

Harwood Union Board of Directors Meeting
20 August 2014
Harwood Library
5:30 PM

Unapproved Minutes

Attendance

Board: Deb Hunter, Chair; David Goodman, Vice Chair; Dale Smeltzer; Garret MacCurtain (5:50 pm); Susi MacLean Daley (6:16 pm); Dan Raddock via conference call

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

Staff: Tracy Holden, Harwood Union Director of Facilities

Public: Lara Seaberg, minute taker

Call to Order: Chair Deb Hunter called the meeting to order at 5:37 PM.

Approval of Minutes: Dale Smeltzer moved to approve the 18 June 2014 minutes with two corrections regarding policy numbers which were noted. David Goodman seconded the motion and it passed unanimously with no abstentions.

Approval of Finance Minutes: The approval of the June 2014 Finance Committee meeting minutes were postponed until the 17 September 2014 meeting.

Board Warrants: Dale Smeltzer made a motion to confirm Board Warrants 1, 4, 7, 8, 9, 14, 17, and 18 in the amount of \$ 1, 259,102.07. David Goodman seconded and the motion passed with no abstentions.

Board Warrants

FY 2014-2015

1	07/07/14	Accounts Payable	\$	269,540.46
4	07/10/14	Accounts Payable	\$	39,959.92
7	07/24/14	Accounts Payable	\$	153,836.05
8	07/30/14	Accounts Payable	\$	44,893.89
9	07/30/14	Maintenance Reserve	\$	3,605.50
14	08/12/14	Accounts Payable	\$	302,265.02
17	08/20/14	Accounts Payable	\$	413,477.23
18	08/20/14	Accounts Payable	\$	31,524.00
Total Board Warrants			\$	1,259,102.07

Finance Committee: Michelle Baker informed the Board that the FY 2014 Financial Report is delayed but that she hopes to have it completed soon and will get it out in the near future. She shared with the Board that the low bidder for the wood chips for the upcoming heating season was Limlaw at \$62 per ton. Dale Smeltzer moved to accept the bid from Limlaw for wood chips at \$62/ton on the recommendation of Michelle Baker and Joel FitzGerald. David Goodman seconded and the motion passed unanimously with abstentions. Michelle Baker informed the Board that there has only been one bid on the flooring project and therefore the project is not moving forward until they receive some more bids.

Ms. Baker requested the Board authorize the signing of the Memo of Understanding for the WWSU Operations and Maintenance Director. Dale Smeltzer moved to authorize the Board Chair to sign the Memo of Understanding for the WWSU operations and Maintenance Director and David Goodman seconded the motion. It passed unanimously with no abstentions.

Michelle Baker asked the Board approve a signature for an Unclaimed Property Form to be submitted to the Vermont State Treasurer. Dale Smeltzer made a motion to authorize the Board Chair to sign the Unclaimed Property Form. David Goodman seconded and the motion passed unanimously with no abstentions.

David Goodman moved to approve the Transition Documents from TSACG, a Third Party Administrator, for the Harwood Union school district's 403(b) plans, and to authorize the school Board Chair to sign these documents. Dale Smeltzer seconded the motion and it passed unanimously with no abstentions.

David Goodman made a motion to approve the amended Cafeteria Plan including a Health Flexible Spending Account and Dependent Care Flexible Spending Account effective January 14, 2014 and to authorize the school Board Chair to sign the Adopting Resolution and Supplemental Participation Agreement for the school district. Dale Smeltzer seconded. The motion passed with no abstentions.

Facilities Report: Dale Smeltzer thanked Joel FitzGerald for the well written and informative report he shared with the Board.

Joel FitzGerald informed the Board that the school received a price from Green Mountain paving to fill the large pot holes in the parking lot. The agreed price was \$175.00 per ton. They are waiting for the invoice with the dollar amount.

Michelle Baker informed the Board that the water system project is successful and has been both on time and budget. Tracy Holden shared that the school is connected to the system. Lisa Atwood acknowledged that Tracy Holden and Joel FitzGerald have been doing a great job keeping on top of the project.

Lisa Atwood had one addition to the facilities report concerning the HCLC building on Dowsville Road. The building houses both HCLC and the Life Skills program and as the student population grows at the building it is apparent that the building is no longer big enough. Money was approved for upgrading the building to house both programs and there is a need for both short term and long term solutions. Future dialog will be needed.

Superintendent's Report: Superintendent Scheffert informed the Board that her welcome back letter to WWSU staff had been sent out and that the SU has a new website. She asked for three executive sessions concerning personnel discipline.

Co-Principal's Report: Amy Rex informed the Board that a GMVS student would like to play field hockey with the Harwood team and that this is VPA approved. Dale Smeltzer moved to approve the student

from GMVS playing field hockey with the Harwood team. Garret MacCurtain seconded the motion and it passed unanimously with no abstentions.

Academic Planning and Policy Committee: It was agreed upon that the new day and time for the Committee meetings will be the first Wednesday of the month from 4:00 to 5:30 PM. The first meeting will be 1 October 2014 and will be starting at 4:15 PM that month.

New Business: The Board retreat was set for Tuesday, 30 September at 5:00 PM. It will be pot luck at Deb Hunter's house.

Amy Rex presented the new hires for confirmation. The new hires are Pam Nadeau, a 1.0 mid-level math teacher; Alissa Fox, .5 Next Step; Nancy Van Dine, .5 school nurse and Robert Smith, .5 Design and Technology education.

Dale Smeltzer moved to confirm all four new hires. Susi MacLean Daley seconded the motion and it passed unanimously with no abstentions.

The Board discussed the Board Principles for Budget Decisions that need to be reviewed for the 2014-2015 school year. At Dale Smeltzer's suggestion the board Principles will be revisited at the January Board meeting after the budget season.

Other topics: Deb Hunter asked about information regarding how the Board is to be informed of any reviewing of the security cameras. David Goodman asked how, when and why the cameras had been used in the past year.

David Goodman asked for information on the new VSB open meeting regulations.

Confirmation of Agenda Topics: A budget timeline will be set at the September meeting. Dale Smeltzer asked if the Finance Committee still existed and it was decided that a redefinition of the Finance Committee was needed. There will be a reporting of security camera use at the September meeting.

Executive Session: At 6:46 on a motion made by Dale Smeltzer and seconded by Susi MacLean Daley the Board voted to go into Executive session with administration present for the purpose of discussing a matter of personnel discipline.

On a motion made by David Goodman and seconded by Garret MacCurtain the Board came out of Executive session at 6:50 PM with no action taken.

On a motion made by Susi Maclean Daley and seconded by Dale Smeltzer the Board went into Executive session with administrators present for a matter of personnel discipline at 6:51 PM.

On a motion made by David Goodman and seconded by Garret MacCurtain the Board voted to come out of Executive session with no action taken at 7:03 PM.

On a motion made by Susi MacLean Daley and seconded by Dale Smeltzer the Board voted to go into Executive session with administrators present at 7:04 PM for a matter of personnel discipline.

On a motion made by Dale Smeltzer and seconded by Susi MacLean Daley the Board voted to come out of Executive session at 7:23 PM with no action taken.

On a motion made by Dale Smeltzer and seconded by Susi MacLean Daley the Board voted to accept the resignation of Gretchen Stahl effective immediately.

On a motion made by Dale Smeltzer and seconded by Garret Mac Curtain the Board voted unanimously to adjourn at 7:29 PM.

The next full Board meeting will be 17 September 2014 at 5:30 PM.

Respectfully submitted,
Lara Seaberg
Minute taker