

**Harwood Union Board Meeting
6:00 PM Harwood School Library
18 September 2013**

Unapproved Minutes

In attendance:

Board: Deb Hunter, Chair; Chris Koliba, Vice Chair; David Goodman; Dan Raddock; Stephen Sands, Russ Beilke

Administration: Brigid Scheffert, Superintendent; Lisa Atwood, Co-Principal; Amy Rex, Co-Principal

Staff: Ray Daigle

Public: Channel 45 Camera operator; Kristen Fountain, Waterbury Record reporter; Lara Seaberg, minute taker

Call to order: Deb Hunter called the meeting to order at 6:07PM

Approval of Minutes of the 21 August 2013 meeting: Chris Koliba made a motion to approve the minutes which was seconded by David Goodman. The motion passed unanimously with no abstentions.

Citizens' request to address the Board: None

Finance: A hiring update was given by Brigid Scheffert. She informed the Board of 40 new Supervisory Union hires at a savings of \$274,000, as well as a savings of \$88,295 for FTEs for 2013-2014. Stephen Sands presented information about the wells and forgiveness of funding. A loan for up to \$25,000 forgiveness when the project is complete, which can be obtained from the Vermont Water Supply Division, would need to be approved by the voters. Mr. Sands also shared that there is discussion about whether to pave certain sections of the parking lot during the water system work or to just deal with the water system. If paving is decided preliminary numbers will be needed. The Board was notified that the Administration will begin to get budget numbers to the Finance Committee for the budget process. There is work being done to categorize items into categories such as general maintenance and maintenance reserve for capital improvements and items to be funded by a voter approved bond.

Mr. Sands informed the Board that there were two items that needed approval of the full Board. The first was that Harwood received payment for the wood chip boiler in the amount of \$362,066 at 1.57% interest for one year from the Capital Fund. Mr. Sands moved the carry the note forward for one more year with Chris Koliba seconding the motion. The motion passed unanimously with no abstentions. The Board was next presented with information about two faculty members who are on sabbatical through the Rowland Foundation. Each faculty member will be given a credit card with a \$2000 limit to be used for travel and lodging while representing Harwood during their sabbaticals. The credit cards are being paid for by the Rowland

Foundation. Stephen Sands made a motion to approve the use of the credit cards and Chris Koliba seconded it. The motion passed unanimously with no abstentions.

Policy committee: David Goodman called attention to the new Policy committee minutes. Mr. Goodman also presented the draft of the new policy for use of the surveillance cameras. He informed the Board that any changes the Board makes will be put into a new draft that will go to the community. Dan Raddock had a few questions about the new policy. The first was whether FERPA covered the use of the video cameras. Brigid Scheffert explained that FERPA does not define the use of the cameras but rather the use of the footage. David Goodman suggested an amendment to the wording causing concern in the first paragraph. Dan Raddock's next question was if the wording in section 1, regarding where the cameras will and will not be placed could be made clearer. The Administration does not want the wording to be too clear, letting everyone know exactly where cameras are. Superintendent Scheffert expressed that the wording, "or other areas where students, staff or others have a reasonable expectation of privacy." was too ambiguous and should be stuck. After discussion staff rooms were added to where cameras will not be placed. The sentence now reads, "*Cameras may not be installed in classrooms, restrooms, athletic locker facilities and staff rooms.*"

Mr. Raddock's third question was concerning the hours of camera operation as stated in section 8. Kristen Fountain, of the Waterbury Record, asked if the cameras were currently operational. Brigid Scheffert clarified that the external cameras are operational 24/7 and the internal cameras are only operational during after school hours. After discussion concerning possible changes to the draft concerning hours of operation, Dan Raddock made a motion to change the wording in section 8 to that of all cameras shall record continuously. Stephen Sands seconded the motion. The final vote to adopt all suggested amendments to the draft passed. The vote was as follows, Deb Hunter (4), Dan Raddock (4), Stephen Sands (4), Russ Beilke (3) and Chris Koliba (3) in favor. David Goodman (6) was the opposing vote. The motion passed 18 - 6.

Dan Raddock then made a motion to adopt the amended policy to go forward to the public. The motion was seconded by Chris Koliba. The vote to advance the amended video surveillance policy to the public passed unanimously with no abstentions.

David Goodman shared the new Class Size policy. He explained that it will allow the policy committee to stop micro managing in regards to the policy. The new policy is to be fully endorsed in October. The administration supports the new policy.

Washington West Executive committee: Deb Hunter shared that at the last meeting Michelle Baker, Finance Director, gave a presentation about the new health care plan to be implemented in 2015. Brigid Scheffert shared that there was a savings of \$10,814 at the end of the year. Also that Warren had been added to First Student bus service and that the out of town tuition policy was discussed. She also shared that Fayston School representative, Heidi Spear, contacted Harwood about a possible partnership.

New Business:

Board Warrants

FY 2013 – 2014

19	09/05/13	Accounts Payable	\$ 235,168.51
20	09/05/13	Maintenance Reserve	\$ 7,726.22
23	09/18/13	Accounts Payable	\$ 710,248.31
24	09/18/13	Maintenance Reserve	\$ 7,034.00

Total Board Warrants \$ 960,977.04

Stephen Sands moved to confirm the board warrants. Chris Koliba seconded the motion. It passed unanimously with no abstentions.

Brigid Scheffert presented the new hires to be confirmed. The new hires are as follows.

Tara Lee, Guidance 1.00

William Gible, Physical Education 0.83

Jessica Colbourne, Science-Chemistry 1.00

Jonah Ibson, English 1.00

Maggie Stone, Nurse 0.50

Sarah Butler, Math 1.00

David Goodman moved to confirm the new hires and Stephen Sands seconded. The motion passed unanimously with no abstentions.

Deb Hunter informed the Board that Policy Packet #3 was warned for adoption. Stephen Sands made a motion to adopt Policy Packet #3. Russ Beilke seconded the motion. The motion passes unanimously with no abstentions.

Co-Principals' report: Amy Rex gave a website update. She explained to the Board that information from the old website did not replicate to the new website. Also that the school may need to look for someone locally who could help the technology coordinator.

Other business: Russ Beilke informed the Board that he is moving from Fayston to Duxbury and has submitted his resignation from the Board to be effective 11 October 2013. The process to fill his seat on the Board has begun.

Lisa Atwood read a letter from Stephanie Maheu, the Secretary of the Mad River Ridge Runners, thanking the Board for their continued support of the Vermont Association of Snow Travelers (VAST) trail system, part of which the Mad River Ridge Runners help maintain.

Russ Beilke made a motion to adjourn which was seconded by David Goodman and approved unanimously. The meeting adjourned at 8:31PM.

The next Board meeting is 16 October 2013 at 6PM.

Respectfully submitted,
Lara Seaberg
Minute taker