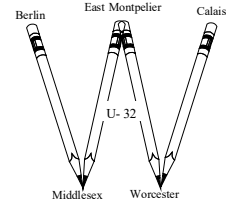


# Washington Central Unified Union School District

*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 - Revised

8.5.20 6:00 PM – 9:30 PM

### Virtual Meeting Information:

<https://tinyurl.com/vxfpv6q9>

Meeting ID: 977 8612 4796

Password: 829352

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.**

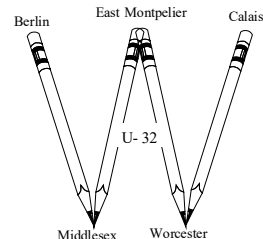
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|-----|---|------------|
| 1.0 | Call to Order   | 4 minutes  |
| 2.0 | Welcome   | 30 minutes |
|     | 2.1. Reception of Guests  |            |
|     | 2.2. Agenda Revisions   |            |
|     | 2.3. Public Comments  |            |
|     | 2.4. Student Reports  |            |
| 3.0 | Board Operations (Discussion/Action)  | 60 minutes |
|     | 3.1. Community Forum Planning   |            |
|     | 3.2. Wellness Updates   |            |
|     | 3.3. Business Administrator Succession  |            |
|     | 3.4. Board Retreat  |            |
|     | 3.5. CVCC Regional Advisory Board Representative  |            |
| 4.0 | Reports (Discussion/Action)   | 60 minutes |
|     | 4.1. Superintendent   |            |
|     | 4.1.1. School Opening Status Update – pg. 2   |            |
|     | 4.1.2. Board Q&A  |            |
|     | 4.2. Finance Committee  |            |
|     | 4.2.1. Central Office Renovations (Discussion/Action) – pg. 6                                     |            |
| 5.0 | Consent Agenda (Action)   | 15 minutes |
|     | 5.1. Approve Minutes of 7.15.20 and 7.22.20 – pg. 8   |            |
|     | 5.2. Approve Board Orders   |            |
| 6.0 | Personnel (Action)  | 10 minutes |
|     | 6.1. Approve New Teachers, Resignations, Retirements, Leave of Absence and Change in FTE – pg. 23 |            |
|     | 6.2. Approve Addition of One Behavior Interventionist Positions – pg. 28                          |            |
| 7.0 | Public Comments   | 20 minutes |
| 8.0 | Future Agenda Items   |            |
| 9.0 | Adjourn   |            |

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Bryan Olkowski  
Superintendent



## MEMORANDUM

TO: WCUUSD School Board  
FROM: Bryan Olkowski, Superintendent  
DATE: July 30, 2020  
RE: School Reopening Facilities Updates

WCUUSD has many facilities projects happening in our buildings for school reopening. Some of these projects are COVID related while others were planned pre-COVID. The tables below show the status of our various projects.

### COVID-19 Related Project

Location	Project	Completion Timeline
All Schools	Plexiglass Dividers	2-3 weeks for delivery
All Schools	Isolation Rooms	Grant application has been submitted for these projects.
All Schools	Ventilation	Grant application has been submitted for these projects.
Central Office	Renovation	4-6 weeks

### Other Facility Projects

Location	Project	Completion Timeline
Berlin	Driveway and parking lot Lights for parking lot	Phase 1 and a large portion of Phase 2 Paving is expected to be complete 8/17/2020. Lights will be complete during the fall. The remain paving from the gate to the road will be completed 8/13/2021
Berlin	Masonry	Completed 7/13/2020
Berlin	Fence	Expected completion 8/24/2020
Calais	Entry and Roof	Majority will be completed prior to school. The doors need a lead time of 8 weeks. This will happen after the start of school and will be installed at night or over the weekend.
Doty	Envelope	Expected completion 8/24/2020
Rumney	Acoustics	Some panels will not ship until 8/31, the installation of these panels take place after hours and on the weekend.
Rumney	Gym Roof	Completed 6/29/2020
Rumney	Gym Floor	Will not start until June
Rumney	Sidewalks	Expected completion 8/17/2020
U-32	Sidewalks	They have started pouring concrete. It is expected to be complete by 8/7/2020 but it could take until 8/17/2020.

U-32	DDC	Will not be complete prior to the start of school. We anticipate it happening 3 weeks after school starts.
U-32	Kitchen Ceiling	Completed 7/15/2020
U-32	Gym Equipment	Expected completion 8/7/2020
U-32	Track	On site work is complete. We have a punch list that still needs to be completed. Once the punch list is completed we will release final payment.

# Washington Central Unified Union School District

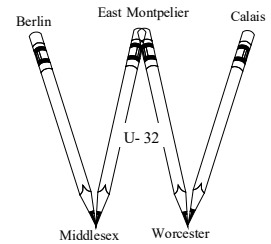
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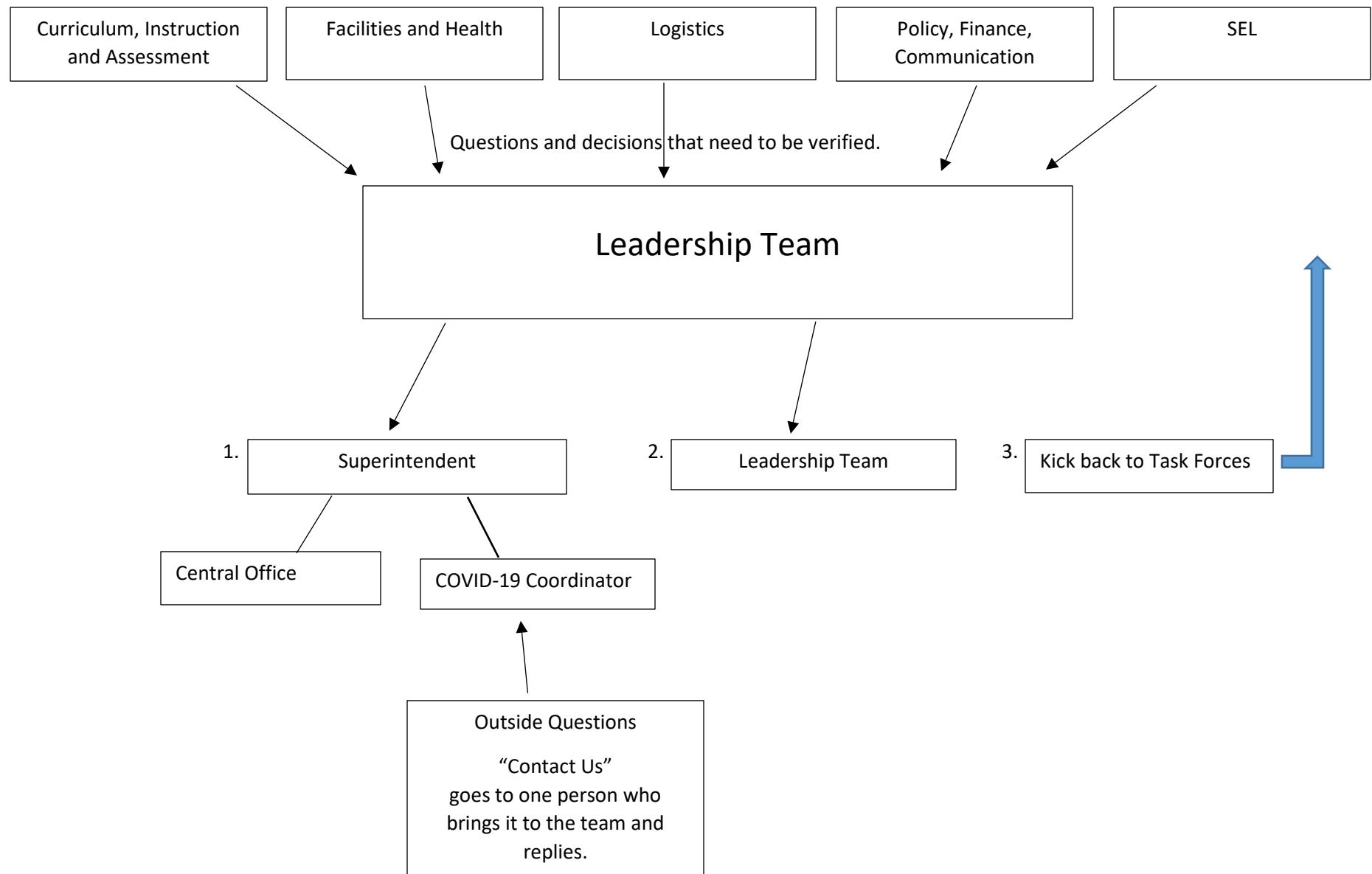
## MEMORANDUM

TO: WCUUSD School Board  
FROM: Bryan Olkowski, Superintendent  
DATE: July 30, 2020  
RE: Update on Reopening School

The WCUUSD Leadership Team continues to meet and plan for reopening. Our Leadership Team and five School Reopening Task Forces are using the Center for Disease Control, the Vermont Department of Health and the Vermont Agency of Education guidelines to reopen our schools. We implementing the guidelines within our local context. Attached is the decision making flow chart to help explain how our school district makes decisions regarding school reopening.

Our goal is to have all students back to school. We are prioritizing students in prekindergarten to grade 8 for in person learning 5 days a week. U-32 is looking at hybrid learning for students in grade 9 to 12. The hybrid learning would have students in grades 9 and 10 for in person learning for a week while the students in grades 11 and 12 will be remote. The following week grades 11 and 12 would have in person learning and grades 9 and 10 would remote. Our team is planning to offer remote learning for student who cannot attend school in person. Our district is working to determine staffing needs required to support reopening of school. We are working to identify which students will attend school and which students will enroll in remote learning.

## Task Forces



## Washington Central Unified Union School District

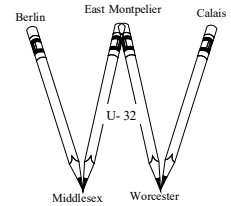
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Bryan Olkowski  
Superintendent



### MEMORANDUM

TO: WCUUSD Finance Committee  
FROM: Bryan Olkowski, Superintendent  
Lori Bibeau, Business Administrator  
DATE: July 31, 2020  
RE: Central Office Renovations

Per the Board authorization on July 15, 2020, Washington Central Unified Union School District (WCUUSD) requested proposals to renovate the Central Office.

The bid for Phase 1 included enclosure of the front office area. In summary, bids were solicited from three vendors. We received a bid for \$14,317 from one vendor. The bid was higher than the estimate of \$11k. We have proceeded with Phase 1 and the construction is well underway. This week, bids were solicited for Phase 2 which includes constructing permanent walls in the back area. The estimate was \$15k and the bid came in at \$22,327.

On July 15, 2020, the Board authorized up to \$26k for this construction project. The two bids combined are \$36,644. This total along with, the 10% estimate for change orders would make the estimated combined cost of \$40,308. In reviewing why the bids are \$14.3k over budget, it should be noted that there is a shortage in building materials along with increases in the cost of materials. The original estimates were based on rough drawings and did not include estimates from vendors.

We reviewed this information with the Finance Committee on July 29, 2020. It was recommended that prior to proceeding with Phase 2, we request additional funds at the August 5, 2020 board meeting. Time is of the essence and we need to finalize all construction as soon as possible to ensure the reopening of schools and the Central Office. Also, there is a high demand for Contractors so we need to decide to proceed soon.

In finalizing bid specifications, it was noted there are no locks on office doors. For safety and security, just like our schools, we are also requesting additional funds to include lock sets for each office. An estimated cost is \$3,000 for 10 doors (including the conference room). Since

four doors are being added as part of the renovation, we are recommending this work take place as part of the facility updates.

This project is being submitted to the CARES grant with Efficiency Vermont. The Central Office Capital Fund has sufficient funds to cover the cost of renovations if these costs are not eligible for COVID-19 reimbursement.

Board Action Recommendation:

To authorize the Superintendent to spend a total of \$43.3k for the Central Office renovations.

# Washington Central Unified Union School District

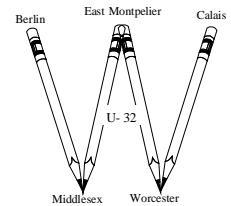
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Bryan Olkowski  
Superintendent



## Washington Central Unified Union School District Board Meeting - Unapproved Minutes July 15, 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, George Gross, Jaiel Pulskamp, Kari Bradley, Jill Olson, Jonathan Goddard

**Administrators:** Superintendent Bryan Olkowski, Business Administrator Lori Bibeau, Technology Director Keith MacMartin, U-32 Principal Steven Dellinger-Pate, U-32 Associate Principal Jody Emerson, U-32 Student Affairs Director Amy Molina, Principal Gillian Fuqua, Principal Casey Provost, Principal Aaron Boynton, Principal Cat Fair, Director of Curriculum Jen Miller-Arsenault, Director of Student Services Kelly Bushey, Special Education Coordinator Julia Pritchard

**Other:** ORCA videographer, David Lawrence, Glenn Gannon, Rick Kehne, Corinne Stridsberg, Kevin Nadzam, Alden Bird, Jacob Coakwell

**1.0 Call to Order:** Scott Thompson called the meeting to order at 6:01 p.m.

**2.0 Welcome:** Scott Thompson welcomed those present.

2.1 Reception of Guests

2.2 Agenda Revisions: Scott Thompson would like to add item 3.3: discuss board meetings on site with a remote option. He invited board members to add to "Future Agenda Items" regarding the court's recent ruling around consolidation/ Act 46. Flor Diaz Smith suggested adding item 3.4: possible special board meeting.

2.3 Public Comments: Corinne Stridsberg had sent an email to board members. She reiterated from her email, her concerns about having a discussion on Front Porch Forum about school opening, when this has not been discussed or decided by the board. She feels that the board needs a more cohesive communication plan. She also asked, when considering bringing back staff and students - will there be widespread testing for everyone? Many can be asymptomatic. David Lawrence



stated that he has many questions about returning to school. He asked, does the board have the power to make its own decisions or does this come in the form of a mandate from a higher entity? Superintendent Olkowski stated that guidance from the Agency of Education and from public health officials continues to evolve, as do plans for August in light of COVID-19.

2.4 Student Report: no students present tonight

### **3.0 Board Operations (Discussion /Action)**

- 3.1 Replacement Board Members for Middlesex and Worcester: Chris McVeigh suggested inviting letters of interest from community members and setting a “soft deadline” of, e.g., two to three weeks from now. Diane Nichols-Fleming indicated that the expectation is that we do this in collaboration with the select board. Dorothy Naylor stated that we need to communicate this through more than Front Porch Forum. Flor Diaz Smith recollected from the past that the board brought someone forward to the select board and asked whether they had a problem with the potential candidate; that was the nature of the collaboration. Jonas Eno-Van Fleet stated that he thinks at some point it is worth discussing the possibility of reverting back to a ten person board. Jill Olson indicated that she would be in favor of discussing this, as it seems clear that we are having difficulty filling the board seats in the current configuration, possibly putting those towns at a disadvantage. Stephen Looke stated that it is important to have the same identical process in each town, for recruiting board members.
- 3.2 VSBA/VSA Virtual Conference: Flor Diaz Smith stated that she would like to create a “virtual team” to attend this conference, with a variety of participants, not limited to board members.
- 3.3 Board On Site meetings: Lindy Johnson had shared an article, asking the question - if we as a board are supporting sending students and teachers back in person, how does it appear to the public if the board is not willing to meet in person? The board discussed this issue. Superintendent Olkowski indicated that guidance has not been issued about meetings in person. He suggested reaching out to public health officials or legal counsel. He stated that the topic of returning to school as a whole is consideration of the Agency of Education, public health, and legal counsel. Stephen Looke suggested that the board create criteria for deciding to meet in person; this would make it clear for making the decision and for communicating with the community. Jill Olson suggested that the board grapple with this decision with other boards across the state, and not decide as a single board. Chris McVeigh indicated that, as much as it is a public health issue, it is also a perception issue. If the common theme is “we are all in this together” then the board should be willing to congregate. There was some discussion in the “chat” about this issue. Jonas Eno-Van Fleet reminded the board that this is July; we are not requiring students to congregate in person at this time, and he believes the board should adhere to public health guidance. Lindy Johnson stated that she appreciates this discussion, as when the topic comes up in the community she can

share that the board is discussing this issue. She feels that we need more coordination as a state.

- 3.4 Possible Special Board Meeting: Superintendent Olkowski would like to have an Executive Session next week, with legal counsel, specifically around the topic of leave requests. He noted that the situation with opening school is still very dynamic. He would like to follow the Executive Session with a board meeting with the public, to discuss the myriad of issues. He suggested next Wednesday, July 22, at 6 p.m., with a planned Executive Session to discuss personnel matters. Chris McVeigh asked for board members to get materials in advance of the meeting so that they can carefully consider beforehand.

#### 4.0 Reports (Discussion/Action)

##### 4.1 Superintendent

- 4.1.1 School Board Retreat: Superintendent Olkowski had provided a memo to the board. If possible, he would like to have the retreat in person. **Flor Diaz Smith moved to authorize the expenditure of \$2K plus travel, lodging, and food, for Nicholas Fischer to facilitate the board retreat. Seconded by Kari Bradley.** Discussion: Diane Nichols-Fleming asked whether there will be a small group to work on the agenda/ focus of the meeting. She would like the board to be clear about its hope for the retreat's focus. Jonas Eno-Van Fleet stated that he would prefer that the superintendent facilitate the retreat; he would prefer to not hire a facilitator. He shared his positive experience from the retreat last year, as a new board member. Some discussion followed around the topic of having a facilitator or not. **A vote was called. This motion carried unanimously.** Kari Bradley asked whether board members should email agenda ideas: the answer - yes. Stephen Looke reminded the board that this likely will need to be warned as a public meeting. Superintendent Olkowski will clarify.
- 4.1.2 Internet Access: Superintendent Olkowski had shared a memo with the board to provide an overall update around this ongoing challenging issue. The board discussed the issue of access.
- 4.1.3 Reopening Schools: Superintendent Olkowski had shared a memo. Stephen Looke indicated that he believes the fact that we know students learn better in person should be one of the underlying tenets for the discussion, rather than the statement that parents need to go to work. Chris McVeigh asked what is the entity that will make the decision about in person or online learning. He spoke about the conflicting messages around the CDC, federal government, local government, etc. Superintendent Olkowski stated that the Agency of Education is continuing to update guidelines based on the public health information that we have at the moment. Dorothy Naylor stated that, when parents opt to not send their students in person, we need to be sure that they have access to online learning. Some discussion followed. Jonas Eno-Van Fleet stated

that he would like to know information about availability of testing and that he would like to see daily bulletins to communicate, for example, “x” number of teachers are on sick leave or have tested, etc. Discussion followed around testing availability and protocols. Superintendent Olkowski shared some of the ongoing work of the Leadership Team and the various Task Force Teams.

- 4.1.4 Efficiency Vermont - HVAC: Superintendent Olkowski had provided a memo around “Refresh Air Ventilation and Isolation Rooms.” He shared that there is some grant money available through Efficiency Vermont. Jaiel Pulskamp asked whether the schools will be providing masks for students; she also noted that thermometers have been taking up to four weeks for delivery.

#### 4.2 Finance Committee (Action)

- 4.2.1 Review FY 20 Financial Report: Lori Bibeau had prepared a list for the board’s consideration, explaining the CARES reimbursements. She is hoping this money will be received at the end of August. She has spoken with the accounting firm as the audit is not yet completed, but the books have closed for FY20.

- 4.2.2 Authorize the Finance Committee to award bids over \$15,000 for COVID-19 items: **Kari Bradley moved to authorize the Finance Committee to award COVID-19 related bids over \$15k per Vermont Title 16 § 559 up to \$100k per item. Seconded by Jonas Eno-Van Fleet.** Discussion: Flor Diaz Smith shared that the Finance Committee had discussed this earlier at their meeting. Lindy Johnson asked for some examples around items, for example, up to \$100K. Lori Bibeau shared the example of temperature equipment for all of the schools. Stephen Looke noted that he supports the Finance Committee’s recommendation but that he expects the board to continue to spend money with fiscal responsibility, and to continue to keep board members apprised. Jonas Eno-Van Fleet indicated that this is not the time to be penny wise and pound foolish, as we need to do what is needed to responsibly and safely open schools. Board members discussed the position they are currently in, to make urgent decisions based on the best possible current information, in a situation that is ever changing.

**This motion carried unanimously.**

- 4.2.3 School Reopening COVID-19 Expense: **Flor Diaz Smith moved to authorize to expedite orders for unbudgeted items related to COVID19, up to \$300K. Seconded by Chris McVeigh.** Lori Bibeau provided some specifics; she had provided a memo, dated July 10, 2020, with details. Lindy Johnson stated that she feels the Agency of Education is not doing its part in providing resources for students and teachers, and is leaving it to school boards which causes inequities across the state.

**This motion carried unanimously.**

- 4.2.4 Central Office Renovations: Flor Diaz Smith explained the impetus for this renovation, related to COVID19. She indicated that the Finance Committee did not have unanimous agreement on this; however the committee wanted the board as a whole to consider this proposal. **Kari Bradley moved that the Board authorize the Superintendent to spend up to \$26k for the health and safety measures for office renovations, with prompt consideration given to the other buildings across WCUUSD. The Central Office Capital Fund has sufficient funds to cover the cost of renovations if these costs are not eligible for COVID-19 reimbursement. Seconded by Jonas Eno-Van Fleet.** Discussion: Chris McVeigh suggested more direct language in the motion around other buildings. Gillian Fuqua share that she and Bill Ford have visited the schools and are preparing specific information. Board members felt that the language as it stands is sufficient. **This motion carried unanimously.**
- 4.2.5 Hire Retreat Facilitator: This action was taken earlier in the meeting.
- 4.2.6 Solar Net Metering: Flor Diaz Smith shared that the Finance Committee had discussed this. An overview had been shared in the July 10, 2020 memo. Dorothy Naylor moved to table this motion. This motion to table was not seconded. **Kari Bradley moved to decline the offer from Novus and proceed with the plan to hire an energy consultant and develop a comprehensive energy plan for the district. Seconded by Jaiel Pulskamp. This motion carried unanimously.** Superintendent Olkowski asked whether there is a timeline for hiring an energy consultant. Flor Diaz Smith suggested that this be a future agenda item; she would not want to add more to the plate of the superintendent at this time. Sometime after school, reopening is a suggested time frame to continue this discussion.
- 4.2.7 Berlin Driveway Reconstruction and Paving Project: Flor Diaz Smith shared information. **Flor Diaz Smith moved to award the bid to Avery Excavation Inc \$477,518. Seconded by Chris McVeigh.** Discussion: Stephen Looke asked whether the budget included a 10% contingency. The answer was “no.” Jonas Eno-Van Fleet asked if there is a plan for upkeep and repair as necessary, to extend the life of the investment. Flor Diaz Smith replied that this is the work of the Facilities Committee. The question was raised around a retention pond/ storm water runoff. Principal Boynton shared that there has been a plan created; this was under the guidance of Debra Taylor. Stephen Looke stated that taking this action in essence is making the commitment to pave the parking lots in all of the schools. Other board members did not feel that this is a universal concern in other schools such as Rumney and East Montpelier (and Doty and Calais). Chris McVeigh indicated that “one size need not fit all” and these issues are case-by-case. Principal Boynton indicated that the retention pond is planned for the left of the front of the building, and thought has been given to aesthetics.

**This motion carried unanimously.**

**Flor Diaz Smith moved to approve the transfer of \$126,020 from the Capital Fund for this project. Seconded by Jonas Eno-Van Fleet, this motion carried unanimously.**

4.3 Policy (Action)

4.3.1 Second Reading of C47 Student Exchanges: **Dorothy Naylor moved to approve C47: Student Exchanges, on second reading. Seconded by Lindy Johnson. Chris McVeigh invited questions. This motion carried. Scott Thompson abstained from this vote.**

4.3.2 First Reading of C20 Student Conduct and Discipline, C46 Interrogation or Searches of Students By Law Enforcement or Other Non-School Personnel, C49 Kindergarten Entrance Age, D3 Responsible Computer, Internet & Network Use, D4 Title I Comparability, D5 Animal Dissection, D6 Class Size, E1 Title I Parent Involvement Compacts, E45 Role of Religion in the Schools. E46 Memorials, F1 Travel Reimbursement: Chris McVeigh invited questions or comments from these policies, for the first readings.

C20: Some of the language is specific to U32 and does not apply to the elementary schools. The Policy Committee will address this at the next meeting.

C46: Interrogation or Searches of Students by Law Enforcement or Other Non-School Personnel, some discussion followed. Chris McVeigh shared that this policy had been reviewed by legal counsel.

C49: Kindergarten Entrance Age: Aaron Boynton shared that the committee discussed this policy at length. Board members and some community members discussed this proposed draft.

D3: Responsible Computer, Internet & Network Use: no comments

D4 Title I Comparability: no comments

D5 Animal Dissection: no comments

D6 Class Size: Some discussion followed around the impact of COVID19 on class size. Stephen Looke stated that he believes the language in the policy is flexible enough to allow for something unprecedented such as COVID19.

E1 Title I Parent Involvement Compacts: no comments

E45 Role of Religion in the Schools: Some discussion followed around absences due to religious observations. The committee will reconsider the language.

E46 Memorials: Stephen Looke suggested that the committee reconsider this policy; he expressed some concerns. Discussion followed. Jody Emerson explained her understanding of the history behind the creation of this policy. Chris McVeigh asked for a straw poll to the board - this is not a required policy; would the board want to pursue this? The board agreed that this is worth pursuing. Stephen Looke suggested engaging the

community in the conversation around this policy. Jonas Eno-Van Fleet suggested using another term in place of “grandfathered.”

F1 Travel Reimbursement: no comments

Kari Bradley suggested that a calendar be created to track each policy that has a reporting mechanism included in the language.

## **5.0 Consent Agenda (Action)**

5.1 Approve Minutes of 6.17.20 and 7.1.20: **Diane Nichols-Fleming moved to approve the minutes of June 17, 2020 and July 1, 2020. Seconded by Flor Diaz Smith, this motion carried unanimously.**

5.2 Approve Board Orders for 6.30.20 and 7.15.20: **Chris McVeigh moved to approve the board orders in the amounts of \$11,293,037.01 (6-30-20) and \$156,482.19 (7-15-20). Seconded by Lindy Johnson. This motion carried unanimously.**

## **6.0 Personnel (Action)**

6.1 Approve New Teachers, Resignations, Retirements, Leave of Absence and Change in FTE: **Lindy Johnson moved to accept the following retirements (effective June 30, 2021): Susan Pryce (U-32 Special Educator, 1.0 FTE), Sue Anne Mayette (U-32 Speech/Language Pathologist, 1.0 FTE), Jane Badger (East Montpelier Administrative Assistant, 0.20 FTE/Paraeducator, 0.80 FTE), Katherine Stone (East Montpelier Pre-Kindergarten Assistant, 0.40 FTE). Seconded by Diane Nichols-Fleming. Discussion: Diane Nichols-Fleming asked whether these are a result of the early retirement offer? They are. This motion carried unanimously.**

## **7.0 Future Agenda Items**

- Memorials
- Energy consultant
- Act 46
- Business Administrator position
- VSBA dues
- (chat function during Zoom meetings - possible later date)

Jonas Eno-Van Fleet indicated that he does not think using the “chat” function during online board meetings is an effective way to communicate during the meeting. Some discussion followed around the July 1st meeting when the topic was discussed re: in person versus remote learning in the context of home schooling. At that time, we did not have firm guidance from the Agency of Education. Discussion followed. Jill Olson reminded the board that just today the guidance was received from the Agency of Education around a “hybrid” memo; this will be an ongoing conversation.

Stephen Looke asked that the Agenda committee discuss how the board handles the “chat” function during online board meetings, and to come to the board with a future

agenda item. Superintendent Olkowski would like to get some legal counsel around this issue as well.

Flor Diaz Smith reminded the board that we are going to need to continue to pivot, change, and be flexible, in light of COVID19.

**8.0 Adjournment: The board adjourned by consensus at 9:55 p.m.**

Respectfully submitted,  
Lisa Stoudt, Board Recording Secretary

# Washington Central Unified Union School District

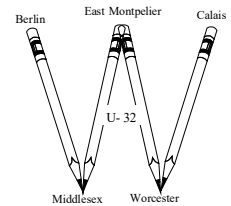
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Bryan Olkowski  
Superintendent



## Washington Central Unified Union School District Special Board Meeting - Unapproved Minutes July 22, 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, George Gross, Jaiel Pulskamp, Jill Olson

**Administrators:** Superintendent Bryan Olkowski, Technology Director Keith MacMartin, U-32 Principal Steven Dellinger-Pate, U-32 Associate Principal Jody Emerson, U-32 Student Affairs Director Amy Molina, Principal Gillian Fuqua, Principal Alicia Lyford, Principal Casey Provost, Principal Aaron Boynton, Principal Cat Fair, Director of Curriculum Jen Miller-Arsenault, Director of Student Services Kelly Bushey, HR Coordinator Carla Messier, U-32 Special Services Coordinator Julia Pritchard,

**Others/Public:** Julie Kiefer, Caroline Grace, Christine Babcock, Claire Gallagher, Daniel Diddlemeyer, David Delcore (Times Argus), Benjamin Weiss, Lisa Hanna, Nicolle Schaeffer, Robin Gannon, Alyson Mahoney, Jennifer Campbell, Heather Bower, Rick Agran, Christine Hertz Hausman, Danielle Laquerre, Deanna Murray, Heather McLane, David Lawrence, Brian Albee, Aanika DeVries, Betsy P, Cari Wilson, Christina George, Glenn Gannon, Janice Hood, Caitlin Morgan, Elizabeth Wirth, Amanda Morse, Ted Nathanson, Kelly MacMartin, Pietro Lynn, Lisa Stoudt, ORCA Videographer, Cari Wilson, Christine Babcock, Julie Kiefer, Kelly MacMartin, Caitlin Morgan, Alden Bird, Ted Nathanson, Michael Sherwin, Alden Bird, Megan McLane, Beth L, Sonya Rhodes,

**1.0 Call to Order:** Scott Thompson called the meeting to order at 6:05 pm.

**2.0 Public Comments:** Scott Thompson encouraged members of the public to make any comments now, as Zoom chat comments are closed for this meeting.

David Lawrence noted that most of the meeting will be held in Executive Session, but clarified that there would be time for the Board to discuss the matter in public session? He asked if that would occur.



Scott Thompson agreed there would be some post-Executive Session by the Board, and that there ought to be opportunity for the board to provide comment after the Board comes out of Executive Session.

Julie Kiefer had no comment, but would have a question at the end.

Scott Thompson said that now is the time for public comment.

Julie Kiefer is just here to listen.

Daniel Diddlemeyer said that it puts the public and the staff at a disadvantage about this, as the public has little information about the subject at hand, but is being asked for comment.

Scott Thompson said he agrees, that there is no good way to do this, that it is hard to ask questions about something you don't know about, but that the meeting should just go with it and see where it takes us, but to make opportunities in the future, perhaps not in this particular meeting.

Rick Agran taught journalism at Johnson State and had a partner who was a public policy reporter, and learned in looking at these things that public policies get made best transparently. The Governor's office has done a good job making data available on its website; he was curious if there was a repository of data for teachers/ staff to look at to see what the science indicates to see how policy is being made?

Scott Thompson indicated that we will take public comment now but make attempts to provide answers later in the meeting.

Danielle Laquerre: As a parent and staff member, we don't really have information as to what is going on? What is expected? School starts soon - where do we stand? There has been very little communication; feels left out of the communication. Is there a plan to have staff and parents come together to discuss concerns - like a public form opportunity?

Ben Weiss: Indicated that recently the staff was sent a survey; he did not feel comfortable completing it - he didn't understand the meaning or intent of the survey - made it difficult to answer the questions. He has talked to other staff; he's not sure everyone has been interpreting the survey questions the same; he cautions the board or the administration against using the data, as he does not think there was clarity to those who completed it. Ben W offered to work with the board if they would like to work together to craft other surveys/ solutions.

Lisa Hanna: Wondering what objectives are, for this meeting tonight?

Lindy Johnson explained that the board is meeting, and intends an Executive Session to discuss details around staff who are not able or willing to return in person, specifics around using leave, etc.

Scott Thompson stated that the board intends to have an open meeting after the Executive Session and to continue discussion in open session.

Daniel Diddlemeyer: What support will be available to staff when/ if a staff member dies? What will be the plan for staff illnesses and absences? What about long term student

absences due to illness? If we are planning to go back, why are we meeting online now? Certain people are offered the opportunity to meet online, others aren't. How are groups selected, to discuss the plan for returning to school?

Deanna Murray: If I am exposed and I need to quarantine, how will my absence be dealt with, with my class, with a shortage of subs as it is? Also how will this be explained to students? Asked about logistics such as lock down drills, other safety measures. How can we ensure that parents aren't sending children who have been in contact with someone with COVID? How are we going to trace that? Are we going to receive hazard pay for what is being expected?

Flor Diaz Smith: Many of these questions, we as a board have not been able to discuss yet. The point of the meeting is to get legal counsel and to answer some questions. The board is here to see how to remove barriers to be sure to provide the resources to go back to school. She cited the numbers in Vermont re: COVID19; we are in a position to be able to contain and trace COVID19. She reiterated that we are all in this together; we certainly do not want to harm anyone; we need to be flexible; need to be able to have this conversation. We have not been able to have it yet; she assured that there is nothing going on behind the scenes.

Lisa Hannah: A challenge for teachers is that, if your objective is to talk about leaves of absence, we received the survey with little context, so we are uncertain about asking for leaves of absence at this time. She feels this might be true for others too. She feels that, as teachers, we don't know what has been discussed yet. And if some of these issues have not been discussed yet, then it's past due; the clock is ticking.

Ben Weiss: Maybe to schedule a meeting with the board and interested members of the association? To discuss and to surface these basic concerns. In the CBA it does talk about parameters around leaves of absence; not sure the language as it stands applies under these circumstances. Asked the board to consider, when talking about leave of absence tonight, keeping in mind that there may be work ahead with the association about how to make this work.

Lindy Johnson: Was not under the impression that the board is intending to make policy, but was wanting to become informed about leave requests that have already been received, and how this will work. She reiterated that there is no hidden agenda.

Ben W: Given the context of the survey, you may be getting a different number of people responding to the idea of a leave of absence; reiterating that he did not think the context of the survey was well communicated.

Deanna M: Did not personally take the survey; was uncomfortable taking it as it is; would like an opportunity to respond.

Danielle L: Reiterated the request to have another opportunity to complete the survey.

Rick A: Felt the same about the survey - asked for some transparency; this would empower us to answer in a more informed way.

Alyson Mahony: Completed the survey but did not feel that it was accurate - she chose "what she wished for" but is not sure it reflects reality. How can we make decisions about

whether to request a leave when we do not yet know what our job will look like? She spoke from the perspective of an allied arts teacher who moves from one building to another. The Agency of Ed has suggested that we reduce movement from building to building in light of COVID19. Her sense of safety might influence how she responds to the survey.

David Lawrence: Concerned that we have heard multiple times from teachers that they are afraid of retaliation if they express their true feelings. It is important that teachers are ensured that their true input is valued and that they will not be retaliated against.

Scott Thompson thanked those present for providing input; it will be important to factor this insight in when considering the information to be shared during Executive Session.

### **3.0 Executive Session for Personnel**

#### **3.1 Employment Practices Advice of Legal Council**

**Flor Diaz Smith moved at 6:44 to go into Executive Session, including superintendent, legal counsel, principals and central office administrators, for the purpose of discussing personnel issues. Seconded by Jonas Eno-Van Fleet. This motion carried unanimously.**

**Chris McVeigh moved to leave Executive Session, and Stephen Looke seconded the motion. The motion carried unanimously at 8:10 pm.**

Scott Thompson shared that the board had heard from attorney regarding questions/ concerns around leave. The board will decide “how to reckon with this.”

The question of leave is embedded in the challenge of the pandemic; we need to figure out how to proceed with the leave policy, taking into account all of the unknowns, uncertainties, contingencies. Scott invited board members to provide input or to begin the discussion around the topic of leave in light of COVID19.

Flor Diaz Smith stated: Minimum guidelines that were provided to administrators: best practice is to have kids in school; do we have the resources to open schools safely and with equity in all of the schools? We want to create a subcommittee to work on this, once we have more information.

Superintendent Olkowski: The leadership team had been working with the Task Forces to develop an opening plan. We are trying to figure out where to start, in a situation that is dynamic; the leadership team had provided a lot of ideas: prioritize k-8 live instruction every day - and ask what can we do at the high school? They had waited until last week when the guidance was provided re: remote learning, including the idea of hybrid model. It comes down to implementing CDC guidelines along with guidance from the Vermont Agency of Education. If live instruction can't be carried out at high school, what can we do in the way of hybrid model?

Superintendent Olkowski stated that 72 people are on the task forces, most of which are teachers. He is trying to have local voice, along with the guidelines from the Agency of Education and the CDC. The looming concern - you can have all of the plans in the world but if you don't have the workforce to carry out the plan, what are the solutions?

Superintendent Olkowski stated that the survey was just to get an aggregate idea from the work force. It was meant to provide a big, broad picture. This is a challenging situation for all, for teachers, parents, administrators, board members. We've been fortunate enough to have a school

board that cares about the students as well as the staff. The challenge is how to meet the needs of staff as much as possible within the confines of the law and within the confines of our budget.

Stephen Looke moved that the board recommends that legal statutes, guidelines, contract language, governs the leave policy. (what is currently in writing is what we are going to use for our guidance.) Seconded by Flor Diaz Smith.

Discussion: Stephen stated that we don't have enough information at this time; would be interested in establishing a group, tasked with exploring any potential options other than what currently exist legally or within the contract, and to report back to the board in a very short period of time.

Chris McVeigh suggested that a leave policy should be created that goes beyond what we currently have in place, given the current circumstances (COVID19). He agrees with the desire to have a very quick turnaround time, to provide some information to teachers as soon as possible. He would also like to advocate that any and all minutes from Task Force meetings be made public on the website. He noted to the staff: the board recently adopted a "Non-retaliation/ Non-retribution Policy;" he urges them to become familiar with this policy.

Superintendent Olkowski: The Communications Task Force will be posting all information from all of the Task Forces on a website, which is hoped to go live at the end of this week, or during next week.

Stephen Looke withdrew his previous motion.

**Stephen Looke moved that a subcommittee of the board be established to explore leave options beyond what is approved by statute and contract, and that the board establish a specific timeline for this subcommittee to report to the board no later than next Wednesday (July 29). Seconded by Chris McVeigh.**

Diane Nichols-Fleming clarified: The group will do the business between today and a week from today? Yes - that is the intention.

Kari Bradley: Asked Superintendent Olkowski - are you concerned about this timeline? Also who is likely to serve on this committee?

Superintendent Olkowski indicated, after the subcommittee meets, he would like to meet with the union and leadership before it comes to the board. He would like to seek input from staff. Is all of this possible between now and next Wednesday?

Stephen Looke volunteered to be part of the subcommittee.

Jill Olsen: Given how quickly we need to move, not sure we can have multiple steps in the process. Might need to flesh all of this out in a public board meeting. Is there a board meeting scheduled for next Wed., July 29?

Lindy Johnson: We don't usually meet in July. Jill O thinks that we should schedule board meetings every Wednesday for the foreseeable future. Would like to have the document that is proposed, available at least one day before the board meeting.

Flor Diaz Smith: We do need to have the union representation at the table. What is the availability of Pietro?

Chris McVeigh volunteered for this subcommittee.

Lindy J: Her understanding was that Pietro was going to provide a template; we don't need his presence while we work on this document - would like his feedback before we take action on the document, of course.

Dorothy Naylor would like to be on the subcommittee.

Chris McVeigh suggested that the subcommittee work this week, and hope to meet with the union next Monday or Tuesday, then the board meeting might need to occur later next week (as opposed to Wed.)

Scott Thompson reminded the board that open meeting law indicates that we not do board business by email.

The board discussed that creating a procedure versus a policy is practical under these circumstances. Superintendent Olkowski suggested that the board could take action to create policy from the procedure, eventually - but creating policy takes a longer period of time (have to warn ten days in advance.) The current task would be to flesh out procedure.

Jill O: Thinks that a subcommittee that size would be allowed to communicate via email to work it out - without violating open meeting law - would like to hear from legal counsel. Stephen Looke stated from his recollection that it does not work with open meeting law, will meet via zoom as an open meeting. He noted that if he runs the meeting it will be for the committee to do its work; will not be a public forum (though public is welcome to attend.)

Scott Thompson reiterated that the subcommittee will do the work; the superintendent will do the part of seeking input from others (e.g. union/ staff).

Jonas Eno-Van Fleet indicated that he would like for the board to express its values and to provide guidance on the leave policy; however, the board has not had an opportunity to do this yet. He would like to be sure that the values in the leave policy are in harmony with the values of the board (e.g. around the topic of reopening schools, and the wellbeing of students and staff). Stephen Looke indicated that priorities have been stated, at the previous board meeting: best practice for students to be at school, equity for all students, resources to operate safely, evidence based practice.

Jonas Eno-Van Fleet asked when the board had delineated these priorities. Flor Diaz Smith reminded that at the previous meeting the board had discussed the superintendent's memo listing priorities. Jonas Eno-Van Fleet indicated that he doesn't remember the board coming to some sort of agreement or having deep discussion about listing priorities.

Jill Olsen indicated that she had thought that the board had discussed and agreed upon the guidelines in the memo.

Jonas Eno-Van Fleet indicated that, given that the administration is putting a plan together, if we are following the administration's lead, the board will not be providing detailed input on the plan, the subcommittee should be taking the administration's suggestions and guidance about leave as closely as possible. And the board can consider this at the next board meeting.

Stephen Looke indicated that the motion was to create options for leave that could be adopted by the board, that will be shared with the union before the board hears it, to give more information to consider other than statutes and contract. The board can decide to be as narrow or broad as they want to be, based on the options that come to the board next week.  
The motion carried unanimously.

Special Board meeting next Thursday July 30.

**Flor Diaz Smith moved to nominate Stephen Looke, Chris McVeigh and Dorothy Naylor to serve on the subcommittee, as discussed. Seconded by Jill Olsen. This motion carried unanimously.**

Stephen Looke asked Superintendent Olkowski to warn a meeting of this subcommittee on Friday July 24 at 6 p.m. Superintendent Olkowski will check with legal counsel to be sure that this meeting needs to be warned.

#### **4.0 Personnel (Action)**

- 4.1 Approve New Teacher, Resignations, Retirements, Leave of Absence and Change in FTE: Lindy Johnson moved to approve the hire of Elizabeth Wirth as COVID19 Coordinator for the 2020-21 School Year. Seconded by Flor Diaz Smith.** Discussion: Diane Nichols-Fleming asked if this creates a vacancy. Superintendent Olkowski - yes this creates a 0.5 FTE vacancy which will be posted.  
**This motion carried unanimously.**

Superintendent Bryan Olkowski shared that the Regional Superintendent's Group has been discussing the possibility of changing the student start date - pushing it to a later date. He would like to vet this and discuss it further with the Leadership Team; but he wanted to give the board a heads up about this ongoing dynamic.

Jill Olsen asked to be sure to get Wed. board meetings on our calendars from Michelle K - as it helps with planning.

#### **5.0 Adjourn:** The board adjourned by consensus at 9:09.

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

**WCCUSD School Board**  
**Superintendent Personnel Summary and Recommendations**

**August 5, 2020**  
(as of 8/4/2020)

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

Heather Clark-Warner - East Montpelier Pre-k Teacher - 0.4 FTE

Kevin Richards - U-32 Social Studies Teacher - 1.0 FTE

Jessica Abisla - Doty School Nurse - 1.0 FTE

Recommend Approval

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

Recommend Approval

3. **Resignations** (effective June 30, 2021)

Recommend Approval

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

Recommend Approval

5. **Change in FTE**

David Mathies - East Montpelier Nurse increase 0.5 FTE to a 1.0 FTE

Washington Central Supervisory Union  
Employee Nomination Form

Name: Heather Clark-Warner

*Provisional Reg*

School: E. Montpelier Elementary School

Employer: \_\_\_\_\_  
(If different)

Position: 0.4 FTE Part Time Pre-K Teacher

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: Retirement of Jamie O'Hare

Educational Preparation:

College

Degree

Date Attained

UMass Amherst

BFA

MFA

Smith College

Experience: Heather holds a VT License- PreK-12 Dance Education she will have her Early Childhood Education endorsement complete- Summer 2021. Heather has taught in the Kindergarten class for ESY for a number of years as well as at U-32

Years of Related Experience: 20 years in education

Salary Schedule Placement:

Start Date:

M00 Step I

August, 2020

Salary or Wage Rate:

Date of Board Appointment:

\$ 23,708<sup>40</sup>

FTE: 0.40

Days / Year: 190 pro-rated

Hours / Day: \_\_\_\_\_

Interviewed by: Alicia Lyford

This candidate is recommended for employment by: Bryan Olkowski

*B. Olkowski*

Cc (check as appropriate):

☒ PERSONNEL ☒ PAYROLL ☐ SPED ☐ UNION ☐ BUILDING PRINCIPAL



Washington Central Unified Union School District  
Employee Nomination Form

Interview 11/21/20  
1230pm

Name: Kevin Richards

School: U-32

Employer: WCUUSD

PROVISIONAL  
NEEDED

Position: Social Studies 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: \_\_\_\_\_]

Educational Preparation:

College/Technical	Degree/Certificate	Date Attained
<u>State University of New York, Albany NY</u>	<u>M.S. Education Studies</u>	<u>May 2012</u>
<u>State University of New York, Albany NY</u>	<u>B.A. History/Education Studies</u>	<u>May 2009</u>

Experience: 2013-Present - Lead Teacher, Trinity-Pawling School, Pawling NY; Additional responsibilities include: 2019-present: Assistant Form Advisor Middle School; 2013-present: Academic Advisor; 2013-present: Coaching Assistant Varsity Football and Assistant Varsity & JV Basketball, JV Lacrosse, Varsity Track & Field, Youth Basketball, 2014-present - Education Exchange Coordinator with Saint Paul's College, Hong Kong; 2016-present - Teaching & Learning Committee, Dunham Committee; PBL Initiatives: Senior Independent Project Advisor, Global Collaborative Challenge Group Advisor, Winter Project Advisor; Dormitory Master, Spring Rock Concert Participant, Club Advisor for Aviation Club, Drone Club, Dog Walking Club, Strength & Conditioning Club.

Years of Related Experience: \_\_\_\_\_ Years (recommend 7 YOE)

Salary Schedule Placement:

M00/14 Step 4

Start Date:

August 2020

Salary or Wage Rate:

\$ 57,662

Date of Board Appointment:

August 5, 2020

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

Contract Comments: One-year non-renewable contract

Interviewed by: Jody Emerson, Zachary Gonzalez, Daisy Scarzello, Ben Heintz, Elizabeth Marks.

This candidate is recommended for employment by: Bryan Olkowski

Cc (check as appropriate):

☒ PERSONNEL

☒ PAYROLL

☐ SPED

☒ UNION

☒ BUILDING PRINCIPAL

8/3/20 9:30 Interview

Washington Central Unified Union School District  
Employee Nomination Form

Name: Jessica Abisla

School: Doty Employer (if different): WCUUSD

Position: School Nurse

Department/Area: School Nurse

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: Convert from .4 to 1.0 fte - 1 yr

Educational Preparation:

College	Degree	Date Attained
Mass College of Pharmacy and Allied Health Sciences	BSN	May 2016
Upper Cape Cod Tech	LPN	June 2011

Experience: Copley 12/2019-present Birthing center, 1/2019-12/2019 UVMC Mother / Baby unit, 6/2016-1/2019 UVMC Ortho/Urology unit,

Years of Related Experience: X years 9 yrs.

Salary Schedule Placement:

B00-B14 Step X J

Start Date:

August 2020

Salary or Wage Rate:

~~\$ 50,142.00~~ 55,977

Date of Board Appointment:

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

Interviewed by: Gillian Fuqua, Maria Melekos, [Signature]

This candidate is recommended for employment by: Bryan Olkowski [Signature]

cc: (check as appropriate):

☒ PERSONNEL ☒ PAYROLL ☐ SPED ☐ UNION ☐ BUILDING PRINCIPAL

**Washington Central Supervisory Union  
Employee Nomination Form**

Name: David Mathies

School: E. Montpelier Elementary School Employer: \_\_\_\_\_  
(If different)

Position: School Nurse

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: Elizabeth Wirth has taken the position of Covid Coordinator

Educational Preparation:		
College	Degree	Date Attained
<u>Saint Joseph's College of Maine</u>	<u>Master of Science in Nursing</u>	<u>2016</u>
<u>Vermont Technical College</u>	<u>Associate in Nursing</u>	<u>2006</u>
<u>University of Penn</u>	<u>Biology</u>	<u>1995</u>

Experience: Dave has 14 years of nursing experience

Years of Related Experience: 14 years nursing experience

Salary Schedule Placement:	Start Date:
<u>MOB-14 Step 14</u>	<u>August 2020</u>

Salary or Wage Rate:	Date of Board Appointment:
<u>\$ 34,955</u>	

FTE: 0.5 Days / Year: 190 Pro-rated Hours / Day: 7.5

Interviewed by: Alicia Lyford, Elizabeth Wirth, Ellen Shedd, Mary Beth Langevin, Michael Sherwin, Danielle Laquerre, Jane Badger

This candidate is recommended for employment by: Bryan Olkowski 

Cc (check as appropriate):

☒ PERSONNEL ☐ PAYROLL ☐ SPED ☐ UNION ☐ BUILDING PRINCIPAL

Document1

*This will add to a .5 current  
Contract. 1.0 for total  
Annual @ 1.0 69,911*

# Washington Central Unified Union School District

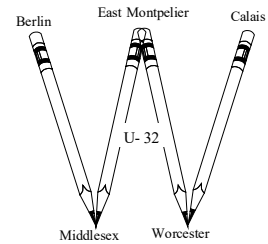
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*WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.*

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

Bryan Olkowski  
Superintendent



## MEMORANDUM

TO: WCUUSD Board of Directors  
FROM: Kelly Bushey, WCUUSD Director of Special Services  
CC: Bryan Olkowski, Superintendent  
Lori Bibeau, Business Administrators  
DATE: August 4, 2020  
RE: Behavior Interventionist

As you know, over the past several years, we have been working towards building our internal capacity to meet the needs of our students and to reduce the number of contracted services.

This memo is written to request the addition of one Behavior Interventionist position. With the addition of this position, we will be able to eliminate a contract with one of our contracted service providers. This would result in a reduction in expenses.

This information is provided for the Board's consideration per Board Policy B30 - Staffing and Job Descriptions.