

**Harwood Union Board of Directors Meeting**  
**18 June 2014**  
**Harwood Library**  
**5:30 PM**

**Unapproved Minutes**

**Attendance:**

**Board:** Deb Hunter, Chair; Dale Smeltzer, Garret MacCurtain, Dan Raddock, Stephen Sands, Susi MacLean Daley (6:17pm)

**Administration:** Brigid Scheffert, Superintendent; Michelle Baker, Director of Finance; Amy Rex, Co-Principal; Lisa Atwood, Co-Principal

**Staff:** Tracy Holden

**Student Representatives:** Claire Brundage, Emmy Kelly

**Public:** Beth Scholkopf, Warren; Cathy Stapinski; MRV-TV; Lara Seaberg, minute taker

**Call to Order:** Chair Deb Hunter called the meeting to order at 5:31 PM.

**Approval of Minutes:** Dale Smeltzer moved to approve the minutes from the 21 May 2014 Board meeting as written. Stephen Sands seconded and the motion passed unanimously with no abstentions.

**Finance:** Stephen Sands shared with the Board that since the May Board meeting there had been a pre-construction meeting with the companies of Dale E. Percy Excavators, Spafford and Sons Well Contractors and Otter Creek Engineering about starting the water system project. The companies were authorized to start work that day. Michelle Baker informed the Board that the voters approved \$425,000 for the water system project but that the revised budget proposed by Otter Creek Engineering is \$343,246.38. She asked the Board to approve an amendment to the agreement with Otter Creek Engineering from \$62,217 to \$66,125.11. In addition there is a second contract with Otter Creek Engineering in the amount of \$34,500 for the bid a construction phase of the water project.

Stephen Sands made a motion to approve the amendment to the agreement and the bid and construction phase with Otter Creek Engineering as stated by Michelle Baker. Dale Smeltzer seconded the motion. It passed unanimously with no abstentions.

Michelle Baker informed the Board that there needs to be an alternate school district representative to sign for the reimbursement of loan proceeds and asked the Board to approve Co-Principal Lisa Atwood to be the second/alternative authorized representative. Stephen Sands moved to approve Lisa Atwood as the second/alternative authorized representative to

sign for the reimbursement of loan proceeds and Dale Smeltzer seconded. The motion passed unanimously with no abstentions.

Dale Smeltzer made a motion to confirm Board Warrants 86, 87 and 93 in the amount of \$1,498,191.13. Stephen Sands seconded and the motion passed unanimously with no abstentions.

### **Board Warrants**

#### **FY 2013-2014**

86	06/06/14	Accounts Payable	\$	169,527.75
87	06/06/14	Maintenance Reserve	\$	3,000.00
93	06/18/14	Accounts Payable	\$	1,325,663.38
<b>Total Board Warrants</b>			<b>\$</b>	<b>1,498,191.13</b>

Stephen Sands informed the Board that there will be a sign put in the driveway near the entrance from the road with information about the construction projects.

Michelle Baker gave the financial report. She shared that they are anticipating a \$21,479 contribution to the general fund balance. She informed the Board that she would have a report for the August Board packet. She informed the Board that every June for the last several years fuel has been pre-purchased for the schools for the upcoming school year. The recommendation for Harwood for FY 2015 is to pre-buy 5,000 gallons heating oil at \$3.30/gallon from Gillespie Fuels for the 2014-2015 school year to supplement the wood chip boiler. Stephen Sands moved to approve pre-buying \$5,000 gallons fuel oil from Gillespie at a price of \$3.30/gallon for FY 2015. Garret MacCurtain seconded and the motion passed unanimously with no abstentions.

Michelle Baker informed the Board that it was time to plan the Tax Anticipation Note. Each year the school borrows money to pay expenditures before the receipt of property tax revenues which begin to be received in September. Last year Harwood borrowed \$1,000,000.00. This year based on cash flow projections for FY 2015 Harwood needs to borrow \$1,300,000.00. Tax Anticipation Notes were received in early June from People's United, Merchants Bank and Community National. Michelle Baker's recommendation is to accept the bid for a Tax Anticipation Note at a 1.24% annual rate in the amount of \$1,300,000.00 from People's United Bank. Stephen Sands made a motion to approve accepting the Tax Anticipation Note at an annual rate of 1.24% for the amount of \$1,300,000.00 from People's United Bank for FY 2015. Dale Smeltzer seconded the motion and it passed unanimously with no abstentions. Michelle Baker asked the Board to authorize the opening of an account with People's United Bank because the school has not had an account with them before and with the Tax Anticipation Note it will be helpful to have an account at the bank. Dale Smeltzer made a motion to authorize the establishment of a deposit account at People's United and Stephen

Sands seconded. The motion passed unanimously with no abstentions. Board signatures were needed on the account.

Michelle Baker informed the Board that the FY 2015 Payroll Authorization in accordance with the Employment Contracts and Letters of Employment needed to be approved. Stephen Sands moved to approve the FY 2015 Payroll Authorization. Garret MacCurtain seconded and the motion passed unanimously with no abstentions.

Michelle Baker stated that the Technology purchases for FY2015 are in accordance with the Technology Budget. The savings in Technology at this time is approximately \$14,000.00.

Michelle Baker shared with the Board that since the May Board meeting the administration had learned what the five Mt. Abraham students who had signed up for the Mexico trip wanted to do about the money they had paid for their plane tickets. Of the five students one wanted to change their ticket to be used at a different time and the other 4 wanted to be reimbursed. That is a total cost of \$2,528. The administration recommends reimbursing the four students and covering the cost of the ticket change for the one student. Garret MacCurtain made a motion to reimburse the five Mt. Abraham students and Stephen Sands seconded. The motion passed unanimously with no abstentions.

At 6:00 PM Dan Raddock had to leave the meeting.

**Citizens' request to address the Board:** Beth Scholkopf made a request to the Board to delay the vote on the Grading Policy. There was discussion on the topic of the new grading policy and its procedures. Amy Rex explained that the policy and procedures were two separate parts and only the policy was being voted on not the procedures. Dale Smeltzer thanked the student representatives present for the work of the students in the policy process. She clarified that the current draft of policy G-9 Grading and Transcripts only recommends changes.

Deb Hunter read both Policy G-9 and Dan Raddock's letter to the Board on explaining his opposition to the change in policy at this time for the record. The student representatives Emmy Kelly and Claire Brundage discussed the process. Deb Hunter removed Policy G-9 from the rest of the Policy Packet to be voted on separately. Dale Smeltzer moved to adopt policies F-10 Student Activities and Interscholastic Sports, F-19-R Limited English Proficiency Students, F21-R Firearms, F23-R Participation of Home Study Students, F24-R Hazing, F26 Use of Seclusion and Restraint, F27-R Pupil Privacy Rights, F7-R Student Alcohol and Drugs, F18-L-HUHS Eighteen Year Old Students, F13-L-HU Admission of Resident students, F14-L-HU Admission of Non Resident Tuition Students and the Removal of Policy H7 Student Surveys. Susi Maclean Daley seconded and it passed unanimously with no abstentions.

There was discussion about Policy G-9. Susi MacLean Daley asked the students how they felt about the current policy draft. Claire Brundage said they are generally happy with it. After more discussion Dale Smeltzer made a motion to approve Policy G-9 Grading and Transcripts as modified with the changes reflected in the current draft. Garret MacCurtain seconded and it passed unanimously with no abstentions. A quorum was seated with 20 weighted votes present.

**Superintendent's report:** Brigid Scheffert shared with the Board that at the last Washington West Executive Committee a quorum was not present. She informed the Board that representatives are needed at local Boards. Superintendent Scheffert asked the Board to think about something new and different for the upcoming year such as a new vision for HU and how its campus could look and who it could serve. Superintendent Scheffert asked for three executive sessions. One for employee discipline and two for employee contracts.

**Co-Principal's Report:** Amy Rex gave an update on new hires. Christa Connelly in Art, Adam Sargent in History, Lisa Therrien in Math and Ellen Berrings in TATL. Lisa Therrien and Ellen Berrings are current employees but are moving to new positions. Dale Smeltzer moved to confirm the new hires as reported. Susi MacLean Daley seconded the motion and it passed unanimously with no abstentions.

Amy Rex shared with the Board that the League of Innovative Schools sponsors a Design Institute and that the proposed grading change is in line with the League of Innovative schools. Co principal Rex informed the Board that the school is going to expand its advertising for a Design and Technology position to other outlets such as newspapers.

**Academic Planning and Policy Committee:** Dale Smeltzer shared with the Board that the committee is considering moving its meeting dates and time to see if more people could attend. It is considering 5:00 PM on a different date.

**New Business:** There was discussion of implementing a system of setting graduation dates so that families would know when graduation would be as soon as the school calendar comes out. It was decided that setting the graduation date should be on the February agenda instead of the May agenda.

**Confirmation of Topics:** Stephen Sands informed the Board that an update on the water system project should be finished for the August meeting.

Susi MacLean Daley moved to enter Executive Session at 7:15 PM. Garret MacCurtain seconded and the Board moved into Executive Session with administration for the purpose of employee discipline. The Board agreed to come out of Executive session with no action taken at 7:50 PM.

Dale Smeltzer made a motion to enter into Executive Session with administration with the purpose of employee contract at 7:52 PM. Garret MacCurtain seconded. The Board agreed to come out of Executive session at 8PM.

Dale Smeltzer made a motion seconded by Stephen Sands to enter Executive Session with administrators for the purpose of employee contract at 8:03PM. The Board agreed to come out of Executive Session with no action taken at 8:12PM. On a motion made by Dale Smeltzer and seconded by Susi MacLean Daley the Board voted to direct the Superintendent to offer a

contract to Joel Fitzgerald through an MOU agreement as Washington West Director of Facilities and Maintenance.

Dale Smeltzer moved to adjourn the meeting and Garret MacCurtain seconded. The meeting adjourned at 8:15PM.

The next Finance and Board meeting is 20 August 2014 at 5:30 PM.

Respectfully submitted,  
Lara Seaberg  
Minute taker