

**WSESU Meeting  
Draft Minutes  
April 27, 2020**

**Present:** Mark Yeungling, Amy McMullen, Katie Ahern, Kris Garnjost, Scott Richardson, Beth Roy, Nancy Pedrick, Craig Locarno, Elizabeth Burrows, AnneMarie Redmond, Sean Whalen, Robin Tindall, Bill Yates, Nicki Buck, David Baker, Angie Ladeau, Katie Ahern, Karen Woolsey, Craig Locarno

Meeting called to order at 6:35 PM.

**Additions/Corrections:** Food Service Update, Continuity of Learning, and Payroll will be under COVID 19 Update; Add Electronic Use Policy after resolutions

**Public Comments:** None

**Minutes:** April 6

Amy McMullen asked for a motion to approve the minutes of April 6. Scott Richardson moved; seconded by Nicki Buck; motion passed.

**Discussion Items:**

Food Service:

Dave Baker mentioned we are in the second week and the biggest task, other than Continuity of Learning plan, is food service as getting larger as serving over 700 meals and will continue to grow. With growth comes challenge around system and packaging challenge. We got some feedback about meals being cold and the intent was that meals would be cold as containers are microwaveable and oven safe. Craig Locarno mentioned last week served 665 and today did 693 and tomorrow 705 meals. The packaging did not order enough of the new packaging material as have to buy in bulk. They want us to buy 18-32 cases at a time and is 30 cents a container. Buying 32 cases scared me and went conservative and had to fight to get the right packaging for meals and did catch up last week. Quality of food has not gone down. Hartland was affected the most as the way running in Hartland was producing the meals the day of delivery; Weathersfield was a day in advance and getting cold meals and knew it needed to heat up. Hartland last week was getting cold meals and was not prepared for that. This was not communicated well and got called out on it. Dave Baker mentioned he sent out a message today and doing 700 meals out of one location and the only way to do it quality wise and consistently, is a day in advance. On Friday, produced Monday's meal. Craig Locarno mentioned we are using good quality food and making all pasta salads, using fresh vegetables and fruit. Quality of ingredients did not change but packaging and delivery did. It is a learning curve. This morning everyone called out sick so was just Rodney and myself. Rodney is a hard worker. Volunteers for packing food are good and have a good system and going well but do not like plastic bag. We need to look into another type of delivery besides plastic. Dave Baker and I have been talking about it to make it more presentable but looking for one that is

biodegradable. New containers came in today and are good for 2-3 weeks. The new containers are sturdy and make food look nicer.

Dave Baker mentioned in some ways down employees as never replaced Cafe Services employees. We cannot touch Cafe Services employees for three years. Craig Locarno mentioned Barbie and Kyle stepped up today to help out. AnneMarie Redmond asked if there is a phone number or e-mail people can address concerns. Craig Locarno mentioned he is happy for anyone to reach out to him by e-mail. I am happy to get any feedback or if anyone has questions or concerns. People like our pizza but it does not fit in packaging and last week used English Muffin pizza and was not liked as well. We will be doing Stromboli and Calzones in the future. We want to make sure serving edible products.

Beth Roy mentioned we need to think about summer meals and what that will look like, continue with delivery if can or how it will look like. Dave Baker asked if will get direction. Beth Roy mentioned will get direction from the USDA as summer meals need to be congregate meal. If this continues through the summer meals should be delivered. Summer meals start the first week in July. Dave Baker mentioned last summer meals were made at Windsor as was the universal site. Scott Richardson mentioned he is pleased the school board will continue to have discussion of the meals system across the three districts, logistics, and happy to be part of it. Regardless if can hire Cafe Services employees, there are other people who need a job. Dave Baker mentioned Wendy Moody handles all volunteers and Jim Taft doing all the sanitizing, cleaning and gets food from staging area to bus area. Craig built a system and is flawless and continually works on the system. Craig Locarno mentioned serving meals to three adults and one child at the Windsor Motel. The Agency of Education sent me a contract today to be paid \$1,080 for a month of service for these three people.

Continuity of Learning: Angie Ladeau

Dave Baker mentioned teachers are working hard to make a meaningful experience and keep everyone on the same page and try to back the staff. Big piece was the need to be accountable and to have a comprehensive learning plan. The plan was approved by the Agency of Education and got good feedback. Plan talks about curriculum, assessment, and how to work remotely. Katie Ahern and Karen Woolsey put a lot of time into the access time plan as need to be compliant with all services in an IEP. Angie Ladeau mentioned at the last meeting we knew this was happening but had not finished putting it together. The Administrative Team and teachers looked it over to make sure on the right track for grading for equity. We do not want to keep students to all rigorous expectations if they cannot meet them. It's about supporting students. It is a wonderful example of our ability to work together, how teach, what standards addressing the next six weeks of school, and in the event of an illness plan. Dave Baker mentioned principals have weekly POD meetings and Angie or I try to attend and discuss kids falling through the cracks. We have plans in place for this and we go out of our way to check on these kids.

Financially, as all aware, entering into interesting grounds with a shortfall in state revenue. Ed Connors will give financials this month to all individual boards and feels the SU will be fine at the end of this year. Once we get the governor's final word on May 15 outlines the legislative and financial future. After that maybe we will get the executive committee together first on plans and policies we may need going into summer and opening in fall.

Part of financial piece was the policy or procedure to keep paying federal employees as a request from the federal government. We did adopt the recommended procedure at the last meeting. After it was adopted we got an update from VSBIT recommending that employees account for 100% of their time being compensated for. We have a schedule for employees. Elizabeth Burrows asked what if an employee does not provide an accounting of what work doing are they not compensated. Dave Baker mentioned they need to be accountable for work doing. If not accounting for work would not be paid for some of that work. We have a good sense of what's going on and need to be accountable. A lot of support staff are doing food service volunteer work and if working three shifts is on their plans. Elizabeth Burrows asked are their cuts being made in the special education department and, if so, given thought to how special education directions change and given thought to how special education department might need to be bolstered once the pandemic experience is over. Dave Baker mentioned have not reduced any special education staff at this time. What will be required for some level of compensatory service, extended year services, or summer programs, etc. Katie Ahern mentioned we have not had any direction on ESY or summer programs and are trying to monitor progress as best we can in this new environment. Differences how educated all students and would that impact referrals, how evaluations are done, and how to plan if anything like this again, virtual assessments. Conversations are there but not sure how it will look past May. We are not planning for cuts but bolstering conversations in works.

Elizabeth Burrows asked if have trauma informed training across SU or is there a plan to get ahead of it with trauma work for next year. Angie Ladeau mentioned have had trauma training right along and did inservice day, October 4, that all professional staff participated in, led by Trauma Transformed Champions. Discussing opportunities on how to build skills across the SU with collaborative problem solving. Elizabeth Burrows feels this is a good time for paraeducators to have the same training. Katie Ahern mentioned trying to build training opportunities for paras as asking for training and can do training and supervision virtually.

Mark Yeungling asked who has to document for services reimbursed by medicare and make sure all are filled out properly and up-to-date. Kate Ahern mentioned we got guidance from medicaid and how document on forms and special educators told how it should be all aligned to the way asked to do it. Conversation in all meetings. It was not billable from March 16 to April 20 as considered closed but is billable for the next nine weeks of school. Mark Yeungling mentioned this is a monumental task as just asked to do it recently. Dave Baker mentioned we have four weeks of lost revenue at this point. Our solvency will depend on the ability to get state and federal support at the end of this and not sure what will look.

#### Resolutions:

Amy McMullen mentioned the Vermont School Boards Association (VSBA) and we, as SU Board, want to submit a resolution to the committee. The VSBA spends time and energy in terms of legislature and addresses it and gives us guidance to the administration of VSBA about time at work and provides guidance for when to meet. If something people are concerned and want VSBA to bring to the legislature or to have guidance, we would write something up and then submit it to the resolution committee on the VSBA Board. They look over for relevance and see if any current resolutions on this topic and if not voted on by the entire VSBA Board and, if accepted, then goes to the membership at the annual meeting in the Fall. Dave Baker mentioned if have any thoughts or ideas send to Amy directly. Dave Baker mentioned as we are one of the largest employers and, if we have a cash flow problem, the SU cannot borrow in anticipation of taxes. This creates a problem and we have to go to local districts in order to meet payroll to ask for early payment of assessment. Dave Baker asked if this is something that could go to VSBA. Amy McMullen mentioned a resolution is to guide VSBA administration as far as topics to bring up with the legislature. This can be something to look at and work that could happen. Dave Baker asked board members to get ideas to Amy and can bring back next month. Amy McMullen mentioned the committee starts looking at things in June/July and in September the entire board looks at resolutions submitted and votes to bring to full VSBA membership.

Nicki Buck asked about the social media policy as a resolution but feels different than resolution. Amy McMullen mentioned this would not be a resolution. As an update the VSBA is working with the AOE and Vermont Superintendents Association (VSA) to create model policy around social media and is in the works. We can talk about our policy and put that together and then modify it from what comes out from VSA and AOE policies. We would not submit policy as a resolution. Resolution is guidance on how we want VSBA to represent school boards in terms of legislature and what the AOE hands out in terms of directives. Dave Baker mentioned on policy note we had a couple of issues come up and it was nice to go to a website and pull up a table of contents of policies and click on the policy and not try to find the right policy in the right policy manual. Sean Whalen mentioned he comes away from VSBA meetings feeling unsure about what they do and not clear about how we pay for VSBA. Amy McMullen mentioned paid by the SU under dues.

#### Social Media Policy:

Elizabeth Burrows mentioned thinking more of electronic use policy and not social media. Electronic use is one policy that did not bring forward as was so old and felt had no bearing in today's use of electronic devices and as felt no use with handheld devices when today's teachers are pushing devices that were banned. We do not have electronic use or social media policy and are related. We are 100% electronics teaching and might be a good idea to revisit that. Dave Baker mentioned he would be open to whatever the group feels is important. Social media is different from electronic use. If look at it, you should start looking at acceptable use procedures and should look at it with Larry. Elizabeth Burrows thought parents had to sign acceptable use form if they have chromebooks at home. Bill Yates mentioned in reference to

online social media piece may want to look at it in conjunction with bullying/harassment and see how interjoin. We do not want to double up on that piece. Feels social media piece would be specific outside that realm. You have bullying policy, policy on properties of technology and that would cover most of it. Elizabeth Burrows mentioned things that took place during school day and outside destinations are gone. Bill Yates feels it will take time to lay out and everything cover and concern is valid. Elizabeth Burrows asked if we should do this now that it is a more active issue. Dave Baker asked is that your concern because living in electronic world that more of a priority. Elizabeth Burrows mentioned is more of a priority because the line between school and not school has been removed. Sean Whalen mentioned he supports this as school is now at home. Bill Yates feels maybe have a committee of 2-3 to look at the topic and come up with ideas. Amy McMullen suggested seeing what we already have, pieces of other policies, and creating our own policy. Can see what other districts have around pupil privacy, harrassment/bullying. Bill Yates feels better done in a smaller group and now that suggested this is willing to join the group. The group looking at policy is Bill Yates, Sean Whalen, Elizabeth Burrows, and Mark Yeungling. Dave Baker mentioned he could search for electronic use policies but when put search out with all schools around social media no one had one. Maybe someone has updated their electronic use policy recently and could take a look at that. Nothing will address the environment we live in now as boundaries between school and home are gone. Dave Baker will get something out to everybody.

#### Negotiations:

Dave Baker mentioned will go into executive session to discuss this. Elizabeth Burrows asked when get a contract and how to sign it. Dave Baker mentioned needing to figure it out as have finished support staff and need to get a signature page signed. Dave Baker wondered about putting the signature page at the bank and keep it at drive through window and people sign that page. Bill Yates asked when go through the entire process assuming you mean mail contracts to people. Elizabeth Burrows mentioned she was talking about the master agreement. Bill Yates feels it is a wonderful idea to leave at the bank drive up window as it is a central location and no one needs to be face-to-face. Dave Baker mentioned he asked support staff if they'd be willing to sign this way but not heard back. Dave Baker mentioned the office is not open but possibly could open for a day if needed but worth asking the bank.

#### Approval of Support Staff Contract:

Dave Baker mentioned will discuss it in executive session. Dave Baker mentioned he can talk about support staff if any new hires that need to be approved tonight for next year. Katie Ahern mentioned she will do next month as have another round of people coming up. Look at who approved and who not. These will be done in May.

#### Retirements: Katherine Gionet Kloszewski and Margaret Russo.

Dave Baker mentioned both have been with us a very long time. Amy McMullen asked for a motion to accept the retirements and acknowledge with regret and gratitude for multiple years of service and dedication to students. Nancy Pedrick moved; seconded by Kris Garnjost; motion passed.

**Around SU:**

Weathersfield: Sean Whalen mentioned he did not get a chance to thank Craig for all he's doing and food service is a big life line to everyone.

Hartland: Nicki Buck mentioned had a meeting last week and the same topics covered.

Mount Ascutney: Amy McMullen mentioned as an SU overall saw on the front page of the Valley News our SU is going above and beyond in providing technology resources to all our communities. At The Governor's press conference when Dan French, Secretary of Education, spoke he mentioned WSESU as a shining star. Thank you Larry and everyone working to address technology issues. Kris Garnjost noted what seeing on facebook from Colleen DeSchamp and Tiffany Riley starting to acknowledge the graduating class of and things going on and trying hard and challenges we have to look at.

**Agenda:** May 26

Financials

Direction from AOE and Governor - COVID update

New Hires

Update on Resolutions

Policy Update

Consolidated Federal Program Grant

Family and Parent Engagement Policy

**Executive Session:** Negotiations

Amy McMullen asked for a motion to enter executive session for the purpose of Title 1, Section 313, Negotiations. Sean Whalen moved; seconded by Scott Richardson; motion passed.

Entered executive session at 8:17 PM.

**Adjournment:**

Amy McMullen asked for a motion to exit executive session and adjourn the meeting. Scott Richardson moved; seconded by Sean Whalen; motion passed.

Meeting adjourned at 9:00 PM.

Respectfully submitted,

Diane Tessier, Board Secretary