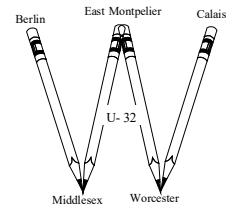


Washington Central Unified Union School District

WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.

1130 Gallison Hill Road
Montpelier, VT 05602
Phone (802) 229-0553
Fax (802) 229-2761



**Washington Central Unified Union School District
School Board Meeting /Retreat
(**In- Person with Virtual Option Available **)
U-32
930 Gallison Hill Rd. Montpelier, VT
Cafeteria
9.21.22 5:00-8:30 PM**

Virtual Option Available
<https://tinyurl.com/bdzu2vcr>

Meeting ID: 878 8532 4437

Password: 681122

Dial by Your Location: 1-929-205-6099

- | | |
|---|------------|
| 1. Call to Order | 4 minutes |
| 2. Adjustments to the Agenda | 5 minutes |
| 3. Welcome (5:00 PM) | 15 minutes |
| 3.1. Reception of Guests | |
| 3.2. Public Comments-Time limit strictly enforced, see note | |
| 4. Student Data Presentation –pg. 5 | 30 minutes |
| 5. Board Operations (Discussion/Action) | |
| 5.1. Board Education: Board Goals (Phil Gore, Facilitator) | 60 minutes |
| 5.2. Board Work Plan | 30 minutes |
| 6. Action Matters | 15 minutes |
| 6.1. Affirm Superintendent Evaluation Process & Timeline – pg. 22 | |
| 6.2. Appoint Student Board Member | |
| 6.3. Accept Board Member Resignation | |
| 6.4. Process for Board Appointment for Vacancy - pg. 24 | |
| 6.5. Personnel: Approve New Teachers, Resignations, Leave of Absence, and Changes in FTE – pg. 26 | |
| 6.6. Update on Vacancies | |

- 7. Finance Committee 15 minutes
 - 7.1. Informational Reports
 - 7.1.1. Monthly Business Office Reflections – pg. 29
 - 7.1.2. Capital Improvement Project Update – pg. 31
 - 7.2. Discussion/Action
 - 7.2.1. FY 24 Capital Improvement Project Budget – pg. 33
 - 7.2.2. Budget Timeline & Process – pg. 37
- 8. Policy Committee (Discussion/Action) 15 minutes
 - 8.1. Policy Review Cycle
 - 8.2. Second Reading for Policy to be Adopted: B1 Substitute Teachers – pg. 42
- 9. Consent Agenda (Discussion/Action) 5 minutes
 - 9.1. Approve Minutes of 8.17.22, 9.7.22 – pg. 44
 - 9.2. Approve Board Orders
- 10. Future Agenda Items 5 minutes
 - 10.1. Humanity & Justice Coalition Update
 - 10.2. Central Vermont Career Center Report
 - 10.3. VSBA Resolutions
- 11. Board Reflection 5 minutes
- 12. Public Comments 15 minutes
- 13. Adjourn

NOTE: To ensure the board has time to conduct its business, the board will adhere to a strict 1.5 minute public comment time limit per person. Microphones will be muted when time is up. If there is not enough time on the agenda for all members of the public wishing to comment at the beginning of the meeting, there is additional public comment at the end of the meeting.

WCUUSD Board Norms - Adopted November 18, 2020

- **Public input** – Notify the community about public forums and opportunities for public comment at board meetings.
- **Community involvement during regular meetings of the board** – Every meeting will include at least one opportunity for public comment. Public comment is an opportunity for board members to listen and ask clarifying questions. If a board member feels a concern raised in public comment warrants further board discussion, they may request that the issue be added to a future agenda.
- **Community dialogue** – The board may periodically schedule community forums that allow for dialogue, questions and answers from the board or the district leadership team.
- **Stay on time** – Start and end on time. The chair may appoint a time-keeper.
- **All voices will be heard** – Every board member gets a chance to speak. Some topics warrant having each board member speak in turn to ensure full representation.
- **Reflection** – To allow time for reflection, the chair and agenda steering committee will plan time for complex or contentious issues to be discussed at more than one meeting before the board votes, except where a decision is urgent.
- **Announcements in reports** – Announcements from the administration will appear in the reports and not as discussion items.
- **Role of the board** – At the end of each board meeting reflect on whether the board remained focused on its policy-making and oversight role during the meeting, rather than operational details that are the responsibility of leadership team.
- **Respect each other** – Listen, allow others to be heard, share concerns, assume positive intentions, be present, and celebrate successes.

AGENDA KEY

Agenda Section	Examples	Role/ Responsibility	Description
Call to Order	n/a	Board Chair or designee	Formal opening to meeting. Superintendent calls to order during annual reorganization
Public Comment			Opportunity for public comment on items not on the agenda. Board will adhere to a strict 1.5 minute public comment time limit per person. Microphones will be muted when time is up. If there is not enough time on the agenda for all members of the public wishing to comment at the beginning of the meeting, there is additional public comment at the end of the meeting.
Executive Session	Personnel Student Matter Negotiations		Only for discussion of items covered in VSA §313. Formal actions not taken in Executive Session
Reports to the Board	Superintendent/ COLT Student Report	Administration	Both regular/recurring reports and one-time reports happen here. One-time reports are determined by the Board workplan or requested by the will of the Board. Generally, reports invite clarifying questions but not formal discussion/action
Committee Reports	Finance Policy Education Quality	Board	Chair of the committee reports on substance of most recent committee meeting. Generally, reports invite clarifying questions; any discussion or action items would be listed in the respective section of the agenda.
Discussion Items		Board with input from administration	Items on the agenda specifically for discussion of the Board. Chair can seek input from audience during discussions. Generally not intended for action (although nothing prevents the Board from taking an action).
Action Items	Personnel approvals	Board	Items formally on the agenda for Board action. Discussion can occur after a motion is on the table.
Consent Agenda	Board Orders Minutes	Board	Designed for items that need proforma approval and/or are sufficiently routine. Board acts on all items in the Consent agenda and does not discuss any item unless it is pulled out during Agenda Adjustments.

WCUUSD Student Monitoring Report Presentation

WCUUSD School Board
September 21, 2022

STUDENT LEARNING OUTCOMES



WCSU exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.

**Our students will meet or exceed
rigorous standards for:**

CORE KNOWLEDGE

of essential academic subjects



Literacy



Math Content
& Practices



Physical
Education
& Health



Global
Citizenship



Artistic
Expression



Financial
Literacy



Scientific Inquiry &
Content Knowledge

TRANSFERABLE SKILLS AND BEHAVIORS

that prepare them for life-long
learning and success



Creative
& Practical
Problem
Solving



Independent &
Collaborative
Work



Informed,
Integrated
& Critical
Thinking



Effective &
Expressive
Communication



Self-
Awareness
& Direction



Engaged
Citizenship

WASHINGTON CENTRAL
SUPERVISORY UNION

WCUUSD Mission Statement

WCUUSD exists to nurture and inspire in all students the passion, creativity, and power to contribute to their local and global communities.



WCUUSD Student Learning Outcomes

- Core Knowledge:
 - Literacy
 - Mathematical Content and Practices
 - Scientific Inquiry and Content Knowledge
 - Global Citizenship
 - Physical Education and Health
 - Artistic Expression
 - Financial Literacy
- Transferable Skills and Behaviors
 - Creative and Practical Problem Solving
 - Effective and Expressive Communication
 - Engaged Citizenship
 - Working Independently and Collaboratively
 - Informed, Integrated, and Critical Thinking
 - Self-Awareness and Self-Direction

STUDENT LEARNING OUTCOMES



WCSU exists to nurture and inspire in all students the passion, creativity, and power to contribute to their local and global communities.

Our students will meet or exceed rigorous standards for:

CORE KNOWLEDGE

of essential academic subjects



Literacy



Math Content & Practices



Physical Education & Health



Global Citizenship



Artistic Expression



Financial Literacy



Scientific Inquiry & Content Knowledge

TRANSFERABLE SKILLS AND BEHAVIORS

that prepare them for life-long learning and success



Creative & Practical Problem Solving



Working Independently & Collaboratively



Informed, Integrated & Critical Thinking



Effective & Expressive Communication



Engaged Citizenship



Self-Awareness & Self-Direction

Why is monitoring important?

- The Board is accountable to the community to ensure that the district makes reasonable progress in achieving outcomes for students and that the system operates in compliance with all policies, laws, and regulations.
- In order to meet this obligation, the Board needs to regularly monitor both of these areas.
- In order for administrators to be able to produce evidence related to these areas, the Board should clearly identify the student learning outcomes and system operations outcomes it expects, based on the Board's vision, policy, strategic plan and goals.

Types of Assessment Data

Type	Purpose	Examples
Benchmark	To gather data several times a year to determine if students are making adequate progress in performance in relation to expectations and to monitor student progress over time	Benchmark Assessment System (BAS), Teaching Strategies GOLD, Letter/Sound ID, i-Ready Math Diagnostic
Diagnostic	To help identify a student's specific strengths and weaknesses for the purpose of planning instruction and identifying appropriate interventions	i-Ready Math Diagnostic, Primary Number and Operations Assessment (PNOA)
Formative	To inform instruction quickly and regularly	Exit ticket, Response log, Whiteboard
Screening	To identify students who are experiencing difficulty and are in need of further diagnostic assessment	High Leverage Assessment (math), Letter/Sound ID
Summative	To evaluate and verify learning over time and to aid in planning future instruction, evaluating curricular changes, and making school wide decisions regarding curriculum and instruction.	Smarter Balanced Assessment (SBAC), Vermont Science Assessment (VTSA), unit tests

The Importance of Triangulating Data

By “triangulating” your findings from multiple data sources—that is, by analyzing other data to illuminate, confirm, or dispute what you learned through your initial analysis—you will be able to identify your problem with more accuracy and specificity. When triangulating sources, it can be helpful to draw on different types of assessments (such as tests, portfolios, and student conferences) and on assessments taken at different intervals (such as daily, at the end of a curriculum unit, and at the end of a grading period or semester), and to look for both patterns and inconsistencies across student responses to the assessments.

From Data Wise: A Step-by-Step Guide to Using Assessment Results to Improve Teaching and Learning
by Boudett, City, and Murnane

WCUUSD Local Comprehensive Assessment Plan 2022-2023

Our WCUUSD Local Comprehensive Assessment Plan (LCAP) has been and will continue to be an integral part of ongoing learning, teaching and reflecting as we move forward and support all of our students.

The following tenets were applied to this version of our LCAP:

1. The use of trauma-informed practices and resiliency building will continue to guide our work. The social emotional well-being of our students, their families, and our staff will take precedence when conducting any assessments.
2. The engagement of students and the building of a classroom community are critical to student success and well-being.
3. The goals of assessment will always be to inform instruction and document student growth over time.
4. The use of ongoing formative assessments will play a critical role in documenting student growth in all areas.
5. A single assessment provides a lens, but certainly not the whole picture. There is a need to triangulate: to collect and consider information from multiple perspectives.

This version of the LCAP has been revised to reflect teacher feedback.

September-October		
i-Ready Diagnostic* *This first test in the school year is automatically assigned.	Reading	By October 6
BAS *Administer to students who were flagged by classroom teacher and interventionist in the spring of Grade 4 *Consider administering to students new to district	Reading	By October 6
i-Ready Diagnostic* *This first test in the school year is automatically assigned.	Math	By October 6
HLA for Grade 4	Math	By October 6
November		
WCUUSD Writing	Writing	By November 10

Monitoring Considerations

- Sources of data
 - Quantitative
 - Qualitative
 - Teacher voice
 - Student voice
- Disaggregation
- Comparative data
- Longitudinal data
- Performance data
- Growth data
- Student Learning Outcomes
- Changes in local and statewide assessments

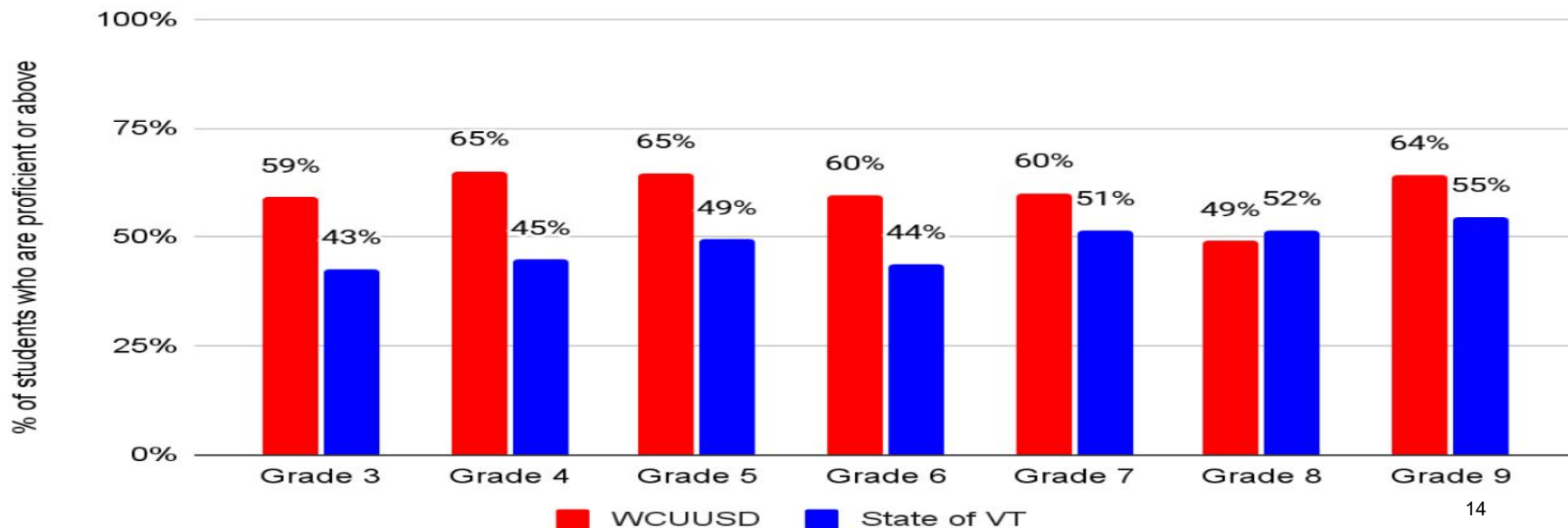


Statewide Data, Spring 2022

- The Spring 2022 data has not yet been publicly released.
 - Smarter Balanced Assessment (SBAC): Literacy and Math in Grades 3-9
 - Vermont Science Assessment (VTSA): Science in Grades 5, 8, and 11
 - Vermont Physical Education Assessment (VTPEA): Physical Education (not administered in 2021-2022)


Smarter Balanced Literacy (SBAC) Spring 2021

20-21 SBAC Literacy Data by Grade Level Compared to the State
% of students who are proficient or above



Local Common Assessments, Spring 2022

- Benchmark Assessment System (BAS): Literacy in Grades K-6
- Star 360: Literacy in Grades 6-10
- i-Ready Math Diagnostic: Math in Grades K-10

A banner for the i-Ready Diagnostic Assessment. The left side is a solid orange rectangle with the text "i-Ready Assessment" in small white font and "Diagnostic Assessment" in large white font. The right side is a photograph of two young girls in a classroom; one is wearing a purple hoodie and pink earbuds, looking down at a device.

i-Ready Assessment
Diagnostic Assessment

[Home](#) / [Programs](#) / [i-Ready Assessment](#) / [Diagnostic](#)

Discover What *i-Ready Diagnostic* Can Do

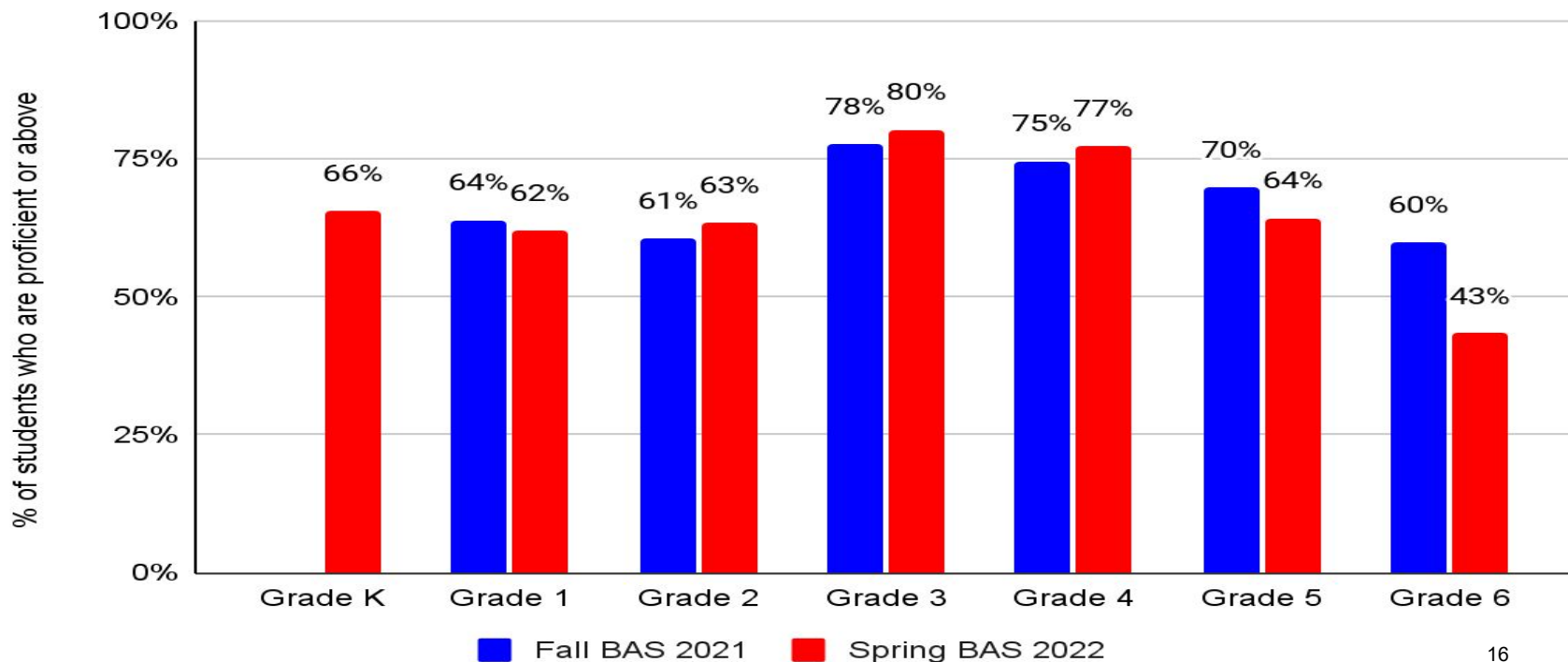
i-Ready Diagnostic is the heart of the *i-Ready Assessment* suite. It's designed with teachers in mind, to work on its own or with other *i-Ready* programs. The Grades K–12 Diagnostic manifests our core belief that all students can grow and achieve grade-level expectations. Use it to help educators see where students are, set high—but achievable—expectations for growth, and connect the right instructional tools to help them get there.

[TAKE THE I-READY TOUR](#)

District Wide Elementary Literacy Data by Grade

% of Students Who Scored Proficient or Above

Benchmark Assessment System (BAS), Fall 2021 and Spring 2022



Local Data, Math, Spring 2022

- Elementary and middle school report card data
- High school transcript data

Unit 1 Summative [PART ONE]: Applied Task → Due Monday, 11/2
Algebra 2

THE CANTOR SET

The following is a famous number set named and introduced by the terrific mathematical mind Georg Cantor in 1883.



Much like the Sierpinski Triangle, it is a fractal that is self-similar, meaning at different time scales of identical intervals it looks like itself. You can see an example of this below:



While studied extensively for the past 200+ years in various forms and fields, the **Cantor Set**, in its most common and modern form, is generated the following way:

- Take a segment of one unit 1 length
- Remove the middle third.
- Repeat the previous step with the remaining segments.

THE PATTERN FOR EACH SEGMENT

[LEVEL 2]

- Assuming the segment begins with a length of 1, generate a sequence of the first 5 lengths of the Cantor Set.



Amazing mathematicians!! I need your help! Next year I want to show my new 3rd graders how to multiply using all of these strategies that we have learned. Please solve at least one of the following problems using your favorite strategy. Remember to speak clearly and to use your math expert words.

$$3 \times 8$$

$$9 \times 7$$

$$17 \times 7$$

$$56 \times 5$$

UNDERSTANDING YOUR CHILD'S REPORT CARD & TRANSCRIPT

The purpose of the report card is to communicate your child's performance relative to our current expectations. The purpose of the transcript is to report your child's ongoing progress towards demonstrating proficiency in our graduation standards.

The Washington Central Supervisory Union (WCSU) is assessing and reporting student progress differently this year to reflect the Vermont Education Quality Standards of 2014 and WCSU's Student Learning Outcomes.

The "Standards" aligned with our Student Learning Outcomes are divided between "Core Knowledge" standards such as Literacy, Mathematical Content and Practices, and Artistic Expression; and "Transferable Skills" such as Creative and Practical Problem Solving, Working Independently and Collaboratively, and Self-Awareness and Self-Direction.

This guide has been prepared to give you a clear understanding of your child's current performance and progress toward meeting our school's expectations relative to these Standards; and to help you understand how we will report ongoing progress toward proficiency in the Standards.

It is important to note that not all Standards are addressed every year, nor are they assessed at all grade levels. Only the Standards that are being taught and assessed in a given year will appear on the report card.

We recognize that assessing and reporting performance on Standards aligned to our Student Learning Outcomes could potentially be confusing! Please be

IN OUR NEW REPORT CARDS, we indicate whether your child is on track for exceeding, meeting, progressing towards, or beginning to meet our school's expectations by using the following numbers:

- 4** = Your student is exceeding course expectations
- 3** = Your student is meeting course expectations
- 2** = Your student is progressing toward meeting course expectations
- 1** = Your student is beginning to meet course expectations
- NA** = Your student was not assessed on this Standard in this reporting period

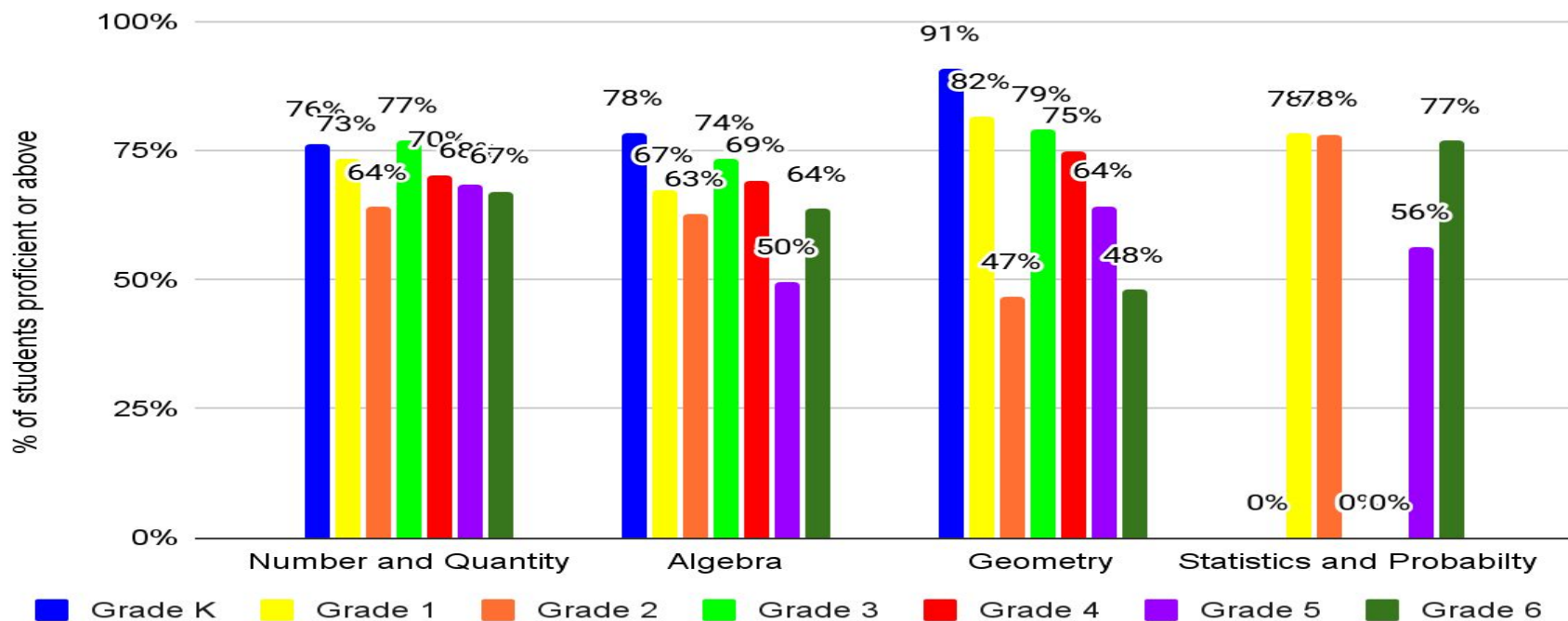
IN OUR NEW TRANSCRIPTS, we indicate your child's progress towards achieving proficiency in the Standards, at the graduation level, by using the following letters:

- B** = Beginning
- D** = Developing

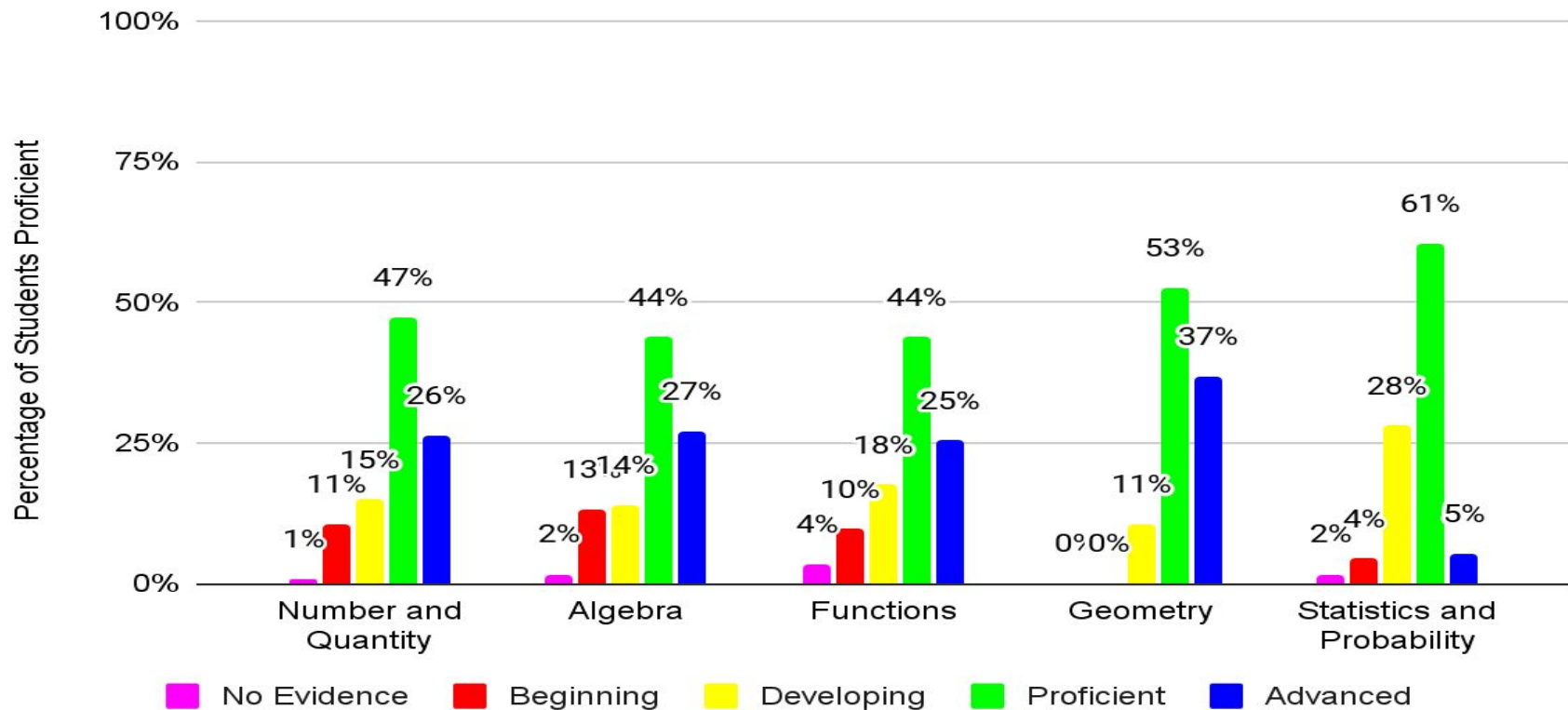
Elementary Math Report Card Data by Standard

% of Students Who Scored Proficient or Above

June 2022



PBGR Data Math for Current Grade 12, June 2022






Monitoring Questions to Consider

- Is this evidence of progress toward our mission?
- What are the implications of this information?
- Are these the right measures?
- What is missing?
- What measures are most important to us?
- What else?














School Board Role

- Education Quality Committee
- Monitoring
- Good questions
- Budget parameters
- Support schools to analyze data and make data-based decisions
- What else?

STUDENT LEARNING OUTCOMES   

WCSU exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.

Our students will meet or exceed rigorous standards for:

CORE KNOWLEDGE of essential academic subjects	TRANSFERABLE SKILLS AND BEHAVIORS that prepare them for life-long learning and success
 Literacy	 Math Content & Practices
 Physical Education & Health	 Global Citizenship
 Artistic Expression	 Financial Literacy
 Scientific Inquiry & Content Knowledge	 Creative & Practical Problem Solving
	 Independent & Collaborative Work
	 Informed, Integrated & Critical Thinking
	 Effective & Expressive Communication
	 Self-Awareness & Direction
	 Engaged Citizenship

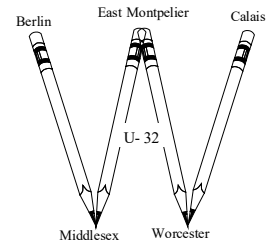
WASHINGTON CENTRAL SUPERVISORY UNION 21

Washington Central Unified Union School District

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1130 Gallison Hill Road
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Meagan Roy, Ed.D.
Superintendent



TO: WCUUSD School Board
FROM: Kari, on behalf of the Steering Committee
September 2022

Last year, we piloted a fresh start on our Superintendent performance evaluation process using the VSBA recommended rubric. This memo is meant to recap the results from last year's process and help prepare for the coming year.

To recap:

- VSBA advised us throughout the process and administered the rubric survey.
- They distributed the rubric survey electronically in early May and provided approximately three weeks to complete.
- We asked three groups to complete the survey and received varying response rate:
 - 9 of 14 school board members completed
 - 17 of 18 administrators
 - 1 self-assessment from Jen
- The results were compiled and shared with board members. We had a constructive discussion of the results in executive session in June.
- The Steering Committee then met with Jen to discuss the Board's assessment of the results and deliver a written memo which Jen and Flor signed for her personnel file.
- Given Jen was interim; we did not engage in goal setting for the following year.
- We identified a desire to incorporate results from staff and student/family climate surveys, asking the Leadership Team to administer each in alternating years with the results available in time for consideration during the evaluation.

We asked Board members to complete a survey providing feedback on the process and only received 5 responses. We received excellent ratings for:

- *The process helped the board fulfill its supervisory and contractual responsibilities to direct the work of the superintendent.*
- *The process helped us objectively assess superintendent performance and provide her with meaningful feedback and guidance*

and more moderate ratings for:

- *The process helped us develop a shared understanding of board expectations for superintendent performance.*
- *The process helped us strengthen relationships and build trust.*

Based on the survey ratings and comments, discussions with Meagan, and other reflections, here are recommendations for this year's performance evaluation:

- Going forward, I advise we complete the evaluation process by the end of February. Though that means the process will overlap with budgeting, we will benefit from the participation of any outgoing board members rather than brand new board members.
- To make the evaluation process more manageable and provide our Superintendent with our feedback over time, I advise breaking the evaluation process into at least two sections, say August/September and January/February. However, given Meagan is new, a single performance evaluation process makes sense this year.
- I suggest we set a goal that all board members complete the survey this year.
- I believe the process would be improved by indicating within the rubric some of the evidence that evaluators should consider. I would like to work with Meagan on a draft along those lines.
- There was a suggestion to review the rubric and potentially combine or add categories. The steering committee can draft an update in October and share it with the Board.
- Meagan is working with the Leadership Team to have the results of one climate survey available for the evaluation.
- This year's process ought to include goal-setting based on our findings and strategic priorities.
- I recommend we request Meagan propose first year goals that she believes are appropriate based on her understanding of priorities and capacity. The Steering Committee can discuss those with her and bring a recommendation to the board for approval by our November meeting.

Here is a draft calendar for our 2022-23 performance evaluation process:

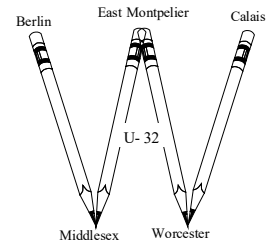
October	Board approves process, SC reviews rubric
November	Board approves rubric
December	Staff prepares rubric survey
January	Survey distributed, climate survey A results provided
February	Results compiled, Board discusses in executive session, steering committee meets with Meagan, goals established, summary document finalized

Washington Central Unified Union School District

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Meagan Roy, Ed.D.
Superintendent



TO: WCUUSD School Board
FROM: Flor Diaz-Smith
DATE: September 14, 2022
RE: School Board Opening

We are in the process of appointing a new Board Member. We will be accepting the resignation of Dennis Hill at our meeting.

We have shared the news of the resignation with our District Clerk Rosie Laquerre and she will inform the Middlesex Select Board of the vacancy in the Board. This allows them to express their thoughts regarding any candidates and make them aware of the resignation. The responsibility to appoint is on the School Board. As soon as they have received the letter from our clerk, we will post the opening broadly on the Middlesex FPF, our website, and other media platforms. We will be counting on all of you to let your communities know.

I drafted the language below with suggested dates for us to review at our meeting. My hope is to post right after our meeting and no later than September 26th.

Once we have the letters of interest we will interview and appoint. You will receive the questions in advance.

Please let me know if you have any questions or suggested edits.

Respectfully,

Flor Diaz Smith

Dear Middlesex Community,

The Washington Central Unified Union School District has one vacancy:
Middlesex Resident Board Vacancy

Governed by a 15 member board, our single-budget district consists of five town-based elementary schools and one regional middle and high school, serving the towns of Berlin, Calais, East Montpelier, Middlesex, and Worcester. We have 3 Board Members from each town that represent the hopes and dreams of ALL of our kids and residents in ALL of our schools and communities.

If you live in Middlesex and are interested in serving on the School Board please send a letter of interest addressed to the WCUUSD School Board by October 13, 2022 to School Board Chair: Flor Diaz Smith at fdiazsmith@u32.org or mail it to 130 Gallison Hill Road, Montpelier VT 05602

The Board intends to conduct interviews and appoint a new Board Member on October 19th. We are hoping to have a full Board by November. Please feel free to reach out if you have any questions of what a School Board Member does and what is the time commitment. No expertise needed, just a willingness to learn with us and help with the work. We have a very thoughtful and fun group. Please join us! The commitment to serve on the Board will be from November until next March when you can decide if you want to run for election in 2023.

Thank you,

Flor Diaz Smith

WCUUSD Board Chair

WCUUSD School Board
Superintendent Personnel Summary and Recommendations
(as of September 16, 2022)

- 1. New Teacher Nominations (for 22-23 school year)**
Rose Circelli – Berlin Elementary-Literacy Interventionist
- 2. Retirement**
- 3. Resignations**
- 4. Extended Leave of Absence Request**
- 5. Change in FTE**
- 6. Long Term Substitutes (22-23 School Year)**
Katherine “Kit” Walker: U-32 Math Long Term Substitute
- 7. Change in Position (22-23)**

6/189

Washington Central Supervisory Union
Employee Nomination Form

Name: Rose Ann Circelli

School: Berlin Elementary Employer (if different): _____

Position: Literacy Interventionist

Department/Area: Literacy

Type: ☐ Permanent ☒ One-Year Non-Renewable ☐ Temporary

Contract: ☐ Faculty ☐ Educational Support Personnel ☐ Non-Bargaining Unit

Reason for vacancy: ☒ Resignation/Retirement ☐ Leave of Absence ☐ New Position

[If leave of absence or resignation, name of terminated employee: Amy Accles

Educational Preparation:		
College	Degree	Date Attained
<u>University of Phoenix, AZ</u>	<u>Educational Admin</u>	<u>04/2013</u>
<u>Lyndon State College</u>	<u>Educational Admin</u>	<u>04/2013</u>
<u>Syracuse University</u>	<u>MA Education</u>	<u>05/1980</u>

Experience: Franklin NE Supervisory Union-Richford, VT-Resource Room Teacher, Literacy Instructor - 01/21-6/21

Years of Related Experience: _____

Salary Schedule Placement: M30+ Step 0 Start Date: 08/17/22 9/22

Salary or Wage Rate: \$ 77,388.00 Date of Board Appointment: _____

FTE: 1.0 Days / Year: 190 Hours / Day: 7.5

Interviewed by: Aaron Boynton, Tyler Smith, Ashlyn Smith, Megan Mitchell

This candidate is recommended for employment by: Megan Roy - Superintendent

cc: (check as appropriate): ☒ PERSONNEL ☒ PAYROLL ☐ SPED ☐ UNION ☐ BUILDING PRINCIPAL

**Washington Central Unified Union School District
Employee Nomination Form**

Name: Katherine "Kit" Walker

School: U-32 Employer: WCUUSD

Position: Math Long-Term Substitute

Type: ☐ Permanent ☐ One-Year Non-Renewable ☐ Pro-Rated Non-Renewable ☒ Temporary

Contract: ☒ Faculty ☐ Educational Support Personnel ☐ Non-Bargaining Unit

Reason for vacancy: ☐ Resignation/Retirement ☒ Leave of Absence ☐ New Position

[If leave of absence or resignation, name of terminated employee: Julie Kiefer

Educational Preparation:

College/Technical	Degree/Certificate	Date Attained
<u>Columbia Graduate School of Business</u>	<u>M.B.A. Finance/Accounting</u>	<u>1985</u>
<u>Bucknell University</u>	<u>B.S. Education/Mathematics</u>	<u>1977</u>

Experience: Aug 2005-Jun 2020 - Math Teacher, U-32 Middle & High School, East Montpelier VT; Aug 2000-Jun 2005 - Part-Time Academic Coordinator (Math White Table), U-32; Winter 2004 & 2005 - Math Long-Term Substitute, U-32; VT Level II Principal & Professional Mathematics Teaching Cert.; 1992-1994 - Associate Principal, 1990-1992 - Assistant Principal, Stowe MS & HS; 1987-1990 - Manager Financial Planning & Acquisitions & 1985-1987 Financial Management Associate, Dun & Bradstreet Corp, NY NY; 1977-1983 - Math Teacher, Montpelier High School, Montpelier VT; 1981-1982 - Fulbright Exchange Teacher, Bridgemary Community School, Gosport, England.

Years of Related Experience: 28 Years

Salary Schedule Placement: M30+ Step O Start Date: September 7, 2022

Salary or Wage Rate: \$407.31 Per Diem (\$77,388.00) Date of Board Appointment: n/a

FTE: 1.0 Days / Year: Per Diem Hours / Day: n/a

Contract Comments: _____

Interviewed by: U-32 20-year retiree in 2020

This candidate is recommended for employment by: Meagan Roy

Cc (check as appropriate):

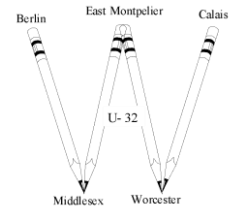
☒ PERSONNEL ☒ PAYROLL ☐ SPED ☒ UNION ☒ BUILDING PRINCIPAL

Washington Central Unified Union School District

WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.

1130 Gallison Hill Road
Montpelier, VT 05602
Phone (802) 229-0553
Fax (802) 229-2761

Meagan Roy Ed.D.
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne D. Gann, WCUUSD Business Administrator
RE: Monthly Reflections
DATE: September 8, 2022

We have begun the search to fill the Financial Accountant position at the Central Office. The essential duties and responsibilities for this position will be in accounts receivable, financial reporting and budget support, cash management, record retention, capital asset and grant tracking. We encourage anyone interested in this position to check out the link on the Job Openings page of the WCUUSD website: <https://www.wcsu32.org/Page/1304>.

August is a very busy time for the Finance Team.

- RHR Smith completed the onsite portion of the FY 2021-22 annual audit the week of August 8, 2022. We believe the audit is on track for reporting to the Board in December.
 - The annual statistical report was due to the AOE on August 15, 2022.
 - Personnel projections are updated for the new year based upon new hire salary and benefits.
 - Preparation for the FY 2023-24 budget development has started. We have begun with the Food Service and Community Connections funds, in anticipation of Board review in October. The initial requests for Special Education are coming together, based upon current student needs. This segment of the budget is somewhat of a moving target throughout the budget process. Students coming, going or newly identified for services may change the request as we move closer to Board approval.
-

At the District in-service this year we had 44 employees that were either new to the District or transferred to a new school building. We have continued to add to this number since the opening of school, as we fill remaining vacant positions.

Virginia must set new employees up in the payroll software, verify salaries and ensure each person is coded to the correct expense account and has all of the necessary pay types set

Monthly Reflections

up. Employees eligible for benefits must be enrolled in the selected plan and applicable payroll withholdings must be assigned. Employees vacating positions must be terminated in the payroll software, be notified of COBRA rights if they were enrolled in benefits and changed or terminated from the benefit plans. In addition, employees that transfer schools or change positions will have a change to their expense coding. Thank you to Virginia for her conscientious efforts to complete this work in such a short window of time.

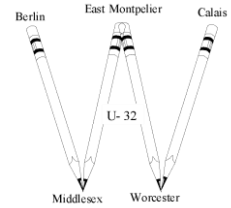
This year the District welcomed Christopher Pollard to Doty and Shannon Knowles to Rumney as the new school Administrative Assistants. These positions work closely with the Central Office Team in a variety of ways. Penny will work with them in the coming weeks to be certain they are adequately trained on accounts payable and purchase order entry processes, ensuring they have access to the accounting software, purchasing accounts and accounts payable email. Virginia will also give them additional guidance regarding their responsibilities for processing payroll. We look forward to welcoming them both to the WCUUSD Team and getting to know them better

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Meagan Roy Ed.D.
Superintendent



TO: WCUUSD Finance Committee and School Board
FROM: Susanne D. Gann, Business Administrator
Chris O'Brien, Director of Facilities
RE: Capital Improvement Project Updates
DATE: September 15, 2022

U-32 Middle and High School

Storm water: Construction on the storm water project completed August 22, 2022. A final inspection with the engineer will be completed in a couple of weeks once the grass has germinated. Tentative inspection scheduled for September 20, 2022. Final change orders will then be reconciled and payment issued.

Air Handling Unit (AHU) Upgrades: Work to improve AHU efficiency and increase the life of the units started on Friday, July 22, 2022. The initial parts shipped for AHU 4 were not correct. The existing squirrel cage is in usable condition, so it was determined a new one was not needed. The bearings and the shaft were replaced August 31, 2022.

Roof Replacement: Started work on July 15, 2022 with material delivery. Work began July 18th. The contract for this work allows completion to be done by August 15, 2022. Inspection was completed, and a few punch list items will need to be addressed. Once those are complete, stone needs to be moved back over the roof seams, which were left exposed for inspection. Will also have them install concrete pavers to protect the rubber membrane. Looking to complete this work in October either on 10/7 or 10/10. Final pay likely in December.

Bathrooms: Both bathrooms were ready and clean by the end of the day August 23, 2022. Nine of the ten bathroom mirrors were installed. The final mirror is anticipated installation on Friday September 9, 2022. We are addressing lighting questions for both the first and second floor bathrooms. Quotes for additional price fixtures are anticipated. A punch list was generated. The dividers between the urinals in the first floor Men's bathroom are waiting for replacement parts before they can be installed. 10/7 or 10/10 to return for completion.

Scoreboards: Due to availability of subcontractor personnel, the field hockey and softball scoreboards were ground mounted on September 6, 2022 and the baseball wall-mounted scoreboard will be done on September 16, 2022.

Field Hockey Field Refurbishment: Drainage improvements to the field should be a big improvement next year. When the storm water inspection is done on September 20, 2022, the remaining scope will be identified, confirmed and scheduled for spring. The Team will assess the ability of U-32 equipment and staffing to complete this work. We need to see if it is the size or type the engineer would recommend using. They should be able to do the aeration and fertilizing of fields in spring. Perimeter drainage and regrading of southwest corner of field to improve drainage. We should see visible improvements when the snow melts next spring.

Softball Dugouts: Original contract work is completed. Dugouts are done. We are looking to add doors to dugouts for safety. Looking at pricing for this now. This may not be able to be completed until November, depending on availability of staff and materials.

Windows: One added window is likely to be installed in October.

Calais Elementary

Kindergarten Ventilation: The project will be closed following the final review of the balance report.

Rumney Memorial Elementary School

Bathrooms: One punch list item remains to be addressed and should be completed in October.

District-wide Project

Security Review (Access and Cameras): Fran Mozgai and Rob Evans from Margolis Healy performed an on-site Security Program Assessment August 9-11, 2022. They spent time with the Leadership Team and met with administrators and maintenance personnel at each individual building. Some of the security improvements to be made will involve culture changes, and recommendations for strengthening routine background checks for volunteers and community use. An initial draft report is anticipated by September 10, 2022 with a final draft September 25, 2022.

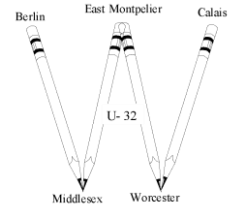
Summary: We are grateful for the efforts of all of our contractors to complete this volume of projects this summer. Special thanks to Bill Ford for his leadership as project manager. He has been an incredible asset for the district throughout, managing multiple contractors, sites, labor shortages and material shortages.

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Meagan Roy Ed.D.
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne Gann, WCUUSD Business Administrator
Chris O'Brien, Director of Facilities
RE: FY 24 Capital Improvement Project Budget and ARP ESSER Update
DATE: September 15, 2022

Review: At the May 18, 2022 meeting, the School Board authorized the development of the scope and budget for capital projects to be completed in FY 2023-24, totaling \$2,288,194. This amount was later increased to \$2,765,354 based upon the development of the parking lot scope and budget.

Update: The Superintendent authorized Engineering Ventures to proceed with bid development for the parking lot project, Margolis and Healy to proceed with a Safety and Security Program Assessment for the district-wide security work, and Black River Design to proceed with the scope and budget development for the remaining capital improvement projects.

Black River Design enlisted Roy Swain, P.E. of Kohler & Lewis Mechanical Engineering to summarize the specific scope of necessary work and provide us with a rough budget for each item. The budget included necessary electrical work, but is not a detailed cost estimate. The new scope and budget for this work is \$1,162,500, including estimated soft costs of 25%. Adding a 10% contingency for possible change orders during the project, the new budget estimate is \$1,278,750.

ARP ESSER Grant Timeline:

1. In April 2022 the Public Plan for ARP Spending was updated, meaningful engagement with the Leadership Team, Board, Community and staff was completed. Additional feedback was obtained and included support for the use of funds toward the completion of capital improvement projects.
2. In May 2022 the capital plan was presented at a Board community forum, with a proposal to use \$339,900 of ARP ESSER grant funds to offset the cost of identified indoor air quality projects to be completed in FY 2023-24.
3. In June 2022 the Board approved the capital improvement plan, and \$339,900 for ARP ESSER funds was set aside for the completion of the IAQ projects.

4. In July 2022 engineers began developing the scope and budget for the IAQ projects. This had to be obtained before a grant amendment could be submitted to the AOE.
5. In August 2022 the engineers provided the District with a rough order of magnitude budget for each scope item. The budget estimate for all mechanical work has increased to \$1,278,750, including soft costs and contingency.
6. Currently the school district has \$795,501 in unallocated ARP ESSER funds. This leaves \$483,249 after the current \$339,900 reserve for the completion of the IAQ projects.
7. We have begun the 6-month review and update of the district's Public Plan for ARP Spending. The U-32 HVAC Energy Recovery (ERUs) 20-year upgrade project has been identified as a possible investment for the full \$795,501 of unallocated funds.
8. In September and October another round of meaningful engagement with staff and the community will occur regarding the plan.
9. November 1, 2022 is the deadline for fully allocating the ARP ESSER funds in the AOE's Grant Management Software.
10. Since these are one-time grant funds, which must be used to ensure the continuity of education services, in relation to the COVID-19 pandemic, and we identified a necessary indoor air quality project which must be completed in the near future, it makes a great deal of sense to use the funds for the completion of the U-32 ERU project.

Summary: If the ARP ESSER funds are not allocated for the U-32 ERU project, the District will need to discuss alternatives for funding the completion of the work. If necessary, possible options will be explored in-depth and brought to a future Board meeting. Some alternatives could include:

- completing the ERU project over multiple years, which could result in an increase in cost and possible equipment down-time.
- increasing the General Fund transfer to the Capital Reserve Fund.
- transferring additional fund balance to complete the work.
- incurring additional debt to finance the project.

Recommended Board Action: The Board authorize the Superintendent to engage Black River Design to develop the necessary bid documents and vendor prequalification for the Doty AHU damper replacement, U-32 Boiler Circulator Pump Replacement and the U-32 HVAC Energy Recovery Units (ERUs) 20-year upgrade, for an amount not to exceed \$1,278,750.

FY 2023-24 Capital Improvement Project Update

Project Description	Status	Location	Approved Allocation To-Date	New Estimate
Paving - Parking Lot & Sidewalks	Bid Development	U-32	\$ 2,090,354	\$ 2,090,354
Security - Card / Camera System	Assessment Complete, awaiting report	Berlin, U-32	\$ 300,000	\$ 300,000
HVAC - VFD drive replacement	Work completed within operating budget	U-32	\$ 20,000	\$ 0
HVAC - AHU Damper Replacement, currently not adjustable	Scope & Budget Complete	Doty	\$ 20,000	\$ 6,875
Mech controller replacement	Work completed within operating budget	U-32	\$ 20,000	\$ 0
Boiler - Circulator pump replace #1	Scope & Budget Complete	U-32	\$ 20,000	\$ 34,375
HVAC - Energy Recovery Unit (ERU) 20 year upgrade	Scope & Budget Complete	U-32	\$ 250,000	\$ 1,237,500
Clerk of the Works-Allocate to projects	Scope & Budget Complete	Multiple	\$ 45,000	\$ 45,000
		Total	\$2,765,354	\$3,714,104

Washington Central Unified Union School District
Five-year Capital Improvement Budget - Proposed Amendment 09/21/2022
FY 2022-2023 through FY 2026-2027

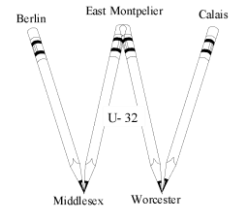
	Budget FY 2021-2022	Budget FY 2022-2023	Budget FY 2023-2024	Budget FY 2024-2025	Budget FY 2025-2026	Budget FY 2026-2027
Capital Fund Balance						
Beginning Capital Fund Balance	\$ 3,817,378	\$ 5,256,769	\$ 3,647,343	\$ 1,511,124	\$ 1,194,282	\$ 880,144
Plus General Fund Transfers to the Capital Reserve Fund	\$ 2,225,000	\$ 880,000	\$ 880,000	\$ 880,000	\$ 880,000	\$ 880,000
Plus Interest Income	\$ 19,646	\$ 21,754	\$ 13,807	\$ 3,125	\$ 2,266	\$ 1,196
Plus Possible Grant Funding	\$ -	\$ -	\$ 795,501	\$ -	\$ -	\$ -
Subtotal Fund Balance & Revenues	\$ 6,062,024	\$ 6,158,522	\$ 5,336,651	\$ 2,394,249	\$ 2,076,548	\$ 1,761,340
Less Expended to Date	\$ 805,255	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Projected Fund Balance at End of Current Year	\$ 5,256,769	\$ 6,158,522	\$ 5,336,651	\$ 2,394,249	\$ 2,076,548	\$ 1,761,340
Less Remaining Budget	\$ -	\$ 2,511,179	\$ 3,714,104	\$ 1,164,000	\$ 1,159,500	\$ 1,019,500
Less 3% Inflationary Factor on Future Projects	\$ -	\$ -	\$ 111,423	\$ 35,968	\$ 36,903	\$ 33,421
Projected Ending Capital Fund Balance	\$ 5,256,769	\$ 3,647,343	\$ 1,511,124	\$ 1,194,282	\$ 880,144	\$ 708,419
Less East Montpelier Capital Reserve Funds	\$ 906,035	\$ 886,035	\$ 886,035	\$ 741,035	\$ 641,035	\$ 641,035
Projected Capital Fund Balance Available for Future Projects	\$ 4,350,734	\$ 2,761,308	\$ 625,089	\$ 453,247	\$ 239,109	\$ 67,384

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Meagan Roy Ed.D.
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne Gann, Business Administrator
RE: Review and Approve Budget Timeline and Process
DATE: September 8, 2022

Recommended Board Action: The Board adopt the final version of the FY 2023-24 Washington Central Unified Union School District Budget Development Timeline, as updated September 8, 2022.

WASHINGTON CENTRAL UNIFIED UNION SCHOOL DISTRICT
BUDGET DEVELOPMENT TIMELINE
FY 2023 - 2024

July - Preliminary Budget Preparation

- Business Administrator to prepare budget documents and materials for Leadership Team and Finance Committee review in August.
 - Business Administrator and Superintendent review proposed Budget Development Timeline.
-

August – Preliminary Budget Preparation / Grant Fund Approval

- Retreat - WCLT reviews proposed Budget Development Timeline.
 - Retreat - WCLT discusses goals and plans that will impact requests for new services or reductions in service.
 - Retreat - WCLT reviews staff funded by grants and identifies what positions may need to move to the General Fund budget.
 - Retreat - Discuss initial staff survey for September distribution. Reflection on prior year for some and first impressions from others. Requests for expanded services or ways to reduce.
 - 9th – Finance Committee reviews proposed Budget Development Timeline and discusses parameters.
-

September - Preliminary Budget Preparation

- Business Administrator and Superintendent begin General Fund budget conversations with Administrators during weekly / monthly meetings.
- 7th- Community Forum
- 8th – Packet materials finalized for the WCUUSD Finance Committee.
- 13th – WCLT Special Ed budget discussions. Review para and new staffing requests.
- 13th - WCLT Food Service and Community Connections budget review.
- 13th - WCLT finalizes initial staff survey.
- 13th - Finance Committee approves Budget Development Timeline and priorities.
- 21st - WCUUSD Board reviews and approves Budget Development Timeline and priorities.
- 27th - WCLT reviews and approves the FY 24 Food Service & Community Connections budgets.

- 27th - WCLT continues discussions on new services and staffing requests, in preparation for FY 24 Budget Draft #1.
 - Initial staff survey sent out at the end of the month.
-

October – WCUUSD Enterprise Fund Approval and Budget Training

- 6th – Packet materials finalized for the WCUUSD Finance Committee/Board.
 - 11th – Finance Committee reviews and approves the FY 24 Dental, HRA, Food Service & Community Connections budgets.
 - 15th – Special Ed Plan (previously due to the AOE)
 - 19th – WCUUSD Board Budget Training.
 - 19th – WCUUSD Board reviews and approves FY 24 Dental, HRA, Food Service & Community Connections budget.
 - 25th – WCLT budget planning meeting. Review and finalization for FY 24 Budget Draft #1.
-

November – Develop WCUUSD FY 24 Budget Draft #1.

- Follow up staff survey sent out.
 - 2nd – Community Forum – Building a Vision before Building a Budget. Student achievement (fall assessments). Identify past and propose future investments for the budget.
 - 3rd - Packet materials finalized for the WCUUSD Finance Committee/Board.
 - 8th – Finance Committee reviews FY 24 Budget Draft #1.
 - 16th – WCUUSD Board reviews FY 24 Budget Draft #1 and provides feedback to Administrators.
 - 22nd – WCLT meeting to debrief feedback from the WCUUSD Board and guide the development of FY 24 Budget Draft #2.
 - Administrators have conversations with any people that *may* be affected by a reduction in force.
-

December – Develop WCUUSD FY 24 Budget Draft #2.

*****NOTE: Revenue information for budgets becomes available between December 1-15.**

- 6th – WCLT budget planning meeting. Review and finalization for FY 24 Budget Draft #2.
- 7th – WCUUSD Board reviews FY 22 audit and Fund Balance Projections for FY 23.

- 8th – Packet materials finalized for the WCUUSD Finance Committee/Board.
 - 13th – Finance Committee reviews FY 24 Budget Draft #2.
 - 21st – Community Budget Forum - presentation of changes from FY 24 Budget Draft #1 to Draft #2. WCUUSD Board discusses FY 24 Budget Draft #2 and provides feedback to Administrators.
 - **31st – Grand List and Common Level of Appraisal information available from Agency of Education**
-

January – Budget Meetings to Finalize Warning, Budget and Town Meeting Materials

- 3rd – WCLT budget planning meeting. Review and finalization for FY 24 Budget Draft #3.
 - 4th – WCUUSD Board reviews school board vacancies, language for the warning and annual report format.
 - 5th – Packet materials finalized for the WCUUSD Finance Committee.
 - 10th – Finance Committee discusses changes from FY 24 Budget Draft #2 to Draft #3 and prepares for the Community Forum presentation.
 - 18th – Community Forum- presentation of changes from FY 24 Budget Draft #2 to Draft #3. WCUUSD Board discusses FY 24 Budget Draft #3, finalizes and approves.
 - **19th – Final FY 24 Budget warned and other materials to the printers and Town Clerks.**
-

February

- Administrators work with the Director of Facilities to complete Capital Project Request Forms.
 - Business Administrator begins Five-year Capital Improvement budget conversations with Director of Facilities and Superintendent.
 - Administrators have conversations with any people that *are* affected by reduction in force.
 - 2nd - Packet materials finalized for the WCUUSD Finance Committee.
 - 7th – Finance Committee develops WCUUSD Board Communication and Outreach Plan.
 - 15th – WCUUSD Board reviews and approves Board Communication and Outreach Plan.
-

March

- WCLT prepares for hiring season and reviews para and new staffing requests.
- 8th - Community Forum - student achievement (winter assessments).
- 6th - Annual Meeting at U-32.

- 7th – Town Meeting Day Budget Vote Via Australian Ballot.
 - 14th – Finance Committee reflects on FY 24 Budget Development Process.
 - 15th – WCUUSD Board reflects on FY 24 Budget Development Process.
-

April

- WCLT reviews and approves Capital Improvement Project Plan and Multi-year Capital Improvement Budget.
 - WCUUSD Board reviews and approves Capital Improvement Project Plan and Multi-year Capital Improvement Budget.
 - Board identifies priorities and initiatives to direct the next budget plan.
-

May

- CFP and IDEA B grant budget developed.
-

June

- 7th - Community Forum - student achievement (post-secondary outcomes).
- Retreat - WCLT reviews Budget Development Timeline.
- Administrators complete CFP and IDEA B grant applications in GMS program and submit end of year reimbursement requests.

Required

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

POLICY: **B1**

WARNED: **8.17.22**

ADOPTED: _____

EFFECTIVE: _____

SUBSTITUTE TEACHERS

Policy

It is the policy of the Washington Central Unified Union School District to employ substitute educators who will meet the minimum qualifications outlined by Vermont Standards Board for Professional Educators (VSBPE) Rule, as well as the additional requirements established by this policy.

Qualifications

No person will be placed on the qualified substitute list unless that person has graduated from high school or has the equivalent of a high school diploma.

Unlicensed Persons

An unlicensed person may be employed as a substitute teacher for up to 30 consecutive calendar days in the same assignment. The superintendent may apply to the Vermont Standards Board for Professional Educators or its designee for emergency or provisional licenses as provided in VSBPE Rules 5350 and 5360.

Licensed Educators

A substitute teacher who is licensed but not appropriately endorsed for the position of employment may fill a position for thirty consecutive calendar days in the same assignment. The superintendent may apply to the Vermont Standards Board for Professional Educators or its designee for an additional 30 days for specific substitute teachers, or for provisional licenses as provided in VSBPE Rule 5350.

Administrative Responsibilities

A list of qualified substitute teachers, organized by grade level and subject, will be developed by the superintendent or their designee for all schools in the district.

The superintendent or designee will provide substitute teachers with information on the prevention, identification, and reporting of annual mandated trainings and child sexual abuse, as required by 16 V.S.A. 563(a). Each teacher under contract will compile a packet of information containing pertinent substitute teacher information as defined by the principal.

Substitute teachers will be paid wages as determined by the superintendent from year to year. Distinctions in pay level may be made based on the need for the substitute teacher to prepare lessons and assess and record student progress, on the length of service and on the credentials of the substitute teacher.

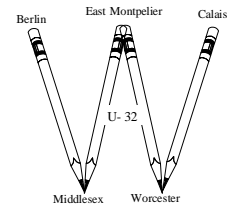
Legal Reference(s): *Vt. Standards Board for Professional Educators Rules §§5381 et seq.*
 16 V.S.A. §558 (Employment of school board members)
 16 V.S.A § 563a (Prevention, identification and Reporting of Child Sexual Abuse)
 16 V.S.A. §251 et seq. (Access to Criminal Records)

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Meagan Roy Ed.D.
Superintendent



Washington Central Unified Union School District School Board Meeting Minutes 8.17.22 6:00-9:00 PM U-32 930 Gallison Hill Rd. Montpelier, VT

Board Members Present: Diane Nichols-Fleming, Ursula Stanley, Lindy Johnson, Jonas Eno-Van Fleet, Chris McVeigh, Daniel Keeney, Mckalyn Leclerc, Eric Andersen (by phone), Dennis Hill, Maggie Weiss

Administrators Present: Superintendent Meagan Roy, Jen Miller-Arsenault, Kerra Holden, Aaron Boynton, Karoline May, Susanne Gann, Stephen Dellinger-Pate, Cat Fair, Alicia Lyford, Gillian Fuqua, Chris O'Brien, Mark Kline, Michelle Ksepka

Others Present: ORCA Media, David Lawrence, Alice S

1. Call to Order: Jonas Eno-Van Fleet called the meeting to order at 6:00 p.m.

2. Executive Session – Student Matter/Personnel: This is tabled tonight, with Flor Diaz Smith's absence. Diane Nichols-Fleming asked if we are within legal timelines if we table this tonight; Jonas Eno-Van Fleet noted that we are.

3. Welcome: Jonas Eno-Van Fleet welcomed those present, including guests.

3.1. Reception of Guests

3.2. Public Comments: Jonas Eno-Van Fleet invited public comments; none were heard.

3.3. Agenda Revisions: none, except the tabling of Executive Session.

4. Reports

4.1. Superintendent

4.1.1. Welcome Back: Superintendent Roy noted that today was the first day back for teachers in their buildings. Tomorrow is Convocation; she invited board members if they care to attend. She noted that August is a very busy time; her update next month will have more detail after the start of the school year.

4.1.2. COVID-19 Update: Superintendent Roy shared updated COVID-19 guidance for the start of the school year. She highlighted the updated guidance, which is rooted in monitoring symptoms, staying home when sick, testing when symptoms are present, isolating in the case of positive COVID-19 test. She invited any questions from those present about the updated COVID-19 guidance. Jonas Eno-Van Fleet asked, with the COVID-19 MOU with staff having expired, does she anticipate an updated MOU? Superintendent Roy shared that Labor Management meetings will begin in September and she is not sure whether this will come up in conversation; this issue has not come up yet. Mckalyn Leclerc asked whether there are any limitations on visitors to the buildings? Superintendent Roy shared that there are no limitations to visitors except with the same guidance around COVID-19 exposure or symptoms. Chris McVeigh asked, and Superintendent Roy clarified: Maria Melekos is the full time nurse at Calais School; she is no longer in the position of COVID-19 coordinator. She noted that our contract allows for teacher leader positions, and there is the possibility of benefitting from COVID-19 consultation from, for example, a school nurse position that is designated as such. This may evolve as needed.

5. Board Operations

5.1. Board Retreat: Superintendent Roy shared the intention to debrief from the recent board retreat, especially for the benefit of those who were not able to attend. The hope is to continue a “Board Retreat, Part 2” at the September 7th board meeting. She invited board members to share from the retreat. Lindy Johnson stated that she appreciated the presentation from Pietro Lynn; she felt that it was very pertinent to board members and that he was responsive to questions from the board. Ursula Stanley reiterated Lindy’s feedback that Pietro’s presentation was useful. She noted that the second presentation from Mr. Gore was more of a back and forth conversation around student outcomes and policies and procedures; she found this to be useful, too. Chris McVeigh stated that he took away from Pietro the concept of the question of whether boards “should” even though they “could” (for example, address or manage certain issues.) Chris McVeigh also felt that the idea of doing some sort of review or study of the book Improving School Board Effectiveness. A Balance Governance Approach. would be meaningful to the board. He liked the format of back and forth discussion rather than “lecture.” Daniel Keeney agreed with what others had stated about the retreat; he would like to have more information about Open Meeting Law. He agreed that the discussion of “could” versus “should” regarding board roles and communications was interesting and he would like to discuss this further with the expertise of Pietro Lynn. He noted that Pietro had offered to share the power point from his presentation; Superintendent Roy will follow up. Superintendent Roy shared that academic outcomes, community engagement and long term planning were themes that came up in the board retreat discussions and she would like to affirm that these continue to be the goal areas and talk more specifically about how to identify these goals and create a work plan, hopefully at the “Retreat Part 2” meeting. Mckalyn Leclerc expressed disappointment that she was unable to attend; she asked whether there is a reviewing document.

- 5.2. Appoint Superintendent as VSBIT Proxy:** Chris McVeigh moved to appoint Superintendent Roy as VSBIT Proxy this year. Seconded by Ursula Stanley, this motion carried unanimously.
- 5.3. Appoint Voting Member for the VSBA Annual Meeting:** Chris McVeigh moved to appoint Ursula Stanley for VSBA Annual Meeting voting member. Seconded by Daniel Keeney, this motion carried unanimously.
- 5.4. Board Meeting Remote/Hybrid/In-person/Location:** Chris McVeigh noted that he would like to resume in person meetings and to rotate to each of the schools as we have done in the past; he would like to allow online access for those who are not able to attend in person. Ursula Stanley shared that she would like to resume in person as well, but to be sure to allow for a hybrid option; she is under the impression that the elementary schools do not have the technical ability to offer a hybrid option. Mckalyn Leclerc also indicated that she would like to resume in person but to continue to offer an online option, as this allows for more equity in board participation. Ideally she would like to rotate the location, but if technology is an issue at the other schools then she feels it is important to have it at, for example, U-32 where technology allows for the hybrid option. Diane Nichols-Fleming stated that we have discussed this in the past and she feels it is important to rotate to each of the schools, as we are a unified district. She feels we could address the technology issues at each location to allow for hybrid options. She noted that when weather is questionable, having the option for online is preferable. Lindy Johnson stated that in the past we had one meeting per month at an elementary school; she feels that we should be able to make this work (regarding technology.) The meeting that we are designating as a community forum, we could have at each elementary school once a month. She would like the agendas to clearly delineate the location of the meeting - for example, tonight's agenda appeared that the meeting takes place at U-32 whereas it is via zoom. Daniel Keeney agrees with the idea of rotating to each school; he would like to hear input from the administrators at the schools to hear whether this has an impact. Maggie Weiss reminded the board that it wasn't too long ago that each elementary school hosted its own board meeting so feels this is not a huge hurdle. She would like to have the meetings in a room with better acoustics (for example, a room that has a rug as opposed to U-32's cafeteria.) She also noted that the agenda and the board information tonight were not clear whether the meeting was in person or online. Dennis Hill indicated that he is in favor of the hybrid option that has been discussed. Superintendent Roy will get information from technology about the logistics of having remote access to meetings rotating at each of the elementary schools. She proposes to the board that the September 7th Community Forum be an in person event, a meet the superintendent/ meet the school board event. She suggests that the September 21st meeting be for "Board Retreat, Part 2" as well as some data review as had been indicated in the spring. She suggested that the September 7th meeting could be an opportunity for her to share her findings regarding technology at the various schools for rotating hybrid board meetings. Mckalyn Leclerc shared the Open Houses at each of the schools are great opportunities as well for board members to meet families. Jonas Eno-Van Fleet recapped that there seems to be consensus that the board would like to meet in person but allow for hybrid options. He noted that he personally is not comfortable with in person meetings and

he will wear a mask; he stated that he has felt fully able to participate in board meetings remotely.

- 5.5. Staff Appreciation:** Diane Nichols-Fleming shared that she would like to get a sub-committee together to take part in staff meetings quarterly and to plan how to recognize staff throughout the school year. She suggested that board members might want to send a “welcome back” note of appreciation to staff. She will work with Flor Diaz Smith about plans to create a sub-committee and begin the work this year.

6. Finance Committee

6.1. Informational Reports

- 6.1.1. Monthly Reflection:** Susanne Gann had provided a written reflection; she invited questions or comments from the board. Lindy Johnson asked whether there was a plan to replace the vacant position in the Finance Office. Susanne Gann stated that she is currently working on reviewing the roles and tasks of the various positions in the Finance Office and is hoping that the position will be posted next week. Diane Nichols-Fleming asked whether there are items aside from propane and fuel that might affect the budget spending projections for this year. Susanne Gann stated that she might have more information in September, for example, around salaries and benefits. Diane Nichols-Fleming asked whether we have data yet to consider the future of Free Meals. Susanne Gann stated that we are still gathering information and data and we will have more to share at the October meeting however; at this time there is not a lot of consistent information coming from the government around what is the future of Free Meals, long term. Chris McVeigh asked for some clarification around wood chips versus wood pellets projected costs for this year. Chris McVeigh asked whether we are planning to bid in November, for next year. Susanne Gann affirmed, that is the plan; purchasing in November (early) typically saves money. Jonas Eno-Van Fleet appreciated the comment that had been included in the reflection around having a surplus not necessarily being a positive thing (related to the “human cost.”) Chris McVeigh asked whether we are expecting any more grant money related to COVID-19 funds. Susanne Gann stated that we continue to pay attention; we have not spent or allocated all of our funds yet; we are currently in the process of working on some plans for projects for grant money.

6.1.2. Quarterly Financial Update

- 6.1.3. Capital Improvement Project Updates:** Daniel Keeney asked what are the possible grant opportunities for the boiler project and how this affects the capital improvement plan. Ursula Stanley noted that the board intends to discuss and take action related to the boiler projects; Daniel’s questions may be answered during that agenda item.

6.2. Discussion/Action

- 6.2.1. Calais, East Montpelier, and U-32 Boiler Projects:** Chris O’Brien shared that upgrades at East Montpelier and U-32 are recommended, and replacement to the Calais system is recommended. He noted that there is the opportunity to use grant money for some of the projects. The timeline for the projects is not clear yet, especially full

replacement of the Calais boiler. Susanne Gann clarified that we believe that the East Montpelier and U-32 upgrades can be done in a way that they won't impact school or other projects in the summer (e.g. projects completed in April.) Chris McVeigh asked what is the concern with the Calais replacement not being done in time for an end of 2023 deadline? Chris O'Brien stated that the funding deadline is July 2023 and it is not clear whether this project can be completed by that deadline. He shared some specifics about the boiler upgrade/ update projects (East Montpelier and U-32). Chris O'Brien shared some of the planning and work that will be involved in a total replacement (at Calais) and how it might be not possible to complete by July 2023. Daniel Keeney asked whether these systems have backup - Chris O'Brien shared that all three have oil backup systems; however, the savings when using wood chips and pellets (depending on the climate) is significant. Chris O'Brien shared that the grant money for these projects is significant. He shared that the Calais replacement would be for wood pellet (as opposed to wood chip). **Jonas Eno-Van Fleet moved that the Board authorize moving \$250,000 from the FY 2024-25 boiler replacement at Calais Elementary School to FY 2022-23 and authorize the use of capital reserve funds to develop the scope and budget and proceed with the design development and bid documents for the project. Seconded by Eric Andersen, this motion carried unanimously.** **Jonas Eno-Van Fleet moved that the Board authorize moving \$250,000 from the FY 2024-25 boiler replacement at East Montpelier Elementary School and U-32 Middle and High School. Seconded by Eric Andersen, this motion carried unanimously.** **Jonas Eno-Van Fleet moved that the Board authorize the Superintendent to sign contracts with Messersmith Manufacturing for the boiler system upgrades at East Montpelier and U-32, not to exceed a total of \$250,000 contingent upon the state providing a bid waiver due to a sole source for proprietary equipment. Seconded by Lindy Johnson.** Discussion: Chris McVeigh noted that this motion does not include Calais; Susanne Gann stated that it was intentional, as we don't have the scope and budget yet for the Calais project. **This motion carried unanimously.** Chris McVeigh noted that he gets nervous about using 2% as a fund balance guidance. Susanne Gann stated that the Finance Committee has begun to discuss what is the right fund balance target; she noted that there are many recommendations from different angles; this is something that is up for discussion; she hopes that we will be bringing a proposed plan to the board in the next few months.

7. **Policy Committee:** Chris McVeigh shared that the Policy Committee met for the first time in August and talked about review and updating of policies; he is meeting with Superintendent Roy and Michelle Ksepka to create a plan for this over the course of the year. He also noted that the committee discussed the issue of school choice and will engage with the entire board about this concept before bringing forward a policy related to school choice.

7.1. First Reading for Policy to be Adopted on September 21, 2022: B1 Substitute

Teachers: Maggie Weiss asked whether G.E.D. is included in this consideration; would it be beneficial to have this explicitly included in the verbiage of the policy. Jonas Eno-Van

Fleet asked for a summary of the committee's discussion around this policy creation. Dennis Hill shared that the committee had discussed two topics: are we setting the bar too high? as well as consideration of the shortage that we are facing in staffing at this time. He noted that the policy continues to indicate "preferred" criteria. Chris McVeigh stated that the committee had also discussed whether we should consider "sun setting" this policy, being aware that it is a modification that is meant to address an urgent shortage at this time. Lindy Johnson stated that having college students substitute can be beneficial to all, including that it allows college students who might not be considering education to be exposed to the idea of pursuing education as a career. Daniel Keeney suggested some language for broader language, to include, for example international students. Language under qualifications will be modified: "person with high school diploma or its equivalent." This policy will be moved to second reading/ adoption on September 21st.

- 7.2. Second Reading for Policy to be Adopted: C8 Pupil Privacy Rights: Diane Nichols-Fleming moved to adopt this policy as presented. Seconded by Ursula Stanley, this motion carried unanimously. C1 Student Education Records: Ursula Stanley moved to adopt this policy as presented. Seconded by Dennis Hill, this motion carried unanimously. C14 Section 504 & ADA Grievance Policy for Students & Staff:** Chris McVeigh explained that the committee wanted to make clear that this is not the only method for appeal. Maggie Weiss asked, is this policy new? We have not had this policy in place? Chris McVeigh is not sure; he shared that we used the VSBA's recommended model policy. **Ursula Stanley moved to adopt this policy as presented. Seconded by Diane Nichols-Fleming, this motion carried unanimously.** Daniel Keeney asked about the annotation and legal citation in the body of the policies. Chris McVeigh stated that we use the VSBA's model which includes these citations. He noted that the VSBA provides updated policies as legislation is updated.

8. Consent Agenda

- 8.1. Approve Minutes of 6.15.22, 6.22.22, and 6.23.22: Lindy Johnson moved to accept the minutes of June 15, 22, 23, 2022. Seconded by Ursula Stanley. This motion carried unanimously.**
- 8.2. Approve Board Orders from 6.30.22, 7.20.22, and 8.17.22: Lindy Johnson moved to approve the following three board orders: Date: 6-30-22 in the amount of \$11,287,461.80. Seconded by Ursula Stanley, this motion carried unanimously. Date: 7-20-22 in the amount of \$427,612.36. Seconded by Chris McVeigh, this motion carried unanimously. Date: 8-17-22 in the amount of \$986,657.75. Seconded by Ursula Stanley, this motion carried unanimously.**

9. Personnel

- 9.1. Approve New Teachers, Resignations, Retirements, Leave of Absence, and Changes in FTE: Lindy Johnson moved to approve new teacher nominations: Uriah Proctor-Mattingly, Christiana Usenza, Olga Benoit, Honi Bean Barrett, Maryellen Munday. Seconded by Chris McVeigh.** Jonas Eno-Van Fleet shared that two of the

candidates seem to have no connection to Vermont, which is very exciting, indicating that we are recruiting and bringing new people into Vermont. **This motion carried unanimously. Lindy Johnson moved to approve long term substitute: Maxwell Segalla. Seconded by Ursula Stanley, this motion carried unanimously. Lindy Johnson moved to approve change in position for Margaret Dawkins. Seconded by Ursula Stanley, this motion carried unanimously**

- 9.2. Update on Vacancies:** Superintendent Meagan Roy shared that there has been a lot of activity and work in the last few weeks around hiring new staff. She shared that we have made good progress on vacancies but some still remain; they are centered around interventionists and special education positions. She stated that the SLP vacancies are leading to discussions about the possibility of contracting with outside services. She will keep the board apprised. We continue to have support staff vacancies; however, she noted that this is ever-changing. She feels that we are in better shape than some of our neighbors; this continues to be a universal challenge. Superintendent Roy explained briefly how Act 173 creates some flexibility about providing special education services as of July 1, 2022. Superintendent Roy shared that we have hired for a Driver's Education instructor.

10. Future Agenda Items

10.1. Diversifying the Educator Workforce and Hiring

10.2. VSBA Resolutions

- 11. Board Reflection:** Chris McVeigh thanked Jonas Eno-Van Fleet for chairing the meeting tonight.

- 12. Public Comments:** Jonas Eno-Van Fleet invited public comments. David Lawrence noted that it was difficult to join the meeting tonight; it requires that you provide a full name and there was not the capability to do that. He asked for these technical issues to be rectified so the public is able to join the meetings in the online format.

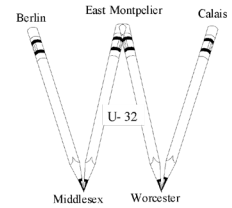
- 13. Adjourn:** The meeting adjourned by consensus at 7:42 p.m.

Respectfully submitted,
Lisa Grace, Board Recording Secretary

Washington Central Unified Union School District

WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.

1130 Gallison Hill Road
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**Washington Central Unified Union School District
Community Forum & Special School Board Meeting
IN-PERSON at U-32
930 Gallison Hill Rd. Montpelier, VT
Cafeteria & Rm 128/131
9.7.22 6:00-8:00 PM**

Board Members Present: Flor Diaz Smith, Jonas Eno-Van Fleet, Ursula Stanley, Mckalyn Leclerc, Natasha Eckart Baning, Kari Bradley, Eric Andersen

Administrators Present: Superintendent Meagan Roy, Director of Technology Mark Kline

Others: David Lawrence, ORCA

1. Community Forum (Cafeteria)

1.1. Meet & Greet (6:00-7:00 PM)

2. Call to Order (Room 128/131): Flor Diaz Smith called the meeting to order at 7:07 p.m.

Flor Diaz Smith reported that prior to this meeting we had a great meet and greet with the community, and the board had received meaningful feedback from some of the attendees. Kari Bradley noted that he appreciated the questions and engagement from the attendees.

3. Personnel:

3.1. Approve New Teachers, Resignations, Retirements, Leave of Absence, and Changes in FTE: Jonas Eno-Van Fleet moved to approve the hire of Nancy Robinson, 0.20 FTE Health/ Physical Education at Berlin Elementary. Seconded by Ursula Stanley, this motion carried unanimously.

3.2. Update on Vacancies: Superintendent Roy shared that we continue to work on filling vacancies. We continue to have a literacy interventionist position vacant at Berlin as well as a para educator vacancy. She shared some of the vacancies at U-32 in food service and maintenance; she noted some chronic vacancies in speech/ language and special educator positions; however, we are getting ready to enter contracted services for speech services; one virtually and one in person. David Lawrence noted that he regrets that the first half of the meeting was not available to anyone online or via video recording. He indicated that the agenda should be more clear about this. One of the positive outcomes of COVID-19 has been the availability of remote access which created a greater opportunity for engagement. He would like to see this continue in a smoother and clearly communicated way so that the public can engage online if they choose.

- 4. Executive Session: Negotiations/Personnel/Student Matters: At 7:12, Jonas Eno-Van Fleet moved to go into Executive Session for the purpose of discussing personnel matters, followed by student matters, and inviting Superintendent Meagan Roy. Seconded by Ursula Stanley, this motion carried unanimously and the board went into Executive Session.**
- 5. Adjourn: The board adjourned by consensus at 8:35 PM.**

Respectfully submitted,
Lisa Grace, Board Recording Secretary