

**Harwood Union Board of Directors Meeting  
15 October 2014  
Harwood Library  
5:30 PM**

**Approved Minutes**

**Attendance**

**Board:** Deb Hunter, Chair; Stephen Sands, Dale Smeltzer, Garret MacCurtain, Susi MacLean Daley (5:42PM), Dan Raddock (5:43PM)

**Administration:** Brigid Scheffert, Superintendent; Joel FitzGerald, WWSU Building Operations and Maintenance Director; Michelle Baker, WWSU Director of Finance and Operations; Amy Rex, Co-Principal; Lisa Atwood, Co-Principal

**Staff:** Tracy Holden, Harwood Union Director of Facilities

**Student Representative:** Evan Fennely

**Public:** Lara Seaberg, minute taker

**Call to Order:** Chair Deb Hunter called the meeting to order at 5:35 PM.

**Approval of Minutes:** Dale Smeltzer moved to approve the 17 September 2014 minutes as corrected. Garret MacCurtain seconded and the motion passed unanimously with no abstentions.

**Board Warrants:** Dale Smeltzer made a motion to confirm Board Warrants 24, 27, 30 and 33 in the amount of \$1,659,196.18. Stephen Sands seconded the motion and it passed unanimously with no abstentions.

**Board Warrants**

**FY 2014-2015**

24	09/05/14	Accounts Payable	\$	536,481.34
27	09/22/14	Accounts Payable	\$	526,184.43
30	10/07/14	Accounts Payable	\$	356,968.63
33	10/15/14	Accounts Payable	\$	239,561.78
<b>Total Board Warrants</b>				<b>\$ 1,659,196.18</b>

**Finance and Facilities Committee:** Stephen Sands shared with the Board the process for developing the criteria for evaluating the RFP to identify a firm to conduct the Harwood building study. Michelle Baker informed the Board of the RFP time line. The RFP will be posted by early November with time for a walk through of the school. Proposals from firms would be returned in December and the committee will pick from the top proposals in January. The actual study would be done from February to June 2015.

Joel FitzGerald shared an update on the Fields project. The Board was informed that mapping put wetlands where fields would go. Tracy Holden contacted wetlands experts and the situation was taken care of. There is also a deer yard where fields will be. Tim Appleton visited the site and does not believe the project will have an impact on the deer yard.

The water system is functioning well and the water was tested on 14 October 2014 and will be tested again the Spring.

Mr. FitzGerald shared a photo in his report of a track in woods from a Maine high school. He believes it is a creative concept.

Stephen Sands informed the Board of an early retirement incentive program that the full Board needed to make a decision on for Harwood. Brigid Scheffert explained the program's development for the Board. It is a strictly voluntary incentive and letters will be sent to faculty members with 20 or more years at Harwood informing them of the incentive.

Stephen Sands made a motion to accept the program and the issuing of the letter and Susi MacLean Daley seconded. The motion passed unanimously with no abstentions.

**Student Representative update:** Student Representative Evan Fennely was welcomed to the meeting and introduced to the Board and administration. He shared information about the student government committees, curriculum, fundraising and the spirit committee. He informed the Board that the spirit and fundraising committees are developing an open mike night. Mr. Fennely shared with Board that student government has no proposals at present but that he would be taking back information from the meeting to the students.

**Superintendent's Report:** Brigid Scheffert presented her report to the Board. She requested Executive sessions for ratification of a contract proposal and for the Board to fill out an evaluation. Superintendent Scheffert informed the Board that the district wide in-service was held at Harwood on 14 October 2014.

**Executive Committee:** Dale Smeltzer informed the Board that to meet state health statutes the SU will need to make some significant staffing shifts. Certain staff, such as nurses, will be shifted from the schools to the SU. A negotiated and ratified agreement will need to be in place before any staff is shifted from the schools to the SU. This will not be implemented until the 2016 – 2017 school year.

Dale Smeltzer shared that a boost in the SU budget will be needed for professional development. Brigid Scheffert and Dale Smeltzer shared information about a proposed goal of integrating both the HUMS and CBMS 7<sup>th</sup> and 8<sup>th</sup> grade programs. Dale Smeltzer informed the full Board that the Executive Committee is unanimously in favor of this proposal.

**Academic Planning and Policy Committee:** Dale Smeltzer informed the Board that the Academic Planning and Policy Committee has given the administration the go ahead to bring forward a revised graduation requirement (G12 Revising Graduation Requirements for Math) The administration and Executive committee met with the Math Department Chair regarding this requirement. The Math Department would like to drop the math graduation requirements back to three credits and offer more electives for students who achieve the equivalent of Algebra II proficiency through two years of high school math credits. A draft will come before the Board in December so that the proposed requirements will be in place for course scheduling for the 2015-2016 school year.

Dale Smeltzer also informed the Board that it has been discovered that the old HIV-STD prevention policy was inadvertently left out of the Board manual and the school has been implementing the policy that was first adopted in the late 1980s, without knowing that it was accidentally no longer in the manual. The policy needs to be revised and again adopted.

**New Business:** Deb Hunter informed the Board that there was need for a Board representative for contract negotiations. Susi MacLean Daley made a motion to accept, with enormous gratitude, Dale Smeltzer as the representative. Garret MacCurtain seconded and the motion passed unanimously with no abstentions.

**Co-principals' Report:** Lisa Atwood informed the Board that she had a request for an extended unpaid maternity leave which needed to be discussed in Executive session. After discussion about extended unpaid leaves of absence Susi Maclean Daley made a motion to approve the administration's recommendation that an unpaid leave will be approved only when a suitable substitute is obtained to meet student needs. Dale Smeltzer seconded and the motion passed with one abstention by Garret MacCurtain. The final vote was 21 votes in favor with one abstention.

Amy Rex informed the Board that this year's commitment letter for the League of Innovative Schools needed to be signed. Dale Smeltzer moved to continue membership in the League of Innovative Schools and have the Board Chair sign the commitment letter. Garret MacCurtain seconded and the motion passed unanimously with no abstentions.

Amy Rex shared with the Board that the school is in the process of applying for a NextGen grant.

After a brief break an update presentation by Amy Rex was given on the Harwood Redesign.

**Other Business:** Dale Smeltzer reminded the Board that they needed to reschedule the Board Retreat. A working retreat was set for Wednesday, 5 November 2014 at 5:30PM at Harwood with dinner provided. The discussion topic will be the Harwood Redesign.

**Confirmation of Agenda Topics:** Lisa Atwood informed the Board that the budget will be on the agenda for the 19 November 2014 meeting.

**Executive Session:** On a motion made by Dale Smeltzer and seconded by Susi MacLean Daley, the Board voted to enter into Executive Session to discuss a matter of personnel with the Administration at 8:20 PM. The Board came out of Executive Session with no action taken at 8:22 PM. On a motion by Dale Smeltzer and seconded by Susi MacLean Daley, the Board voted to ratify the Support Staff Agreement as presented for the academic years 2014-2015 and 2015-2016.

The Board went into Executive Session without any Administration present for the purpose of discussing a matter of personnel at 8:23pm. The Board came out of Executive Session at 9:10 pm with no action taken. The Board completed the evaluation of the Superintendent.

On a move by Susi MacLean Daley and seconded by Dan Raddock, the Board adjourned at 9:12 PM.

The next full Board meeting will be 19 November 2014 at 5:30 PM in the Harwood library.

Respectfully submitted,  
Lara Seaberg  
Minute taker