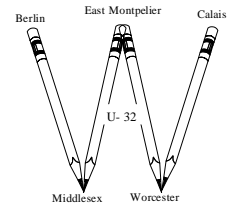


Washington Central Unified Union School District

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
U-32
930 Gallison Hill Rd. Montpelier, VT
Cafeteria
8.17.22 6:00-9:00 PM**

Virtual Meeting Information

<https://tinyurl.com/2s35eyuk>

Meeting ID: 878 8532 4437

Password: 681122

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

- | | |
|--|------------|
| 1. Call to Order | 4 minutes |
| 2. Executive Session – Student Matter/Personnel | 20 minutes |
| 3. Welcome | 15 minutes |
| 3.1.Reception of Guests | |
| 3.2.Public Comments-Time limit strictly enforced, see note | |
| 3.3.Agenda Revisions | |
| 4. Reports | 15 minutes |
| 4.1.Superintendent | |
| 4.1.1. Welcome Back | |
| 4.1.2. COVID-19 Update – pg. 4 | |
| 5. Board Operations (Discussion/Action) | 35 minutes |
| 5.1. Board Retreat | |
| 5.2. Appoint Superintendent as VSBIT Proxy – pg. 6 | |
| 5.3. Appoint Voting Member for the VSBA Annual Meeting | |
| 5.4. Board Meeting Remote/Hybrid/In-person/Location | |
| 5.5. Staff Appreciation | |

- | | |
|---|------------|
| 6. Finance Committee (Discussion/Action) | 40 minutes |
| 6.1. Informational Reports | |
| 6.1.1. Monthly Reflection – pg. 8 | |
| 6.1.2. Quarterly Financial Update – pg. 10 | |
| 6.1.3. Capital Improvement Project Updates – pg. 14 | |
| 6.2. Discussion/Action | |
| 6.2.1. Calais, East Montpelier, and U-32 Boiler Projects – pg. 17 | |
| 7. Policy Committee (Discussion/Action) | 15 minutes |
| 7.1. First Reading for Policy to be Adopted on September 21, 2022: B1 Substitute Teachers – pg. 21 | |
| 7.2. Second Reading for Policy to be Adopted: C8 Pupil Privacy Rights; C1 Student Education Records; C14 Section 504 & ADA Grievance Policy for Students & Staff – pg. 25 | |
| 8. Consent Agenda (Action) | 10 minutes |
| 8.1. Approve Minutes of 6.15.22, 6.22.22, and 6.23.22 – pg. 32 | |
| 8.2. Approve Board Orders from 6.30.22, 7.20.22, and 8.17.22 | |
| 9. Personnel | 5 minutes |
| 9.1. Approve New Teachers, Resignations, Retirements, Leave of Absence, and Changes in FTE – pg. 42 | |
| 9.2. Update on Vacancies | |
| 10. Future Agenda Items | 5 minutes |
| 10.1. Diversifying the Educator Workforce and Hiring | |
| 10.2. VSBA Resolutions | |
| 11. Board Reflection | 5 minutes |
| 12. Public Comments | |
| 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

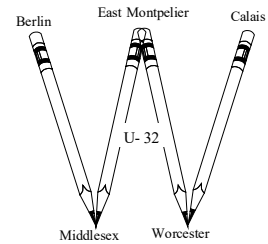
- **Public input** – Notify the community about public forums and opportunities for public comment at board meetings.
- **Community involvement during regular meetings of the board** – Every meeting will include at least one opportunity for public comment. Public comment is an opportunity for board members 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.

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Meagan Roy Ed.D.
Superintendent



TO: WCUUSD School Board
FROM: Meagan Roy, Superintendent
DATE: August 17, 2022
RE: Health & Safety Updates

As the district prepares to welcome faculty, staff, students & families back for the 2022-2023 school year, we have been monitoring the current COVID19 guidance from the Vermont Department of Education and Vermont Department of Health and preparing to update our procedures. On August 10th, the two Agencies issued a joint [memo](#), providing updated information about the guidance for schools. This report includes a summary of this guidance, which was also included in my Welcome letter to begin the school year. It is also included within our student & family handbooks for each building.

WCUUSD will implement the health and safety guidance from the Vermont Department of Health and the Vermont Agency of Education which will reflect the current impact that the COVID19 virus is having on our community. Highlights from this guidance include:

- **Stay up to date on vaccinations:** Vaccines are the best tool we have to protect ourselves against COVID-19, especially from severe illness, hospitalization and death. Vermonters ages 6 months and older can get vaccinated. The Vermont DOH strongly encourages getting vaccinated as soon as possible including booster shots when eligible..
- **Stay home when sick:** Whether individuals have symptoms of COVID-19, the flu, or another contagious illness, they are asked to stay home if they are sick and call their healthcare provider if needed. This helps keep germs from spreading, protects those who may be at risk of serious illness, and gives individuals a chance to get well.
- **Testing:** Students exhibiting COVID19 [symptoms](#) (Fever (100.4 °F or higher), cough, shortness of breath or difficulty breathing, chills, fatigue, muscle or body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea) will need to stay home from school, and are encouraged to test. We continue to have ample testing supplies, and can provide tests as needed. Families can contact their school nurse to obtain tests. More information can be found [here](#) about testing in Vermont.

- **If a child tests positive:** If an individual tests positive for COVID19, they should stay home and isolate for at least 5 days from the date of their positive test or the start of their symptoms, whichever is earlier. They can end isolation and return to school after day 5 if their symptoms have improved AND they have had no fever for at least 24 hours without the use of medicine that reduces fevers. Testing is not required to return to school.
 - **If a child becomes symptomatic at school:** If students present with symptoms of illness at school, we will continue to screen for possible COVID19 infection. The following protocol is in place across our schools:
 - School nurses may test symptomatic individuals in school (consent for testing was included in our back-to-school health forms). The school nurse will contact the parents or caregivers to notify them of testing. Students who do not have permission to be tested will be sent home.
 - If the test is positive for COVID-19, the student will be sent home. The student will be isolated from others and wear a mask until they are picked up by a parent or caretaker.
 - If the test is negative, the nurse will assess whether or not the symptoms are indicative of another potential illness and whether the student is not well enough to learn or participate. Decisions about whether students are sent home are made by the school nurse based on clinical assessment..
- **Masks:** While masks are not required by our current health guidance, masking can be part of a comprehensive mitigation strategy. Individuals may still choose to wear masks based on their individual situation. Our schools continue to be mask-friendly environments. Should the VT Department of Health Guidance change and begin requiring universal masking, WCUUSD will follow those guidelines.



INSTRUCTIONS FOR EXHIBIT B VSBIT PROXY OR CERTIFICATE OF AUTHORITY

- **In order to vote at the VSBIT Annual Meeting on October 21, 2022, Exhibit B must be completed prior to the meeting.**
- **If you will be sending a person to the Annual Meeting to represent you, complete the first selection, option (a), by checking the box and listing the name of your representative and their title. This person must be present, with a copy of this form, in order to vote.**
- **If you will not be attending or sending a representative to the Annual Meeting but wish to cast a vote, complete the second selection, option (b), by checking the box and in doing so, naming the VSBIT Board as a proxy to cast a vote on your behalf.**
- **If your school district is a participating member of both the VSBIT Multi-Line Program and the VSBIT Unemployment Program, a separate Exhibit B form must be filled out for each program.**
- **In either case, sign and date the bottom of the form and either bring it to the meeting or mail it ahead to:**

**VSBIT
Annual Meeting
52 Pike Drive
Berlin, Vermont 05602**



EXHIBIT B

VSBIT PROXY OR CERTIFICATE OF AUTHORITY

LET IT BE KNOWN THAT: **Washington Central Unified Union SD,**

(Name of Member School District/Supervisory Union)

member of the VSBIT Unemployment Program, a body corporate and politic, created and existing under the laws of the State of Vermont, does hereby:

Certificate of Authority

☐ (a) appoint as its authorized representative to appear and vote on its behalf at any and all meetings of the members of the Vermont School Board Insurance Trust, or any adjournment thereof, the following person:

Name

Title

Email: _____

Note: If option (a) is selected, the person listed above must attend in-person to vote.

OR

Proxy

☐ (b) appoint as its true and lawful attorney, the Board of Directors of the Vermont School Boards Insurance Trust, by majority vote, with the power of substitution for it and in its name to vote at the Annual Meeting of the Vermont School Boards Insurance Trust, to be held on the 21st day of October, 2022 or at any adjournment thereof, with all the powers it should possess if personally present through its authorized representative.

Please sign and date this section once you have chosen (a) or (b):

Dated at _____, Vermont, this ____ day of _____, 20 ____.

This action is valid for one year [365 days] from the date of enactment, or until it is superseded by subsequent action of the member filed with the Trust.

Name of Member District

BY: _____

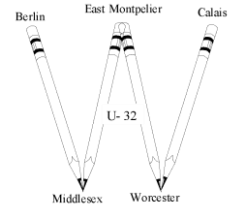
TITLE: _____

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Meagan Roy Ed.D.
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne D. Gann, WCUUSD Business Administrator
RE: Monthly Reflections
DATE: August 3, 2022

In June, Matt Kittredge resigned his position as Financial Accountant, in order to accept a new position as the Facility Director at the Lake Region Union Elementary and Middle School District. Matt worked for the Washington Central district since 2010, supporting the Fiscal Services Team and entire organization, especially during some years of significant change. Matt's contributions were many, ranging from fixed asset tracking, grant management, accounts receivable, procurement and audit lead. The entire Central Office Team, as well as co-workers in the school buildings, will miss him, but we wish him well as he explores this new opportunity to advance his career into a leadership role.

A review of Central Office job descriptions is underway to ensure that roles and responsibilities are well distributed among support staff, and maximize efficiency. Once this analysis is complete, we will hire to backfill the position. It is good practice to review job descriptions on an annual basis to maintain efficiency and fully utilize Team resources to provide the highest levels of service to the schools and public.

The push to close out the financials for the fiscal year was successful with payroll and accounts payable closing at the end of June, and the general ledger close at the end of July. Congratulations to Virginia Breer, Penny Sanville and Matt for completing this annual milestone with a natural aplomb. This allows the District to complete the annual audit in early August.

Preparation for the FY 2021-22 annual audit is now in full swing. This involves multiple account reconciliations, providing the auditors with financial reports, copies of leases, contracts, procedures and many other documents for review. The auditors from our accounting firm, RHR Smith, will be onsite the week of August 8, 2022. The entire Team contributes to this body of work, so thank you to Virginia, Penny, Michelle Ksepka, Melissa Tuller, Renee Bates and Shannon McGinley for their contributions in pulling everything together.

Monthly Reflections

Lesley Fitch and Melissa have worked feverishly this summer to advertise open positions and schedule interviews. Virginia has met with new employees to go over their benefits and get them enrolled so that our new hires are all set when they come on board. She has diligently maintained our HR and Payroll software completing terminations for outgoing employees and setting up new employees in the system. Michelle reviewed and approved job postings, updated the HR system, prepared transfers to payroll, contracts and new hire letters and sent out benefit packets. An enormous thank you goes out to the entire Team for maintaining such a high level of output this summer.

The bids for propane, wood chips and wood pellets were completed in June and the oil bids were completed in July. The outcomes are estimated to result in a total increase beyond last year's actuals of \$65,132 and an estimated budget overage of \$64,481. See the table below for more detail.

Heating Fuel Bid Results for FY 2022-23

Fuel Type	Quantity	Bidders	Projected Cost	Prior Year Cost	Est. Increase	FY 23 Budget	Est. Budget Overage
Propane	5,720 gallons	Irving \$1.976 Gillespie Fuels \$2.02	\$11,303	\$8,055	\$3,248	\$9,673	\$1,630
Wood Chips	1,800 tons	Cousineau Forest Products \$69.00	\$124,200	\$73,842	\$50,358	\$97,129	\$27,071
Wood Pellets	55 tons	Sandri Energy \$250 Lyme Green Heat \$252	\$13,750	\$11,655	\$2,095	\$13,000	\$750
#2 Fuel Oil	43,500 gallons	Gillespie Fuels \$3.62 Irving Oil \$3.773 Packard Fuels \$3.889	\$157,470	\$148,039	\$9,431	\$122,440	\$35,030

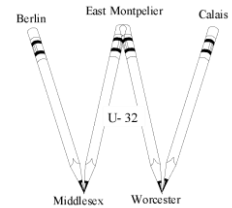
The District may complete the FY 2023-24 Heating Fuel bid in November 2022 to take advantage of discounts available with the 6-month futures market, which will also provide us with better estimates to prepare the budget with.

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Meagan Roy Ed.D.
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne D. Gann, WCUUSD Business Administrator
RE: Quarterly Financial Update
DATE: August 3, 2022

General Fund Balance Summary: When the FY 2021-22 budget was prepared, the District had planned to utilize \$144,000 of fund balance, anticipating a decrease in the fund balance. In June the Board approved transferring \$1,500,000 from the General Fund balance to the Capital Reserve Fund. These two adjustments to the fund balance would have resulted in a projected net decrease of \$1,644,000.

The beginning fund balance reserved for operation of the school district was \$2,666,659. The district projects using \$1,074,694 of fund balance, which reflects a shortfall in revenue of \$713,840 plus expenditure overages of \$360,854. This decrease in the fund balance is less than was planned between the budget approval and the capital transfer by \$569,306. The total unassigned / unallocated fund balance is anticipated to be \$1,266,497, which is \$566,798 beyond the recommended 2% of current year budget.

Other Factors: The Regular Instruction line was underspent, resulting in a positive impact of \$568,602 on the fund balance. Unfortunately, this positive impact on the bottom line was directly related to the difficulty filling positions and hiring substitute personnel, which translated into challenges keeping schools open. Teachers gave up planning time and office personnel were pulled away from their work to cover for absences, creating a domino effect of strain on the entire system, especially the humans in the buildings.

The other significant area of savings in the budget was Special Education expenditures, which were \$871,699 less than budget. These services are always difficult to plan for, but the pandemic increased the transitioning nature of families, greatly changing the need for services. There were also difficulties backfilling positions for psychologists, special educators and paraeducators this year, requiring Administrators to get very creative with the delivery of services.

**WASHINGTON CENTRAL UNIFIED UNION SCHOOL DISTRICT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
GENERAL FUND PROJECTIONS AS OF AUGUST 3, 2022
FOR THE YEAR ENDED JUNE 30, 2022**

	Amount Increase / (Decrease)
CHANGES IN REVENUES	
Tuition	\$ 92,978
Interest Income	\$ (59,549)
Miscellaneous Income - primarily insurance claim	\$ 102,931
Transfer From Fund Balance	\$ (144,000)
Revenues From State Resources	\$ (25,487)
Revenues For Special Education Services	\$ (680,713)
TOTAL REVENUE CHANGES	\$ (713,840)
CHANGES IN EXPENDITURES	
Regular Instruction	\$ 568,602
Support Services	\$ (235,830)
Debt Service	\$ 3,319
Transfer to Capital	\$ (1,500,000)
Tuition Refund for Prior Year	\$ (45,538)
Preschool	\$ (48,249)
Special Education	\$ 871,699
ELL	\$ 12,212
Co-curricular Activities	\$ 12,931
TOTAL EXPENDITURE CHANGES	\$ (360,854)
PROJECTED NET CHANGE IN FUND BALANCE IN FY 2021-22	\$ (1,074,694)

BEGINNING FUND BALANCE AS OF JULY 1, 2021	\$ 3,333,587
Previously reserved for Technology Equipment	\$ (357,928)
Previously reserved for Fiscal Software & Related Costs	\$ (309,000)
TOTAL BEGINNING FUND BALANCE - AVAILABLE FOR OPERATIONS	\$ 2,666,659
PROJECTED NET CHANGE IN FUND BALANCE IN FY 2021-22	\$ (1,074,694)
PROJECTED ENDING FUND BALANCE - JUNE 30, 2022	\$ 1,591,965
RESERVE ITEMS FOR FY 2022 - 23 BUDGET	
Offset Early Retirement Final Year Expense	\$ (145,019)
Offset EMES Classroom Teacher (1.0 FTE)	\$ (91,699)
Offset Equity Scholar in Residence	\$ (88,750)
TOTAL RESERVE ITEMS FOR FY 2022 - 23 BUDGET	\$ (325,468)
TOTAL UNASSIGNED / UNALLOCATED FUND BALANCE	\$ 1,266,497
FUND BALANCE TARGET (2% OF CURRENT YEAR BUDGET)	\$ (699,699)
AMOUNT AVAILABLE BEYOND THE 2% TARGET	\$ 566,798

**WASHINGTON CENTRAL UNIFIED UNION SCHOOL DISTRICT
FUND BALANCE REPORT (ALL FUNDS)
FOR THE YEAR ENDED JUNE 30, 2022**

GENERAL OPERATING FUND (1)

BEGINNING FUND BALANCE AS OF JULY 1, 2021	\$ 3,333,587
Previously reserved for Technology Equipment	\$ (357,928)
Previously reserved for Fiscal Software & Related Costs	\$ (309,000)
TOTAL BEGINNING FUND BALANCE - AVAILABLE FOR OPERATIONS	\$ 2,666,659
PROJECTED NET CHANGE IN FUND BALANCE IN FY 2021-22	\$ (1,074,694)
PROJECTED ENDING FUND BALANCE - JUNE 30, 2022	\$ 1,591,965
RESERVE ITEMS FOR FY 2022 - 23 BUDGET	
Offset Early Retirement Final Year Expense	\$ (145,019)
Offset EMES Classroom Teacher (1.0 FTE)	\$ (91,699)
Offset Equity Scholar in Residence	\$ (88,750)
TOTAL RESERVE ITEMS FOR FY 2022 - 23 BUDGET	\$ (325,468)
TOTAL UNASSIGNED / UNALLOCATED FUND BALANCE	\$ 1,266,497
FUND BALANCE TARGET (2% OF CURRENT YEAR BUDGET)	\$ (699,699)
AMOUNT AVAILABLE BEYOND THE 2% TARGET	\$ 566,798

SPECIAL REVENUE FUND - GRANTS (2)

BEGINNING FUND BALANCE AS OF JULY 1, 2021	\$ -
TOTAL REVENUE CHANGES YTD	\$ 2,239,554
TOTAL EXPENDITURE CHANGES YTD	\$ (2,239,554)
PROJECTED ENDING FUND BALANCE - JUNE 30, 2022	\$ -

CAPITAL PROJECTS FUND (3)

BEGINNING FUND BALANCE AS OF JULY 1, 2021	\$ 3,817,378
TOTAL REVENUE CHANGES YTD	\$ 2,244,646
TOTAL EXPENDITURE CHANGES YTD	\$ (805,255)
PROJECTED ENDING FUND BALANCE - JUNE 30, 2022	\$ 5,256,769

PERMANENT FUND (5)

BEGINNING FUND BALANCE AS OF JULY 1, 2021	\$ 5,773
TOTAL REVENUE CHANGES YTD	\$ 128
TOTAL EXPENDITURE CHANGES YTD	\$ -
PROJECTED ENDING FUND BALANCE - JUNE 30, 2022	\$ 5,901

WASHINGTON CENTRAL UNIFIED UNION SCHOOL DISTRICT
FUND BALANCE REPORT (ALL FUNDS)
FOR THE YEAR ENDED JUNE 30, 2022

ENTERPRISE FUND (6) - FOOD SERVICES

BEGINNING FUND BALANCE AS OF JULY 1, 2021	\$	126,496
TOTAL REVENUE CHANGES YTD	\$	1,008,015
TOTAL EXPENDITURE CHANGES YTD	\$	(946,240)
PROJECTED ENDING FUND BALANCE - JUNE 30, 2022	\$	188,272

ENTERPRISE FUND (6) - COMMUNITY CONNECTIONS

BEGINNING FUND BALANCE AS OF JULY 1, 2021	\$	80,834
TOTAL REVENUE CHANGES YTD	\$	469,355
TOTAL EXPENDITURE CHANGES YTD	\$	(418,474)
PROJECTED ENDING FUND BALANCE - JUNE 30, 2022	\$	131,715

ENTERPRISE FUND (6) - DENTAL PROGRAM

BEGINNING FUND BALANCE AS OF JULY 1, 2021	\$	107,213
TOTAL REVENUE CHANGES YTD	\$	267,605
TOTAL EXPENDITURE CHANGES YTD	\$	(251,140)
PROJECTED ENDING FUND BALANCE - JUNE 30, 2022	\$	123,678

ENTERPRISE FUND (6) - HRA / MSA / DC

BEGINNING FUND BALANCE AS OF JULY 1, 2021	\$	645,262
TOTAL REVENUE CHANGES YTD	\$	806,231
TOTAL EXPENDITURE CHANGES YTD	\$	(782,966)
PROJECTED ENDING FUND BALANCE - JUNE 30, 2022	\$	668,527

TRUST FUND (8)

BEGINNING FUND BALANCE AS OF JULY 1, 2021	\$	82,276
TOTAL REVENUE CHANGES YTD	\$	3,241
TOTAL EXPENDITURE CHANGES YTD	\$	(5,154)
PROJECTED ENDING FUND BALANCE - JUNE 30, 2022	\$	80,363

AGENCY FUND (9)

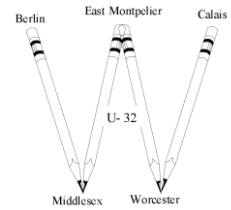
BEGINNING FUND BALANCE AS OF JULY 1, 2021	\$	188,285
TOTAL REVENUE CHANGES YTD	\$	95,626
TOTAL EXPENDITURE CHANGES YTD	\$	(66,040)
PROJECTED ENDING FUND BALANCE - JUNE 30, 2022	\$	217,871

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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: August 11, 2022

The total approved budgets for capital projects for work in FY 2022-23 was \$2,237,095 (this includes the storm water project approved in FY 2021-22). All project budgets are on target, with the exception of the U-32 Field Hockey Field. We do not anticipate requesting funds beyond the total approved amount, and believe built-in contingencies will be enough to move all projects forward at this time.

Project Manager, Bill Ford reports a relatively smooth construction season, considering the volume of work currently in process. As anticipated, challenges with availability of materials and labor have been encountered, but are being managed to the extent possible. Updates on individual projects are below.

U-32 Middle and High School

Storm water: This project is progressing exceptionally well. The contractor, Hebert Excavation has been excellent to work with, makes efficient use of their time and seems to be the perfect fit for a project of this size, as far as equipment availability. This project should be substantially complete by August 16, 2022.

Air Handling Unit Upgrades: Work started Friday, July 22, 2022. Alliance Mechanical is doing a portion of the work, with a sub for some of the work. This project should be substantially complete by August 24, 2022. The contract allows for work to continue through September 1, 2022 if necessary. This work is in the penthouse of the building, and will have minimal impact on school operations.

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. This project should be substantially complete by August 24, 2022.

Bathrooms: Light fixtures that were intended to go in the bathroom do not currently have a ship date. An alternate fixture was identified and should arrive on time. The first paint color chosen for the floor was unavailable, second choice was sold out before it could be ordered, and finally a third paint color was chosen and purchased. The wall tiling is delayed. Original faucets were not available, but an alternate was found, which should arrive next week. Toilet partitions shipped on August 10th, with 2 - 4 days in transit. The brackets are being installed in preparation for the partitions. Challenges related to availability of supplies and people working have caused issues for the contractor, but they remain focused and actively engaged. The mirrors are backordered until a currently unknown date. This project should be substantially complete by August 24, 2022. If some things need to be completed after students return to the classroom, impact will be minimized to the extent possible.

Scoreboards: Footers and electrical for the installation will be prepped for the anticipated ship date of August 25th. This project should be substantially complete by September 9, 2022.

Field Hockey Field Refurbishment: The Team had hoped that this work could be completed in conjunction with the storm water project, but the contractor did not have capacity to add it to the scope of work. This project is now planned for completion next spring, which will allow the U-32 Maintenance Crew to prep the field in plenty of time for the field hockey season next fall.

Softball Dugouts: Lajeunesse Construction started framing the dugouts on Friday, July 22, 2022. They should have them completely sided and ready for painting the second week in August, followed by the installation of the chain link fencing, seeding and mulch completed by August 16, 2022.

Windows: The work to replace exterior windows is scheduled to begin August 1, 2022 and should take 1 week to 10 days to complete. The windows are in classrooms, but not requiring much movement of equipment or furniture. This project should be substantially complete by August 16, 2022.

Calais Elementary

Kindergarten Ventilation: Farrington Construction's subcontractor, Vermont Mechanical, finished with the work July 26th, and returned August 4, 2022 to balance the system.

Rumney Memorial Elementary School

Bathrooms: VCT tiles were installed the last week of July. The countertops for each of the four classrooms will go in this week. This project will be substantially complete by August 24, 2022.

Doty Memorial Elementary School

Door Hardware: Work began on August 1, 2022 and will take 1 week to 10 days to complete. The cores need to go into the locksets and will then be turned over to Farrington for installation. This project should be substantially complete by August 16, 2022.

Berlin Elementary School

ADA Access at rear of building: Work began August 10, 2022 and will take 1 week to 10 days to complete. This will limit access from the library and preschool wing during that time, which is why it was postponed from July to August, after the Extended School Year (ESY) program. This project should be substantially complete by August 24, 2022.

District-wide Project

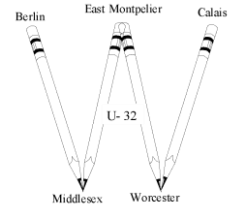
Security Review (Access and Cameras): This week, August 9 – 11, 2022, Fran Mozgai and Rob Evans from Margolis Healy have spent time with the Leadership Team, building administrators and maintenance personnel at each individual building to complete the site assessment and physical review of security for the Safety and Security Program Assessment. A draft of the written report is anticipated 30 - 45 days after the site visit, with the final written deliverable anticipated within 15 days after the response to the first draft.

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 Gann, Business Administrator
Chris O'Brien, Director of Facilities
RE: Calais, East Montpelier and U-32 Boiler Projects
DATE: August 3, 2022

Summary: Recommendations received from Jeff Forward of Forward Consulting led to meetings with engineers and maintenance personnel at the buildings to discuss and develop a path forward for the wood chip boilers at Calais Elementary School, East Montpelier Elementary School and U-32 Middle and High School. The current assessment is that the boiler in Calais needs to be replaced, while the boilers at East Montpelier and U-32 can be upgraded to improve energy efficiency and extend the life of the boilers.

The current five-year capital improvement budget includes \$250,000 to replace the wood chip boiler at Calais Elementary School and \$250,000 to replace the woodchip boiler at East Montpelier Elementary School in FY 2024-25. There is an opportunity to take advantage of possible grant funding from the state and federal government if we complete the work to upgrade the boilers at East Montpelier and U-32 prior to the end of July 2023. It remains uncertain whether the full replacement at Calais could meet that deadline.

Recommended Board Actions:

1. 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.
2. The Board authorize moving \$250,000 from the FY 2024-25 boiler replacement at East Montpelier Elementary School to FY 2022-23 for the boiler upgrades at East Montpelier Elementary School and U-32 Middle and High School.
3. 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.

Washington Central Unified Union School District
Five-year Capital Improvement Budget - Proposed Amendment 08/09/2022
FY 2022-2023 through FY 2026-2027

Project Description	Building	Budget FY 2021-2022	Budget FY 2022-2023	Budget FY 2023-2024	Budget FY 2024-2025	Budget FY 2025-2026	Budget FY 2026-2027
Storm Water	U-32	\$ 414,896	\$ -	\$ -	\$ -	\$ -	\$ -
AHU Updates	U-32	\$ -	\$ 341,250	\$ -	\$ -	\$ -	\$ -
Roof Replacement	U-32	\$ -	\$ 337,488	\$ -	\$ -	\$ -	\$ -
Security - Card / Camera System	Calais, Doty, EMES,	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -
Bathroom - Partitions*	U-32	\$ -	\$ 130,000	\$ -	\$ -	\$ -	\$ -
Bathrooms - ADA compliant *	Rumney	\$ -	\$ 107,500	\$ -	\$ -	\$ -	\$ -
Soft costs on Combined Projects*	Multiple	\$ -	\$ 88,725	\$ -	\$ -	\$ -	\$ -
Scoreboards - Field Hockey, Softball, Baseball and electrical*	U-32	\$ -	\$ 59,000	\$ -	\$ -	\$ -	\$ -
Bathrooms - sinks*	U-32	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -
Softball Dugouts	U-32	\$ -	\$ 37,000	\$ -	\$ -	\$ -	\$ -
Windows - Exterior Window Replace Frames	U-32	\$ -	\$ 34,500	\$ -	\$ -	\$ -	\$ -
Ventilation - Kindergarten*	Calais	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -
Counters/Sinks*	Rumney	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -
Door Hardware*	Doty	\$ -	\$ 12,400	\$ -	\$ -	\$ -	\$ -
ADA access to rear entrance / exit*	Berlin	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -
Field Hockey Field Refurbishment	U-32	\$ -	\$ 114,077	\$ -	\$ -	\$ -	\$ -
Additional Funds Approved for Combined Projects	Multiple	\$ -	\$ 174,259	\$ -	\$ -	\$ -	\$ -
Boiler - woodchip replacement	Calais	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -
Boiler - woodchip upgrades	E. Montpelier	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -
Boiler - woodchip upgrades	U-32	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -
Paving - Parking Lot & Sidewalks	U-32	\$ -	\$ -	\$ 2,090,354	\$ -	\$ -	\$ -
Security - Card / Camera System	Berlin, U-32	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -
HVAC - VFD drive replacement	U-32	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -
HVAC - AHU Damper Replacement, currently not adjustable	Doty	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -
Mech controller replacement	U-32	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -
Boiler - Circulator pump replace #1	U-32	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -
HVAC - Energy Recovery Unit (ERU) 20 year upgrade	U-32	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -
Clerk of the Works-Allocate to projects	Multiple	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ -
Fields - refurb Baseball field	U-32	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -
Playground	Berlin	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Exit/Entrance - playground hcp access, on grade landings/ramps	Doty	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Playground - entrance canopy at primary wing under eaves	Doty	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -
Door - Exterior replacement	U-32	\$ -	\$ -	\$ -	\$ 120,000	\$ -	\$ -
Windows - Exterior Window Replace Frames	U-32	\$ -	\$ -	\$ -	\$ 34,500	\$ -	\$ -

Washington Central Unified Union School District
Five-year Capital Improvement Budget - Proposed Amendment 08/09/2022
FY 2022-2023 through FY 2026-2027

Project Description	Building	Budget FY 2021-2022	Budget FY 2022-2023	Budget FY 2023-2024	Budget FY 2024-2025	Budget FY 2025-2026	Budget FY 2026-2027
Boiler room - equipment, expansion tank, day tank, pumps, etc.	Doty	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -
Hot water cross connection, eliminate hot water from cold taps	Doty	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -
Sound System - Gym, upgrade	E. Montpelier	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -
Fire Alarm Panel update	Berlin	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Bathrooms - Lobby, renovate and make accessible	Calais	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Doors - Interior security barrier, second set of controlled doors	Doty	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Drainage - Site pooling water in front of building	Doty	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Clerk of the Works-Allocate to projects	Multiple	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ -
Windows - Exterior Window Replace Frames	U-32	\$ -	\$ -	\$ -	\$ 34,500	\$ -	\$ -
Door - Exterior, replace at kitchen/music room corridor	Calais	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -
Windows - glazing, broken seals becoming more frequent	Calais	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -
Doors - hardware, security function on CR doors, closers	Rumney	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -
Doors - Lobby, frame, hardware	Rumney	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -
Stairs - Atrium, repair broken nosings, failure of existing	U-32	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -
Building envelope, siding, insulation, windows, painting	Rumney	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -
Utility Infrastructure Demolition, well, woodchip bunker	Berlin	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -
Flooring - Gym, current VCT in adequate condition	Calais	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -
Lighting retrofit, convert to LED, low voltage controls	Doty	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -
Lighting retrofit, convert to LED, low voltage controls	E. Montpelier	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -
Lighting retrofit, convert to LED, low voltage controls	Rumney	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -
Clerk of the Works-Allocate to projects	Multiple	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ -
Grease interceptor, for kitchen pot sink	Doty	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -
Windows - Exterior Window Replace Frames	U-32	\$ -	\$ -	\$ -	\$ -	\$ 34,500	\$ -
Water Service Entrance, Extend 4" service into building	Berlin	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -
Paving and sealing, walkways, basketball court	Calais	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -
Wall - Exterior, seating repair/replace	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Storage shed, replace containers	Rumney	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Flooring - main office carpet	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Lighting retrofit, ongoing conversion to LED	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Clerk of the Works-Allocate to projects	Multiple	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000
Windows - Exterior Window Replace Frames	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,500
Electrical phase protection to be available for quick replacement	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Wall - Exterior panels, repair damaged panels	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Flooring - weight room	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000

Washington Central Unified Union School District
Five-year Capital Improvement Budget - Proposed Amendment 08/09/2022
FY 2022-2023 through FY 2026-2027

Project Description	Building	Budget FY 2021-2022	Budget FY 2022-2023	Budget FY 2023-2024	Budget FY 2024-2025	Budget FY 2025-2026	Budget FY 2026-2027
Ice Maker - replace	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
operable CR partitions, some repairs required	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
recessed walk-off grate, replace inserts	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
HVAC - replace AC in Main Office	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Total		\$ 414,896	\$ 2,322,199	\$ 2,765,354	\$ 1,164,000	\$ 1,159,500	\$ 1,019,500

*Projects bundled for bidding.

Capital Fund Balance	Budget FY 2021-2022	Budget FY 2022-2023	Budget FY 2023-2024	Budget FY 2024-2025	Budget FY 2025-2026	Budget FY 2026-2027
Beginning Capital Fund Balance	\$ 3,817,378	\$ 5,256,769	\$ 3,647,343	\$ 2,040,560	\$ 1,726,990	\$ 1,415,517
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	\$ 14,432	\$ 6,398	\$ 4,930	\$ 3,872
Plus Possible Grant Funding	\$ -	\$ -	\$ 339,900	\$ -	\$ -	\$ -
Subtotal Fund Balance & Revenues	\$ 6,062,024	\$ 6,158,522	\$ 4,881,675	\$ 2,926,958	\$ 2,611,920	\$ 2,299,389
Less Expended to Date	\$ 805,255	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Projected Fund Balance at End of Current Year	\$ 5,256,769	\$ 6,158,522	\$ 4,881,675	\$ 2,926,958	\$ 2,611,920	\$ 2,299,389
Less Remaining Budget	\$ -	\$ 2,511,179	\$ 2,758,154	\$ 1,164,000	\$ 1,159,500	\$ 1,019,500
Less 3% Inflationary Factor on Future Projects	\$ -	\$ -	\$ 82,961	\$ 35,968	\$ 36,903	\$ 33,421
Projected Ending Capital Fund Balance	\$ 5,256,769	\$ 3,647,343	\$ 2,040,560	\$ 1,726,990	\$ 1,415,517	\$ 1,246,468
Less East Montpelier Capital Reserve Funds	\$ 906,035	\$ 761,035	\$ 761,035	\$ 741,035	\$ 641,035	\$ 641,035
Projected Capital Fund Balance Available for Future Projects	\$ 4,350,734	\$ 2,886,308	\$ 1,279,525	\$ 985,955	\$ 774,482	\$ 605,433

Required

WASHINGTON CENTRAL UNIFIED UNION SCHOOL DISTRICT

Board of Directors' Policy SUBSTITUTE TEACHERS

POLICY:	<u>B1</u>
WARNED:	<u>8/11/2022</u>
ADOPTED:	<u> </u>
EFFECTIVE:	<u> </u>

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. ~~Four years of experience beyond high school, or bachelor's degree preferred.~~

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 ~~for which they are employed~~ 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 ~~their~~ designee will provide ~~conduct an orientation session for~~ substitute teachers ~~each year, including with~~ information on the prevention, identification, and reporting of child sexual abuse, as required by 16 V.S.A. 563(a) and the districts mandatory trainings. 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 ~~per diem~~ 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)

Required

WASHINGTON CENTRAL UNIFIED UNION SCHOOL DISTRICT

Board of Directors' Policy SUBSTITUTE TEACHERS

POLICY:	<u>B1</u>
WARNED:	<u>8/11/2022</u>
ADOPTED:	<u> </u>
EFFECTIVE:	<u> </u>

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 16 V.S.A. § 563a (Prevention, Identification and Reporting of Child Sexual Abuse)
 16 V.S.A. §251 et seq. (Access to Criminal Records)

Required

WASHINGTON CENTRAL UNIFIED UNION SCHOOL DISTRICT

Board of Directors' Policy PUPIL PRIVACY RIGHTS

POLICY:	<u>C8</u>
WARNED:	<u>6.8.22</u>
ADOPTED:	<u></u>
EFFECTIVE:	<u></u>

Policy

It is the intent of the Washington Central Unified Union School District to comply with the provisions of the federal Pupil Privacy Rights Amendment (PPRA)^[2] and Vermont State Board of Education Rules^[3] governing the administration of certain student surveys, analyses or evaluations.^[4]

Administrative Responsibilities

The superintendent or designee shall develop administrative procedures to ensure school district compliance with applicable federal and state laws related to pupil privacy and parents' access to information regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. The administrative procedures shall include provisions that address the following legal requirements.^[5]

1. The right of parents of a student to inspect, upon request, surveys created by third parties before the administration of the surveys to the student.
2. Any applicable procedures for granting a request by a parent for access to such survey within reasonable time after a request is received.
3. Arrangements to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the items listed in the federal PPRA.^[6]
4. The right of a parent to inspect, upon request, any instructional material used as part of the educational curriculum for the parent's child, and any applicable procedures for granting access to such material within a reasonable time after the request is received.^[7]
5. The administration of physical examinations or screenings that the school district may administer to a student.^[8]
6. The collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements

to protect student privacy in the event of such collection, disclosure or use.^[9]

7. The right of a parent of a student to inspect, upon request, any instrument used in the collection of personal information under subparagraph (6) above before the instrument is administered to a student, and any applicable procedures for granting a request for such inspection within a reasonable time after receiving the request;^[10]
8. Provisions to ensure that parents are notified of the school district policies and procedures adopted to comply with federal and state laws and regulations governing pupil privacy, including, but not limited to, annual notice of such policies and procedures; notification and an opportunity for the parent to opt the student out of participation in activities involving the collection, disclosure, or use of personal information from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose); notification and an opportunity for the parent to opt the student out of participation in the administration of surveys containing items specifically listed in the Pupil Privacy Rights Amendment; and notification and an opportunity for the parent to opt the student out of participation in any nonemergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student or of other students. .^[11]
9. The rights of a parent under the PPRA transfer to a student who is 18 years old or an emancipated minor under state law.

[1] This policy is required by the Federal Protection of Pupil Rights Act, 20 U.S.C. § 1232h; Vermont State Board Manual of Rules and Practices, Rule 2113.

[2] See 20 U.S.C. 1232h.

[3] See Vermont State Board of Education Rule 2113.

[4] The federal law and state regulations requiring board policies on this subject are in some instances limited to surveys, analyses or evaluations funded in whole or in part by the U.S. Department of Education. See 20 U.S.C. § 1232h(c)(1). At the board's discretion, the protections provided by this policy could be expanded to include all surveys conducted by the school district, regardless of the survey's funding source.

[5] See 20 U.S.C. §1232h(c)(1).

[6] See 20 U.S.C. §1232h(c)(1)(B) for the list of eight items that must be included.

[7] See 20 U.S.C. §1232h(c)(1)(C).

[8] See 20 U.S.C. §1232h(c)(1)(D).

[9] See 20 U.S.C. §1232h(c)(1)(E).

[10] See 20 U.S.C. §1232h(c)(1)(F)

] See 20 U.S.C. §1232h(c)(2).

Required

WASHINGTON CENTRAL UNIFIED UNION SCHOOL DISTRICT

Board of Directors' Policy EDUCATION RECORDS

POLICY:	<u>C1</u>
WARNED:	<u>6.8.22</u>
ADOPTED:	<u></u>
EFFECTIVE:	<u></u>

Policy

The Washington Central Unified Union School District (District) recognizes the importance of keeping accurate and appropriate education records for students as part of a sound educational program and is committed to act as trustee of this information, maintaining these records for educational purposes to serve the best interests of its students.

The principles of accuracy and confidentiality underlie all policies and procedures for the collection, maintenance, disclosure and destruction of education records. It is the policy of the District to protect the confidentiality of education records and release information only as permitted by law. Annually or when the student enrolls, the district will inform parents, guardians, and students eighteen years and older of their right with respect to the student's education records and available procedures for exercising those rights. This shall include notification of the following:

1. The right to inspect and review the student's education records within 45 days after the day the district receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that the law authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of the Family Educational Rights and Privacy Act (FERPA).
5. The procedure for exercising the right to inspect and review education records.
6. The procedure for requesting amendment of records.
7. The types of personally identifiable information that the district has designated as directory information, and a parent or eligible student's right to opt out of the disclosure of directory information.
8. The procedure for a parent or eligible student to notify the district that they want to opt out of the district's disclosure of directory information.
9. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest as defined by FERPA.

Administrative Responsibilities

The building principal will be the custodian of all education records in a given school. The superintendent has overall responsibility for education records throughout the District and for assuring that adequate systems are in place to maintain such records and to provide parents with access to them in accordance with state and federal law. The superintendent is responsible for developing procedures to assure the consistent implementation of this policy. The procedures shall comply with all federal and state laws and regulations governing access to and the collection, maintenance, disclosure and destruction of education records.

Definitions

All terms used in this policy, and the procedures developed for the implementation of this policy, shall be defined, where applicable, as those terms are defined in the Family Educational Rights and Privacy Act and in the federal regulations promulgated pursuant to that Act.

<i>Legal Reference(s):</i>	<i>20 U.S.C. §§ 1232g (Federal Family Educational Rights and Privacy Act of 1974)</i>
	<i>20 U.S.C. § 7908</i>
	<i>16 V.S.A. § 563(27) (NCLBA Armed Forces Recruiter/Higher Education Access)</i>
	<i>34 C.F.R. Part 99</i>
	<i>1 V.S.A. § 317 (Definitions)</i>
	<i>15 V.S.A. § 670 (Non-custodial parents)</i>
	<i>33 V.S.A. § 5536a (Juvenile court records)</i>
	<i>VT State Board of Education Manual of Rules and Practices § 2113</i>

Required

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

**SECTION 504 AND ADA GRIEVANCE
PROTOCOL FOR STUDENTS & STAFF**

POLICY: C14

WARNED: _____

ADOPTED: _____
EFFECTIVE: _____

It is the policy of Washington Central Unified Union School District not to discriminate on the basis of disability. The District has adopted this internal protocol for prompt handling and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA). Section 504 and the ADA prohibit discrimination on the basis of disability in any program or activity receiving Federal financial assistance.¹ The District further provides assurance that strictly prohibits any form of retaliation against persons who utilize this Protocol. To the extent possible, confidentiality will be maintained throughout the investigation of a complaint of unlawful discrimination. **Nevertheless, a person is not required to use this protocol and may instead file a complaint directly with the U.S. Department of Education's Office for Civil Rights, Office for Civil Rights, Boston Office:**

U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921

The following protocol is available and shall be distributed to all third parties for their use in filing complaints of discrimination based on disability.

This protocol will be distributed by the Building 504 Coordinators or their designees to all employees prior to the start of co-curricular activities every school year, preferably during the August In – Service, and again with the recommencement of co-curricular activities immediately following the December vacation.²

It will also be distributed by Building 504 Coordinators, or their designees, to all third parties, at the time of their engagement for services.

¹Step 1: A person (an employee, student, or third party) who believes that he/she has been discriminated against by the District is encouraged, but is not required, to discuss the matter informally with the appropriate building principal (when the person is a student) or with his/her immediate supervisor (when the person is an employee). NOTE: If the building principal or the immediate supervisor is the subject of the complaint, or the grievant is not a student or employee, the

¹ 29 U.S.C. § 794; 42 U.S.C. § 12132; 34 C.F.R. § 104.4; 28 C.F.R. § 35.101

² 28 C.F.R. § 35.107(b); 34 C.F.R. §§ 100.6(d), 104.7(b), 104.61

grievant may, instead, contact the District Section 504 Coordinator, 802-229-0553 ext. 1308. The person receiving the complaint, or their designee, shall investigate and then verbally convey his/her findings to both the person who alleged the violation and the person who **is the subject of the complaint within 10 business days.**

Step 2 If the informal Step 1 process does not resolve the matter, OR if the grievant does not wish to use the informal procedures set forth in Step 1, a written complaint may be submitted to either the District Section 504 Coordinator, 802-229-0553 ext. 1308 or the appropriate school specific Building 504 Coordinator (see list at the end of this document for contact information) who will investigate the complaint. [NOTE: If the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted to the Superintendent who will appoint another administrator (or third party) to conduct the investigation. If both the Section 504 Coordinator and the Superintendent have involvement with the complaint, the written complaint may be submitted to the Director of Human Resources, 802-229-0553 ext. 1302.

The complaint shall be in writing and signed by the grievant and include:

1. the grievant's name and contact information;
2. the facts of the incident or action complained about;
3. the date of the incident or action giving rise to the complaint;
4. the type of discrimination alleged to have occurred;
5. and the specific relief sought;

Or, alternatively, the grievant may use the 504 Complaint Form (attached). Names of witnesses and other evidence as deemed appropriate by the grievant may also be submitted. An investigation of the complaint will begin within 10 business days following the submission of the written complaint.

The investigation may be informal, but it must be thorough and shall include an interview of the parties and witnesses, a review of relevant evidence, and any other steps necessary to ensure a prompt and thorough investigation of the complaint.

A written disposition of the complaint shall be issued within 10 business days of completion of the investigation, unless a specific written extension of time is provided to the parties.

Copies of the disposition, subject to FERPA confidentiality,³ will be given to both the grievant and the person who is the subject of the complaint. If discrimination was found to have occurred, the disposition will include the steps that the District will take to prevent recurrence of any discrimination and to correct its discriminatory effects on the grievant and others, if appropriate.

Step 3 If the grievant wishes to appeal the decision in Step 2, he/she shall submit a signed, written appeal to the Superintendent (or Board if the Superintendent is the subject of the complaint) within 15 business days after receipt of the written disposition. The Superintendent/Board or his/her designee shall respond to the complaint, in writing, within 30 business days of the date of the appeal. Copies of the response shall be provided to both the grievant and the person who is the subject of the complaint.

The ADA/504 Coordinator(s) will maintain the files and records related to any complaints filed under this protocol.

The District hereby provides assurance that it strictly prohibits any form of retaliation against persons who utilize this Protocol. The District will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.

If you have questions regarding these procedures or desire to file a complaint, please contact either the District 504 Coordinator or Building Section 504 Coordinator.

See your school Building Administrator

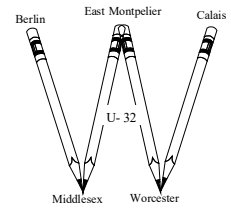
<i>VSBA Version:</i>	<i>January 25, 2022</i>
<i>Date Warned:</i>	
<i>Date Adopted:</i>	
<i>Legal Reference(s):</i>	<i>20 U.S.C. § 1232f 28 C.F.R. § 35.101 28 C.F.R. § 35.107(b) 29 U.S.C. § 794 34 C.F.R. § 99.1 34 C.F.R. § 104.4 34 C.F.R. §§ 104.7(b), 104.61 34 C.F.R. § 100.6(d) 42 U.S.C. § 12132</i>
<i>Cross Reference:</i>	

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

Jennifer Miller-Arsenault
Interim Superintendent



**Washington Central Unified Union School District
School Board Meeting
U-32
930 Gallison Hill Rd. Montpelier, VT
Cafeteria
6.15.22 5:00-9:00 PM
via Zoom

Board Members: Flor Diaz Smith, Chris McVeigh, Jonas Eno-Van Fleet, Ursula Stanley, Natasha Eckart Banning, Kari Bradley, Dennis Hill, Maggie Weiss, Lindy Johnson, Mckalyn Leclerc, Diane Nichols-Fleming, Daniel Keeney

Others: Jen Miller-Arsenault, Sue Ceglowski, Mark Kline, Tyler Smith, ORCA Media

- 1. Call to Order:** Flor Diaz Smith called the meeting to order at 5:02 p.m.
- 2. Executive Session - Superintendent Evaluation:** At 5:03 p.m., Jonas Eno-Van Fleet moved that the Board enter into executive session for the purpose of Superintendent Evaluation, to include Sue Ceglowski. Seconded by Kari Bradley, this motion carried unanimously. At 5:47 p.m., Kari Bradley moved to leave Executive Session. Seconded by Ursula Stanley, this motion carried unanimously. During Executive Session the Board discussed the evaluation of the Interim Superintendent.
- 3. Executive Session - Student Matter:** At 5:48 p.m., Jonas Eno-Van Fleet moved that the Board enter into executive session for a Student Matter, to include Jen Miller-Arsenault. Seconded by Dennis Hill, this motion carried unanimously. At 6:15 p.m., Jonas Eno-Van Fleet moved to leave Executive Session. Seconded by Chris McVeigh, this motion carried unanimously. Jonas Eno-Van Fleet moved to accept the administration's recommendations regarding two Student Matters. Seconded by Daniel Keeney, this motion carried unanimously.

Respectfully submitted,
Jonas Eno-Van Fleet, WCUUSD Board Clerk

4. **Welcome:** Flor Diaz Smith welcomed everyone at 6:14 p.m., and welcomed guests.
 - 4.1. **Reception of Guests**
 - 4.2. **Public Comments:** Flor Diaz Smith invited public comments. None were heard at this time.
 - 4.3. **Agenda Revisions:** Flor Diaz Smith noted that a policy was included in an updated board packet. She asked if there were any suggested revisions. None were heard.
5. **Reports**
 - 5.1. **Student Reports:** no student reports tonight
 - 5.2. **Superintendent**
 - 5.2.1. **COVID-19 Update:** Superintendent Miller-Arsenault had provided a written update. Maria Melekos shared that we have held ten vaccine clinics this year; five at Berlin Elementary in the last two weeks (because of boosters available for children.) Jen Miller-Arsenault noted that Maria Melekos and our school nurses were champions over the course of this year; it has been a very busy year for them and she expressed her gratitude. Diane Nichols-Fleming thanked Superintendent Miller-Arsenault for the detail in the report, and she appreciated the communication that has continued throughout, effectively sharing information and following what science recommends. Flor Diaz Smith thanked the superintendent and school nurse staff as well.
 - 5.2.2. **Summer Food Availability:** Jen Miller-Arsenault shared that the summer meal program will be in effect, at Berlin Elementary, 7-5 through 8-5, offering free universal meals (breakfast and lunch) for any student, ages 18 and younger.
 - 5.2.3. **Continuous Improvement Plan (CIP): Kari Bradley moved to approve the District Continuous Improvement Plan. Seconded by Lindy Johnson.** Discussion: Jen Miller-Arsenault had shared a memorandum to highlight the process and the plan. She provided a brief overview. She thanked Michelle Ksepka and Cat Fair for helping her comb through the data. Flor Diaz Smith thanked Jen Miller-Arsenault for her work on this plan; she thanked board members for being engaged in the process, and thanked the administrators for contributing to the work. **This motion carried unanimously.**
6. **Board Operations**
 - 6.1. **Staff Appreciation:** Diane Nichols-Fleming noted appreciation for all staff and all of the work that has been done over the course of this year. She suggested that board members send emails expressing appreciation for a great year, and wishes for opportunities to rest and re-energize over the summer. She noted that words are not enough, but it is an act that we can all do right now.
 - 6.2. **School Board Retreat:** Aug 8, 4-8 p.m. Flor Diaz Smith shared that a VSBA facilitator will provide a 90 minute facilitated discussion. The overarching theme will be: how can the board impact student achievement? She suggested that the board will use a portion of the first Wednesday board meeting each month in the following year to engage in a learning activity centered on a book. She suggested that the board can agree or decide at the end of the board retreat meeting about whether they want to schedule and engage in monthly book study activities. Maggie Weiss asked whether it would be possible to record the presentation at the retreat, so that board members that are not able to attend might be

able to catch what they missed. Flor Diaz Smith shared that this will not be recorded, since it will be a board retreat -the discussion will be interactive; it will not be a presentation.

- 6.3. Superintendent Evaluation:** Kari Bradley shared that the board has been conducting a performance evaluation using the VSBA model, surveying ourselves, a self-evaluation from the superintendent, as well as input from school leadership members; will provide a summary document. **Kari Bradley moved to authorize the board chair to sign the summary document, to be placed in the Interim Superintendent's employee file. Seconded by Dennis Hill, this motion carried unanimously.**
- 6.4. Monitoring Calendar:** Jen Miller -Arsenault and Susanne Gann had provided a proposed year-long monitoring calendar, taking into account the monitoring efforts of both the Finance Committee and the Education Quality Committee. Ursula Stanley thanked them for putting this together. Kari Bradley indicated that this is a good effort to monitor our own work and effort as a board.

7. Finance Committee

7.1. Informational Reports

- 7.1.1. Monthly Reflection:** Susanne Gann had provided a June 2022 monthly reflection document. She provided a quick overview.

7.2. Discussion/Action

- 7.2.1. Award Revenue Anticipation Note & Reinvestment Bid:** Ursula Stanley moved to approve the revenue anticipation note for an amount not to exceed \$8,313,020 and investment bid with Community Bank, N.A. and authorize the Board Chair to sign the loan documents on behalf of the Board. Seconded by Diane Nichols-Fleming; this motion carried unanimously.
- 7.2.2. Award Property, Liability, and Worker's Compensation Insurance Bid:** Ursula Stanley moved to award the Property, Liability and Worker's Compensation Insurance contract, for the district-wide coverage for July 1, 2022 – June 30, 2023, to Hickok and Boardman/Liberty Mutual for \$191,513. Seconded by Jonas Eno-Van Fleet. Flor Diaz Smith thanked Jen Miller Arsenault and Susanne Gann for engaging in this comparison. Kari Bradley asked for the worker's compensation "mod factor." Susanne Gann will send him that info by email. **This motion carried unanimously.**
- 7.2.3. Adopt Capital Improvement Plan:** Ursula Stanley moved to adopt the Capital Improvement Plan which was included in the packet. Seconded by Jonas Eno-Van Fleet. Flor Diaz Smith thanked the entire team who put this together; she thanked Chris O'Brien for his work on this document and for attending board meetings. **This motion carried unanimously.**
- 7.2.4. Accept Parking Lot Project Scope and Budget:** Ursula Stanley moved to authorize the Superintendent to engage Engineering Ventures to complete bidding for the U-32 parking lot repaving, sidewalk replacements, and driveway circulation improvements, for an amount not to exceed \$2,090,354. Seconded by Diane Nichols-Fleming. Diane Nichols-Fleming asked what the expected life of this project is. Chris O'Brien indicated that this has not come up in conversation yet; he believes the current parking lot has been in place for at least twenty years. He will follow up with the engineering company. Mckalyn Leclerc shared that the parking lot was installed in 2000. **This motion carried unanimously.**

7.2.5. Proposal to Transfer General Fund Balance to Capital Reserve Fund: Ursula Stanley moved to approve transferring \$1,500,000 from the General Fund Reserve to the Capital Reserve Fund. Seconded by Daniel Keeney. This motion carried unanimously.

- 8. Policy Committee:** Chris McVeigh shared that he has heard loud and clear that the board needs to create a school choice policy. He believes that the first step should be discussion among the board about how broad, allowing for more fluid movement, the board would like to see.

8.1. First Reading for Policy to be adopted on August 17, 2022: C8 Pupil Privacy

Rights: Chris McVeigh invited questions or comments about this policy as presented. None were heard; this policy will be ready for adoption at the August 17 board meeting. **C1 Student Education Records:** Chris McVeigh invited questions or comments about this policy as presented. None were heard; this policy will be ready for adoption at the August 17 board meeting. **C14 Section 504 and ADA Grievance Policy for Students and Staff:** Chris McVeigh invited questions or comments about this policy as presented. None were heard. Jen Miller Arsenault shared that one of the changes that the committee had discussed - changing “may” to “shall” is not reflected in this version, and should have been. Chris McVeigh explained the committee’s impetus for making this change in the language. Ursula Stanley asked, is this the first time we’ve had this policy? Jen Miller Arsenault indicated that this is the first; this is a required policy from VSBA. This policy will be ready for adoption at the August 17 board meeting.

8.2. Second Reading for Policy to be adopted: B5 Prevention of Employee Harassment:

Kari Bradley expressed concern - he would like a requirement for proactive training - how does the board know that these proactive requirements are happening, aside from an issue being raised and us reacting? Chris McVeigh suggested that there should be a requirement of reporting that the training did happen - we could amend the policy to require that the superintendent report that the training has occurred, on an annual basis. Lindy Johnson stated that if this is a state requirement, then documentation is already in place according to state-wide practice. Jen Miller-Arsenault stated that we do collect data every year about who has participated in the training; she hasn’t reported the data to the board, though. Chris McVeigh asked for a description of what is the format of the training. Jen Miller-Arsenault stated that the format has changed, depending on specific needs. Sometimes it is a slide show or video in which staff can participate on their own time. She stated that for the coming year we are looking at an online module format. Chris McVeigh asked whether Jen Miller-Arsenault feels that the training is adequate. Jen Miller-Arsenault stated that it is adequate, until and unless more specific needs or instances arise - when that happens, additional trainings are offered. Natasha Eckart Baning asked the question of what is a reasonable training program - who creates the training program, specifically around the equity piece? Is this something that continues throughout the year? Jen Miller-Arsenault stated that the equity training is not in her mind included in the beginning of the year mandated training; it is more of an ongoing and interactive staff training. Natasha Eckart Baning stated that she is always cognizant of the dynamic nature of equity issues and the nuances that are included; she would like to be sure that related training is more than simply “adequate.” Jen Miller-Arsenault shared some examples of other trainings in the past year that have engaged legal counsel or VT-HEC or other resources. Daniel Keeney asked about the various roles (e.g. non-discrimination coordinator) that are indicated in this policy - how is this information

shared? Jen Miller Arsenault stated that when these assignments have been made, the information is shared widely and is available online. Daniel Keeney expressed concern about the use of “designee” in the policy and his concerns that this person is adequately trained. Mckalyn Leclerc stated that the age indicated by federal statute is 18; our policy should reflect that (change age 40 to age 18). Kari Bradley indicated that he would like the board and the policy committee to think about, with a broader stroke, how to assure reporting to the board, as indicated in policies - e.g., trainings - not to add verbiage to this specific policy. Board members agreed on changed language in the policy, regarding age 18 as indicated above. **Chris McVeigh moved to approve B5, with the change as noted earlier (regarding age 18). Seconded by Ursula Stanley, this motion carried unanimously.**

9. Education Quality Committee:

9.1. Global Citizenship SLO Review: Kari Bradley reviewed this student learning outcome. He noted that this is the final student learning outcome that is considered by the board, in what has taken place over the course of two years. Jen Miller Arsenault provided a brief overview/ presentation. Standards in Global Citizenship has changed over time; some key implications: we have fewer sources of data in Global Citizenship; need to find ways to collect data to show what our kids know. The skills related to inquiry and analysis lend themselves to be integrated more fully with math and literacy; we need to make steps to do this, especially in elementary school. The Ed Quality Committee had expressed interest in hearing from our students about what are their interests, regarding this learning outcome and current issues. Spoke about the finite resource of time - how do we allocate our time in a way that reflects our priorities? She spoke about world language across the district. She spoke about continually supporting our teachers so that they can engage in/ facilitate these hard conversations with students. Kari Bradley spoke about the synergy between Global Citizenship and other areas of academics; he spoke about how this is an important part of our curriculum, in that it helps students process and make sense of current issues, for example, the topic of gun violence in America and the war in Ukraine. Flor Diaz Smith shared that this is a “living” topic and is dynamic and that is part of what makes it exciting as well as a challenge, and that it is important work.

10. Consent Agenda

10.1. Approve Minutes of 5.18.22, 6.1.22, and 6.10.22: Kari Bradley moved to approve the minutes from May 18, June 1, and June 10. Seconded by Dennis Hill. Discussion: Natasha Eckart Banning noted that her name needs to be corrected. This motion carried unanimously (with noted correction.)

10.2. Approve Board Orders: Lindy Johnson moved to approve the board orders in the total amount \$589,134.01. Seconded by Diane Nichols-Fleming, this motion carried unanimously.

11. Personnel

11.1. Approve New Teachers, Resignations, Retirements, Leave of Absence, and Changes in FTE : Lindy Johnson moved to approve the following: **New Teacher Nominations (22-23 School Year)** Pamela Mallett – Calais Elementary School Counselor (Grant funded); Kristina Snook – Doty Art Teacher; Andrew McCarthy – PE/Health Teacher – Calais/Rumney; Sarah Lund – U-32 Social Studies; Rebecca Sweeney – U-32 Middle School Interventionist.

Seconded by Ursula Stanley, this motion carried unanimously.

Lindy Johnson moved to approve the following: New Hire (22-23 School Year)

Derek Dunning – U-32 Athletic & Activities Director. Seconded by Ursula Stanley, this motion carried unanimously. Lindy Johnson moved to approve the following, with appreciation: Retirement: Roger Grow – U-32 Music Teacher. Seconded by Ursula Stanley, this motion carried unanimously. Lindy Johnson moved to approve the following: Resignation: Sara Yurt – U-32 Special Education Teacher. Seconded by Ursula Stanley, this motion carried unanimously. Lindy Johnson moved to approve the following: Extended Leave of Absence Request (22-23 School Year): John “JB” Hilferty –U-32 Middle School Social Studies Teacher. Seconded by Ursula Stanley. Discussion: Chris McVeigh asked for the connection to the Dean of Students position and proposed change in position for him. Jen Miller- Arsenault explained the impetus for this change and she noted that the administration supports this arrangement. This motion carried unanimously. Lindy Johnson moved to approve the following hire: Long Term Substitute (22-23 School Year): Maxwell Segalla – U-32 Social Studies. Seconded by Dennis Hill, this motion carried unanimously. Lindy Johnson moved to approve the following: Change in Position (22-23 School Year): John “JB” Hilferty – U-32 Dean of Students. Seconded by Daniel Keeney, this motion carried unanimously.

Seconded by Ursula Stanley, this motion carried unanimously. Lindy Johnson moved to approve the following: Resignation: Sara Yurt – U-32 Special Education Teacher. Seconded by Ursula Stanley, this motion carried unanimously. Lindy Johnson moved to approve the following: Extended Leave of Absence Request (22-23 School Year): John “JB” Hilferty –U-32 Middle School Social Studies Teacher. Seconded by Ursula Stanley. Discussion: Chris McVeigh asked for the connection to the Dean of Students position and proposed change in position for him. Jen Miller- Arsenault explained the impetus for this change and she noted that the administration supports this arrangement. This motion carried unanimously. Lindy Johnson moved to approve the following hire: Long Term Substitute (22-23 School Year): Maxwell Segalla – U-32 Social Studies. Seconded by Dennis Hill, this motion carried unanimously. Lindy Johnson moved to approve the following: Change in Position (22-23 School Year): John “JB” Hilferty – U-32 Dean of Students. Seconded by Daniel Keeney, this motion carried unanimously.

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- 11.2. Update on Vacancies:** Jen Miller -Arsenault shared that we are continuing to experience vacancies in spite of advertising; she noted that special education positions are particularly challenging. She spoke about the possibility of hiring interventionists as per changes re: Act 173. She shared some other vacancies that continue.

12. Future Agenda Items

12.1. Diversifying the Educator Workforce and Hiring

- 13. Board Reflection:** Flor Diaz Smith expressed how lucky the board has been to have Jen Miller-Arsenault, and has appreciated her sense of peace during a very tumultuous time in the district, providing solid leadership with a very kind heart. Kari Bradley stated that this has been a much more difficult year than the previous, and that Jen Miller -Arsenault probably had the hardest job that he knows; and that she pulled it off with such grace, and so well. He expressed his appreciation and looks forward to next year when she can do the work that she prefers to do in her former position.

14. Public Comments

- 15. Adjourn: Lindy Johnson moved to adjourn at 7:37 p.m. Seconded by Jonas Eno-Van Fleet and approved unanimously; the board adjourned.**

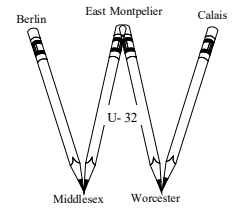
Respectfully submitted,
Lisa Grace, Board Recording Secretary

Washington Central Unified Union School District

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Montpelier, VT 05602
Phone (802) 229-0553
Fax (802) 229-2761

Jennifer Miller-Arsenault
Interim Superintendent



Washington Central Unified Union School District Continuing Board Educational Training w/ Legal Counsel June 22, 2022 6:00-7:15 PM Unapproved Minutes

Board Members: Flor Diaz Smith, Jonas Eno-Van Fleet, Ursula Stanley, Natasha Eckart Baning, Dennis Hill, Maggie Weiss, Lindy Johnson, Mckalyn Leclerc, Diane Nichols-Fleming, Eric Andersen

Others: Jen Miller-Arsenault, Heather Lynn, Meagan Roy

The Board introduced itself to Heather Lynn and Meagan Roy. Heather Lynn introduced herself and the subject matter the board will discuss: harassment, hazing, bullying, and sexual harassment.

Heather Lynn provided a training to the Board regarding the process of responding to reports of harassment, hazing, bullying, or sexual harassment: intake and referral, assessment by an administrator, a decision to investigate or not, then a determination or finding that may be appealed to the School Board. During an appeal, the Board does not play a “fact finding” role, the Board’s responsibility is to review the record of the investigation and the adjudication at the school level. The Board hears about evidence through argument, then makes a decision whether the Administration’s finding constituted an “abuse of discretion.” The Board is to give “great weight” to the Administration’s argument. The standard of proof is a “preponderance of the evidence,” not “beyond a reasonable doubt.”

Dennis Hill asked if the determinant factors are “Did the Administration follow procedure” and “Does the preponderance of evidence support the outcome?” Heather Lynn said yes but added that there is a wide level of discretion given to the administrator, and the Board is not looking for exact compliance but rather if the administrator was broadly in compliance and did not abuse their discretion. Additionally, the substance of the decision is not at issue, but rather is the decision not reasonable or totally out of bounds of discretion. Dennis Hill said he was concerned about the Board digging too deeply into the issue and going beyond its appropriate role. Heather Lynn said the work is all about maintaining legal access, safe access, for serious behaviors that run afoul of safety and legal access. The big question is, “Did your administrator abuse their discretion to the point where the decision needs to be overturned.” Understanding the definition of the offending behavior is crucial.

Heather Lynn described the definition of “bullying.” The definition is limited to conduct between students. Harassment is not, and can apply to the behavior of adults to students as well as student to student. It is a behavior that accumulates. It may not be the same exact behavior, it could be different behaviors “repeated over time,” but there must be more than one incident of the behavior. The behavior is intended to ridicule, humiliate, or intimidate the victim. All it needs to be one of those things. Intent is the defining factor, not impact if the behavior occurred at school, or on school grounds, or on a school bus, or at a school event. However, if the behavior happens out of school, then there must be a substantial impact on education or on school as. There does not need to be animus against a group or identity for behavior to be defined as bullying.

The Board should be aware of the “both ways bullying” argument. The definition of bullying does not say it is allowed if you are being bullied yourself. However, what is done to remedy the situation is different in a “both ways” case.

The definition of bullying is given to the Board in complete form. The Board cannot dilute the definition in its own policies.

Natasha Eckart Banning asked if Heather Lynn could speak more to the intent piece, as intent vs impact is very different in these cases than in equity cases. Heather Lynn said we are talking about kids at varying levels from K-12 without any change, and is designed to prevent the ultimate harm: a student taking their own life. The law draws a very bright line, which if your intent is to humiliate, intimidate, or ridicule, it’s a pretty low bar to prove among kids. How do you prove it? Would a reasonable person in the victim’s shoes, at a young age, feel intimidated? Investigations should be skeptical of a student’s claim that there was no intent to humiliate, intimidate, or ridicule. Kids do learn where power flows, they learn how to wield, accrue, and maintain power. It’s very crude, but they are absorbing those messages all the time. Humiliation is a real weapon in student relations. We’re not only going to find bullying when the bully says “Yes, I intended to humiliate.” What we hear more often is, “I just wanted the kid to go away so I teased them.” The intent is to denigrate, or diminish.

Ursula Stanley asked if in a “both ways” situation, that triggers the Administration to have to do a whole new investigation. Heather Lynn said sometimes a referral occurs during an ongoing investigation, and that information needs to be shared back with the administrator so they can “rise and repeat” and determine if what they are being told, if true, is also a violation of the policy. What is reasonable? What’s the source of information, and what’s their motive? Does it align with prior information about the student? Is this a student who has repeatedly brought forward information that was never borne out about who they are accusing? The administrator needs to explain in their paperwork their decision to move and launch another investigation. This may trigger a delay letter as the Administration decides to launch a new investigation or conduct it under the same investigation.

Ursula Stanley asked about discretion around developmental delay. Heather Lynn said that developmental delay may result in reflexing coping mechanisms that do not have the required intent behind them. An administrator may need to determine between the two. This would have to be documented internally. Heather Lynn said she was very skeptical of arguments that “Kindergarteners and first graders aren’t able to have this intent.” They are, and they can be cruel

but crude in their application of humiliation and ridicule. Responses should take developmental level in mind, but young children are capable of these behaviors and these intentions.

You're going to receive the record, you're going to consider the arguments. The Administration should go first and present their arguments about why there was an investigation, how the investigation was conducted, how information was weighed, how a determination was reached, and how a remedy was reached. The Board gets to ask questions, but the parent does not. This is an appeal, not a trial. The parent goes second, and the Board gets to ask questions. Then the Administration gets a chance to respond to the parents' presentation, then the parents have a chance for rebuttal. Then the Board goes into Deliberative Session. The Board should give deference and "great weight" to the Administration's decision. Counsel will be available to the Board during the Deliberative Session.

Flor Diaz Smith asked what decision the Board makes. Heather Lynn said that depended on what the parent was appealing: either the determination of the behavior, or the remedy. The Board reviews what is brought to it by the appellant. Was the determination reasonable or an "abuse of discretion," or is the remedy reasonable or not reasonable.

Diane Nichols-Fleming said it seems clear what questions can be asked, but in the moment of a hearing, as we're trying to figure this out is there a list or a template of questions that are generally appropriate, or a framework? Heather Lynn said that no one had ever asked that before. Off the top of her head questions would include "Can you explain, given the information you received, if this was a close call if this was bullying or not? Given the behaviors you see on a daily basis?" The answer will give context to what happens in a school system. Although the behaviors may not have been as serious as other behaviors seen, administrators are tasked with identifying behavior according to the legal definition. An administrator may be able to say where behavior fell on a spectrum of behavior.

Jen Miller-Arsenault said that some contexts may not be relevant to a particular case, and is there guidance to the Board for what might not be relevant. Heather Lynn said there is often some level of context and interplay between students. In an appeal the Board is not allowed to go into detail or context about the victim. The victim is not named or described in any way to protect the victim's right to privacy. We are only really allowed to talk about the accused student and their behaviors. The definition tracks with that, particularly with in-school behavior. In out-of-school scenarios, that must take into account the impact on the victim, and that gets tricky. The Board should stick to what is in the investigative report and review that in the Deliberative Session. There is no limit to what the parent can say about the other student, but the Board should not interact with that and should not try to elicit information from the administrator about the victim. This is not about the accused other educational issues, or motivations, it is a very narrow review of whether the behavior aligned with the definition. However, it is different if there are impairments that prevent the student from having the necessary intent.

Adjourn: At 7:15 Jonas Eno-Van Fleet moved to adjourn. Seconded by Daniel Keeney, this motion carried unanimously.

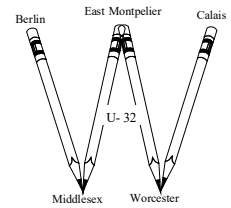
Respectfully submitted,
Jonas Eno-Van Fleet, WCUUSD Board Clerk

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

Jennifer Miller-Arsenault
Interim Superintendent



**Washington Central Unified Union School District
Special School Board Meeting
June 23, 2022
Central Office
1130 Gallison Hill Rd
Montpelier, VT
**via Zoom
5:00-6:00 PM
Unapproved Minutes**

Board Members: Flor Diaz Smith, Jonas Eno-Van Fleet, Ursula Stanley, Natasha Eckart Baning, Maggie Weiss, Lindy Johnson, Diane Nichols-Fleming, Eric Andersen, Chris McVeigh

Others: Jen Miller-Arsenault, Aaron Boynton, Adrienne Shea, Student Family Members

1. **Call to Order:** Flor Diaz Smith called the meeting to order at 5:10 p.m.
2. **Executive Session - Student Matter:** At 5:11 p.m., Jonas Eno-Van Fleet moved that the Board enter into executive session for a Student Matter, to include Jen Miller-Arsenault, Aaron Boynton, Adrienne Shea, and Student Family Members. Seconded by Ursula Stanley, this motion carried unanimously.

At 7:10 p.m., Jonas Eno-Van Fleet moved to leave Executive Session. Seconded by Lindy Johnson, this motion carried unanimously.

During Executive Session the Board discussed a Student Matter.

Jonas Eno-Van Fleet moved to affirm the Administration's decision regarding both the policy conclusion and the related discipline in the confidential Student Matter. Seconded by Ursula Stanley, this motion carried by a vote of 7-2.

3. **Adjourn:** At 7:12 Jonas Eno-Van Fleet moved to adjourn. Seconded by Chris McVeigh, this motion carried unanimously.

Respectfully submitted,
Jonas Eno-Van Fleet, WCUUSD Board Clerk

WCUUSD School Board
Superintendent Personnel Summary and Recommendations
(as of August 11, 2022)

1. New Teacher Nominations (for 22-23 school year)

Uriah Proctor-Mattingly – Calais School Wide-Support

Christiana Usenza – U-32 Music Teacher

Olga Benoit – U-32 Math Interventionist

Honi Bean Barrett – Doty 5/6 Classroom Teacher

Maryellen Munday – Rumney School Wide-Support

2. Retirement

3. Resignations

4. Extended Leave of Absence Request:

5. Change in FTE

6. Long Term Substitutes (22-23 School Year)

Maxwell Segalla – U-32 Social Studies

7. Change in Position (22-23)

Margaret Dawkins – Speech/Language Pathologist (Evaluation Team & Services)

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

Name: Uriah Proctor-Mattingly

School: Calais Elementary School Department/Area: _____

Position: School Wide Student Support

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

Type: ☐ Permanent ☐ Pro-Rated Non-Renewable/ Leave Replacement
☐ Temporary ☐ Long-Term Substitute
☒ Other: ONE-YEAR NON-RENEWAL

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

[Name of employee replacing for leave of absence or resignation]: Rod Lang

Educational Preparation:

College	Degree	Date Attained
<u>University of Chicago, University of Sioux Falls, Norther Illinois University, Roosevelt University</u>		
<u>National Louis University</u>	<u>Master of Art in Teaching</u>	<u>6/2004</u>

Experience: Dulles Elementary School 4th grade math and 3rd grade ELA, Chicago, 2019-2022

Rowe Elementary 5th grade Math, Chicago, 2017-2019

CICS Basil 2nd and 3rd grade 2014-2017

Years of Related Experience: 8

Salary Schedule Placement:

M30+ Step I

Start Date:

August 2022

Salary or Wage Rate:

\$65,610

Date of Board Appointment:

August 17, 2022

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

Interviewed by: Cat Fair, Prinicipal

This candidate is recommended for employment by: Meagan Roy, Superintendent

cc: (check as appropriate):

☒ PERSONNEL ☒ PAYROLL ☐ SPED ☐ UNION ☐ BUILDING PRINCIPAL

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

Name: Christiana A Usenza

School: U-32

Employer: WCUUSD

Position: Music Teacher

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: Roger Grow

Educational Preparation:

College/Technical	Degree/Certificate	Date Attained
<u>Goucher College, Baltimore MD</u>	<u>B.A. Anthropology, Dance & Music</u>	<u>May 2006</u>
<u>Tufts University, Medford MA</u>	<u>M.A. Ethnomusicology</u>	<u>May 2012</u>
<u>Pennsylvania State University, Univ Park PA</u>	<u>Ph.D. Music Education</u>	<u>2022</u>

Experience: Sep 2009-present - Private Lesson Instruction; Feb-Dec 2021 - Lectureship in Music, Tufts University; Aug 2018-May 2021 - Graduate Teaching Assistant, Penn State; Jan-Jun 2019 - PT Music Teacher, Centre Learning Community Charter Middle School, State College PA; Summer 2019 - Percussion Instructor, Summit School Traditional Music Camp, Montpelier VT; 2016-2017 - Community Liaison, Environmental Charter Middle School, Gardena CA; Jun-Aug 2015 - Keyboard Teacher, Girls Rock Camp Boston, Boston MA; Oct 2014-Oct 2016 - PT Founding Member/Percussion Educator, School of Honk, Somerville MA; Jan-Jun 2013 - Long-Term Substitute Percussion Instructor, Somerville High School, Somerville MA; Jan 2019 - PT Percussion Instructor, The Grier School, State College PA; Oct 2012-Feb 2014 - Music Educator, Hyde Square Task Force, Jamaica Plain MA; Jan 2008-Apr 2010 - Environmental Educator, Reservoir Hill Improvement Council, Baltimore MD; Aug 2007-Spring 2008 - PT Hip Hop Music/Dance Program Asst Teacher, Creative Alliance, Baltimore MD; Jan 2006-Jan 2007 - Environmental Educator, Parks & People Foundation, Baltimore MD; Jun-Oct 2007 - PT Environmental Educator, Irvine Nature Center.

Years of Related Experience: 11 Years

Salary Schedule Placement:

Start Date:

M30+ Step L

August 2022

Salary or Wage Rate:

Date of Board Appointment:

\$71,256.00

August 17, 2022

FTE: 1.0 Days / Year: 190 Hours / Day: n/a

Contract Comments: _____

Interviewed by: Steven Dellinger-Pate, Amy Molina, Anne Decker

This candidate is recommended for employment by: Meagan Roy

Cc (check as appropriate):

☒ PERSONNEL

☒ PAYROLL

☐ SPED

☒ UNION

☒ BUILDING PRINCIPAL

PROVISIONAL

Washington Central Unified Union School District
Employee Nomination Form

6171

Name: Olga V Benoit

School: U-32

Employer: WCUUSD

Position: Math Interventionist

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: Brennan Lynch

Educational Preparation:

College/Technical	Degree/Certificate	Date Attained
<u>Southern New Hampshire University</u>	<u>Coursework</u>	<u>12 2020-2021</u>
<u>Union Institute & University</u>	<u>Coursework</u>	<u>3 2013</u>
<u>University of Phoenix</u>	<u>Coursework</u>	<u>10 2008-2014</u>
<u>Community College of Vermont, Montpelier</u>	<u>Coursework</u>	<u>21 2007-2014</u>
<u>Tomsk State Pedagogical University, Russia</u>	<u>M.A. Teaching [English/German]</u>	<u>Jun 2002</u>

Experience: Aug 2015-Jun 2020 - ELL Teacher/EST & Academic Intervention Facilitator, Spaulding High School, Barre VT; Jun-Jul 2019 - Summer School Math Teacher, Harwood Union High School, Duxbury VT; Aug 2006-Jun 2015 - ELL Teacher, Spaulding High School, Barre VT; Aug 2009-2010 - ESL Coordinator, Barre Supervisory Union, Barre VT; Jun-Aug 2009 - Instructor in Intensive English and HS Academic Skills programs, St Michael's College, Colchester VT; Jun-Aug 2007 - IEP Instructor, St Michael's College, Colchester VT; Nov 2003-Nov 2005 - Interpreter, Vermont Refugee Resettlement Program; Jan-May 2004 - Volunteer ESL Teacher, Central Vermont Adult Basic Education Learning Center, Barre VT.

Years of Related Experience: 14+ Years

Salary Schedule Placement:

M30+ Step 0

MA

Start Date:

August 2022

Salary or Wage Rate:

\$ 77,388⁰⁰

Date of Board Appointment:

August 17, 2022

FTE: 1.0 Days / Year: 190 Hours / Day: n/a

Contract Comments: _____

Interviewed by: Julia Pritchard, Maria Paris, Drew Jenkins, Lauren Melkonian

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
Employee Nomination Form**

Name: Honi Bean Barrett

School: Doty Department/Area: Gen Ed

Position: 5/6 classroom teacher

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

Type: ☐ Permanent ☐ Pro-Rated Non-Renewable/ Leave Replacement
☐ Temporary ☐ Long-Term Substitute
☒ Other: One year, non-renewable contract

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

[Name of employee replacing for leave of absence or resignation]: Lisa Hanna

Educational Preparation:

College	Degree	Date Attained
On file		

Experience: _____

Years of Related Experience: _____

Salary Schedule Placement:	Start Date:
<u>B00-B14 Step G</u>	<u>8-17-22</u>

Salary or Wage Rate:	Date of Board Appointment:
<u>\$ 55,387</u>	

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

Interviewed by: Gillian Fuqua, Maureen McDermet, Jen Frantz, Leigh Garrity

This candidate is recommended for employment by: Meagan Roy, Superintendent

cc: (check as appropriate):

☒ PERSONNEL ☒ PAYROLL ☐ SPED ☐ UNION ☐ BUILDING PRINCIPAL

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

Name: Maryellen Munday

School: Rumney Memorial School Employer (if different): _____

Position: Schoolwide Student Support Specialist

Department/Area: Schoolwide

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: Chris Malone

Educational Preparation:

College	Degree	Date Attained
<u>Johnson State College</u>	<u>Education</u>	<u>2006</u>

Experience: Maryellen served as a paraeducator for 5 years, she was a long-term substitute in a classroom for 1 year, and was a 4th grade teacher for 3 years (2018-2021).

(12) BS + 41 or

Years of Related Experience: (TBD by superintendent based on resume)

Salary Schedule Placement:

Start Date: August 17, 2022

B15+ Step m

Salary or Wage Rate:

Date of Board Appointment:

\$ 62,898.00

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

Interviewed by: Karoline May, Kerra Holden, Rachel Hernandez

This candidate is recommended for employment by: Meagan Roy, Superintendent

cc: (check as appropriate):

☒ PERSONNEL ☒ PAYROLL ☐ SPED ☐ UNION ☒ BUILDING PRINCIPAL

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

Name: Maxwell F Segalla

School: U-32

Employer: WCUUSD

Position: Social Studies 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: Z Gonzalez

Educational Preparation:

College/Technical

Degree/Certificate

Date Attained

University of Vermont, Burlington VT

B.S. Secondary English

Dec 2019

Experience: Aug 2021-present - S1 HS English & S2 HS Social Studies Long-Term Substitute, U-32 Middle & High School; Jan 2020-Jun 2021 - Paraeducator, Frederick H Tuttle Middle School, South Burlington VT; Aug-Dec 2019 - Student Teacher, Frederick H Tuttle Middle School, South Burlington VT.

Years of Related Experience: 1 Years

Salary Schedule Placement:

Start Date:

B00 Step B

August 1st, 2022

Salary or Wage Rate:

Date of Board Appointment:

\$254.04 Per Diem (\$48,267.00)

FTE: 1.0

Days / Year: n/a

Hours / Day: 7.5

Contract Comments: _____

Interviewed by: Steven Dellinger-Pate, Jes Wills, Zach Gonzalez, Geoff Green, Nicolle Schaeffer, Christine Fitch, Brennan Lynch

This candidate is recommended for employment by: Jen Miller-Arsenault

Cc (check as appropriate):

☒ PERSONNEL

☒ PAYROLL

☐ SPED

☒ UNION

☒ BUILDING PRINCIPAL

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

Name: Margaret Dawkins

School: WCUUSD

Department/Area: Special Education

Position: Speech/Language Pathologist (Evaluation Team & Services)

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

Type: ☒ Permanent ☐ Pro-Rated Non-Renewable/ Leave Replacement
☐ Temporary ☐ Long-Term Substitute
☐ Other:

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

[Name of employee replacing for leave of absence or resignation]: Holly Carroll

Educational Preparation:

College	Degree	Date Attained
<u>UVM</u>	<u>MS, Communication Sciences</u>	<u>2002</u>
<u>UVM</u>	<u>BA, Historic Preservation</u>	<u>1988</u>

Experience: Meg has worked in WCUUSD schools since 2002, serving in various schools in the SLP role.
She maintains her ASHA certification and the appropriate VT AOE credentials.

Years of Related Experience: 20

Salary Schedule Placement:

Start Date:

Step 15 - column 7

July 1, 2022

Salary or Wage Rate:

Date of Board Appointment:

\$ 77,388

FTE: 1.0

Days / Year: 190

Hours / Day: 7.5

Interviewed by: Kerra Holden, Stephanie Smart, Maggie McGlynn, Lauren Kiessling, Sarah McLeod

This candidate is recommended for employment by: Jennifer Miller-Arsenault, Interim Superintendent

cc: (check as appropriate):

☐ PERSONNEL ☐ PAYROLL ☐ SPED ☐ UNION ☐ BUILDING PRINCIPAL