WSWSU E-Board Meeting Minutes **UNAPPROVED**

Wednesday, May 28, 2025

6:30 PM

1 School Street, Wilmington, VT

Music Room - 1st Floor

I. **Meeting call to order:** Bill Bazyk at 6:31 pm.

Members Present: Superintendent Bill Bazyk, Kristy Corey (KC), Paul Blais (PB), Jason Harnett (JH), Cindy Florence (CF), Cindy Lamore (CL). Pam Somerville (PS) arrived at 7:10 pm. No one by remote.

II. **Agenda addition**: Reorganize the board. Will add to the next agenda to reaffirm.

Bill Bazyk asked for nominations for chairman of the E-Board. CL nominated KC for Chair, seconded by CF. All in Favor.

KC asked for nominations for Vice Chair and Clerk. JH nominated PB for Vice Chair and CL for Clerk. All in Favor.

III. **Approval of Minutes:** PB made a motion to accept the minutes of **4/29/24** and **8/20/24** which he had attended; JH seconded. All in Favor.

JH made a motion to approve the minutes of **2/7/24**; KC seconded. All in Favor.

IV. Reports and Updates: After brief discussion it was decided to bring the E-Board Responsibility policy to the Superboard for discussion and recommendations, could be easier to handle issues at the Superboard as they are now meeting monthly.

V. Fiscal Matters:

Audit Update: Everyone is working toward completion, everything on track given the past difficulties. Highly unlikely a presentation by the auditors is possible. The WSWSU has hired the new Business Manager, Heather Tietgens and an Associate Business Manager, Shirley Lynch. The new software will be live on July 1. This is a major project that requires extensive training but will bring a modern and efficient system suited to our needs.

Grant Accounting FY 2024: The *COPS* grant is competitive with no guarantee we will get it. District buildings were assessed and a list of individual needs compiled for the application process. Should we obtain money from this nationwide grant local boards will be able to weigh in on decision making for their building needs. It's a long shot to get this grant but worth trying.

Current Year Grant Submission Status: The SU office is in the process of closing out grants from FY24 and FY25. Early last June, the superintendent began working on the IDEA and CFP grants as they were not completed before his contract with the district began and due on July 1st. The superintendent is working to overcome years of mismanagement and instability to bring these grants into compliance.

CF asks about statement of sub-grants not being compliant. BB states it's a sub-grant which means regulations weren't followed. We are no longer sub-granting. A sub-grant results from federal funds given to the state who then sub-grants to us through the AOE.

Food Service Update: Hopefully past issues will not occur this year as procedures have been established for Readsboro, Halifax and Stamford. Managing the food service through the SU office should ensure these errors do not happen again.

The answer to pay for the FY24 deficit is to subtract it from the fund balance for FY27.

CF asked what system other schools are using, Readsboro uses Powerpoint. BB said everyone is using the same system now. Fran from TV is doing the reporting for all the schools now.

JH asked if the state will be supporting the lunches again next year. BB stated that his understanding is that they will be free again. Not hearing anything different.

VI. Hearing of Visitors: No one in person or by remote.

VII. Discussion:

Central Office Staff: Moved to last

Superintendents Priorities: There has been upset in the office in the past. BB is aware of his goals and has been able to get the business department running smoothly. He would like to prioritize Special Education (SPED). For the money we are spending our constituents aren't getting the services they deserve. Spending jumped for all the districts and sadly, it's not going down. PS asked BB how far are we from a self-sustained business office. BB said close, like September/October. PB asked if there will be professional services engagement with the vendor. BB said we have support from the company. PB, not tech support but help with inputting of info. BB stated yes. Every contract we have is now in the system and can be updated easily when changes need to be made either individually or across the salary scale. CF asked if BB has an assistant or someone he can delegate some of his day to day work to so that he can focus on SPED as a priority. BB stated No assistant but I can delegate some things. It would be a shift. CF asked if there would be student reevaluations. BB said probably. There was no accountability and only SU personnel should be spending SU money. BB lists his four Priorities as: finishing up the business office; delving into SPED; infrastructure maintenance for school buildings and head custodians. KC asked if it could possibly be like a couple years ago, that the business manager could oversee school needs. BB doesn't really want to add that to the business office. CF perhaps if it's something that's not over the threshold and needs to be fixed, it should get fixed. If it's over the threshold and needs to go out to bid, then the operations manager should handle it. Many agreed. BB would like this to be part of a larger discussion at the Superboard.

Policy Guidance from VSBA: A 1st reading was done on many policies; each district needs to adopt them individually. Second readings scheduled for July. There will be a handful or so that don't get approved either by the boards or at the SU level. VSBA recommends keeping the policies the same for the districts as well as the SU for legal continuity. Be cautious about changing any wording as these have already gone through legal. Get required policies done first then start on the recommended policies.

Overspending Budgets: This came up as a question if there was possibly a policy for principals or superintendents to come back to a board and ask to overspend a line item. KC and PB looked into this and found policy F20, KC found the older version of F20 has a guideline section we might want to replicate. KC shared the older version of F20 via email. We can read it over to see if it is something, we feel we like either at the SU or board level. BB stated that he can put this in with the policy updates/readings. He feels the boards might want this to be universal throughout the SU.

Proposed Operating Procedure: KC was talking with the VSBA and was asked if we had reviewed the Proposed Operating Procedures online guide. In reading through, she found the code of conduct. If there's no objection she will bring this to the Superboard to discuss adopting. PB stated we are not elected by the Superboard, we are elected by our towns, the oath of office is at the local level. KC said that was fair, but maybe still bring to Superboard as a reminder for boards to take a look at it.

Proposed Visitor Rules: Attached to the agenda was a copy of Twin Valley's rules for visitors at meetings. KC feels it's a good idea to have them on record and asks to bring them to the Superboard to approve. Reading through it, is there any changes you'd like to see made prior to going to Superboard? After a brief discussion it was recommended to send to Superboard for further discussion.

VIII. Items for Discussion and Possible Action: Board Chair Training is required by law to attend 8 hours of training with our superintendent. There is a service by VSBA that will schedule trainings, offer remote sessions. Also, opportunities around the state to go and get it done in one day but they are normally in Burlington or north of Montpelier. BB said the next training session was at the Double Tree, runs for two days with a required overnight. KC will look into remote sessions through VSBA and BB will make inquiries with former superintendents and possibly get proposals. PS asked if we could complete the requirement by watching webinars and BB stated yes, but we would all have to be together.

IX. Executive Session: A motion was made by PS at 7:44pm

Move to find that premature general public knowledge of (personnel) places the board at a substantial disadvantage. Seconded by CF. All in Favor.

PS made a motion to enter executive session with BB for the purpose of discussing (personnel) under 1 VSA 313 (a)(1)(A). Seconded by PB. All in Favor.

X. Return to Regular Session: Motion made by PS at 8:44 pm to return to regular session. Seconded by CL. All in Favor.

XI. Next Scheduled Meetings: June 4, 2025 Superboard

XII. Adjourn: PS made a motion at 8:44 pm to adjourn. Seconded by PB. All in Favor.

Respectfully Submitted,

Cindy Lamore