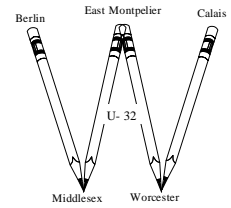


Washington Central Unified Union School District

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 Board Meeting Agenda

9.16.20 6:00 PM – 9:00 PM

Virtual Meeting Information:

<https://tinyurl.com/yxmo52l6>

Meeting ID: 982 9945 3728

Password: 500273

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. Welcome 30 minutes
 - 2.1. Reception of Guests
 - 2.2. Public Comments
 - 2.3. Agenda Revisions
 - 2.4. Student Reports
3. Reports (Discussion/Action) 60 minutes
 - 3.1. Superintendent
 - 3.1.1. School Opening
 - 3.1.2. Class Size – pg. 3
 - 3.1.3. Staffing
 - 3.1.4. Early Retirement
 - 3.1.5. Entry Plan Update
 - 3.2. Finance Committee(Discussion/Action)
 - 3.2.1. Financial Report – pg. 5
 - 3.2.1.1. COVID Cares Relief Funds – pg. 5
 - 3.2.1.2. Financial Update FY 21 – pg. 8
 - 3.2.2. Health Reimbursement and Flex Spending Budget (Action) – pg. 10
 - 3.2.3. Dental Insurance (Action) – pg. 12
 - 3.2.4. Budget Process – pg. 13
 - 3.2.5. Budget Timeline Draft #1 – pg. 15
4. Board Operations (Discussion/Action) 60 minutes
 - 4.1. Board Retreat Follow-up
 - 4.1.1. Review of Goals
 - 4.1.2. Next Steps
5. Consent Agenda (Action) 10 minutes
 - 5.1. Approve Minutes 8.26.20 and 9.2.20 – pg. 17
 - 5.2. Approve Board Orders

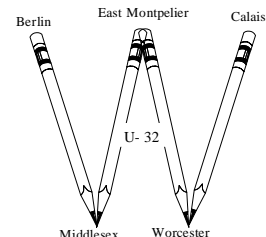
- 6. Personnel (Action) 10 minutes
 - 6.1. Approve New Teachers, Resignations, Retirements, Leave of Absence and Changes in FTE – pg. 27
- 7. Public Comments 20 minutes
- 8. Executive Session for a student matter 10 minutes
- 9. Future Agenda Items
 - 9.1. Business Administrator Succession
 - 9.2. Energy Project Consultant
- 10. Adjourn

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Bryan Olkowski
Superintendent



MEMORANDUM

TO: WCUUSD School Board
FROM: Bryan Olkowski, Superintendent
DATE: September 11, 2020
RE: Class Size

Attached is the current class sizes and configurations across the school district. We are monitoring the changes based on the remote learning enrollment.

Class Size / Configurations 9/14/2020

	PK	PK	K	Grade 1	Grade 1	Grade 2	Grade 3	Grade 3/4	Grade 4	Grade 5	Grade 5/6	Grade 6	Total
Berlin	11	8	20	12	14	12	15	13	13	14	15	16	163

7 grade 3
& 6 grade
4

7 grade 5
& 8 grade
6

	PK	K	Grade 1/2	Grade 3/4	Grade 5	Grade 6							Total
Calais	9	7	16	20	18	17							87

12 grade 1
& 4 grade
2

8 grade 3
& 12
Grade 4

	PK	K	Grade 1/2	Grade 3/4	Grade 5/6								Total
Doty	8	8	17	10	13								56

7 grade 1
& 10
grade 2

4 grade 3
& 6 grade
4

8 grade 5
& 5 grade
6

	PK	PK	K	Grade K/1	Grade 1	Grade 2	Grade 2/3	Grade 3	Grade 4	Grade 4/5	Grade 5	Grade 6	Total
East Montpelier	9	8	14	14	10	19	20	20	14	20	20	18	186

8 K & 6
grade 1

9 grade 2
& 11
grade 3

7 grade 4
& 13
grade 5

	PK	PK	K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6				Total
Rumney	6	7	10	13	10	17	14	18	18				113

	PK	K	Grade 1/2	Grade 3/4	Grade 5/6								Total
Remote School	14	6	15	29	24								88

4 grade 1
& 11
grade 2

7 grade
3 & 22
grade 4

9 grade 4
& 15
grade 6

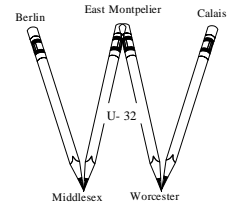
Remote Breakout	PK	K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6					Total
Berlin	6	2	2	2	2	6	2	3					25
Calais	2	1				4	2	3					12
Doty	1			2	1	1	2	5					12
East Montpelier	2	3	2	2	2	9	3	2					25
Rumney	3			5	2	2		2					14

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Bryan Olkowski
Superintendent



TO: WCUUSD School Board & Finance Committee
FROM: Bryan Olkowski, Superintendent
Lori T. Bibeau, WCUUSD Business Administrator
RE: Financial Report & COVID -19 Update
DATE: September 11, 2020

Financial Report Update

This report includes the beginning fund balances from fiscal year 19-20. The fiscal year 19-20 audit is still open and will be delayed due to a lack of final information regarding the Cares Relief Fund grants for FY 19-20. At the time of writing this report, there are still questions regarding COVID-19 reimbursements and the eligibility of some expenses for both FY 20 and FY 21. Our audit firm expects to receive further guidance and instructions on the Single-Audit requirements for COVID-Cares Relief Funds in November/December 2020. The Vermont Legislature has reconvened and is expected to budget for the FY 20-21 amount of Cares Relief Funds for schools in the coming weeks.

The Auditors verified that receivables in the amount of the actual (net) spending be recorded as revenue with any difference recorded in Fiscal Year 20-21. During Fiscal Year 19-20 here is the latest COVID-19 Program Financial Information:

- **Instructional, Support and Related**
 - Revenues \$0, Expenses \$111,846=Net Amount \$111,846
- **Day Care**
 - Revenues \$47,591, Expenses \$97,710=Net Amount \$50,119
- **Food Service**
 - Revenues \$250,780, Expenses \$455,157=Net Amount \$204,377

In Summary: Revenues \$298,371, Expenses \$664,713=Net Amount \$366,342

The Net Amount is recorded as a COVID-19 reimbursement: Instructional, Support and Related \$111,846, Day Care \$50,119, Food Service \$204,377, for a Total of \$366,342. Please see the note regarding the \$366,342 on the Fund Balance report as Other Considerations for Fund Balance.

Here is a summary of the current fiscal year (20-21) financial information:

KEY: Increase (Decrease) to Fund Balance

Revenues Changes

- Increases to Fund Balance
 - COVID-19 (CRF) Reimbursement \$744k
 - COVID-19 (CRF) Reimbursement-Efficiency Vermont \$492k
 - Miscellaneous Income-Rumney Outdoor Learning \$10k
- Decreases to Fund Balance
 - Interest Income\$53.8k

Projected Revenue Increase to Fund Balance \$1,192.3K

Expense Changes

- Increases to Fund Balance
 - Interest Expense \$53.8k
- Decreases to Fund Balance
 - COVID-19 (CRF) Expenses(\$744k)
 - COVID-19 (CRF) Expenses Efficiency Vermont (\$492k)
 - Program Costs-Rumney Outdoor Learning (\$10k)

Projected Expense Decrease to Fund Balance \$1,192.3k

NET Projected Increase to Fund Balance \$0

In summary:

- The beginning Fund Balance transferred in as Revenue in the amount of \$2,510,525
- NET projected increase to Fund Balance for FY20-21 \$0
 - Combined projected Fund Balance total is \$2,510,525
 - Less Fund Balances Reserved for Specific Purposes (\$0)
 - Equals projected ending Fund Balance Reserved for Operations \$2,510,525
 - Target Fund Balance at 2% is \$708,910 which leaves a projected amount of \$1,801,915 beyond the target amount.
- **This is preliminary fund balance information for FY 20-21 and is subject to audit.**

Other notes:

- The previous information includes an expected COVID reimbursement in the amount of \$366,342. Should the reimbursement amount be less than \$366,342, the Reserved Fund Balance would need to cover the shortfall.
- Fund Balance considerations:
 - At a future meeting the School Board will consider options for the audited Fund Balance.
 - Some ideas are to reserve Fund Balance for multi-year revenue shortfalls and/or to transfer an amount to the capital fund.
 - A more comprehensive recommendation will be developed as more information is shared as we learn more from the state and federal governments.

Cares Relief Fund(CRF) Update

The Cares Relief Fund (CRF) grants have multiple funding sources. There are:

- Summer Food Program (Both FY20 & FY 21)
- Efficiency Vermont (FY 21)
- FEMA (Both FY20 & FY 21)
- Agency of Education-CRF (Both FY 20 & FY21)
- ESSER Grant (FY 21)

Lori Bibeau has been completing applications and monitoring the requirements for all of the above funding sources. The Vermont Legislature has reconvened and is expected to budget for the FY 20-21 amount of Cares Relief Funds for schools in the coming weeks. We should have more information for the October Finance Committee meeting.

Other Funds

This year, we have included all of the other funds on the Fund Balance Summary sheet. They are:

- Special Revenue Funds (Grants)
- Permanent, Trust and Agency Funds (Restricted, scholarship etc.)
- Capital Funds
- Enterprise Funds (Food Services, Community Connections, Dental Program, Health Reimbursement/Medical Spending Account/Dependent Care

We will review these other funds in more detail at the Finance Committee meeting.

Washington Central Unified Union School District
FUND BALANCE SUMMARY
Fiscal Year 2020-2021
COVID-Cares Relief Fund(CRF)-To Be Determined

NOTE: Fund Balance available to the School Board is the "After Audit Beginning Balance". The Projected Ending Fund Balance is an estimate using the current information. This amount becomes final after the school year ends and the audit is completed.

KEY: Increase (Decrease) to Fund Balance

GENERAL FUND (1)

Beginning Fund Balance-Reserved for Operations:		Month of Update	
Reserved for Operations	July 2020		\$2,510,525
Total Beginning Fund Balance-Reserved for Operations(A)			\$2,510,525

Revenues Changes:		BUDGET 2020	CHANGE	PROJECTED 2020
Interest Income	Sept 2020		-\$53,780	* See Expenses Below
Miscellaneous Income-Rumney Outdoor Learning	Sept 2020		\$10,000	* See Expenses Below
CARES RELIEF FUND-COVID Reimbursement-AOE	Sept 2020		\$744,043	* See Expenses Below
CARES RELIEF FUND-COVID Reimbursement-Efficiency Vermont	Sept 2020		\$492,034	* See Expenses Below

TOTAL REVENUES(B)	\$35,430,502	\$1,192,297	\$36,622,799
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Expense Changes:		BUDGET 2020	CHANGE	PROJECTED 2020
Interest Expense	Sept 2020		\$53,780	*See Revenues Above
Program Costs-Rumney Outdoor Learning	Sept 2020		-\$10,000	*See Revenues Above
CARES COVID Instructional, Support and Related Expenses-AOE	Sept 2020		-\$744,043	*See Revenues Above
CARES COVID Air quality, Isolation Rooms-Efficiency Vermont	Sept 2020		-\$492,034	*See Revenues Above
TOTAL EXPENSES(C)		\$35,430,502	-\$1,192,297	\$36,622,799

CURRENT YEAR OPERATIONS-REVENUE LESS EXPENSES (B-C)=D	\$0
BEGINNING BALANCE + CURRENT YEAR OPERATIONS(A+D)=E	\$2,510,525

Other board considerations for Fund Balance(F):

Possible reserve for future Transportation Aid \$54k-TBD	\$0
Board Authorized Summer Food Program if needed \$37,637-TBD	\$0
Possible reserve CRF (COVID-19) Amount \$366,342-TBD FY19-20	\$0

PROJECTED ENDING BALANCE-Reserved For Operations(E+F)=G	\$2,510,525
--	--------------------

Note: Target Fund Balance at 2% of current year budget \$708,610

Amount Available Beyond the 2% Target	\$1,801,915
--	--------------------

Other Reserved Items:

Reserved for Technology Equipment	\$357,928
Reserved for Fiscal Software & Related Costs-Includes Interest Income	\$309,000
	\$0
Subtotal Reserved Items (G)	\$666,928

**Washington Central Unified Union School District
FUND BALANCE SUMMARY**

Fiscal Year 2020-2021

SPECIAL REVENUE FUND(2)-GRANTS

Beginning Fund Balance	\$0
Projected Income	\$1,907,326
Projected Expense	<u>-\$1,907,326</u>
Projected Available Funds	\$0

OTHER FUNDS

	PERMANENT (Fund 5)	TRUST(Fund 8) SCHOLARSHIP/	AGENCY(Fund 9) SCHOLARSHIP/
Beginning Fund Bal. /Deposits Payable	\$5,577	\$83,009	\$128,026
Projected Surplus(Use)	\$ (640)	\$ (43,716)	\$ -
Projected Available Funds	\$4,937	\$39,293	\$128,026

CAPITAL PROJECTS FUND(3)

Beginning Fund Balance:	Combined Totals	BERLIN	CALAIS	EAST MONTPELIER	MIDDLESEX	WORCESTER	U32	Central Office	WCUUSD
Beginning Fund Balance(A)	\$2,573,393	\$451,588	\$130,849	\$907,669	\$72,995	\$234,448	\$632,091	\$117,370	\$26,383

Revenues:

Interfund Transfers	\$706,522	\$129,183	\$10,076	\$0	\$118,178	\$111,080	\$143,482	\$0	\$194,523
Interest Income	\$3,128	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,128
TOTAL REVENUES(B)	\$709,650	\$129,183	\$10,076	\$0	\$118,178	\$111,080	\$143,482	\$0	\$197,651

TOTAL FUND BALANCE & REVENUES(A+B)=C	\$3,283,043	\$580,771	\$140,925	\$907,669	\$191,173	\$345,528	\$775,573	\$117,370	\$224,034
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Expenses:	Combined Totals	BERLIN	CALAIS	EAST MONTPELIER	MIDDLESEX	WORCESTER	U32	Central Office	WCUUSD
ACTUAL EXPENSES PAID TO DATE	\$1,252,354	\$522,145	\$4,668	\$1,635	\$112,553	\$118,283	\$469,027	\$0	\$24,044
ENCUMBERED PURCHASE ORDERS TO DATE	\$843,947	\$58,626	\$136,257	\$0	\$78,620	\$227,245	\$306,546	\$0	\$36,653
TOTAL EXPENSES(C)	\$2,096,301	\$580,771	\$140,925	\$1,635	\$191,173	\$345,528	\$775,573	\$0	\$60,697

CURRENT CAPITAL PROJECT BALANCE AVAILABLE	\$1,186,742	\$0	\$0	\$906,034	\$0	\$0	\$0	\$117,370	\$163,337
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ENTERPRISE FUNDS(Fund 6)

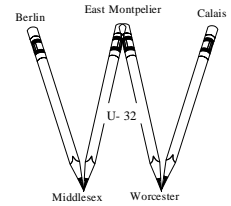
Fiscal Year 2020-2021	Total Fund 6	Food Services	Community Connections	Dental Program	Health Reimbursement/ MSA/DC
Beginning Fund Balance	\$1,072,090	\$214,208	\$27,809	\$231,393	\$598,680
Budget Support	\$189,115	\$149,115	\$40,000	\$0	\$0
Projected Use	\$ (212,215)	\$ (149,115)	\$ (67,809)	\$4,709	\$0
CURRENT PROJECTED FUND BALANCE	\$1,048,990	\$214,208	\$0	\$236,102	\$598,680

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Bryan Olkowski
Superintendent



TO: WCUUSD School Board & Finance Committee
FROM: Bryan Olkowski Superintendent
Lori T. Bibeau, WCUUSD Business Administrator
RE: Dental and Health Reimbursement/Flex Spending Account Budgets
DATE: September 11, 2020

This packet includes budgets for FY 21-22 for two programs:

- 1) Self-Funded Dental Insurance
- 2) Health Reimbursement/Flexible Spending Accounts

On an annual basis, employees have the opportunity to change their benefit elections during an open enrollment period for calendar year coverage (January 1-December 31). Each year, Washington Central Unified Union School District (WCUUSD) sends this information to each benefit eligible employee in October. This timeline provides the employee ample time to make an informed decision and meets the deadline for WCUUSD to process the benefit changes with the plan administrators.

On an annual basis, the WCUUSD School Board approves the budgets in September. These budgets determine the prices used for the open enrollment packets and establishes parameters used in drafting up the WCUUSD budget for FY 21-22. Please see the enclosed budgets for more information and for the recommended board actions.

Washington Central Unified Union School District
 Health Reimbursement & Flex Spending Accounts Budget 2021-2022
 Finance Committee & Board Meeting-September 16, 2020

Board Action Needed:

To approve the Health Reimbursement and Flexible Spending Accounts Budget for FY21-22.

Rates per eligible participant:	\$70	\$70
# Participating	331	336

	ACTUAL FY 2020	BUDGET FY 2021	PROJECTED FY 2021	BUDGET FY 2022
<u>Revenues:</u>				
Interest Income	\$16,820	\$7,380	\$10,000	\$10,000
Employee Ded-Reserved for FSA Claims	\$105,726	\$135,696	\$106,000	\$106,000
Employee Ded-Reserved for Dep Care Claims	\$80,203	\$93,000	\$82,000	\$82,000
District Cost for HRA Claims & Admin	\$841,303	\$841,160	\$841,160	\$841,160
District Cost For Flex Plan	\$22,791	\$23,170	\$23,170	\$23,520
Total Revenues	\$1,066,843	\$1,100,406	\$1,062,330	\$1,062,680
<u>Expenses:</u>				
Enrollment & Benefit Coordination-EST HRA	\$47,730	\$49,639	\$49,639	\$51,625
Enrollment & Benefit Coordination-S125	\$23,670	\$24,617	\$24,617	\$25,602
Monthly Admin. Fees, Tax Reporting	\$22,485	\$37,295	\$37,295	\$37,295
Processing Materials	<u>\$1,100</u>	<u>\$1,100</u>	<u>\$1,100</u>	<u>\$1,100</u>
Subtotal District Costs	\$94,985	\$112,651	\$112,651	\$115,621
Employee Reimbursement-FSA	\$77,348	\$135,696	\$106,000	\$106,000
Employee Reimbursement-Dependent Care	\$76,598	\$93,000	\$82,000	\$82,000
Claims-Health Reimbursement	\$609,489	\$759,059	\$759,059	\$759,059
Surplus/(Deficit) Claims	\$0	\$0	\$0	\$0
Total	\$858,420	\$1,100,406	\$1,059,710	\$1,062,680
Surplus/(Deficit)	\$208,423	\$0	\$2,620	\$0
Prior Year-Reserve for Claims	\$390,257	\$598,680	\$598,680	\$601,300
Carryover-Reserve for Claims	\$598,680	\$598,680	\$601,300	\$601,300

NOTES:

- 1) Health Reimbursement Account began January 2018. The Program Agent was Future Planning(Jan-April)
- 2) WCUUSD employees complete the employee enrollment and benefit coordination and receive additional compensation for hours worked beyond contract hours.
- 3) Any surplus or deficit is undetermined at this time and cannot be calculated until April 2021

Amount Employees are saving taxes on CY2020 \$1,019,976
 FICA Savings to the District **\$78,028**

Washington Central Unified Union School District
Self Funded Dental Insurance Budget FY 2021-22
Finance Committee & Board Meeting-September 16, 2020

Board Action Needed:

To set the CY21 Dental Insurance rates as follows:

	Jan-19	Jan-20	Jan-21
Single Plan	\$552	\$552	\$552
2Person Plan	\$1,080	\$1,080	\$1,080
Family Plan	\$1,512	\$1,512	\$1,512

	<u>ACTUAL</u> <u>FY 2020</u>	<u>BUDGET</u> <u>FY 2021</u>	<u>PROJECTED</u> <u>FY 2021</u>	<u>BUDGET</u> <u>FY 2022</u>
<u>Revenues:</u>				
Interest Income	\$3,580	\$3,860	\$3,300	\$3,300
Employee Participation	\$124,501	\$127,146	\$124,501	\$124,501
District Share	\$154,861	\$152,372	\$154,861	\$154,861
Total Revenues	\$282,942	\$283,378	\$282,662	\$282,662
<u>Program Costs:</u>				
Employee Claims	\$178,119	\$222,480	\$222,480	\$222,698
Benefit Coordination	\$37,358	\$39,599	\$39,599	\$42,371
Monthly Administrative Fees	\$12,758	\$13,390	\$13,500	\$14,193
Tax Reporting & Compliance	\$1,927	\$2,200	\$2,200	\$2,300
Processing Materials & Communication	\$1,000	\$1,000	\$1,100	\$1,100
Total	\$231,162	\$278,669	\$278,879	\$282,662
Surplus/(Deficit)	\$51,780	\$4,709	\$3,783	\$0
Carryover-Beginning Balance	\$179,613	\$231,393	\$231,393	\$235,176
Carryover-Ending Balance**	\$231,393	\$236,102	\$235,176	\$235,176

**Note: This carryover is reserved for future claims and to maintain level pricing.

OTHER NOTES:

- 1) EBPA/CBA Blue is the agent for this self-insured program.
- 2) WCUUSD employees complete the employee enrollment and benefit coordination and receive additional compensation for hours worked beyond contract hours.
- 3) There have been 9 insurance premium increases in 26 years.
- 4) Any surplus or deficit is undetermined at this time and cannot be calculated until April 2021.

WCUUSD Draft Budget Process-September 16, 2020

Prepared by: Lori T. Bibeau, WCUUSD Business Administrator

September-October

Expense Budget Drafts developed by Central Office/WC Leadership Team

- **Level Service Budget includes:**
 - Current staffing salaries and benefits plus estimates for inflation.
 - The student information from the SPED Service Plan
 - Current contracts like busing, auditor etc.
 - Level budget and/or adjust non payroll expenses (Using historical information).
 - Capital Fund Support-needs per project list.
 - Food Service Support from operating budget.
 - Technology Plan per multi-year budget.
 - Debt Service per schedules.
- **Budget changes includes:**
 - Program changes-instructional services and special education services.
 - Grants-using federal and state information-adjust local budgets as needed.
 - Schools review student count information, staffing needs and make staffing FTE changes -this happens multiple times before the budget process is complete.
 - Principals solicit information from staff regarding books, supplies, equipment.
 - New initiatives-as recommended.

November

The above work results in a first draft of the budget for the School Board

- The School Board provides feedback regarding the first budget draft.
- Using the board feedback, the Central Office and Leadership Team make changes to the budget for draft #2.

December

The above work results in a second draft of the budget for the School Board

- If information is received from AOE and meeting is after December 15th, second draft includes Revenue/Tax updates from AOE.
- The School Board provides feedback regarding the second budget draft.

January

The above work results in a third draft of the budget for the School Board

- Once tax estimates, equalized pupils and CLA are known, budget revisions are made per board targets.

January 15th-Last date to finalize budgets to allow time for warning and printing budgets for Town Meeting.

What's the same, what's different...

FY2021-2022

- Consider equity for staffing based on student needs.
- Develop resources needed to compare information by building.

WCUUSD BUDGET TIMELINE FY 2021-2022

September - Preliminary Budget Information is compiled.

- 16th – WCUUSD Board approved budget process and timeline

October – Preliminary Budget Conversation & WCUUSD Draft #1

- 13th – WCLT budget planning meeting review current year projections, clarify meetings, timeline and materials need for budget development. Business Administrator develops budget draft using FY21-22 level service budget.
- 16th – Deadline for Principals to provide changes to Business Administrator for Draft # 1 Budget
- 21th – Finance Committee review budget information

November – WCUUSD Budget Draft #1 to Board

- 10th – WCLT budget planning meeting
- 18th – Finance Committee reviews budget 21-22 Draft #1
- 18th – First draft of budget presented to WCUUSD Board

December – Develop Budget Draft #2

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

- 8th – WCLT budget planning meeting
- 9th – Community Budget Forum at U-32
- 16th – Finance Committee
- 16th – Second draft of the budget presented to WCUUSD Board
- 31st – **Grand List and Common Level of Appraisal information available from Agency of Education**

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

- 6th – Additional Board meeting for budget discussion @ U-32
- 13th – Finance Committee final budget review
- 13th – Community Budget Forum at Berlin

WCUUSD Board approve WCUUSD Budget for FY 2020-2021

- 20th – **Final Budgets and other materials to the printers and Town Clerks**

February

- 17th – Community Budget Forum at Calais

March

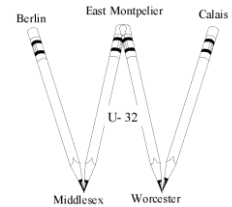
- 1st – Annual meeting at U-32
- 2nd – Town Meeting Day Budget Vote Via Australian Ballot

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Bryan Olkowski
Superintendent



Washington Central Unified Union School District Board Meeting Minutes Unapproved August 26, 2020

Present by Teleconference*:

Board Members: Flor Diaz Smith, Lindy Johnson, Scott Thompson, Diane Nichols-Fleming, Dorothy Naylor, Stephen Looke, Chris McVeigh, Kari Bradley (exited at 7:20 p.m.), Jonas Eno-Van Fleet, Jaiel Pulskamp (arrived at 7:00), Townes DeGroot, George Gross, Jonathan Goddard

Administrators: Superintendent Bryan Olkowski, Technology Director Keith MacMartin, Principal Cat Fair, Business Administrator Lori Bibeau

Others/Public: Glenn Gannon, Dennis Hill, Karoline May, Kathy Christie, ORCA Media

1. Call to Order: Scott Thompson called the meeting to order at 6:00 p.m. He explained the purpose of this special meeting: to select a new representative from Middlesex, to review some needs for air ventilation, and for personnel issues.

2. Public Comments: none

3. Board Operations

Interview and Appoint New Interim Representative from Middlesex:

Both Karoline May and Dennis Hill spoke to the board about their reasons for offering to serve on the board. Board members asked questions and interviewed the candidates. Some board members expressed a desire to discuss in Executive Session.

At 6:50 Stephen Looke moved to go into Executive Session for discussion of a Personnel Matter. Seconded by Jonas Eno-Van Fleet. Discussion: Scott Thompson reviewed Roberts Rules. A vote was called and this motion carried.

At 7:12, the board came out of Executive Session by consensus.

Scott Thompson indicated that the board will vote on candidates; however he noted that the board is grateful for and impressed by both candidates.

Scott Thompson asked for board members to indicate their vote in favor of appointing Karoline May as Middlesex representative to the board, as soon as sworn in, and until Town Meeting Day, 2021. 11 votes in favor.

He asked for board members to indicate their vote in favor of appointing Dennis Hill. 1 vote in favor.

Scott Thompson indicated that the board based its decision on experience, familiarity with the community, understanding of the situation, and the school board's role, values and commitment to public education. He thanked both Dennis Hill and Karoline May.

4. Efficiency Vermont - Air Ventilation

Superintendent Olkowski invited Lori Bibeau to update the board on facilities. Superintendent Olkowski and Lori Bibeau had prepared a memo, 8-21-20, *School Reopening Facility Updates*. Lori Bibeau shared that ERV and ventilation projects as proposed are expected to be reimbursed by Efficiency Vermont. She stated that board action to support the project is sufficient. Superintendent Olkowski shared that he and Lori Bibeau have also discussed how to cover these expenses if this funding does not come through from Efficiency Vermont.

Chris McVeigh moved to support proceeding with the Calais ventilation system project. Seconded by Dorothy Naylor. Stephen Looke asked, when is the work in Calais expected to be done? Superintendent Olkowski stated that the goal is to complete it before December 30th, but he does not know for sure yet. Stephen Looke would like to discuss this further after the board votes. **Board members voted in favor, unanimously.**

Stephen Looke stated that he is interested in hearing what is the plan to meet the current air exchange requirements, while the project is underway. Lori Bibeau stated that these details are to be uncovered as part of the bid specification. Superintendent Olkowski shared that he had explored short, medium, and long term air ventilation issues with Roy Swain. Doty School was the only immediate issue. Some of the short term: replacing filters and adjusting ventilation flow. The Calais issue was deemed a medium to long term issue. Stephen Looke stated that he is looking for assurance that the air quality at Calais will remain healthy for students and staff even during the work. He would like to see what the contingency plan is, should the construction, while underway, interfere with the air quality. Superintendent Olkowski will follow up with John Hemmelgam. Lindy Johnson asked whether contingency plans are in place for schools after reopening, should facilities issues arise or should buildings need to close altogether. Superintendent Olkowski indicated that this is an ongoing consideration.

5. Personnel

Flor Diaz Smith moved to approve the hire of Sara Ford, Social Studies U32 and Kerri Zurowski, PE Calais. Seconded by Diane Nichols-Fleming. This motion carried unanimously.

Jonas Eno-Van Fleet moved to accept the resignation of Sherry Newton. Seconded by Diane Nichols-Fleming. Discussion: Diane Nichols-Fleming asked whether this is a position that U32 is looking to replace. Superintendent Olkowski indicated that it is not presently. He shared that he and Steven Dellinger-Pate have discussed this issue of

prioritizing hiring, Middle School Math being top priority at this time. Diane Nichols-Fleming expressed that, with the emphasis on social emotional learning upon the reopening of school, the absence of this position may be felt.

A vote was called; this motion carried unanimously.

Superintendent Olkowski indicated that the board may have some action to take around retirement at a meeting in the near future.

George Gross asked whether there is any updated information about elementary school sports. Superintendent Olkowski will prepare an email response to this.

6. Adjourn: The board adjourned by consensus at 7:50 p.m.

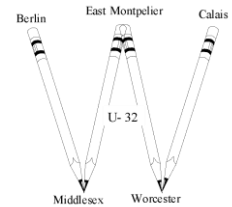
Respectfully submitted,
Lisa Stoudt, Board Recording Secretary

Washington Central Unified Union School District

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

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

Bryan Olkowski
Superintendent



Washington Central Unified Union School District Board Meeting Minutes - Unapproved September 2, 2020

Present by Teleconference*:

Board Members: Flor Diaz Smith, Lindy Johnson, Scott Thompson, Diane Nichols-Fleming, Dorothy Naylor, Stephen Looke, Chris McVeigh, Kari Bradley, Jonas Eno-Van Fleet, Jaiel Pulskamp, George Gross, Jonathan Goddard, Karoline May, Jill Olson

Administrators: Superintendent Bryan Olkowski, Technology Director Keith MacMartin, Principal Cat Fair, Business Administrator Lori Bibeau, Principal Alicia Lyford, Curriculum Director Jen Miller-Arsenault, Principal Gillan Fuqua, Student Services Director Kelly Bushey, Principal Cat Fair, Principal Casey Provost, Associate Principal Jody Emerson, Principal Aaron Boynton, Guidance Director Lisa LaPlante, Student Affairs Director Amy Molina, Special Services Coordinator Julia Pritchard

Others/Public: Glenn Gannon, Ellen Knoedler, David Lawrence ORCA Media, David Delcore, Corinne Stridsberg, Jill Drury, Bruce Johnson, Pat Fair, Ursula Stanley, Michael Sherwin, "worcesterhannas "meg," Kelly MacMartin,

1. **Call to Order:** Scott Thompson called the meeting to order at 6:01.
2. **Welcome:** Scott Thompson reviewed some logistics about online meeting norms.
 - 2.1. **Reception of Guests:** Scott Thompson welcomed those present. He noted the passing of Rumney custodian Nate Picard, and said the board and the district honor Nate's life and his contributions to the education of our children.
 - 2.2. **Public Comments:** Ellen Knoedler strongly urged the board to not pay the VSBA fees. She expressed her concerns about VSBA in that four of our five schools were appealing Act 46, and she takes issue with how VSBA responded. She suggested that maybe the board does not wish to participate with VSBA. She suggested that if we are going to go forward with VSBA, she would like to have school board representation that has no past ties and can come with fresh eyes.

Corinne Stridsberg asked that the board will continue to focus on community engagement - or more appropriately, community involvement. She echoed Ellen Knoedler's sentiments about not paying dues to VSBA, noting that the board's Policy Committee's work with policies over this past year, in the absence of VSBA, went quite well.

2.3. Agenda Revisions: none

2.4. Student Reports: none

3. Board Operations (Discussion/Action)

3.1. Board Retreat Check-in: Flor Diaz Smith reminded board members to respond about food choices for the retreat. An agenda has been created; it will be shared with board members early next week, in advance of the retreat: September 12, 8:30 a.m. Jonas Eno-Van Fleet thanked Flor for making arrangements and for accommodating his remote participation.

3.2. VSBA Dues: Scott Thompson reviewed the history of the past year's discussion about VSBA dues. He had prepared a summary document for the board. He suggested that if desired, the board can discuss this issue at the board retreat, from the perspective of "interest based bargaining;" he hopes to frame a board discussion/ decision through that lens. He invited input.

Stephen Looke stated that he believes it is inappropriate to do "interest based" problem solving around this, as it requires some training and some universal buy-in.

Some discussion followed around whether this is an appropriate topic for the retreat, in light of time constraints and an already planned/ packed agenda. Jill Olson stated that she appreciated Scott Thompson's summary of the issues from the past. She spoke from the perspective of a person who has worked in the field of associations. She noted that it is worth noting that VSBA has new staff and leadership. She is in favor of joining. She does not think the board can influence the VSBA by not joining. She stated that she sees value in joining, and little value and impact in not joining.

Jonas Eno-Van Fleet stated that, on the surface it may not feel that we missed a lot in the past year, not being part of VSBA. However, aside from the organizational benefits to this board, he has missed having an organization to which he can reach out, about his own particular concerns, being a school board member. He supports joining the VSBA. He does not think it benefits our students or advances our cause to not be members of VSBA.

Chris McVeigh reviewed that he had voted against joining last year. He noted that he is under the impression that board members on VSBA are required to sign an agreement to not speak ill of the association. He asked whether there is an ability to pay dues over time so that we are more able to "keep a finger on the pulse" of whether we as a board feel that they are representing our interest.

Karoline May shared that she felt that the summary was slightly biased. She believes that the guidance from VSBA will be critical, in light of COVID19.

Lindy Johnson shared that she had been in favor of joining last year, and as other board members have indicated, she would like to avoid making a big deal out of it; make a decision and move on.

Kari Bradley stated that VSBA helps with board development, in his mind, more so than board representation. He noted that the VSBA's Orientation for school board members is very helpful.

Dorothy Naylor stated that she has lost trust in the VSBA and finds it difficult to spend the taxpayers' money on an association that she does not trust. She does not support paying the dues; she might be willing to consider paying in installments over the course of a year, quarterly, as Chris McVeigh had suggested.

Flor Diaz Smith reviewed the mission of the VSBA. She noted that there is no pledge that members are not allowed to speak against the decisions of the association. She explained her membership at the VSBA, which represents more than WCUUSD. She shared that a membership outreach committee has been formed to improve VSBA's relationship with members.

Chris McVeigh noted that the new Executive Director has been within the organization for a number of years. He noted that we do not have to be members in order to access the resources of VSBA; some can be purchased separate from membership.

Lindy Johnson moved to join VSBA. Seconded by Jonas Eno-Van Fleet. This motion carried, with eight in favor; four against.

3.3. ESP Contract Update: Superintendent Olkwoski stated that the ESP agreement has been signed and is in effect. The hope is that by September 11th, updated contracts will be provided to ESP employees. It is hoped that by October, 2020, back-pay will have been provided and all will be up-to-date. Jonas Eno-Van Fleet indicated that he is very glad we were able to get this agreement. He thanked ESP representatives for working openly and in good faith effort. Superintendent Olkwoski thanked Carla Messier and Virginia Breer for the work they have done to help accomplish this.

3.4. Schedule Negotiations Committee: Jonas Eno-Van Fleet would like to meet with Stephen Looke and Diane Nichols-Fleming, and the superintendent, to plan to work ahead.

4. Reports (Discussion/Action)

4.1. Superintendent

4.1.1. School Reopening Update: Superintendent Olkwoski thanked Kelly Bushey, Jen Miller-Arsenault and Casey Provost for coming together this week to support the Rumney Community. He also noted that he had participated in training through the VSBA and he thanked Scott Thompson and Flor Diaz Smith for their support during this beginning of his tenure as superintendent. He had prepared written updates for the board regarding school reopening; he reviewed some of the most recent news from the legislature regarding COVID19.

Chris McVeigh asked for clarification about the ventilation funding issues. Lori Bibeau stated that she still believes the ventilation projects will be grant funded, with the exception of the central office ventilation renovations. She applied today for a backup funding source should the original grant fall through.

Superintendent Olkowski spoke about projected class sizes, both in-person and virtually. He had done some outreach with other districts about class sizes for virtual classrooms.

Stephen Looke expressed his support of waiting to see how this plays out in the next few weeks or months before considering, for example, additional hires to accommodate growing virtual classroom sizes.

Chris McVeigh indicated that he does not think WCUUSD should consider eliminating the remote learning option at any point during the school year, as parents have made plans for this and he would like to stay consistent for the duration of the school year.

Discussion continued around the issue of class sizes, especially virtual class sizes.

Jonas Eno-Van Fleet shared a Vermont Digger article that indicated the desire for Vermont to have come up with a state-wide policy around return to school. He also noted that the article did not make mention of the creative solutions that some Vermont districts have implemented, to provide spaces or hubs for children, learning remotely or in hybrid fashion and in need of supervision, of employees of WCUUSD.

He asked the district to consider some flexibility in the future, regarding children moving from remote to in-person, or from in-person to remote.

He expressed support for the teachers and the administrators, for their work through this pandemic. Superintendent Olkowski echoed his praise for principals and teachers for what he described as heroic work.

Superintendent Olkowski shared that all children in the US are now eligible for free meals until December 2020 or until funds are depleted. He explained that this is a big shift to be figuring out, with the start of school just days away. He believes that the number of people participating in the free meals program will increase. The logistics, when considering both remote students and in-person students, will be challenging. He is planning to communicate with families, hopefully tomorrow, to explain this opportunity. He explained some of the complexities, and he believes that principals and food service staff will be working to address this during the next couple of weeks. Steven Dellinger-Pate explained that meals will be delivered to elementary age students as desired, but that U32 families will pick up meals from the school. He noted that this includes breakfast and lunch.

Diane Nichols-Fleming indicated that this reflects the need that we see in our communities, even as she realizes it is a new logistical challenge for the

schools. Food insecurity is prevalent and she is glad we are addressing it.

Superintendent Olkowski shared an early retirement update: was sent to 55 people; 23 have responded; 11 have accepted the offer; the deadline is Tuesday, September 15th. He had projected 22 staff would accept the offer; he will know the final number at the September 16th board meeting.

Diane Nichols-Fleming noted that some of these positions may be difficult to fill. It will be interesting to see if this plays out as a cost saving measure.

4.2. Finance Committee (Discussion/Action)

4.2.1. Calais Road Sign Request: Flor Diaz Smith shared that the Finance Committee had met earlier and had discussed this request. The committee does not recommend supporting this request, but would like to create a policy for going forward around such requests. Future agenda items for the committee: researching property tax collection; replacement for Business Administrator.

Stephen Looke moved to fund the Calais Road Sign request as presented.

Dorothy Naylor seconded. Discussion: Stephen Looke asked whether a school district can jointly own property with a town. Lori Bibeau questioned whether this was in compliance with an educational expense until Title 16. Some board discussion followed. Board members agreed that the Policy Committee should address this issue.

A vote was called. This motion failed, with one in favor; the rest “nay.”

5. Consent Agenda (Action)

5.1. Approve Minutes 8.19.2020: Diane Nichols-Fleming moved to approve the minutes of August 19, 2020. Seconded by Jonas Eno-Van Fleet. This motion carried unanimously.

5.2. Approve Board Orders: Jonas Eno-Van Fleet moved to approve the board orders in the amounts of \$667,785.59, and \$256,868.98. Seconded by Flor Diaz Smith, this motion carried unanimously.

6. Personnel (Action)

6.1. Approve New Teachers, Resignations, Retirements, Leave of Absence and Changes in FTE

Lindy Johnson moved to accept the following retirements, effective June 30, 2021:

Kathryn Christy - EMES Classroom Teacher

Elizabeth Wirth - WCUUSD COVID 19 Coordinator

James Nichols-Fleming - Berlin Special Education Teacher

Patricia Fair - U-32 Admin Assistant

Lauren Van Deren - U-32 Admin Assistant

Mary Ellen Hill - U-32 Admin Assistant

Seconded by Flor Diaz Smith. Discussion: Flor Diaz Smith thanked Kathie Christy for her work at EMES, as well as Elizabeth Wirth. This motion carried unanimously.

Lindy Johnson moved to approve the following increases in full time equivalency:

Karen Lieberman 0.7 to 1.0 FTE

Heather Clark Warner 0.4 to 0.8 FTE.

Seconded by Flor Diaz Smith, this motion carried unanimously.

7. Public Comments: Scott Thompson invited public comments at this time.

Jill Drury stated that she felt that families had to make commitments about in-person versus remote learning, without enough information, and in a situation that can be changing. How can we put a cap or a deadline on an issue like this, when we don't know yet how this will play out? It's hard for parents to go into it blindly. She asked what if your child goes to school for the first few weeks and it becomes clear that a different option is more fitting - do parents reach out to the principal? Or to the superintendent? Superintendent Olkowski suggested first reaching out to the principal to talk about what is not working. He reiterated that this situation is dynamic and we are all going forward without knowing what it will look like. Ms. Drury asked to consider having a grace period during which families can change their minds (e.g., the first few weeks).

8. Executive Session for legal matters and student matter: At 8:15, Jonas Eno-Van Fleet moved to go into Executive Session for the purpose of discussing legal matters and student matters. Seconded by Chris McVeigh, this motion carried.

At 8:57, Chris McVeigh moved to leave Executive Session. Seconded by Diane Nichols-Fleming, this motion carried unanimously.

During Executive Session the Board discussed legal matters and student matters.

Jonas Eno-Van Fleet moved to allow the Superintendent to sign a settlement agreement with a designated agency, as discussed in Executive Session. Seconded by Lindy Johnson, this motion carried unanimously.

Stephen Looke moved to allow the Superintendent to sign an employee-related settlement agreement, as discussed in Executive Session. Seconded by Dorothy Naylor, this motion carried unanimously.

Jonas Eno-Van Fleet moved to approve the Superintendent's recommendation regarding a student matter, as discussed in Executive Session. Seconded by Diane Nichols-Fleming, this motion carried unanimously.

9. Future Agenda Items

10. Adjourn: The board adjourned by consensus at 9:03.

Respectfully submitted,
Lisa Stoudt, Board Recording Secretary
and Jonas Eno-Van Fleet, Board Clerk

WCCUSD School Board
Superintendent Personnel Summary and Recommendations

September 16, 2020
(as of 9/11/2020)

1. **New Teacher Nominations** (for 20-21 school year).

Honi Bean Barrett – Rumney Long-term Substitute

Recommend Approval

2. **Retirement** (effective June 30, 2021)

Janice Hood - Berlin Paraeducator

Jane Boucher - Berlin Teacher

Laura Garand – U- 32 Paraeducator

Vicki Cook - U-32 Food Services

Recommend Approval

3. **Resignations** (effective October 2, 2020)

Keith MacMartin – WCUUSD Directory of Technology

Recommend Approval

4. **Leave of Absence Request** (One year for 20-21 school year)

Recommend Approval

5. **Change in FTE**

Recommend Approval

Washington Central Unified Union School District
Employee Nomination Form

LIS

Name: Honi Bean Barrett

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

Position: Classroom Teacher (Long-term Substitute)

Department/Area: Elementary Classroom Teacher (Assignment: Kindergarten)

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: Caitlin Morgan, leave of absence

Educational Preparation:

College	Degree	Date Attained
<u>St. Joseph's College</u>	<u>Bachelor's Degree in Elementary Education</u>	<u>2002</u>

Experience: Honi has worked at Rumney Memorial School since 2016, serving in the role of preschool classroom assistant. She is endorsed by the Vermont Agency of Education with license code 1-00 Elementary Education. Honi has also served as the Preschool Community Connections Teacher at Rumney. Prior to employment in recent years, Honi filled two long-term substitute positions in 2008 and has served as the preschool classroom assistant.

Years of Related Experience: 9/3/20 start

Salary Schedule Placement:

Start Date:

B00-14 Step A

9/3/20

Salary or Wage Rate: (44916 annual)

Date of Board Appointment:

\$ 236.40 / hour

FTE: _____ Days / Year: _____ Hours / Day: _____

Interviewed by: Casey Provost

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

cc: (check as appropriate):