

**Windsor Southeast Supervisory Union #52**  
**Board Meeting**  
Monday, October 25, 2021  
**Approved Minutes**

**Present at the Meeting:**

Board: Amy McMullen (P), Nicole Buck (V), Scott Richardson (V), Elizabeth Burrows (P), Bill Yates (Ab), Mark Yuengling (V), Rebecca Roisman (V), Annemarie Redmond (V), Jaimie Turner (V), Colleen Spence (V), Nancy Pedrick (V), and Davis McGraw (P).

Admin: Katie Ahernm (P), Angie Ladeau (P), David Baker (P), Christine Bourne (V), Jen Aldrich (Ab), Brian Martes (Ab), Kate Ryan (V), Brittany Preston (V), Colleen DeSchamp (V), and Larry Dougher (P).

Public: Mary Gannon (P), Beth Roy (V), Christine Osgood (V), Elizabeth Craig (V), and Renee Wade (V).

I. **Call to Order** @ 6:35 p.m. by Amy McMullen

II. **Changes/Additions to the Agenda**  
Under *Items for Discussion* add VSBA Policy

III. **Approval of Minutes**  
a) September 27, 2021  
Motion: Elizabeth Burrows  
2nd: Scott Richardson  
Vote: 11-0-0

IV. **Public Participation/Announcements**  
None

V. **Superintendent's Report**  
a. Anti-Racism (Mary Gannon)  
Equity and diversity is a body of work and a body of practice. The SU is utilizing a three pronged approach: 1) Action steps as directed by Dr. Melissa Crum; 2) Job description for a DEI coordinator; and 3) Board education. In reviewing the policy and procedures, it seems there is some low-hanging fruit to begin work sooner than later. Then it's a long-term, ongoing effort to bring this work forward. It's a real plus to have the Board going through this education process themselves to be on the same page for language and definitions. The free ½ hour consultation was completed when she attended the board meeting and identified her work area. The best approach is to have the Board have two sessions with Mary Gannon; a long initial one to do much of the groundwork and then a second shorter one for more implementation. Mary Gannon identified the already crafted policies and procedures, containing great language and definitions as true starts in the right direction.

b. COVID Update

Most of the same restrictions are in place, except no contact tracing needed for any outdoor exposures, and only for bussing when the two students are in the same seat. Booster clinics are upcoming at the high school. Dates have been released. We will begin the TTS protocols once this testing is up and running. We are hopeful that will happen within a few weeks. The Superintendent's office is working with the Springfield branch of VDH to coordinate for Windsor High School to be a site for vaccines for kids ages 5-11 once that is approved.

c. Negotiations are still ongoing. They have made some headway and will hope to have a mediation session scheduled for December.

d. VSBA Annual Meeting is now virtual.

e. ESSER II Budget is due at the end of the week. The first community Forum on ESSER III was held in Hartland last week. Low attendance. ESSER III contains more compliance ticket items.

f. Employment changes within the Central Office. The Payroll Specialist has given her two-week notice, as she is moving to Maine. The Purchasing Agent is on intermittent FMLA leave. Some of the duties from payroll have shifted to the HR Director, and a position has been posted for a Human Resources Assistant to fill the vacated duties.

## VI. **Items for Discussion**

a. Budget Discussion

There are four parts to the SU budget: Early Childhood Program, Administration and Operations, Special Education, and Food Services. The SU Financials can be broken down into categories: Curriculum, Technology, and SU Office, which includes the Central Office and Superintendent. Having an SU budget helps each respective district save money by efficiencies in sharing labor and resources. Under this model, over the previous five years since the centralization of services began, the capital equipment expense has gone from a high of \$194,500 in 2018/2019 to anticipated \$121,500 in 2022/2023. Most of the money spent in the budget is kept locally: for MASD 74%, Hartland is 75.8%, and Weathersfield is 77.5%.

In creating the FY22/23 budget, there were assumptions made including: A .6 ELL teacher position which is required by law, 10% increase in health insurance, wage increases through negotiations, consideration of changing to ADM formula for food services, and not filling a DEI Coordinator or Program Coordinator for Food Services were assumptions made in the creation of the initial budget. There was one additional position increase between FY21 and FY22 budget and it was in the business office. The only addition for the FY23 budget is the .6 ELL position, and reallocating the Director of Operations into their own department and not under the Business Office.

The budget is connected to the POG/Strategic Plan in the following ways.

- Goal 1 Student Success and Engagement: Leader-in-Me (Curriculum), Comprehensive Assessment Plan (Curriculum), Middle School Model (Supt), ELL Teacher (Curriculum), Project-Based Learning (Curriculum), and Centralization of Curriculum Materials and Software (Curriculum).

- Goal 2 Culture and Student Wellness: Child Nutrition at no cost to student or families (Food Services), Diversity and Equity Work (Supt), Health and Wellness Team (School RN Leader), Trauma Informed Schools (Curriculum).
- Goal 3 Information and Communication: Weekly Updates (Supt), Website and Social Media (IT Services), Data Leader-Recovery Coordinator position paid through ESSER (Curriculum), Upcoming Forums ESSER/Recovery (Curriculum), Digital Registration (IT Services), and Information and Communications Leader, position filled in 9/1 re-org by Larry Dougher to Director of Finance and Operations.

The focus for the FY23 budget is to increase levels of professional level staff. Following Act 173 focusing on MTSS and intervention by professional level staff. Decrease in support staff to reflect attrition and need for direct instruction. This covers the added expense in health insurance and accounts for wage increases through negotiations. These are the hopeful intended results from those focused dollars.

- Building Capacity by: Supporting UDL, embedded special educators and support staff in classrooms, in-house programs (for example Life Skills), and commitment to community integration.
- Early Childhood Education: Building opportunities for flexibility for families with current resources, goals include extending the day and in turn increasing attendance, shared responsibility with ECP (Early Childhood Program) and ECSE (Early Childhood Special Education).

The total proposed FY23 budget is **\$10,789,415.00. Which represents a 5% total increase (2.89% Special Ed, 2.11% Admin and Operations)**. The general fund budget need has steadily decreased in the last four fiscal year budgets, starting with a high of \$1,400,978.00 in FY19/20, down to \$916K the following year, slight increase in FY21/22 to \$1.01 million, and finally landing at a new low of \$513,861.00 for FY22/23. These numbers represent a 20% increase in the budget for FY19/20, and this year is 5%. With these figures here's what the means for assessments:

- Hartland Equalized Pupil is 464.31, 32.95%, and ADM 267.00 24.70%
- MASD Equalized Pupil 633.03, 44.93%, ADM 600.00 55.50%
- Weathersfield Equalized Pupil 311.64 22.12%, ADM 214.00 19.80%

#### **Assessments:**

##### **Hartland FY 22/23**

- ECP 203,732, increase of 6.57%
- Admin/Operations 814,331, increase 12.65%
- Special Ed 1,076,410, increase .93%
- Food Services 88,660, decrease 18.37%

##### **MASD**

- ECP 277,751, increase 2.78%
- Admin/Operations 1,110,240, increase 8.65%
- Special Ed 1,467,553, decrease 2.66%
- Food Services 199,236, increase 29.77%

### **Weathersfield**

- ECP 136,737, increase .9%
- Admin/Operations 546,570, decrease 6.66%
- Special Ed 722,475, decrease 4.44%
- Food Services 71,061, decrease 7.7%

### **Total Assessment by District**

- Hartland 2,183,124, increase 4.5%
- MASD 3,054,780, increase 3.44%
- Weathersfield 1,476,843, decrease .28%

The Special Education assessment dollars are partially where they are because there are still open positions. The Director continues to look to hire additional staff. The SLP and Psych Services are currently running under budget, and may not end that way at the end of the year.

b. Tuition Policy (2nd Reading/Adoption)

Change the word towns to districts in the first line of policy.

c. Strategic/Recovery Plan

Presentation made to the board with data connected to goals within the strategic/recovery plan.

- Attendance and truancy data connected to SP/RP Goal 1.
- Assessment Data including: TMP, Exactpath, F+P, and MTSS connected to SP Goal 1/RP Goal 2.
- Panorama and Leader-in-Me for SP Goal 2/RP Goal 3.
- Information and communication data, including community forums and newsletters for SP Goal 3.

More to come again next month after more forums and more testing data is finalized as windows for testing close.

### **VII. Items for Action**

a) Adoption of Tuition Policy

Motion: Nancy Pedrick

2nd: Mark Yeungling

Vote: 10-0-0

### **VIII. Setting the Next Agenda**

Date: Monday, November 22 at 6:30 p.m.

Items: AntiRacism, SU Budget, ESSER II Overview, Testing Data (which will be under strategic/recovery plan), Special Ed Policy 1st reading, Negotiations (Supt), Special Ed Budget (including summer academy recap)

### **IX. Executive Session (VAS.T11 Section 313)**

Not needed

X. **Adjournment (9:17pm)**

Motion: Elizabeth Burrows

2nd: Rebecca Roisman

Vote: 10-0-0

Respectfully submitted,

Wendy Moody