

**Harwood Union Board of Directors Meeting
20 May 2015
Harwood Library
5:30 PM**

Unapproved Minutes

Attendance

Board: David Goodman, Vice Chair; Stephen Sands; Rosemarie White; Dale Smeltzer; Garrett MacCurtain; Susi MacLean Daley (5:46PM)

Administration: Brigid Scheffert, Superintendent; Lisa Atwood, Co-Principal; Amy Rex, Co-Principal; Michelle Baker, WWSU Director of Finance and Operations; Sheila Soule, WWSU Director of Curriculum

Staff: Tracy Holden, Harwood Director of Facilities; Stephen Rand, Faculty

Student Representative: Claire Brundage

Public: MRV-TV camera operator and Lara Seaberg, minute taker

Call to order: Vice Chair David Goodman called the meeting to order at 5:37PM

Approval of Minutes: Rosemarie White moved to approve the 15 April 2015 Board meeting as written and Garrett MacCurtain seconded. The motion passed unanimously with no abstentions.

Addition/edits to agenda: Lisa Atwood asked to move the sabbatical discussion from **Action items** to **Discussion items**.

Discussion Items: Sheila Soule gave a student data presentation on an historical NECAP summary regarding Harwood Middle and Crosset Brook Middle schools.

There was a conversation on the improvement of the budget process. Changing the deadline for early retirement notices was discussed. Dale Smeltzer moved to add the discussion to the September agenda to determine the early retirement parameters and Susi MacLean Daley seconded. The motion passed unanimously with no abstentions. Dale Smeltzer made a motion to put the class size procedures on the October Academic Planning and Policy Committee agenda and the full board agenda in October. Susi MacLean Daley seconded and the motion passed unanimously with no abstentions.

English teacher, Stephen Rand, presented a sabbatical request to the Board and Administration. Brigid Scheffert clarified CBA benefits and discussed financials in regard to the sabbatical. The sabbatical will be for the Spring 2016 semester and the Fall 2016 semester. Discussion and questions followed. The Board decided to have an executive session at the end of the meeting about the sabbatical request.

Finance and Facilities Committee: Stephen Sands informed the full Board that the application process for the position of WWSU Buildings Operations and Maintenance Director has begun. Stephen Sands shared that there was a meeting with Truexcullins today at 4:30 PM. Harwood has given input to Truexcullins as to what is at the highest priority with Board and administration for the school.

Brigid Scheffert informed the Board that the candidate pool for the Building Operations and Maintenance Director is very small. She shared that Ray Daigle is interested in the job and that administration would like to move forward with him and that there is a possibility of working things out with him until he can work full time with the SU. Amy Rex recognized Tracy Holden for his exceptional work with the position being empty and that the school has had to contract with someone to help with the mowing and upkeep of the fields now that spring sports have begun.

David Goodman asked Stephen Sands about Board attendance at Truexcullins meetings. Stephen Sands replied that after the June meeting more attendance by Board members may be helpful.

Financials: Michelle Baker presented a report of current financials to the Board. The current year projections show a \$151,000 deficit because of unbudgeted retirement incentives and the number of employees selecting different benefits packages. Michelle Baker encouraged the Board to accept the Bus Barn lease agreement with First Student which is \$22,000 per year to use the facility with a 3% increase per year. First Student will take care of the up keep on the facility. Dale Smeltzer moved to approve the Bus Barn lease agreement as presented by Michelle Baker and Stephen Sands seconded. The motion passed unanimously with no abstentions.

Academic Planning and Policy Committee: Lisa Atwood recommended changes to the Alcohol, Tobacco and Other Drug procedures for violations affecting Co-Curricular participation. Presently students are suspended for one year from co-curricular activities after their second violation. One of the proposed changes is that for a second violation the student would be suspended from involvement in the activity for 4 months as well as a three week suspension from competition as opposed to the current suspension for a year.

Brigid Scheffert informed the Board that she would like to see the changes on the June agenda. David Goodman suggested that Board members send Lisa Atwood any questions they may have about the proposed procedures.

Student Representative Report: Claire Brundage shared with the Board that Student Government is working with administration concerning a PE Independent Study proposal. Currently the PE independent study must be done as a sport outside of school and the new proposal would allow it to happen with a school sport that is not used as a school credit. The Board was also informed that work on the Teacher Feedback surveys are going smoothly and the surveys will be ready for the end of the year.

Superintendent's Report: Brigid Scheffert shared with the Board that she has been working on a bill summary in committee, collective bargaining and that all administration evaluations are complete. She informed the Board that in an Executive session at the June meeting the Board members would be

given a hard copy and there would be an opportunity for administration and the Board to speak to each other.

Break from 7:53PM to 7:59PM.

Board Warrants: Dale Smeltzer made a motion to confirm Board Warrants 1088 and 1096 in the amount of \$338,431.77. Stephen Sands seconded the motion and it passed unanimously with no abstentions.

Board Warrants

FY 2014-2015

1088	05/05/15	Accounts Payable	\$	216,354.90
1096	05/20/15	Accounts Payable	\$	122,076.87
Total Board Warrants			\$	338,431.77

Action Items:

Presentation: Amy Rex gave a presentation on the action plan for proficiency based learning. Dale Smeltzer moved to approve the action plan and Rosemarie White seconded. The motion passed unanimously with no abstentions.

2015-2016 International Field Trips: Lisa Atwood shared information about a trip to France and a trip to Rwanda for the 2015-2016 school year for Board pre-approval. After discussion about the trips Susi MacLean Daley moved to pre-approve the Rwanda trip and Garrett MacCurtain seconded. The motion passed unanimously with no abstentions. Rosemarie White moved to pre-approve the trip to France. Susi MacLean Daley seconded and the motion passed unanimously with no abstentions.

Out of state field trip: Lisa Atwood and Amy Rex shared with the Board that the Best Buddies program would like to take an out of state field trip for a national conference. Alison Watt is the new advisor for the Best Buddies program. The students will be traveling to and staying at Indiana University Bloomington in July 2015. Stephen Sands made a motion to pre-approve the trip and Dale Smeltzer seconded. The motion passed unanimously with no abstentions.

Graduation Date: Garrett MacCurtain moved to set the graduation date for SY 2015-2016 on 11 June 2016. Susi MacLean Daley seconded and the motion passed unanimously with no abstentions.

Confirmation of New Hires: Lisa Atwood shared the names and positions of the new hires for SY 2015-2016 with the Board for confirmation. The new hires are as follows.

STEM position- Ryan Bushey

Director of School Counselling - Sally McCarthy

Director of Student Management - Renee Badeau
7th Grade Math - Kendra Wobby Renz
HS Science - Andrew Reid
HS English - Kate Youngdaul Strauss
.5 FTE World Language - Laura Wedel
.5 FTE School Counselor - Jen Driemiller
1.0 FTE SLP - Alison Watt
7th Grade Science - Angela Selvaggio

Susi Maclean Daley moved to confirm the new hires and Garrett MacCurtain seconded. The motion passed unanimously with no abstentions.

Policy Packet # 5: Dale Smeltzer made a motion to warn the policies listed for adoption at the June 2015 meeting. Garrett MacCurtain seconded and the motion passed unanimously with no abstentions. The policies are as follows:

F-28-R: Federal Child Nutrition Act Wellness Policy
F-29: Student Self Expression and Student Distribution of Literature
G-1: Curriculum Development and Coordination
G-3: Field Trips
G-4: Selection of Library Materials
G-5: Selection of Instructional Materials
G-7: Educational Support System
G-8: Local Action Plan
G-9-R: Grade Advancement: Retention, Promotion and Acceleration of Students
G-12-R: Title 1 Comparability Policy
G-13-R: Animal Dissection
H-1: School-Community Relations
H-2: Parental Involvement
H-3: Community Use of School Facilities

Confirmation of Topics: Topics confirmed for the June meeting are the adoption of Policy packet #5 and a discussion of the Alcohol, Tobacco and Other Drugs Violation procedures.

Executive session: On a motion made by Stephen Sands and seconded by Susi MacLean Daley the Board voted to go into executive session on a matter of contract negotiations with administration present at 9:06 PM.

It was agreed to come out of executive session at 9:30PM with no action taken.

Garrett MacCurtain moved to go into executive session at 9:31 PM with administration invited to discuss an issue of personnel contract. Susi MacLean Daley seconded and the motion passed unanimously with no abstentions.

It was agreed to come out of executive session at 10:05 PM with the following action taken. Garrett MacCurtain moved to approve the sabbatical request from Stephen Rand according to the collective bargaining agreement but waiving the time deadlines because the sabbatical starts later in the year and granting health insurance costs. Susi MacLean Daley seconded and the motion passed by weighted votes 12 to 10. Garrett MacCurtain (3), Susi MacLean Daley (3), David Goodman (6) voted in favor with Dale Smeltzer (6) and Stephen Sands (4) voting in opposition.

Dale Smeltzer moved to adjourn the meeting at 10:10 PM. Susi MacLean Daley seconded and the motion passed unanimously with no abstentions.

The next full Board meeting is 17 June 2105 at 5:30 PM.

Respectfully submitted,
Lara Seaberg
Minute Taker

