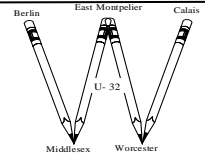


Washington Central Unified Union School District

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

Debra Taylor, Ph.D.
Interim Superintendent



Washington Central Unified Union School District Board Meeting Agenda

4.1.20 6:00 PM

Via Zoom Video Conference
At the Washington Central UUSD Central Office

OR

Public Welcome to Attend at
1130 Gallison Hill Rd, Montpelier

<https://tinyurl.com/w55p4k3>
Meeting ID: 255 394 871 Password: 2wf1wk

Dial by Your Location 1-929-205-6099
Meeting ID: 255 394 871

TIME

(in minutes)

5	1.0	Call to Order
60	2.0	Committee Meetings —Breakouts
	2.1	Policy Topics include: Review of Suggested Non-Retribution/Retaliation Policy and the First Ten Policies of Section C: Students
	2.2	Quality Education Committee Topics include: Election of Chair, Update on CIP Process, Overview of Student Achievement Data
15	3.0	Welcome
	3.1	Reception of Guests
	3.2	Agenda Revisions
	3.3	Public Comments
30	4.0	Response to Coronavirus (Discussion)
	4.1	Actions Required in Response to the Governor's Directive
5	5.0	Board Operations (Discussion/Action)
	5.1	Approve 2020-2021 School Year Calendar – pg. 3
	5.2	Committee Reports
	a.	Negotiations – pg. 4
	b.	Policy – pg. 6
	i.	Second Reading of B3 Alcohol & Drug Free Workplace and B20 Personnel Recruitment, Selection, Appointment & Background Checks Policies – pg. 8
	c.	Quality Education

Continued

5	6.0	Consent Agenda (Action)
	6.1	Approve Minutes of 3.18.20 - pg. 19
	6.2	Approve Board Orders
5	7.0	Personnel (Action)
	7.1	Approve Hires, Resignations, Retirements – pg. 23
4	8.0	Future Agenda Items
20	9.0	Executive Session
	9.1	Negotiations
	9.2	Personnel
1	10.0	Adjournment

WASHINGTON CENTRAL UNIFIED UNION SCHOOL DISTRICT

2020-2021 SCHOOL CALENDAR – DRAFT 5

Berlin, Calais, East Montpelier, Rumney (Middlesex), Doty (Worcester) and U-32

AUGUST					SEPTEMBER					OCTOBER					NOVEMBER				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3	4	5	6	7		1	2	3	4				1	2	2	3	4	5	6
10	11	12	13	14	*	8	9	10	11	5	6	7	8	9	9	10	(11)	12	13
17	(18)	(19)	(20)	(21)	14	15	16	17	18	(12)	13	14	15	16	16	17	18	19	20
(24)	25	26	27	28	21	22	23	24	25	19	20	21	22	23	23	24	*	*	*
31					28	29	30			26	27	28	29	30	30				
(5 School Days)					(21 School Days)					(21 School Days)					(17 School Days)				
8/25 First Day All Elementary Students 8/25 First Day U-32 gr. 10-11-12 8/26 First Day U-32 gr. 7-8-9 8/27 U-32 ALL Students					9/7 Labor Day										11/11 Parent/Teacher Conferences 11/27, 28, 29 Thanksgiving Recess				
DECEMBER					JANUARY					FEBRUARY					MARCH				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	1	2	3	4					*						*	*	3	4	5
7	8	9	10	11	4	5	6	7	8	1	2	3	4	5	8	9	10	11	12
14	15	16	17	18	11	12	13	14	15	8	9	10	11	12	15	16	17	18	19
21	22	*	*	*	(18)	19	20	21	22	15	16	17	18	19	22	23	24	25	26
*	*	*	*		25	26	27	28	29	*	*	*	*	*	29	30	31		
(16 School Days)					(19 School Days)					(15 School Days)					(21 School Days)				
12/23-1/1 Vacation										2/22-3/2 Vacation					3/2 Town Meeting				
APRIL					MAY					JUNE					Notes () = Inservice Days: No School Students / required for teachers * = Holidays/Vacations Total Student Days = 180 Total Teacher Days = 190				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
			1	(2)	3	4	5	6	7		1	2	3	4					
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11					
12	13	14	15	16	17	18	19	20	21	(14)	15	16	17	18					
*	*	*	*	*	24	25	26	27	28	21	22	23	24	25					
26	27	28	29	30	*					28	29	30							
(16 School Days)					(20 School Days)					(9 School Days)									
4/2 Parent/Teacher Conferences Grades 4/19-23 Vacation					5/31 Memorial Day					6/11 Last day ½ day students (pending contingency days) 6/14-18 Contingency Days									
Semester Schedule										Teacher Inservice Days 8/18-21 Teacher Inservice 8/24 Teacher Flexible Prep Day 10/12 Teacher Inservice 11/11 Teacher Inservice/Parent Conferences 1/18 Teacher Inservice/ ½ Professional Work Day 4/2 Teacher Inservice/Elementary Parent Conferences 6/14 Inservice (pending contingency days)									
1 st Marking Period Ends 10/28/20 2 nd Marking Period Ends 1/15/21 Semester 1 Exams 1/13-15 3 rd Marking Period Ends 3/31/21 4 th Marking Period Ends 6/11/21 Semester 2 Exams Last 3 Days of School																			

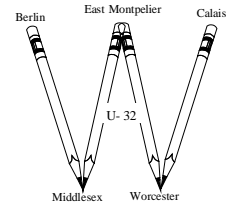
Final – Adopted by

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Debra Taylor, Ph.D.
Interim Superintendent



WCUUSD Negotiations Committee Unapproved Minutes 3.23.20

WCUUSD Central Office Conference Room, and Remote Participants via Zoom

Present: Susanna Culver, Lindy Johnson, Chani Waterhouse, Jonas Eno-Van Fleet, Stephen Looke, Debra Taylor

1. Call to Order – Jonas Eno-Van Fleet called the meeting to order at 5:12 pm.
2. Approve Minutes of 3.9.20
3. Contract Negotiations
Lindy Johnson moved to go into executive session, Chani Waterhouse seconded, motion passed unanimously at 5:12 pm.

Lindy Johnson moved to come out of executive session, Chani Waterhouse seconded, motion passed unanimously at 5:40 pm.

The committee discussed negotiating strategy during executive session.

Lindy Johnson moved to go into executive session, Chani Waterhouse seconded, motion passed unanimously at 5:55 pm.

Lindy Johnson moved to come out of executive session, Chani Waterhouse seconded, motion passed unanimously at 6:15 pm.

The committee discussed negotiating strategy during executive session.

Lindy Johnson moved to go into executive session, Chani Waterhouse seconded, motion passed unanimously at 6:30 pm.

Lindy Johnson moved to come out of executive session, Chani Waterhouse seconded, motion passed unanimously at 6:58 pm.

The committee discussed negotiating strategy during executive session.

Stephen Looke moved to go into executive session, Lindy Johnson seconded, motion passed unanimously at 7:15 pm.

Lindy Johnson moved to come out of executive session, Chani Waterhouse seconded, motion passed unanimously at 7:45 pm.

The committee discussed negotiating strategy during executive session.

Stephen Looke moved to go into executive session, Lindy Johnson seconded, motion passed unanimously at 8:00 pm.

Lindy Johnson moved to come out of executive session, Chani Waterhouse seconded, motion passed unanimously at 8:10 pm.

The committee discussed negotiating strategy during executive session.

4. Adjourn – the meeting adjourned by consensus at 8:20 pm.

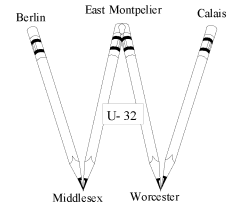
Minutes taken by Jonas Eno-Van Fleet

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WCUUSD Policy Committee Meeting Unapproved Minutes 3.10.20 4:30 – 6:30 pm

1130 Gallison Hill Road, Montpelier

Present: Chris McVeigh (by phone), Dorothy Naylor, Jaiel Pulskamp, Marylynne Strachan, Jody Emerson, Debra Taylor, Aaron Boynton

1. Call to Order: Marylynne Strachan called the meeting to order at 4:44 p.m.
2. Approve Minutes of 2.11.20: **Jaiel Pulskamp moved to approve the minutes of February 22, 2020. Seconded by Marylynne Strachan, this motion carried unanimously.**
3. Requested Review
 - 3.1 Non-Retribution/Retaliation Policy: Chris McVeigh explained the impetus for this policy. Discussion followed around preserving confidentiality. Marylynne Strachan suggested doing a climate survey to see if this is an issue; Superintendent Taylor stated that a climate survey is planned for the fall.

At 5:46 p.m., Dorothy Naylor moved to go into Executive Session for the purpose of discussing personnel issues. Seconded by Jaiel Pulskamp, this motion carried unanimously.

At 5:52 p.m., Dorothy Naylor moved to come out of Executive Session. Seconded by Jaiel Pulskamp, this motion carried unanimously.

Chris McVeigh would like to work on this policy, around “broad based” encouragement to speak about concerns (versus personnel-based), with more specific “guardrails.” **The committee will address this at a future Policy Committee meeting.**

4. Further Review Requested

- 4.1 B3 Alcohol & Drug Free Workplace: Superintendent Taylor shared with the committee that the WCUUSD Board wanted further clarification and explanation about using the term

“impairing.” Some discussion followed. Superintendent Taylor shared that the expertise of the medical field or law enforcement is sought when schools are trying to determine whether someone is “impaired.” The committee decided to eliminate the term “impairing” as well as to continue to eliminate the term “illegal” as already indicated in this iteration of the policy. The committee decided to change “and/or” back to “of” under the **employees** section.

4.2 B20 Personnel Recruitment, Selection, Appointment & Background

Checks: Some discussion followed around ways to advertise positions and/ or recruit a more diverse workforce. Insert: “The board actively seeks diverse candidates” under **Recruitment #2**. Some discussion followed around “blind recruitment process.” The committee agreed to add the following verbiage to the draft policy:

“We will make every effort to advertise widely to reach a diverse group of applicants.”

“On an annual basis the administration will participate in a training to avoid implicit bias in the recruitment and selection process with a goal of increasing the diversity of our employees.”

The committee discussed a policy that had been drafted by Scott Thompson, around COVID-19 Virus. The committee discussed the difficulty with creating a policy with specifics when the suggested procedures to respond to this situation are evolving. Superintendent Taylor indicated that the CDC and the Vermont Department of Health are providing guidelines. Marylynne Strachan asked, are the school nurses in a position, if they are faced with a student whose symptoms may be consistent with COVID-19 virus, to provide a space for the student and to provide protection (e.g. protective gear) for themselves? Jody Emerson shared that the Administrative Team had met today and worked for much of the day on plans to stay on top of this ongoing development. Superintendent Taylor shared some of the work that the Administrative Team had done today.

Marylynne Strachan wanted to be sure that each principal has had a conversation with their school nurses to be sure that they have the resources that are needed.

Some discussion followed around student absences.

5. Review Existing Policies

5.1 Section C – Students

5.1.1 Current: Jaiel Pulskamp suggested that since these policies had been approved in the past year, but are sunseting, we take these to the WCUUSD board for a first reading and then edit as appropriate. The committee agreed to have a first reading/ review of these policies at the next WCUUSD board meeting when the committees break out to meet.

The committee discussed whether to meet on Tuesday nights as well as with the WCUUSD board. They agreed to keep both opportunities to meet, so they are able to get through all of the policies.

6. Adjourn: The board adjourned by consensus at 6:23.

Respectfully submitted,
Lisa Stoudt, Committee Recording Secretary

^[1]
Required

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

POLICY:	<u>B3</u>
WARNED:	<u>1.10.2020</u>
ADOPTED:	<u> </u>
EFFECTIVE:	<u> </u>

^[2]
ALCOHOL and DRUG-FREE WORKPLACE

Policy^[3]

It is the policy of the Washington Central Unified Union School District to maintain a workplace free of alcohol and drugs. No employee, volunteer or work study student ^[4] will unlawfully manufacture, distribute, dispense, possess or use alcohol or any drug on or in the workplace. Nor shall any employee, volunteer or work study student be in the workplace while under the ~~impairing~~ influence of ~~illegal~~ drugs or alcohol. If there are reasonable grounds to believe that an employee, volunteer or work study student is under the ~~impairing~~ influence of ~~illegal~~ drugs or alcohol while on or in the workplace, the person will be immediately removed from the performance of ~~his or her~~their duties.

Definitions

Drug means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by state or federal statute or regulation unless prescribed.^[5]

Workplace means the site for the performance of work for the school district, including any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities. It also includes off school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event, where students are under the jurisdiction of the school district.^[6]

Employee means all persons directly or indirectly compensated by the school district for providing services to the district and all employees of ~~of and/or~~ independent contractors who provide services to the district.^[7]

Volunteer means an individual not employed by the school district who works on an occasional or regular basis in the school setting to assist the staff. A volunteer works without compensation or economic benefits provided by the school district.

Work Study Student means a post-secondary student who receives compensation for work performed at the school as part of a college work experience program. For purposes of this policy, an intern, working without pay, will be considered as a work study student. A student working toward a teaching credential who may be placed at a school as a student teacher is not a work study student.

Employee Responsibilities

As a condition of employment, each employee will notify the superintendent in writing of ~~his or her~~their conviction of any criminal alcohol or drug statute for a violation occurring on or in the workplace as defined above. The employee must notify the superintendent no later than five days after such conviction. Entry of a *nolo contendere* plea shall constitute a conviction for purposes of this policy, as will any judicial finding of guilt or imposition of sentence. Within 10 days of notification from an employee, or receipt of actual notice of an alcohol or drug conviction, the superintendent will notify any federal or state officers or agencies legally entitled to such notification.^[8]

An employee, volunteer or work study student who violates the terms of this policy may be asked to satisfactorily complete an alcohol or drug abuse assistance or rehabilitation program approved by the superintendent. In addition, an employee who violates the terms of this policy will be subject to disciplinary action, including but not limited to non-renewal, suspension or termination at the discretion of the superintendent or, if required, the board.^[9]

D8 Alcohol and Drug Free Workplace Notes and References:

^[1] Alcohol is not considered a “controlled substance” under federal law. The Drug Free Workplace Act therefore does not require that alcohol be included in an employer’s prohibition of drugs in the workplace. Vermont law does authorize employers to prohibit alcohol possession and/or use of alcohol in the workplace. The Vermont drug testing law defines “drug” broadly, and includes alcohol as a “drug.” 21 V.S.A. §511(3).

^[2] The Drug Free Workplace Act of 1988 applies to all individuals or organizations that receive federal grants and any individuals or organizations that are federal contractors whose contracts exceed \$100,000. The Act does not explicitly require a Drug Free Workplace policy, but it does require covered entities to “...establish a drug-free awareness program to inform employees about...the *grantee’s policy of maintaining a drug free workplace...*”. 41 U.S.C. §702(1)(b)(ii).

^[3] The Drug Free Workplace Act requires specific actions on the part of employers including publication of a statement notifying employees of the prohibition against illegal drugs in the workplace, the establishment of a drug-free awareness program with specific elements, the notification to employees that compliance with the prohibition against drugs is a requirement for employment and imposing specific sanctions on any employee who is convicted of violations occurring in the workplace. *See* 41 U.S.C. §701.

^[4] The inclusion of volunteers and work study students as “employees” for purposes of this policy is optional. *See endnote 7 below.*

^[5] The Drug Free Workplace Act uses the term “controlled substance” as synonymous with the term “drug.” Controlled substances are listed in the federal law at 21 U.S.C. 812.

^[6] Definition derived from 41 U.S.C. §706(1).

^[7] 41 U.S.C. §706(2). *See also* U.S. Department of Labor *Drug –Free Workplace Advisor*, <http://www.dol.gov/elaws/asp/drugfree/policy.htm>. Note that the federal law defines “employee” as one “..directly engaged in the performance of work pursuant to a federal grant or contract, whether or not the employee is paid through grant or contract funds. An employer may expand the coverage of this policy to include all employees, whether or not they are engaged in work pursuant to federal grants.

^[8] *See* 41 U.S.C. §702(a)(1)(D).

^[9] *See* 16 V.S.A. §242(3)(C) for authority of superintendent to dismiss employees subject to due process and other legal requirements.

^[1]
Required

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

POLICY: **B3**

WARNED: **1.10.2020**

ADOPTED: _____

EFFECTIVE: _____

^[2] **ALCOHOL and DRUG-FREE WORKPLACE**

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^[8] See 41 U.S.C. §702(a)(1)(D).

^[9] See 16 V.S.A. §242(3)(C) for authority of superintendent to dismiss employees subject to due process and other legal requirements.

Recommended

WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT

Board of Directors' Policy

POLICY: B20

WARNED: 2.14.2020

ADOPTED: _____

EFFECTIVE: _____

PERSONNEL RECRUITMENT, SELECTION, APPOINTMENT AND BACKGROUND CHECKS

Policy

It is the policy of the Washington Central Unified Union School District to select for employment only persons of good character who have the skills and other qualifications necessary to fulfill job requirements while complying with the provisions of state law regarding the recruitment, selection, and employment of school district employees and contractors.

Individuals applying for the following employment positions are ~~Persons~~ subject to criminal record checks and abuse registry checks under this ~~policy include all~~ policy: all those recommended for full-time, part-time or temporary employment in the school district, including student teachers, and those contractors and employees of contractors and sub-contractors, who may have unsupervised contact with students and are subject by law to criminal record and abuse registry checks prior to or in the course of employment.

The ~~s~~superintendent may request a name and date of birth or fingerprint-supported check of the criminal record of any current employee who has previously undergone a check at any time during the course of the record subject's employment in the capacity for which the original check was required.

The ~~d~~istrict shall ensure that adults employed in the district's schools ~~maintained by the district~~ receive orientation, information or instruction on the prevention, identification, and reporting of child abuse as required by state law. The ~~d~~istrict will also provide opportunities for parents, guardians, and other interested persons to receive the same information.

Definitions

1. The term "criminal record" as used in this policy shall have the same meaning as defined in 16 V.S.A. § 252(1).
2. The term "unsupervised" as used in this policy shall have the same meaning as defined in 16 V.S.A. § 252(4).
3. The term "abuse registry" as used in this policy shall include the Vermont Child Protection Registry maintained by the Vermont Department for Children and Families and the Vulnerable Adult Abuse Registry maintained by the Vermont Department of Disabilities, Aging and Independent Living.

4. The terms “employ” or “employment” as used in this policy shall, as the context requires, apply to individuals who are, or are being considered for, full-time, part-time or temporary employment in the school district, including student teachers and those contractors and employees of contractors and sub-contractors, who may have unsupervised contact with students.

Recruitment

1. The board is committed to securing the services of the best personnel available. Only individuals who meet applicable state licensing requirements, or are eligible for waiver, will be employed.
2. The board actively seeks diverse candidates. The board seeks minority applicants in accordance with its policy pertaining to non-discrimination. The ~~d~~district will attempt to provide an educational experience enhanced by the professional contributions of representatives of different races, physical conditions, sexes, ethnic backgrounds and age groups. We will make every effort to advertise widely to reach a diverse group of applicants. On an annual basis the administration will participate in a training to avoid implicit bias in the recruitment and selection process with a goal of increasing the diversity of our employees
3. All personnel will be recruited by the ~~d~~district's administrative staff under the immediate direction of the superintendent.
4. Written or electronic applications will be required of candidates for employment. The application will include a statement ~~to be~~ signed by the candidate listing the dates, locations and dispositions of any convictions, including findings of guilt, pleas of nolo contendere or guilty, for criminal violations. The application will also include a warning to the applicant that falsification of information on the application or during the application process will be grounds for dismissal if the applicant is hired.

Selection

1. It is the policy of the ~~b~~board to select employees ~~solely~~ on the basis of character, professional qualifications, and critical job requirements. Employees will be selected in a manner that does not unlawfully discriminate. The ~~s~~superintendent shall require ~~that~~ all applicants, as a condition of employment consideration, to cooperate fully with background investigations, supplying references and releases so the ~~d~~district can contact previous employers. For Applicants the ~~s~~superintendent is prepared to recommend for employment will be expected to provide fingerprints, releases and other information necessary to conduct criminal record background investigations. The costs of such checks will be borne by the ~~(prospective employee) (the school district)~~ district. All offers of employment will be conditioned upon satisfactory completion of the background investigation and a finding that the information provided by the application during the pre-employment process was accurate, complete and truthful.
2. The ~~s~~superintendent shall request a criminal record check through the Vermont Criminal Information Center (VCIC) on any candidate ~~he or she~~ they intends ~~s~~ to appoint or ~~is prepared~~ to recommend for appointment. Requests will be made for fingerprint-supported criminal records from the FBI as well as criminal records from the state of Vermont and any state in

which the superintendent knows the applicant has resided or been employed. The ~~s~~superintendent shall maintain such records in accordance with state law.

3. The ~~s~~superintendent shall also request information through any available abuse registry to determine whether there are any substantiated abuse/neglect charges or sex offense convictions against an applicant before appointing or nominating a candidate for employment. The ~~s~~superintendent shall maintain such records in accordance with state law.
4. Employment conditioned on the completion of a background check may be terminated if it is determined that the employee failed to respond truthfully to questions about criminal activity or prior employment. In any event the superintendent shall forward the information received from VCIC to the person about whom the request was made and inform the person of their rights to challenge the accuracy of the record and to determine the disposition of the record under 16 V.S.A. §§255(f), (g).
5. Providing a safe learning environment for students is a primary consideration in ~~d~~district employment decisions. The ~~d~~district will base such decisions on all relevant information, qualifications, and circumstances. Unfavorable background check information is not an automatic bar to employment, nor is a background check with no unfavorable information a guarantee of employment. However, no person convicted of a sexual offense requiring registration on the Vermont comprehensive sex offender registry shall be employed by the school district.

Appointment

1. The appointment of licensed employees will be made by the ~~b~~board subject to the nomination of candidates by the ~~s~~superintendent of schools.
2. Subject to any pre-employment screening processes approved by the ~~b~~board, the ~~s~~superintendent shall appoint all non-licensed employees to be employed by the school district or supervisory union.
3. Contracts of employment or other notification of employment will be conditional pending receipt of criminal records check information and evaluation of that information.
4. Upon completion of a criminal records check, the ~~s~~superintendent shall:
 - notify the person subject to the check about the ~~d~~district's protocol for maintenance of criminal history files, and
 - ask the person subject to the check to indicate if their record should be maintained or destroyed after the retention period specified in the district's user agreement with VCIC.
5. Employees who have been employed for fewer than two years in Vermont public schools are considered probationary teachers and may be offered a probationary contract.
6. All offers of employment may be withdrawn based on the criminal records check report or upon a finding that the information provided by the applicant during the pre-employment process was inaccurate, incomplete, or untruthful.

Legal Reference(s): 16 V.S.A. §§251 et seq. (Criminal record checks)

16 V.S.A. §242(3) and 563 (12) (Responsibility for hiring)
Act 1 of 2009 (Adjourned Sess.)
Act 108 of 2010

Recommended

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

POLICY: B20

WARNED: 2.14.2020

ADOPTED: _____

EFFECTIVE: _____

**PERSONNEL RECRUITMENT,
SELECTION, APPOINTMENT AND BACKGROUND CHECKS**

Policy

It is the policy of the Washington Central Unified Union School District to select for employment only persons of good character who have the skills and other qualifications necessary to fulfill job requirements while complying with the provisions of state law regarding the recruitment, selection, and employment of school district employees and contractors.

Individuals applying for the following employment positions are subject to criminal record checks and abuse registry checks under this policy: all those recommended for full-time, part-time or temporary employment in the school district, including student teachers, and those contractors and employees of contractors and sub-contractors, who may have unsupervised contact with students and are subject by law to criminal record and abuse registry checks prior to or in the course of employment.

The superintendent may request a name and date of birth or fingerprint-supported check of the criminal record of any current employee who has previously undergone a check at any time during the course of the record subject's employment in the capacity for which the original check was required.

The district shall ensure that adults employed in the district's schools receive orientation, information or instruction on the prevention, identification, and reporting of child abuse as required by state law. The district will also provide opportunities for parents, guardians, and other interested persons to receive the same information.

Definitions

1. The term "criminal record" as used in this policy shall have the same meaning as defined in 16 V.S.A. § 252(1).
2. The term "unsupervised" as used in this policy shall have the same meaning as defined in 16 V.S.A. § 252(4).
3. The term "abuse registry" as used in this policy shall include the Vermont Child Protection Registry maintained by the Vermont Department for Children and Families and the Vulnerable Adult Abuse Registry maintained by the Vermont Department of Disabilities, Aging and Independent Living.
4. The terms "employ" or "employment" as used in this policy shall, as the context requires, apply to individuals who are, or are being considered for, full-time, part-time or temporary

employment in the school district, including student teachers and those contractors and employees of contractors and sub-contractors, who may have unsupervised contact with students.

Recruitment

1. The board is committed to securing the services of the best personnel available. Only individuals who meet applicable state licensing requirements, or are eligible for waiver, will be employed.
2. The board actively seeks diverse candidates. The board seeks minority applicants in accordance with its policy pertaining to non-discrimination. The district will attempt to provide an educational experience enhanced by the professional contributions of representatives of different races, physical conditions, sexes, ethnic backgrounds and age groups. We will make every effort to advertise widely to reach a diverse group of applicants. On an annual basis the administration will participate in a training to avoid implicit bias in the recruitment and selection process with a goal of increasing the diversity of our employees
3. All personnel will be recruited by the district's administrative staff under the immediate direction of the superintendent.
4. Written or electronic applications will be required of candidates for employment. The application will include a statement signed by the candidate listing the dates, locations and dispositions of any convictions, including findings of guilt, pleas of nolo contendere or guilty, for criminal violations. The application will also include a warning to the applicant that falsification of information on the application or during the application process will be grounds for dismissal if the applicant is hired.

Selection

1. It is the policy of the board to select employees on the basis of character, professional qualifications, and critical job requirements. Employees will be selected in a manner that does not unlawfully discriminate. The superintendent shall require all applicants, as a condition of employment consideration, to cooperate fully with background investigations, supplying references and releases so the district can contact previous employers. For applicants the superintendent is prepared to recommend for employment will be expected to provide fingerprints, releases and other information necessary to conduct criminal record background investigations. The costs of such checks will be borne by the district. All offers of employment will be conditioned upon satisfactory completion of the background investigation and a finding that the information provided by the application during the pre-employment process was accurate, complete and truthful.
2. The superintendent shall request a criminal record check through the Vermont Criminal Information Center (VCIC) on any candidate they intend to appoint or to recommend for appointment. Requests will be made for fingerprint-supported criminal records from the FBI as well as criminal records from the state of Vermont and any state in which the superintendent knows the applicant has resided or been employed. The superintendent shall maintain such records in accordance with state law.

3. The superintendent shall also request information through any available abuse registry to determine whether there are any substantiated abuse/neglect charges or sex offense convictions against an applicant before appointing or nominating a candidate for employment. The superintendent shall maintain such records in accordance with state law.
4. Employment conditioned on the completion of a background check may be terminated if it is determined that the employee failed to respond truthfully to questions about criminal activity or prior employment. In any event the superintendent shall forward the information received from VCIC to the person about whom the request was made and inform the person of their rights to challenge the accuracy of the record and to determine the disposition of the record under 16 V.S.A. §§255(f), (g).
5. Providing a safe learning environment for students is a primary consideration in district employment decisions. The district will base such decisions on all relevant information, qualifications, and circumstances. Unfavorable background check information is not an automatic bar to employment, nor is a background check with no unfavorable information a guarantee of employment. However, no person convicted of a sexual offense requiring registration on the Vermont comprehensive sex offender registry shall be employed by the school district.

Appointment

1. The appointment of licensed employees will be made by the board subject to the nomination of candidates by the superintendent of schools.
2. Subject to any pre-employment screening processes approved by the board, the superintendent shall appoint all non-licensed employees to be employed by the school district or supervisory union.
3. Contracts of employment or other notification of employment will be conditional pending receipt of criminal records check information and evaluation of that information.
4. Upon completion of a criminal records check, the superintendent shall:
 - notify the person subject to the check about the district's protocol for maintenance of criminal history files, and
 - ask the person subject to the check to indicate if their record should be maintained or destroyed after the retention period specified in the district's user agreement with VCIC.
5. Employees who have been employed for fewer than two years in Vermont public schools are considered probationary teachers and may be offered a probationary contract.
6. All offers of employment may be withdrawn based on the criminal records check report or upon a finding that the information provided by the applicant during the pre-employment process was inaccurate, incomplete, or untruthful.

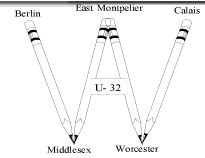
Legal Reference(s): 16 V.S.A. §§251 et seq. (Criminal record checks)
16 V.S.A. §242(3) and 563 (12) (Responsibility for hiring)
Act 1 of 2009 (Adjourned Sess.)
Act 108 of 2010

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

Debra Taylor, Ph.D.
Interim Superintendent



Washington Central Unified Union School District Board Meeting Minutes

3.18.20 6:00 PM

Via Video Conference

Public Welcome to Attend at WCUUSD Central Office
1130 Gallison Hill Rd, Montpelier
or Dial 425-436-6200 & Enter Access Code 526013#

Present: Superintendent Debra Taylor, Business Administrator Lori Bibeau, Technology Director Keith MacMartin, Berlin Principal Aaron Boynton

Teleconference: Flor Diaz Smith, Lindy Johnson, Scott Thompson, Diane Nichols-Fleming, Dorothy Naylor, Stephen Looke, Chris McVeigh, Marylynne Strachan, Kari Bradley, Jaiei Puskamp, Jill Olson, Jonas Eno-Van Fleet, George Gross, Townes DeGroot

Others: Corinne Stridsberg, ORCA videographer, Dave Delcore (Times Argus)
several members of the public were present via Zoom

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

2.0 Welcome

2.1 Reception of Guests: Scott Thompson welcomed Corinne Stridsberg. Marylynne Strachan noted that she is getting messages from people who are trying to dial in to the meeting but aren't able. Keith MacMartin checked that the link is working; Corinne was able to join.

2.2 Agenda Revisions: An Executive Session is planned tonight; Scott Thompson stated that he would like to keep the coronavirus discussion to 45 minutes.

2.3 Public Comments: Corinne Stridsberg stated that she hopes the board will be sure to keep the website and online documents current, especially during this period.

3.0 Response to Coronavirus: Superintendent Taylor noted that today is the first day that schools are closed for students. The leadership team has been meeting several times over the past ten days to prepare for the eventual likelihood of school dismissal.

The focus is on remote learning; support for families outside of school. The plan is to resume school on April 6th unless a decision is made otherwise in the meantime. She shared that a response plan has been created. Debra Taylor shared the document: *School*

Board COVID-19 Update. Brief discussion followed about the meals delivery plan which involves the same bus stop locations where students are picked up and dropped off. Jonas Eno-Van Fleet asked if there is a possibility of considering adjusting the route so that some families don't have to leave their homes to go to the pick up/ drop off. Superintendent Taylor will follow up on that possibility with Jody Emerson and Michelle Ksepka.

Superintendent Taylor noted that Jen Miller-Arsenault is leading the instruction component of the Response to Coronavirus plan. Chris McVeigh asked what are the expectations for teachers. Superintendent Taylor will include a summary in the answers on this ongoing document from tonight's live/ online meeting. Some discussion followed around emotional supports for teachers and families, and around technology support. Scott Thompson asked whether this document can be kept current so that board members can continue to ask questions, as an ongoing resource. She spoke about the deep cleaning plans for each school building. She also shared the plan to provide childcare, using the Community Connections program, at Berlin School and possibly at East Montpelier, depending on the need and demand. The requirement for childcare is for children of medical personnel and first responders. Essential school district staff may also be able to access childcare.

Lori Bibeau indicated that payroll is completed online and that staff is prepared to work remotely if needed. She clarified some issues around hourly employees. She stated that everyone that has a contract is getting paid. She shared that payroll is being planned for six weeks out.

Marylynn Strachan asked for some clarification about Community Connections. Lori Bibeau explained briefly.

Lori Bibeau spoke about the "blanket agreement" that the board has granted, for when payroll occurs off cycle of board meetings.

The board invited questions from the community that were present on the teleconference.

Corinne Stridsberg asked, how comfortable is everyone if the April 6th date is extended? Superintendent Taylor indicated that we are responding daily to recommendations from the CDC, AOE and governor. She asked, for instance, what if a great number of staff is not available as time goes on and more people become ill (e.g., bus drivers providing meals). Superintendent Taylor stated that we are doing our best to plan for every possible eventuality and change plans along the way as needed.

A question was asked about common spaces in the buildings - will they be cleaned daily? Superintendent Taylor responded that a deep cleaning will begin at U-32 and daily cleaning will continue in common areas. She also explained the protocol that group gatherings of larger than ten have been eliminated.

A question was posed from Rumney Staff about social/ emotional well being: how are staff going to be able to curb the anxiety of being exposed to the virus while we are being required to carry out duties? She expressed that this is a widely shared concern.

Board members each weighed in the issue to date.

George Gross: pleased with how things have been going, but expressed concerns about teachers' health and safety as they are required to go into the buildings to prepare materials.

Diane Nichole-Fleming: Thanked the board and administration for openness to input and feedback.

Kari Bradley: asked Superintendent Taylor to reach out for support or for assistance in keeping communication effective.

Dorothy Naylor: this new technology is challenging, however she is learning to participate via zoom - she asked for a hard copy of the current document.

Flor Diaz Smith: expressed support to the administration. We are here to support you.

Lindy Johnson: sees that other school districts are handling this in similar ways. She thanked the administration for the hard work.

Stephen Looke: no concerns; thank you for the work.

Chris McVeigh: would like to follow up on the prospect of buses extending meals deliveries to house-to-house. he asked if there is a community go-to-person/ resource; he noted that Middlesex has a designated person.

Jill Olson: thanked the administration for doing a great job.

Marylynne Strachan: asked the administration to be sure to take care of themselves as well, because staff and families will be looking to the administration for support.

Jonas Eno-Van Fleet: expressed gratitude for the administration; he noted the strain and anxiety that everyone is under; make sure to make self-care a priority.

Jaiel Pulskamp stated that this is a clear plan and she is reassured that teachers are given the option to work from home.

At 7:03 p.m Chris McVeigh moved to go into Executive Session for the purpose of discussing personnel issues. Seconded by Marylynne Strachan, this motion carried unanimously.

At 7:54 p.m. the board came out of Executive Session. Flor Diaz Smith made the motion; Dorothy Naylor seconded; passed unanimously.

Flor Diaz Smith moved to not renew Marc Chamberlain's contract for just and sufficient cause effective June 30, 2020. Seconded by Dorothy Naylor. A roll call vote was called: This motion carried with 3 abstentions.

4.0 Board Operations (Discussion/Action)

Flor Diaz Smith moved, if a board quorum is not available due to COVID-19, to authorize Scott Thompson, chair, or if not available, Flor Diaz Smith, vice-chair, or if not available, Jonas Eno-Van Fleet, clerk, to sign on behalf of the board, warrants as needed. Board members are not clear on this issue. This motion was not seconded; this issue is tabled until a future meeting.

Flor Diaz Smith moved to authorize payment to First Student, without a reduction due to school closure, conditioned on assurance from First Student that their bus drivers will be paid whether or not they are driving buses. Seconded by Chris McVeigh. Discussion: Some suggestions for clarification to the language: A friendly amendment: This was seconded by Chris McVeigh. The motion as amended follows.

Flor Diaz Smith moved to honor the First Student contract through the remainder of this existing school year, conditioned on assurance from First Student that their bus drivers will be paid whether or not they are driving buses. Seconded by Chris McVeigh. Discussion: Chris McVeigh asked, does that language include assurances that First Student is going to continue to provide the services that we expect. Board

members are comfortable with this motion as it is stated. This motion carried unanimously.

4.1 Appointment of New Board Members :

Flor Diaz Smith moved to appoint Jonathan Goddard of Berlin to the WCUUSD board, for the balance of this year through February 2021. Seconded by Kari Bradley, this motion carried unanimously.

Jonas Eno- Van Fleet indicated that the Worcester Selectboard appointed Will Baker but he declined. He noted that the town of Worcester is still in need of a school board member.

5.0 Consent Agenda (Action)

5.1 Approve Minutes of 3.4.20 & 3.11.20: Chris McVeigh moved to approve the minutes as presented. Seconded by Lindy Johnson, this motion carried unanimously.

5.2 Approve Board Orders: Board members had approved board orders by proxy before the meeting had begun.

6.0 Personnel (Action)

6.1 Approve Hires, Resignations, Retirements: Lindy Johnson moved to approve Jennifer Britel, School Nurse. Seconded by Jaiel Pulskamp, this motion carried unanimously.

7.0 Future Agenda Items: Scott Thompson stated that Zoom allows breakout meetings so the board can break into committees at a future meeting if needed or appropriate. Marylynne Strachan asked that Principals are given an opportunity to join by Zoom so we can check in with them. She also asked to double check that the phone-in option is working. Marylynne Strachan noted that staff are always welcome to join our board meetings. The board agreed that more frequent check ins might be needed as we move forward for the next few months. Diane Nichols-Fleming indicated that more frequent meetings will need to stay with a time limit. Board members agreed to save Wednesday evenings for check-ins as needed. Kari Bradley noted that we need to be cognizant of the added burden we are asking of staff with additional meetings. Jill Olsen suggested holding Wednesday evenings at 6, as needed, but to plan on the schedule as it is. Stephen Looke suggested that the board address this at the next board meeting; he wants to be careful to not add administrative work (e.g. warning meetings, notifying people, etc.)

8.0 Executive Session for Personnel (an Executive Session was held earlier in the meeting)

9.0 Adjournment: The board adjourned by consensus at 8:29 p.m.

Respectfully submitted,
Lisa Stoudt, Board Recording Secretary

Washington Central Unified Union School District
Employee Nomination Form

RECEIVED
MAR 10 2020

Name: Hunter Hedenberg

School: U-32

Employer: WCUUSD

Position: Physical Education 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: C Legge one-year non-renewable

Educational Preparation:

College/Technical	Degree/Certificate	Date Attained
<u>Champlain College, Burlington VT</u>	<u>TAP Certificate</u>	<u>Dec 2019</u>
<u>Community College of VT</u>	<u>Coursework</u>	<u>2019</u>
<u>University of Vermont, Burlington VT</u>	<u>B.S. Public Communications</u>	<u>Sep 2017</u>
<u>Community College of VT</u>	<u>Coursework</u>	<u>2015</u>
<u>Macalester College</u>	<u>Coursework</u>	<u>2012-2014</u>

Experience: Apr-May 2020 - Physical Education Long-Term Substitute, U-32; Dec 2019-Mar 2020 - Physical Education Long-Term Substitute, Mount Mansfield Union High School, Jericho VT; Jan 2018-present - Head Coach, MetroRock Climbing Center, Essex Junction VT; Nov-Dec 2019 - Teacher Intern, Brown's River Middle School, Jericho VT; Aug-Nov 2019 - Teacher Intern, Champlain Valley Union High School, Hinesburg VT; Jan-Jul 2019 - Sports Media Associate, Vermont Adaptive Ski & Sports, Killington VT.

Years of Related Experience: _____ Years

Salary Schedule Placement:

B00 Step A

Start Date:

August, 2020

Salary or Wage Rate:

\$ 43,752⁰⁰ (FY20)

Date of Board Appointment:

_____, 2020

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

Contract Comments: _____

Interviewed by: Steven Dellinger-Pate, Jody Emerson, Brian Divelbliss, Peter Arsenault, Lauren Caswell, Steve Towne, Susan Ognibene

This candidate is recommended for employment by: Debra Taylor

Cc (check as appropriate):

☒ PERSONNEL ☒ PAYROLL ☐ SPED ☐ UNION ☒ BUILDING PRINCIPAL

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

Name: Brady Parker

School: U-32 Employer: WCUUSD

Position: Science 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: Kathy (Topping) Wiese

Educational Preparation:

College/Technical	Degree/Certificate	Date Attained
<u>Johnson State College, Johnson VT</u>	<u>M.A. Education</u>	<u>Dec 2014</u>
<u>University of Vermont, Burlington VT</u>	<u>B.S. Chemistry</u>	<u>Dec 2011</u>
<u>Johnson State College, Johnson VT</u>	<u>B.A. Music</u>	<u>May 2002</u>

Experience: Jul 2013-present - Science Teacher/Department Chair, Lamoille Union High School, Hyde Park VT; Jan-May 2013 - Student Intern, Science Department, U-32 High School; Sep-Dec 2012 - Science Teacher Practicum, People's Academy High School, Morrisville VT; Sep-Dec 2012 - Tutor, Johnson State College, Johnson VT; Jan-May 2012 - Science Teacher Practicum, Lamoille Union High School, Hyde Park VT; Jun-Dec 2011 - Chemistry Lab Teaching Assistant, University of Vermont, Burlington VT.

Years of Related Experience: 7 Years

Salary Schedule Placement: M00 - M14 Step 4 Start Date: August, 2020

Salary or Wage Rate: \$ 54,585⁰⁰ Date of Board Appointment: , 2020

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

Contract Comments: _____

Interviewed by: Steven Dellinger-Pate, Jody Emerson, Aanika DeVries, Mark Chaplin, Christine Fitch, Jennifer Ingersoll, Teagan LePan

This candidate is recommended for employment by: Debra Taylor

Cc (check as appropriate):

☒ PERSONNEL ☒ PAYROLL ☐ SPED ☐ UNION ☒ BUILDING PRINCIPAL