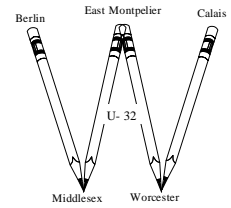


# Washington Central Unified Union School District

*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  
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Bryan Olkowski  
Superintendent



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

1.5.2021 5:00 PM – 6:00 PM

### Virtual Meeting Information:

<https://tinyurl.com/yba9wfxb>

Meeting ID: 825 2934 2926

Password: 355248

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  | 4 minutes  |
| 2. Executive Session to discuss Superintendent Evaluation | 56 minutes |
| 3. 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.

## **Superintendent Evaluation Process 2020-21**

### *Priorities for first-year evaluation:*

1. Fulfillment of the superintendent's basic responsibilities under Vermont law.
2. Safe and effective functioning of our school system during the pandemic emergency.
3. Recruitment of a successor comparable in professional caliber to our business manager.
4. Submission to the board of a district budget that looks to future years (and that voters will be inclined to approve in March).
5. Timely, effective communication of the right information to the right constituencies.
6. Steps taken to realize the board's chief goals: to improve students' school experience and achievement, and to build the board's capacity to govern.

### *Process:*

The board will convene and go straight into executive session with the superintendent at 5:00 pm on Jan. 5, 2021, March 24, 2021, and June 23, 2021, for the sole purpose of sharing board members' views of the superintendent's performance.

These extra sessions are to last no longer than one hour, maximum.

At each session the board will designate a rapporteur, who will prepare and share within three days a confidential written summary of the discussion. The superintendent may freely append his comment. The board and superintendent will consent to the summary in executive session at the board's next regular meeting thereafter.

Each confidential written summary will be kept in the superintendent's personnel file.

The three summaries written by the board rapporteurs, along with comments appended by the superintendent, will constitute the board's formal (summative) written evaluation of the superintendent for the year.

The board may ask to consult these summaries at any point — and will do so in any event prior to notifying the superintendent of its intent to renew his contract (to be done no later than Oct. 1, 2021).

### *Executive session protocol for board members, in sequence, repeated as necessary:*

- What evidence do you base your assessment on? What evidence would you like to see?
- Is this priority being met? (For each priority 1-6 above.)
- What questions or suggestions do you have?

# The Vermont Statutes Online

## **Title 16 : Education**

### **Chapter 005 : Secretary Of Education**

#### **Subchapter 002 : Superintendents**

(Cite as: **16 V.S.A. § 241**)

#### **§ 241. Appointment**

(a) Each supervisory union board, with the advice of the Secretary, may employ a superintendent of schools.

(b) A superintendent shall be employed by written contract for a term not to exceed five years nor less than one year and shall work the number of hours required by contract, performing the duties designated in the contract or assigned by the board. A superintendent of schools may be dismissed for cause or as specified in the contract of employment.

(c) Not later than May 15 of a year in which an incumbent superintendent's contract of employment expires, the supervisory union board shall meet to renew or act otherwise upon the superintendent's contract. If a supervisory union employs a superintendent, the supervisory union board shall specify and assign the duties of a superintendent. If the supervisory union board does not hire a superintendent, the board may assign any duties assigned to the superintendent under this title to the school principal or principals in the supervisory union or to other qualified persons designated by the board. (Added 1969, No. 298 (Adj. Sess.), § 27; amended 1991, No. 181 (Adj. Sess.), § 1; 1995, No. 185 (Adj. Sess.), § 82, eff. Jan. 1, 1998; 2013, No. 92 (Adj. Sess.), § 31, eff. Feb. 14, 2014.)

# The Vermont Statutes Online

## Title 16 : Education

### Chapter 005 : Secretary Of Education

#### Subchapter 002 : Superintendents

(Cite as: 16 V.S.A. § 242)

#### § 242. Duties of superintendents

The superintendent shall be the chief executive officer for the supervisory union board and for each school board within the supervisory union, and shall:

(1) Carry out the policies adopted by the school boards relating to the educational or business affairs of the school district or supervisory union, and develop procedures to do so.

(2) Prepare, for adoption by a local school board, plans to achieve the educational goals and objectives established by the school district.

(3)(A) Nominate a candidate for employment by the school district or supervisory union if the vacant position requires a licensed employee; provided, if the appropriate board declines to hire a candidate, then the superintendent shall nominate a new candidate;

(B) select nonlicensed employees to be employed by the district or supervisory union; and

(C) dismiss licensed and nonlicensed employees of a school district or the supervisory union as necessary, subject to all procedural and other protections provided by contract, collective bargaining agreement, or provision of State and federal law.

(4)(A) Provide data and information required by the Secretary and by using a format approved by the Secretary to:

(i) Report budgetary data for the subsequent school year and fiscal year.

(ii) Report all financial operations within the supervisory union to the Secretary and State Board for the preceding school year on or before August 15 of each year.

(iii) Report all financial operations for each member school district to the Secretary and State Board for the preceding school year on or before August 15 of each year.

(B) Prepare for each district an itemized report detailing the portion of the proposed supervisory union budget for which the district would be assessed for the subsequent school year identifying the component costs by category and explaining the

method by which the district's share for each cost was calculated; and provide the report to each district at least 14 days before a budget, including the supervisory union assessment, is voted on by the electorate of the district.

(5) Work with the school boards of the member districts to develop and implement policies regarding minimum and optimal average class sizes for regular and career technical education classes. The policies may be supervisory union-wide, may be course- or grade-specific, and may reflect differences among school districts due to geography or other factors.

(6) Arrange for the provision of the professional training required in subsection 561(b) of this title.

(7) Provide for the general supervision of the public schools in the supervisory union or district. (Added 2003, No. 36, § 1; amended 2009, No. 153 (Adj. Sess.), § 10, eff. June 3, 2010; 2009, No. 153 (Adj. Sess.), § 15; 2013, No. 56, § 12, eff. May 30, 2013; 2013, No. 92 (Adj. Sess.), § 32, eff. Feb. 14, 2014; 2018, No. 11 (Sp. Sess.), § E.500.2.)

# The Vermont Statutes Online

## **Title 16 : Education**

### **Chapter 005 : Secretary Of Education**

#### **Subchapter 002 : Superintendents**

(Cite as: **16 V.S.A. § 242a**)

#### **§ 242a. Internal financial controls**

(a) The superintendent or his or her designee shall annually, on or before December 31, complete and provide to the supervisory union board and to all member district boards a copy of the document regarding internal financial controls made available by the Auditor of Accounts pursuant to 32 V.S.A. § 163(11).

(b) The supervisory union board shall review the document provided by the superintendent within two months of receiving it. (Added 2011, No. 155 (Adj. Sess.), § 29.)