

**West Windsor Board  
Draft Minutes  
October 27, 2016**

**Present:** Elizabeth Burrows, Nancy Pedrick, Bill Yates, Jenifer Aldrich, David Baker, Ed Connors

**Community:** Mary Kay Cronin, Ted Kenyon

Meeting called to order at 3:40 PM.

**Minutes:** September 22

Elizabeth Burrows asked for a motion to approve the minutes. Nancy Pedrick moved; seconded by Bill Yates; motion passed.

**Public Comments:** None

**Discussion Items:**

Maintenance Update:

Tom Kenyon gave a sewer update that trying to get it fixed as soon as possible and contacted a number of firms and hopefully will be done shortly. Local people are not set up to handle this. Elizabeth Burrows asked what happens if the ground freezes. Tom Kenyon feels it will be fixed before then. Nancy Pedrick asked who pays. Tom Kenyon mentioned it is part of the project. Dave Baker mentioned he appreciates the extra effort in putting the boundary around. Not a big project just getting someone to do it. Elizabeth Burrows asked if they have a list of firms asked to engage. Tom Kenyon mentioned they do and most rejected. At this point there is no confirmed firm to do it, but narrowing it down. All engineering has been done and the piping is a few days turnaround.

Jim Taft:

Jim Taft mentioned there are unique things needed do here. There is performance decay which happens in buildings over time and needs fixing. Pushing to get to the preventative maintenance part. You have a major heat exchanger, air handling unit, boiler has three pumps, and everyone monitors their own heat which is not efficient. The easiest way to do heating in a building is set it at a certain temperature. Individual preference changes and puts stress on the system. We are working with Efficiency Vermont at all the schools. The better the school runs the cheaper it is. Consolidation of maintenance is a good asset for everyone. Upgrading plumbing and the more we do to help is what it is all about. We try to share all resources. We need to work on lighting. Jim Taft mentioned he will make a list of projects that should be done. Elizabeth Burrows asked him to make a wish list and necessities in a five year plan. Bill Yates asked if there is any plan to change the type of lighting. Jim Taft mentioned there is. Elizabeth Burrows asked about the security system. Jim Taft mentioned there are no cameras here and we try to stay with one vendor. We have a contract with Controlled Technologies or Vermont Life Safety. The pad system, alarm system, and cameras are \$6,900. We can get a camera that runs off Wi-Fi. Nancy Pedrick mentioned there is a door that needs to be replaced. Ed Connors mentioned there a lot of things might want to do but not a lot can do with the budget.

Dave Baker mentioned consolidating the custodians has helped. Jim Taft mentioned have summer help and as soon as get other places done then can leave the summer help here. Ed Connors mentioned are part of the SU and changed the maintenance piece and no one thought as to what happened to building previously as hired your own custodian. All critical infrastructure is in the basement. Having someone overseeing the building can fix what needs to be done. Trying to get done what can due to the stress on the budget. Elizabeth Burrows asked if pay into the SU for service. Ed Connors mentioned this is not part of your assessment. Dave Baker mentioned you pay for Jim's services to oversee this building. Jim Taft mentioned time and resources are limited and we look at this building as we do all of them.

Elizabeth Burrows gave a packet to the board with a checklist of open meeting guidelines. This was from a write up from VSBA (Vermont School Board Association) and the last piece was financial management review. Seminar that attended had to do with financial literacy. Finances centered on mission/vision and everyone has a clear role. We should receive accurate information educationally for us and have a financial review monthly. This helps us look quarter by quarter at the annual budget and try to stay in confines. Dave Baker mentioned this is the business manager's functions: quarterly financial reviews; audit management report; and forecasting for next budget cycle. Dave Baker mentioned it is sustainable and good financial planning.

Budget: Ed Connors

The SU generates money via the assessments: Technology, Special Education, Early Childhood, and Central Office. All special education services are at the SU. Prior to that each building had own special education budget. Technology assessment is up \$19,448. Instead of assessing by October 1 counts we are using equalized pupil which is a three year average from the state and a better indicator of what should pay. Percentage increase from 6.27% to 9.4%. You are picking up 3% more of that assessment. Nancy Pedrick asked what services do we get. Ed Connors mentioned everything technology related (computers, software, internet, technology person. Prior to this your librarian handled most of it. Technology has a director and four techs. The \$565,499 includes wages and a 5% increase for health and dental.

Central Office went from 6.27% to 9.48%. This is up 6.3% or \$25,512. Currently have a full time curriculum director and next year will be part time.

Special Education: based on a formula rather than October 1 counts. We looked at kids on IEP's and when do service plan, goes to state and they generate what they feel the reimbursements will be. We would look at extraordinary and as exceeds \$50,000 is reimbursed at 90% rate. How generated was look at those kids, what town lived in, projected cost, and from that generated cost based off of that. This allowed the districts to have a more accurate picture and pay for more of their students. This causes issues as when develop service plan is not implemented until the next year. With equalized pupil you pay more up front but makes it smoother. We are projecting a 0% increase. This year's assessment is 9.48% and went down by \$45,316. Dave Baker mentioned this is tied to the harmless clause and cannot go up or down more than 3%.

Early Childhood: Up 15.77% or \$82,082 due to universal Pre-K. Used the statewide formula to come up with number and projected 120 kids and this year obligated to pay for any child who is pre-K at a cost of \$3,092. Next year will increase to \$3,190. We are comfortable with 120 for next year. This is why the EEE budget is up. For West Windsor an increase of \$22,699.

Credits did not go back to districts as the SU Board decided to keep in the SU as an asset. As changing formula we will use this money to ensure that no school district assessment is over 3%.

West Windsor Preliminary Budget:

Revenue is different this year. You will get back \$2,351 in prepaid assessments.

Miscellaneous is the money you receive when sell services to another school district. No revenues put in as service plan has to go to the state and they give us back what they think the reimbursements will be. We centralized services but all reimbursements went back to the school district. What paying is \$552,929 in special education assessments. In FY 18 all reimbursements will come back to the SU. We would take the total tax rate and subtract out the local revenue. The less subtracted from overall budget is higher the tax rate. Assessments are less for FY18. Not losing revenue just allocating differently. Dave Baker mentioned when take revenues out and then put into tax sheet it should be net zero. The challenge will be explaining it to the public. Ed Connors mentioned they only care about the tax increase. Bill Yates feels the talking point is that the SU is taking responsibility of it and funding special education and in turn creating a more stabilized system of funding.

Wages down \$8,358 which is a change in staffing structure. We have put in a 5% increase for medical and have to implement Obamacare, Green Mountain Care, and the plans are going to have a significant co-pay and negotiating with both unions. This is a result of the federal program. Bill Yates mentioned the spike in the premium is because did sign up as many young people as hoped. We have generated tuition numbers but have not received first quarter tuition bills. A large decline in notes and principal as two years ago you had a significant deficit and got a line of credit from the bank as all money that runs the school comes from the town. We did not have to take out a cash anticipation note this year. In FY18 there is no more note. If end up the year in the black will be in a good place and if end up in the red will have to put in the budget as an expense. Cannot generate tax rate until all numbers are in: assessments, CLA, base yield, base level for taxes and these numbers do not come in until December. Bill Yates mentioned it helps that Special Education on the SU level as the community will not think that have the ability to cut it.

46 Update:

Elizabeth Burrows mentioned there is a meeting tonight at 6:00 PM. Last month was our first meeting with Peter Clarke to "rent" the idea of a Mt. School and flush it out and discussion why do one option at a time.

Elizabeth Burrows mentioned she wrote a letter to Justin Sluka, Reading Board Chair, and he agreed that we should get together. Do we want to do as board to board or as individuals. Bill Yates asked what are the talking points. Elizabeth Burrows mentioned talking about two

schools in similar situations. Nancy Pedrick feels if their board is interested it should be board to board. Elizabeth Burrows mentioned it would be an informal meeting.

**Data:**

Jenifer Aldrich mentioned the school went down 2% in ELA and up in Math 5%:

**Policy Review:**

Elizabeth Burrows gave the board a spreadsheet of all policies and matched up what policies are redundant and what redundant with. How prioritize what need to look at? Look at redundancies, what policies in need of review, and missing policies. We should consider a student's bill of rights. Look at employee and student harassment policy and should mirror each other. Dave Baker mentioned procedures are the procedural interpretation of a policy. Elizabeth Burrows mentioned in many of the policies they do not list perimeters as if in effect during school hours or 24 hours and to whom apply. It would be wise to include all staff members and anyone working under our aegis in the harassment and bullying policy and include an education component. Anyone who comes in contact with children should be made aware of what is in the policy. Nancy Pedrick asked can we change a policy for our school or do as the SU. Dave Baker mentioned most of the time bringing policy to the SU first and then goes to districts for adoption. When gets to local level it can look a little different. You can clean up local manuals and make adjustments. If all staff policy it might be worth going to the SU Board. At the next meeting the board will look through the spreadsheet and think about where should start.

Vision: Move to next meeting

Continuous Improvement Plan: Jenifer Aldrich mentioned there is not much to update. Every school is required to have a plan.

**Three Questions:**

1. What three words best describe students graduating, what want students to know how to do? Give each child an opportunity to maximize to their potential. How teach them to reach potential in the 21st century. Jenifer Aldrich mentioned the administrative team is working through the advantage and one article is "Why do we Exist".
2. What are the next steps: get them simplified and send out as a mailing, electronic survey, or canvas. If canvas would go with someone and ask if could talk about school and what want from it. Goal would be to hit the rest of the population.

CLA Feedback: tying the aggregated CLA with the merged district with education tax. It could come into discussion with Act 46.

Policies: Tabled to next meeting

**Superintendent Report:**

1. Budgets all four towns and negotiations with both teachers and support staff. Because of health plan coverages most are negotiating around the state. Good representation of staff and teachers. Feel can work something out.

2. VSA/VSBA conference and a lot of information. Several board members were there.

**Agenda:** November 17

Budget Discussion

Proposed Plan Going Ahead (school)

Plan for how Approach Policies

Three Questions

Act 46 Update

**Adjournment:**

Elizabeth Burrows asked for a motion to adjourn the meeting. Nancy Pedrick moved; seconded by Bill Yates; motion passed.

Meeting adjourned at 5:45 PM.

Respectfully submitted,

Diane Tessier, Board Secretary

DRAFT