

**Harwood Union Board of Directors Meeting
17 September 2014
Harwood Library
5:30 PM**

Unapproved Minutes

Attendance

Board: Deb Hunter, Chair; David Goodman, Vice Chair; Dan Raddock; Garrett MacCurtain

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

Staff: Tracy Holden, Harwood Union Director of Facilities

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

Call to order: Chair Deb Hunter called the meeting to order at 5:35 PM.

Approval of Minutes: David Goodman made a motion to approve the 20 August 2014 minutes as written. Garrett MacCurtain seconded the motion and it passed unanimously with no abstentions.

Financial Report: Michelle Baker presented the 2014 Financial Report and informed the Board that Harwood ended FY 2014 in a positive manner compared to FY 2013. Revenues for the General Fund were 1.23% above the budgeted revenue and expenditures were 0.26% under budget. Ms. Baker shared information on the Special Revenue Funds that included the Rowland Grant and Tarrant Grant funds, the Maintenance Reserve, the wood chip plant and the China Program funds. The Rowland Grant funds were received the amount of \$100,000 and Tarrant Grant funds were received in the amount of \$47,701 during FY 2014. The FY 2014 Maintenance Reserve fund balance is \$108,277. The wood chip plant will be 90% state funded as the state of Vermont will be paying the final amount of construction aid in September 2014 in the amount of \$362,066. The China Program fund had no activity in FY 2014 and is carrying a negative balance of \$19,082. Michelle Baker shared that the Food Service Fund is experiencing a drop in revenues resulting in a \$31,830 deficit. \$32,000 was deposited in the Food Service Fund from the General Fund to cover the deficit. The report also covers the Activity Accounts.

Lisa Atwood shared a HCLC and Life skills update with the Board. She informed the Board that Michael Woods and a Life Skills student met with the Moretown Select Board. They asked if Moretown would let them use its Town Hall space. The Select Board response to their request was positive but the school has no idea of a cost if Moretown agrees to let them use the Town Hall. Using the Town Hall could be a short term fix to the population problem at the Dowsville Road building. Lisa Atwood said that she will speak to Michael Woods and Joel FitzGerald about a possible rental to optimize the program. The administration is still getting more information on this issue.

Joel FitzGerald presented the Facilities report. He shared with the Board that the water system is looking good. In his water system update he informed the Board of a few items. There are a few

remaining items on the punch list for Percy's. The communication issues have been upgraded and a fully operational. The old wells have been closed and capped and the school is waiting for one last water test in October.

Mr. FitzGerald discussed the athletic field expansion. There is funding approved for Phase One of the expansion but approval is needed for Phase Two before Phase One can be started. Lisa Atwood agreed with Mr. FitzGerald that the lower field is needed for practices. Mr. FitzGerald shared with the Board that field rotation is very important and needed at Harwood. Of six excavating contractors contacted about the project only Kingsbury Construction submitted a bid in the amount of \$169,480. It will be a two year project but students will only be off the field for one season. Phase One can be started immediately and Phase Two would be started in late Spring and ended in July. Lisa Atwood and Joel FitzGerald answered Board questions about the project. Lisa Atwood informed the Board that the fields are a safety issue. Michelle Baker shared that there is \$70,000 in the Maintenance Reserve for the project kick off.

David Goodman moved to commit to Phase One and Two of the Field Expansion project and Garrett MacCurtain seconded. The motion passed unanimously with no abstentions.

Joel FitzGerald asked the Board to approve the purchase/lease of a new mower for the school. Facilities looked at three different brands and models of mowers and feels that the Toro 100" GM 360 at a price of \$33,988.94 is the best option for the school. Dan Raddock asked about the school's current mowers. Tracy Holden informed the Board that the 2001 mower will be sold and the 2009 mower will be kept. Garrett MacCurtain made a motion to move forward with the purchase of the Toro 100" GM360 mower. Dan Raddock seconded and the motion passed unanimously with no abstentions.

Superintendent's Report: Brigid Sheffert discussed the Open Meeting Law. She informed the Board that all meeting agendas must be posted 48 hours in advance and all minutes must be posted within five days of the meeting. Also there must be designated public place where information will be posted. Agendas must be posted to the District website, town offices and two other designated places. There was discussion about the places information can be posted to be shared with the public in accordance with the Open Meeting Law. David Goodman made a motion to have meeting agendas to be posted in Town Offices and the other district schools in addition to the Harwood offices and District website. Garrett MacCurtain seconded and the motion passed unanimously with no abstentions.

Superintendent Scheffert reminded the Board that they are required to have eight hours of training per year. She informed the Board of a VSBA hosted regional meeting on 24 September 2014 at Montpelier High School. Ms. Sheffert shared with the Board and public that all this information is available in her Board Start Up Report on the WWSU website.

Superintendent Scheffert shared much information with the Board from her Board Start Up Report.

Brigid Scheffert updated the Board on the reviewing of security cameras on SU buses and at Harwood Union. She informed the Board that there are no reviews allowed without her approval. Bus camera footage is reviewed at the SU Central Office administrators present. Harwood footage is reviewed at Harwood by Harwood administrators. Superintendent Scheffert shared that there were 12 camera footage reviews last year, the majority of which were conclusive. There were eight bus footage reviews and four Harwood building reviews. David Goodman asked for a quarterly update on camera reviews.

Academic Planning and Policy Committee: The next meeting for the Academic Planning and Policy Committee will be 1 October 2014 at 4:15 PM.

New Business:

Deb Hunter shared that she spoke to Stephen Sands about redefining the Finance Committee and that he recommends keeping both the Academic Planning and Policy Committee and the Finance Committee as they are and keeping the start time of Board Meetings at 5:30 PM.

Deb Hunter asked for ideas for topics for the Board retreat on Tuesday, 30 September 2014. Amy Rex handed out a shortened version of the school's submission to the League of Innovative Schools about the NextGen Personalized Learning Initiative. She asked the Board to review it so "barriers and considerations" can be discussed at the Board Retreat.

Lisa Atwood informed the Board that the school counseling office wrote a school profile and that there has been some parent feedback.

Other topics: Lisa Atwood shared a letter from one of the individuals charged in last year's vandalism of a school athletic field. The individual participated in a restorative justice program and wrote a letter of apology to the Board. Co-Principal Atwood informed the Board that the school is going to ask for restitution for the vandalism.

David Goodman asked how new students are given information regarding sexting after what happened last year in regards to sexting. Deb Hunter asked for information on that subject for next month's meeting.

Confirmation of topics for October agenda: The Co-Principles will discuss the Tarrant Grant update and how new students are given sexting information. Amy Rex will give a presentation to preempt the budget process. Dan Raddock shared that some of his constituents have questions about student grouping. Amy Rex informed him that that will be part of the Board Retreat.

Dan Raddock moved to adjourn at 7:28PM. David Goodman seconded and the meeting adjourned.

The next full Board meeting will be 15 October 2014 at 5:30 PM.

Respectfully submitted,
Lara Seaberg
Minute taker