

**Harwood Union Board of Directors Meeting**  
**18 March 2015**  
**Harwood Library 5:30 PM**

**Unapproved Minutes**

**Attendance**

**Board:** Deb Hunter, Chair; David Goodman, Vice Chair; Garrett MacCurtain; Dale Smeltzer; Rosemarie White; Stephen Sands

**Administration:** 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 Director of Facilities

**Student Representatives:** Clair Brundage and Emmy Kelley

**Public:** David Epstein, Truexcullins; Jonathon Van Breisen, MRV-TV; Lara Seaberg, minute taker

**Call to order:** Michelle Baker called the meeting to order at 5:31 PM

**Elect a Chair:** David Goodman nominated Deb Hunter as Board Chair and thanked Deb for her continued service to the Board. The nomination passed with Deb Hunter abstaining from the vote.

**Elect a Vice Chair:** Deb Hunter nominated David Goodman as Board Vice Chair. The nomination passed with David Goodman abstaining from the vote.

**Appoint Two Washington West Executive Committee Representatives:** Dale Smeltzer and Garrett MacCurtain were appointed unanimously with no abstentions.

**Appoint Three Washington West Board Representatives:** Dale, Smeltzer, Garrett MacCurtain and Rosemarie White were unanimously appointed with no abstentions. Dale Smeltzer shared that any one on the HU Board could be a substitute on the WWSU Board if needed.

**Appoint a Truant Officer:** Stephen Sands nominated Wendy Gilbert as Truant Officer and Rosemarie White seconded. Wendy Gilbert was appointed unanimously with no abstentions.

**Designate Newspaper(s) of Record:** Stephen Sands recommended the Valley Reporter and the Waterbury Record as the Harwood newspapers of record. David Goodman seconded and the motion passed unanimously with no abstentions.

**Standing Committees:** Dale Smeltzer informed the Board that she showed some possible functions and duties to Stephen Sands for Board Standing Committees. She asked the Board members to read the policy on Standing Committees. She informed the Board that all standing committees are subject to the open meeting law.

Stephen Sands was appointed by Deb Hunter as the Chair of the Facilities Committee for 21<sup>st</sup> Century Design.

Stephen Sands agreed with the recommended committee structure, shifting finance issues to the full Board at regular Board meetings. Deb Hunter asked if there would still be a Facilities report and Stephen Sands said there would a Facilities report once a month as needed. Joel Fitzgerald asked how often he should prepare a building report. Dale Smeltzer suggested an in depth building report should be given once a year around budget time. David Epstein of Truexcullins suggested a subcommittee for the building redesign visioning process and to work with the constituency. Amy Rex asked when the Board should begin the subcommittee meetings and David Epstein responded that it should begin meeting as soon as possible. An initial meeting was scheduled for 8 April 2015 at 4:30 PM. Deb Hunter informed the Board that she would like to work with Stephen Sands on the Facilities committee. Rosemarie White was appointed to the Facilities Committee.

Dale Smeltzer was reappointed as the Chair of the Academic Planning and Policy Committee. David Goodman and Garrett MacCurtain were appointed as members of the committee. The academic Planning and policy committee meet on the first Wednesday of the month at 4:15 PM.

Dale Smeltzer asked Deb Hunter to please report back with which committee placements Susi MacLean Daley would be given.

**Designate Authority to Sign Board Warrants:** Rosemarie White moved to authorize Stephen Sands and Dale Smeltzer to sign Board Warrants on behalf of the Board, and to report these Warrants at the next regular Board meetings for the minutes. David Goodman seconded and the motion passed unanimously with no abstentions.

**Set Regular Meeting Date and Time:** Dale Smeltzer made a motion to set the full board meetings on the third Wednesday of each month at 5:30 PM with additional meetings set for the first Wednesday of November, December and January at 5:30 PM with no meeting held in July. David Goodman seconded and the motion passed unanimously with no abstentions.

**Approval of Annual Meeting Minutes:** Dale Smeltzer moved to approve the Annual Meeting Minutes of 2 March 2015 with the correction of one typo. Garrett MacCurtain seconded and the motion passed unanimously with no abstentions.

**Approval of Board Meeting Minutes:** Dale Smeltzer moved to approve the minutes of the 18 February 2015 Board meeting as written and Stephen Sands seconded. The motion passed unanimously with no abstentions.

**Additions/Edits to the Agenda:** Lisa Atwood informed the Board that the Executive session would only be for a one topic instead of the two topics on the agenda and that two additions to the agenda were being added in the Action Items part of the agenda. The two additions are a member to member request for a sports team and two resignations.

**Discussion Items:**

Committee Reports

Facilities Committee: Stephen Sands informed the Board that the Door System is now operating. Joel Fitzgerald informed the Board that an action needed to be taken in giving the Board Chair authorization to sign a proposal letter from Truexcullins on the proposal they made on work to be done in the school redesign study at a cost of \$37,200. After some discussion Stephen Sands made a motion to authorize the Board Chair to sign the acceptance letter for Truexcullins' Proposal for Master Planning Services for HUHS dated 2/19/2105 in the amount of \$37,200. Dale Smeltzer seconded and the motion passed unanimously with no abstentions.

Academic Planning and Policy Committee: Dale Smeltzer noted that the APP minutes from the 4 March 2015 meeting were in the Board packet. The next APP meeting is 1 April 2015 at 4:15 PM.

**Information Items:** Student Government Representatives Claire Brundage and Emmy Kelley shared with the Board that the Student Government is working on two H1 proposals. Student Government is working with Co-Principals Lisa Atwood and Amy Rex on Student Government H1 Proposal: A process for students to provide teacher/course feedback. Student Government will collaborate with the Academic Planning and Policy Committee and the HU Administration on Student Government H1 Proposal: World Language Requirements. The Student Government is also providing input to a standing Harwood Scheduling Focus Group.

Superintendent's Report: Michelle Baker informed the Board that the next Executive Committee meeting is 31 March 2015 at 6:00PM.

**Action Items:**

Board Warrants: Dale Smeltzer moved to confirm Board Warrants 1038, 1047, 1048, 1056 and 1057 in the amount of \$366,453.97. Stephen Sands seconded and the motion passed unanimously with no abstentions.

**Board Warrants**

**FY 2014-2015**

1038	02/26/15	Accounts Payable	\$ 11,000.00
1047	03/05/15	Accounts Payable	\$ 122,838.00
1048	03/06/15	Accounts Payable	\$ 32,159.27
1056	03/18/15	Accounts Payable	\$ 200,206.03
1057	03/18/15	Accounts Payable	\$ 250.00
<b>Total Board Warrants</b>			<b>\$ 366,453.97</b>

Lisa Atwood informed the Board that Montpelier High School had asked for a Member to Member Agreement for one of their students to play Girls Lacrosse with the Harwood team. Dale Smeltzer moved to approve the Member to Member Agreement with Montpelier High School for one of their students to play Girls Lacrosse on the Harwood team. Rosemarie White approved and the motion passed unanimously with no abstentions.

Amy Rex read a letter of retirement from World Language teacher Bonnie Westwater. Deb Hunter made a motion to accept Ms. Westwater's retirement with gratitude for her 29 years at Harwood and Dale Smeltzer seconded. The motion passed unanimously with no abstentions.

Amy Rex informed the Board of English teacher, Amelia Lanza's, resignation. Deb Hunter moved to accept the resignation with appreciation. Rosemarie white seconded and the motion passed unanimously with no abstentions.

Dale Smeltzer moved to enter into Executive session with the Administration present on a matter of student discipline at 7:04 PM. Rosemarie White made a motion to come out of Executive session with no action to be taken at 7:29PM and David Goodman seconded.

On a motion by Garrett MacCurtain and seconded by Stephen Sands the Board voted to adjourn at 7:30PM.

The next full Board meeting is 15 April 2015 at 5:30 PM.

Respectfully submitted,  
Lara Seaberg  
Minute taker