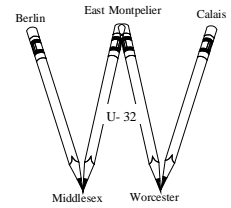


# Washington Central Unified Union School District

*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

Bryan Olkowski  
Superintendent



## Washington Central Unified Union School District Special Board Meeting Agenda

3.29.21 5:00 PM – 6:00 PM

### Virtual Meeting Information:

<https://tinyurl.com/4tuuv4m2>

Meeting ID: 862 6579 6019

Password: 745334

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

### **Open Meeting Law temporary changes as of 3/30/20:**

Boards are not required to designate a **physical** meeting location. Board members and staff are not required to be present at a designated meeting location.

**Our building will not be open for meetings.  
All are welcome to attend virtually.**

1. Call to Order
2. Executive Session for Personnel
3. Personnel (Action)
  - 3.1. Approve New Teachers, Resignations, Retirements, Leave of Absence, Changes in FTE, and Reduction In Force ( Handout) - pg. 2
4. Adjourn

### 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, celebrate successes.

**WCUUSD School Board**

**Superintendent Personnel Summary and Recommendations**

**March 29, 2021**

**(as of 3/29/21)**

**1. New Teacher Nominations** (for 21-22 school year)

Brennan Lynch – U-32 Special Educator

**2. Retirement**

Mark Chaplin – U-32 Science Teacher

**3. Resignations**

Casey LeClerc – U-32 School Nurse

Christina Strobridge – Doty Pre-K Teacher

Meta Bravos – Calais Music Teacher

Jennifer Britel – U-32 School Nurse

Robert Reade – East Montpelier Pre-K Teacher

**4. Leave of Absence Request**

Christine Fitch – U-32 Extended Leave Request (remainder of the FY 20-21 School Year)

Nicolle Schaeffer – U-32 (Request leave for 0.4 FTE for FY 22, Change FTE for FTE for 0.6 FTE)

Ben Heinz – U-32 Extended Leave Request (Request for 0.6 FTE Rowland Fellowship, 0.4 continue FY22 Teaching contract)

**5. Change in FTE**

**6. Long Term Substitutes** (Remainder of the 20-21 school year)

**7. New Position**

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

Name: Brennan Lynch

School: U-32 Employer (if different): WCUUSD

Position: Special Educator

Department/Area: Special Education

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: S Mayette

Educational Preparation:

College	Degree	Date Attained
See file		

Experience: \_\_\_\_\_

Years of Related Experience: \_\_\_\_\_

Salary Schedule Placement: MOG M14 Step D. (FY22 step)           Start Date: August 2021

Salary or Wage Rate: \$ 51,562           Date of Board Appointment: March 29, 2021

FTE: 1.0           Days / Year: 190           Hours / Day: \_\_\_\_\_

Interviewed by: Steven Pate, Julia Pritchard, Kelly Bushey

This candidate is recommended for employment by: Bryan Olkowski, Superintendent

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

WASHINGTON CENTRAL SUPERVISORY UNION  
EMPLOYEE SEPARATION FORM

RECEIVED  
MAR 17 2021

Name: Mark Chaplin Date: March 17, 2021

District: U-32 Position: Science Teacher

Reason for leaving (check one):

VOLUNTARY TERMINATION

Another position with: \_\_\_\_\_  
New Employer

Relocating / moving: \_\_\_\_\_  
New Address (to forward tax information)

Retirement: After 47 years teaching and coaching at U-32

Other - please specify: \_\_\_\_\_

INVOLUNTARY TERMINATION

Position eliminated: \_\_\_\_\_


Other - please specify: \_\_\_\_\_

Comments: \_\_\_\_\_

Last work day: End of the 2020-2021 school year

Employee signature: See attached retirement letter

ADMINISTRATIVE USE ONLY:

Board action date: <u>April 7, 2021</u>	Position posting date: <u>Pending</u>
Employee eligible for rehire: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> With conditions (specify): _____	
Administrator Signature: 	
<input checked="" type="checkbox"/> Superintendent / Personnel File	<input checked="" type="checkbox"/> Payroll

X

WASHINGTON CENTRAL SUPERVISORY UNION  
EMPLOYEE SEPARATION FORM

Name: Casey LeClerc RN Date: March 24, 2021

District: U-32 Position: School Nurse

Reason for leaving (check one):

VOLUNTARY TERMINATION

Another position with: \_\_\_\_\_  
New Employer

Relocating / moving: \_\_\_\_\_  
New Address (to forward tax information)

Retirement: \_\_\_\_\_

Other - please specify: Not known

INVOLUNTARY TERMINATION

Position eliminated: \_\_\_\_\_

Other - please specify: \_\_\_\_\_

Comments: \_\_\_\_\_

Last work day: End of the 2020-2021 school year

Employee signature: See attached non-renewal letter

ADMINISTRATIVE USE ONLY:

Board action date: March 29, 2021 Position posting date: tbd

Employee eligible for rehire:  Yes  
 No  
 With conditions (specify): \_\_\_\_\_

Administrator Signature: [Signature]

Superintendent / Personnel File

Payroll

WASHINGTON CENTRAL UNIFIED UNION SCHOOL DISTRICT  
EMPLOYEE TERMINATION FORM

Name: Christina Strobridge Date: 3-25-21  
School: Doty Position: Pre-K teacher

Reason for leaving (check one):

VOLUNTARY TERMINATION

Another position with: \_\_\_\_\_  
New employer  
 Relocating/moving \_\_\_\_\_  
New address (to forward tax information)  
 Retirement \_\_\_\_\_  
 Other--please specify: personal

INVOLUNTARY TERMINATION

Position eliminated  
 Other--please specify: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Last work day: 6-30-21

Employee signature: letter attached

ADMINISTRATIVE USE ONLY:

Board action date: <u>3-29-21</u>	Position posting date _____
Employee eligible for rehire:	<input type="checkbox"/> Yes <input type="checkbox"/> No With conditions (specify): _____
Administrator signature: _____	
cc: Superintendent Personnel File Payroll	
Note: Send all documents in local personnel file to Human Resources	

WASHINGTON CENTRAL UNIFIED UNION SCHOOL DISTRICT  
EMPLOYEE TERMINATION FORM

Name: Meta Bravos

Date: 3-23-21

School: Calais

Position: Music Teacher

Reason for leaving (check one):

VOLUNTARY TERMINATION

Another position with: \_\_\_\_\_

New employer

Relocating/moving \_\_\_\_\_

New address (to forward tax information)

Retirement \_\_\_\_\_

Other--please specify: personal

INVOLUNTARY TERMINATION

Position eliminated

Other--please specify: \_\_\_\_\_

Comments: \_\_\_\_\_

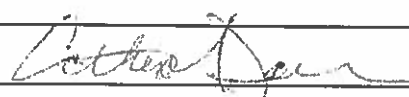
Last work day: 6-30-21

Employee signature: 

ADMINISTRATIVE USE ONLY:

Board action date: 03/29/2021 Position posting date \_\_\_\_\_

Employee eligible for rehire:  Yes  
 No  
With conditions (specify): \_\_\_\_\_

Administrator signature: 

cc: Superintendent Personnel File Payroll

Note: Send all documents in local personnel file to Human Resources

WASHINGTON CENTRAL SUPERVISORY UNION  
EMPLOYEE SEPARATION FORM

RECEIVED  
MAR 17 2021

Name: Jennifer Britel RN Date: March 16, 2021

District: U-32 Position: School Nurse

Reason for leaving (check one):

VOLUNTARY TERMINATION

- Another position with: \_\_\_\_\_  
New Employer
- Relocating / moving: \_\_\_\_\_  
New Address (to forward tax information)
- Retirement: \_\_\_\_\_
- Other – please specify: Not known

INVOLUNTARY TERMINATION

- Position eliminated: \_\_\_\_\_
- Other - please specify: \_\_\_\_\_

Comments: \_\_\_\_\_

Last work day: End of the 2020-2021 school year

Employee signature: See attached non-renewal letter

ADMINISTRATIVE USE ONLY:

Board action date: April 7, 2021 Position posting date: tbd

Employee eligible for rehire:  Yes  
 No  
 With conditions (specify): \_\_\_\_\_

Administrator Signature: [Signature]

Superintendent / Personnel File

Payroll



WASHINGTON CENTRAL UNIFIED UNION SCHOOL DISTRICT  
EMPLOYEE TERMINATION FORM

Name: Robert Reade Date: February 22-2021

School: East Montpelier Position: Pre-K Teacher

Reason for leaving (check one):

VOLUNTARY TERMINATION

Another position with: \_\_\_\_\_

New employer

Relocating/moving \_\_\_\_\_

New address (to forward tax information)

Retirement \_\_\_\_\_

Other--please specify: Personal - not return from leave

INVOLUNTARY TERMINATION

Position eliminated

Other--please specify: \_\_\_\_\_

Comments: \_\_\_\_\_

Last work day: 06/30/2019

Employee signature: \_\_\_\_\_

ADMINISTRATIVE USE ONLY:

Board action date: _____	Position posting date _____
Employee eligible for rehire:	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
	With conditions (specify): _____
Administrator signature: _____	
cc: Superintendent Personnel File Payroll	
Note: Send all documents in local personnel file to Human Resources	

# WCUUSD REQUEST FOR EXTENDED LEAVE

Submit this form to your Building Principal for any leave greater than five consecutive days.

School: U-32

Name of Applicant: Christine Fitch

I am requesting an extended leave for the following reason:

- Personal
- Family
- Academic Opportunity

Expected Duration of Leave

Beginning Date: April 29, 2021

Projected Date of Return to Work: June 1, 2021

Please attach any appropriate documentation in support of this request. **Please do not enter your own extended leave in Aesop. Central Office will enter this type of leave.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### FOR OFFICE USE ONLY

Leave Balance Prior to Requested Leave: N/A

Principal's Signature: 

cc: WCUUSD Personnel File  
Payroll  
Employee

# WCUUSD REQUEST FOR EXTENDED LEAVE

*Submit this form to your Building Principal for any leave greater than five consecutive days.*

School: U-32 Middle / High School

Name of Applicant: Nicolle Schaeffer

I am requesting an extended leave for the following reason:

- Personal - Request leave for 0.4 FTE for FY22  
Change FTE for FY22 to 0.6 FTE,
- Family
- Academic Opportunity

Expected Duration of Leave

Beginning Date: 07/01/21

Projected Date of Return to Work: 07/01/22

**Please attach any appropriate documentation in support of this request. Please do not enter your own extended leave in Aesop. Central Office will enter this type of leave.**

Applicant Signature: Email Date: 3/24/21

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### FOR OFFICE USE ONLY

Leave Balance Prior to Requested Leave: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_

cc: WCUUSD Personnel File  
Payroll  
Employee

# WCUUSD REQUEST FOR EXTENDED LEAVE

Submit this form to your Building Principal for any leave **greater than five consecutive days.**

School: U-32 Middle / High School

Name of Applicant: Ben Heintz

I am requesting an extended leave for the following reason:

- Personal
- Family
- Academic Opportunity - 0.6 FTE Rowland Fellow,  
0.4 FTE continue FY22 Teaching contract - English

Expected Duration of Leave

Beginning Date: 07/01/21

Projected Date of Return to Work: 07/01/22

Please attach any appropriate documentation in support of this request. **Please do not enter your own extended leave in Aesop. Central Office will enter this type of leave.**

Applicant Signature: Email Date: 3/24/21

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### FOR OFFICE USE ONLY

Leave Balance Prior to Requested Leave: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_

cc: WCUUSD Personnel File  
Payroll  
Employee