michelle Baker, Donarae Dawson, Sheila Soule

**Act 46 Consultants:** Jeff Maer, Walter Nardelli

**Other:** Kaiya Korb, Howard Wynne, Channel 44 camera person

- 1) Eve Frankel called the meeting to order at 6:38 p.m., upon the adjournment of the Act 46 Study Committee meeting.
- 2) **Confirm the agenda:**
  - a) **Amendments to WWSU Rules of Organization** - Brigid reported that there needed to be an addition to the agenda, to act on the proposal to modify rules of organization to address assessment methodology for Transportation and Special Education – services that now must be provided at the SU level. The proposed changes were included in the packet, and had been acted upon by the Executive Committee at their 12/9/15 meeting. There were no questions.  
ACTION: Rob Rosen moved to approve the amended WWSU Rules of Organization as presented. Garrett MacCurtain seconded the motion which passed unanimously.
- 3) **Approve Minutes of March 31, 2015** – Alex Thomsen moved to approve the minutes as written. Rob Rosen seconded the motion which passed unanimously.
- 4) **Approve WWSU FY 2017 Budget** - Michelle Baker presented slides of the Washington West SU FY2017 Budget Presentation dated January 13, 2016, which was provided in the meeting packet and distributed to those attending. Health insurance, salaries, audit, etc. are increasing 2.0%; building software app costs into the SU budget rather than billing out to local budgets causes a 3.0% increase; and a proposed 1.0 FTE Project Manager position causes a 6.3% increase giving a total 11.3% increase, corrected to a 8.3% actual increase in costs when the reductions in the local budgets (for costs previously budgeted at that level) are taken into account. The new position results in \$45 new Ed Spending per equalized pupil. As a total of all district budgets the SU expenses are 4.1%, w/o the new position this would be 3.8%. In addition Special Education expenses of \$4,958,787 are being moved into the SU budget, and being billed back through assessment to the local district budgets for a net zero impact on the SU budget. Revenue for SpEd still goes to local districts per state rule. Transportation expenses are increasing 3%, and now included in the SU budget and all expenses billed out to districts. Budget details were included in the packet as well.

There was a question about how to explain to the public that the new position is needed yet we are expecting that Act 46 governance changes will allow for reduced expenses. Also there were questions about whether there are ways to use Act 46 grant funding to help cover the cost of the position; and whether it made more sense to wait a year to add it. There was considerable discussion about the new proposed position and the timing in terms of the financial challenges facing the school districts and the costs of education taxes.

**BUDGET ACTIONS:**

A) **WWSU General Fund Budget:** Dale Smeltzer moved, and Christine Sullivan seconded, to approve the FY2017 WWSU General Fund Budget as presented in the amount of \$1,434,927. Rob Rosen moved, and Alycia Biondo seconded, to amend the motion and reduce the budget by \$81,823 (resulting in a budget of \$1,353,104) by eliminating the proposed new position. Reed McCracken moved, and Christine Sullivan seconded, to close discussion on the question. This motion was non-debatable and passed unanimously. Votes on the amendment, and then the original motion, were as follows:

*Vote on Amendment:* Board members voting in favor were: Rob Rosen, Alycia Biondo, Adam Greshin and Eve Frankel; Board members voting against were: Doug Mosle, Heidi Spear, Jill Ellis, Dale Smeltzer, Garrett MacCurtain, Rosemarie White, Jim Burmester, Kate O'Neill, Gabe Gilman, Christine Sullivan, Barclay Rappeport, Alex Thomsen, Jason Gibbs, Reed McCracken (as Waterbury-Duxbury rep), and Reed McCracken (as Waterbury rep). The amendment failed 4-15.

*Vote on Original Motion:* Board members voting in favor of the un-amended budget motion were: Doug Mosle, Heidi Spear, Jill Ellis, Dale Smeltzer, Garrett MacCurtain, Rosemarie White, Jim Burmester, Kate O'Neill, Gabe Gilman, Eve Frankel, Christine Sullivan, Barclay Rappeport, Alycia Biondo, Rob Rosen, Alex Thomsen, Jason Gibbs, Reed McCracken (as Waterbury-Duxbury rep), and Reed McCracken (as Waterbury rep). Board members voting against were: Adam Greshin. The motion passed 18-1.

B) **WWSU Transportation Budget:** Reed McCracken moved to approve the FY2017 WWSU Transportation Budget as presented in the amount of \$1,144,284. The motion was seconded by Alex Thomsen and passed unanimously.

C) **WWSU Special Education Budget:** Alex Thomsen moved to approve the FY2017 WWSU Special Education Budget as presented in the amount of \$4,963,287. The motion was seconded by Dale Smeltzer and passed unanimously.

(Adam Greshin left the meeting at 8:01 p.m.)

- 5) **Act 46** - Board member shared the issues that have been coming up in their communities regarding Act 46, and the challenges of understanding all the aspects. There were ideas suggested about how to present the information in a way that people can relate to - e.g. describing the positive opportunities rather than focusing on the financial tax rate incentives. One suggestion was FAQs written in layperson language.
- 6) **Adjournment** – Eve Frankel moved, and Rob Rosen seconded, to adjourn the meeting at 8:50 p.m. The motion passed unanimously.

Minutes recorded by Dale Smeltzer

# **WASHINGTON WEST SUPERVISORY UNION**

## **RULES OF ORGANIZATION**

### **DEFINITIONS**

- *Washington West Supervisory Union* (WWSU) is comprised of the district boards of Duxbury, Fayston, Moretown, Waitsfield, Warren, Waterbury, Waterbury-Duxbury Union School District, and the Harwood Union High School District #19.
- *WWSU Board* shall mean the Washington West Supervisory Union Board.
- *Executive Committee* shall mean a committee comprised of 2 representatives from Waterbury-Duxbury U-45, 2 representatives from Harwood Union U-19, 1 representative from each of the remaining school districts of Fayston, Moretown, Waitsfield, and Warren.
- *District Board* shall mean the school board for each member of the WWSU.

### **MEMBERS**

WWSU Board. Each district board assigned to the WWSU and having more than three members shall elect from such board three members who shall represent and act for it in meetings of the supervisory union. Each district board which employs no teacher shall have only one vote in WWSU meetings.

Officers. The WWSU Board shall elect a chair and vice-chair at its annual meeting. No person shall serve as chair for more than three years in any nine-year period. The chair of the WWSU Board shall serve as the board chair of the Executive Committee.

Executive Committee. The WWSU Executive Committee (who shall be members elected to the WWSU Board) shall consist of one member of each district board from the districts of Fayston, Moretown, Waitsfield, and Warren; and two representatives from the district boards of Waterbury-Duxbury and Harwood Union. Each district board represented may also select an alternate to serve on the Executive Committee in the absence of the elected member.

### **MEETINGS**

An annual reorganization meeting of the full WWSU Board shall be held after reorganization meetings of the district boards and not later than thirty (30) days after the latest annual school district election held by member districts in the WWSU. At this annual meeting, officers shall be elected.

Regular meetings of the Executive Committee shall be held not fewer than three times annually. Special or emergency meetings of the Executive Committee as necessary may be called in accordance with the requirements of the law.

The WWSU Board may also hold such additional meetings as necessary to carry out the roles remaining to it under these rules.

Attendance and Participation. All members of the district boards comprising the supervisory union may attend and participate in discussion at any Washington West Supervisory Union Board meeting or Executive Committee meeting.

### **QUORUM**

A majority of the district boards comprising the WWSU shall be represented at all meetings and majority of all members of the WWSU Board or Executive Committee, respectively, shall be present in order to constitute a quorum for the transaction of business.

#### VOTING

WWSU: Elections and the transaction of all other business at such supervisory union meeting shall be determined by majority vote of all WWSU Board members present.

Executive Committee: Transaction of all business at such committee meetings shall be determined by majority vote of all Executive Committee members present.

#### DUTIES

Washington West Supervisory Union Board. The following functions and duties of the WWSU Board shall remain the sole province of the Board:

1. Budget approval
2. Hiring/discharge of the superintendent

Executive Committee. It is the intent of these rules that all other functions and duties shall be the province of the Executive Committee and shall include, but not be limited to:

1. Represent his/her local board with regard to all Executive Committee discussions;
2. Serve as the primary, but not exclusive, relationship with the Superintendent of Schools for all operations of the supervisory union;
3. Identify the needs of the supervisory union particularly with respect to K-12 curriculum and other programs where collaboration and coordination would support the operations of all schools;
4. Identify several specific priorities that will be the responsibility of the Supervisory Union and managed by the Executive Committee;
5. Participate in formal board meetings with the Superintendent no less than three times over each two-month period during the school year and once during the summer months; and
6. Communicate the outcome of Executive Committee discussions with the local board on a regular basis;
7. Evaluate the Superintendent of Schools on an annual basis.

However, the WWSU Board may reconsider any action taken by the Executive Committee, should a minimum of one-third of the WWSU Board members request such reconsideration.

#### AMENDMENTS

These rules may be amended after 30 days' notice at an annual or special meeting called by the chair. Adoption of amendments shall require majority vote of the WWSU Board.

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***Bylaws here presented are as amended and adopted at the full WWSU Board meeting on January 16, 2014 and January 13, 2016.***

*Apportionment of General Expenses : As provided in 16 VSA s.301, effective for school years commencing July 1, 2014 and thereafter, the salary and expenses of the Superintendent of Schools and the general expenses of the Supervisory Union , exclusive of expenses allocable to student*

*transportation and special education services, shall be apportioned and allocated among its constituent school districts in direct proportion to the number of equalized pupils in each school district, as determined by the Secretary of the Agency of Education on or before the preceding December 15 in the manner provided in 16 VSA s.4010. [This does NOT include the assessment for transportation expenses.]*

*Apportionment of Transportation Expenses: Effective for school years commencing July 1, 2016, and thereafter, expenses allocable to student transportation shall be apportioned and assessed among member districts in direct proportion to the school year mileage accrued for daily bus routes provided to individual schools in each respective school district.*

*Apportionment of Special Education Expenses: Effective for school years commencing July 1, 2016, and thereafter, expenses allocable to the furnishing of special education services shall be apportioned and assessed among member districts in direct proportion to the actual and direct cost of such services provided to each school district during the school year.*

***Bylaws here presented are as amended and adopted at the full WWSU Board meeting on August 26, 2009.***

***For reference: Pursuant to the definition of WWSU, the full WWSU Board has 20 (twenty) members. A quorum of the full board is 11 (eleven) members.***

*Reprint of Title 16, Section 264, paragraph b: A supervisory union may establish an executive committee consisting of the chair and no fewer than two additional directors. The supervisory union shall enumerate in writing the specific powers and duties delegated to the executive committee, which shall have authority to act on behalf of the supervisory union within its delegated powers.*

*Reprint of Title 16, Section 266: For the purpose of holding meetings and transacting the business of a supervisory union, the school board of any district assigned to a supervisory union, and having more than three members, shall elect from such board three members who shall represent and act for it in meetings of the supervisory union to which it is assigned. But the school board of any district which employs no teacher shall have only one vote in said supervisory union meeting.*

1/12/2006 Adopted by WWSU Board  
8/26/2009 Revision adopted by WWSU Board  
1/16/2014 Revision adopted by WWSU Board  
1/13/2016 Revision adopted by WWSU Board