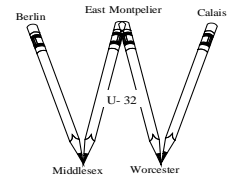


Washington Central Unified Union School District

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

1.15.20 6:30 – 9:30 PM

Berlin Elementary School, 372 Paine Turnpike North, Berlin VT

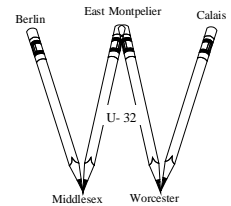
TIME (in minutes)	
3	1.0 Call to Order
	1.1 Reception of Guests
	1.2 Agenda Revisions
	1.3 Public Comments
60	2.0 Finance (Discussion/Action)
	2.1 Finance Committee Report – pg. 2
	• Financial Report – pg. 6
	2.2 Approve FY20-21 District Budget – pg. 8
	2.3 Approve District Warning – pg. 12
	2.4 Approve Capital Recommendations – pg. 14
	2.5 Approve 2019 Audit Reports – pg. 16
15	3.0 Policy (Discussion/Action)
	3.1 Policy Committee Report – pg. 17
	3.2 First Reading of A21 Public Participation at Board Meetings, A22 Notice of Non-Discrimination, A23 Community Engagement and Vision, A24 Board/Superintendent Relationship, A31 Board Member Education, A32 Board Goal-Setting & Evaluation, A34 Board Relations with School Personnel, B3 Alcohol and Drug Free Workplace, B4 Mandatory Drug and Alcohol Testing for Transportation Employees, B5 Prevention of Employee Harassment, C27 Student Self-Expression and Student Distribution of Literature Policies – pg. 23
	3.3 Second Reading of A2 Policies and Procedures, A20 Board Meetings, Agenda Preparation & Distribution, F46 Flag Raising Policy – pg. 56
	3.4 Second Reading of Hate Symbols Resolution – pg. 60
30	4.0 Spotlight – Berlin Principal, Aaron Boynton
30	5.0 Book Reflection – Equity from the Board Room to the Classroom Chapter 8 (Discussion)
3	6.0 Consent Agenda (Action)
	6.1 Approve Minutes of 12.4.19, 12.11.19 & 1.8.19 - pg. 62
	6.2 Approve Board Orders
8	7.0 Reports (Discussion)
	7.1 Superintendent – pg. 70
	7.2 Leadership – pg. 75
	7.3 Student
	7.4 Superintendent Search – pg. 77
	7.5 Negotiations
3	8.0 Approve High School Choice Openings for 20-21 – pg. 80
3	9.0 Personnel (Action)
	9.1 Approve Hires, Retirements, Resignations – pg. 81
3	10.0 Future Agenda Items
5	11.0 Board Reflection and Summary of Meeting – Next Steps for Board Members
15	12.0 Executive Session for Personnel
2	13.0 Adjournment

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Interim Superintendent



WCUUSD Finance Committee Approved Meeting Minutes 12.12.19 8:15 – 9:15 am

1130 Gallison Hill Road, Montpelier

Members in attendance: Flor Diaz-Smith, Vera Frazier, Scott Thompson

Administration in attendance: Debra Taylor, Lori Bibeau, Kelly Bushey

1. **Call to Order** – 8:20 a.m.
2. **Approve Minutes of 9.12.19, 10.10.19, 11.14.19** – Scott Thompson moved; Flor Diaz Smith seconded; passed unanimously.
3. **Draft #1a WCUUSD Budget** – A discussion review was held regarding the previous night's budget forum. The committee will bring the 3.5 percent increase version to the full board. A discussion was held regarding the budget being a base budget without additional benefit for non-special needs children – such as the need for more enrichment programs.

Ms. Bibeau shared budget numbers regarding the district's K-12 special education funding. Ms. Bushey shared information regarding special education services in the district, and a discussion was held.

Further discussion was held regarding which budget number would be discussed at the full board meeting. Mr. Thompson felt that it would be good to have a 3.5 percent increase version to weigh the two versions at the full board.

4. Capital Projects/Funding -

- 4.1 **Approval of RFP's: Rumney Acoustic and Doty Siding/Window** – Ms. Taylor shared details regarding the Doty Siding/Window RFP. **Ms. Diaz-Smith made a motion to recommend that the Doty RFP go out to bid. Mr. Thompson seconded. The motion was unanimously approved.**

Ms. Taylor shared information regarding the RFP for the Rumney acoustic bid for the cafeteria/gym. **Mr. Thompson made a motion to recommend that the Rumney RFP go out to bid. Ms. Diaz Smith seconded. The motion was unanimously approved.**

4.2 Review of Capital Needs and Resources – Ms. Taylor shared information regarding future capital needs at the district elementary schools. Ms. Taylor will prepare a summary of what funds are available and will bring the summary to the next full board meeting.

A discussion was held regarding the long range capital planning proposal from Black River Design. A discussion was held regarding a capital planning position that would be funded from the capital plan.

5. Approve Bids

5.1 U-32 Vehicles – The total amount for two vans for U-32 is \$44,668, and includes registration, new tires and other fees. This will come out of the U-32 capital fund, and will be used for athletics and small field trips. **Mr. Thompson made a motion to approve the bid of \$44,668 to 802 Honda. Ms. Diaz Smith seconded. The motion was unanimously approved.**

5.2 U-32 Security Cameras – This bid will come out of the U-32 capital fund. **Mr. Thompson made a motion to approve the bid for security cameras from Fiber Net. Ms. Diaz Smith seconded. The motion was unanimously approved.**

6. Additional Items – None

7. Future Agenda Items – Further discussion regarding the hiring an in house for a capital planning position.

8. Adjourn – 9:57 a.m.

Respectfully submitted by,

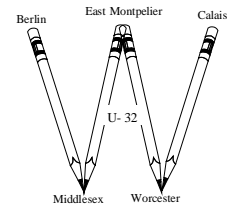
Hollie Friot, Board Recorder

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Debra Taylor, Ph.D.
Interim Superintendent



WCUUSD Finance Committee Unapproved Meeting Minutes

1.9.20

8:15 – 9:15 am

1130 Gallison Hill Road, Montpelier

Members in Attendance: Vera Frazier, Flor Diaz-Smith, Scott Thompson

Administrators in Attendance: Debra Taylor, Lori Bibeau

1. **Call to Order** – 8:20 a.m.
2. **Approve Minutes of 12.12.2019** – Mr. Thompson made a motion to approve the minutes of 12.12.2019. Ms. Diaz-Smith seconded. The motion was unanimously approved.
3. **WCUUSD Budget** – Ms. Taylor started with a discussion of the previous evening's budget meeting. Mr. Thompson shared that he felt that the debt issue was still a factor in the budget – the lower debt towns were subsidizing the rest of the district. Ms. Bibeau reminded the committee that the legislature could put something in a bill to try to remedy this. Mr. Thompson felt that the board could remedy this without legislative action. He suggested an "IOU" to the lower debt schools – add it to the capitol fund accounts to equalize for the debt disparity. Ms. Bibeau will work on this and come up with something to share at the next finance committee meeting. A discussion ensued. There is a bill in the legislature to potentially address this issue – H.609. Ms. Taylor will review the bill.

Ms. Frazier doesn't want to lose sight of adding foreign language and music (chorus, band and orchestra) for all of the schools in next year's budget.

4. **Capital Projects/Funding** – Ms. Taylor reviewed some of the urgent priorities from the presentation by Black River Design last year. Ms. Bibeau discussed timely bidding and how finances would be allocated for projects. Ms. Frazier shared that she is hesitant to bid the playground equipment for Berlin. She does not feel like they have a clear vision as to what they want just yet.

Mr. Thompson made a motion to recommend the capital projects list for this summer to the Board, but to remove Berlin's playground equipment from the list for the time being. Ms. Diaz-Smith seconded. The motion passed unanimously.

5. **2019 Audit Reports** – Ms. Taylor shared that the district board, rather than the previous school boards, is now authorized to review and approve 2019 audits because the audit firm wasn't able to meet the deadline that would have allowed previous boards to review and approve. Chris Leopold will write a letter to verify this procedure. Ms. Taylor would like to invite previous board members to the next meeting where this will be discussed. The board will have a celebration in March to recognize previous board members. Warrants and audits will be reviewed and approved together during next week's meeting.
6. **Additional Items** – Ms. Bibeau shared that the Agency of Education is giving direction about what goes in a capital fund. The agency shared that repairs and maintenance should be in the operating budget, not the capital budget.

Ms. Bibeau shared that she received guidance that financial reports need to be updated quarterly. A discussion ensued. This will be shared with the full board at their next meeting. Ms. Bibeau noted that the information on the capital budget is up to date as of yesterday, which is different than the numbers that were presented at the recent board meeting.

Ms. Bibeau shared information on projections of funds for the food service program. A discussion ensued. Mr. Thompson would like more information on the numbers for Calais.

A discussion ensued regarding publicity for the budget.

7. **Future Agenda Items** – None
8. **Adjourn** – 10:11 a.m.

Respectfully submitted by,
Hollie Friot, Board Recorder

**Washington Central Unified Union School District
FUND BALANCE SUMMARY
Fiscal Year 2019-2020**

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

KEY: Increase (Decrease) to Fund Balance

GENERAL FUND (1)

Month of Update		
Transfer from Reserve Accounts:		
Transfer from Reserve Accounts-WCSU & School Fund Balances	July 2019	\$1,460,037
Transfer from Reserve Accounts-Technology Fund Balances	July 2019	\$481,255 * See Reserves Below
Subtotal Transfer from Reserve Accounts(A)		\$1,941,292

Revenues Changes:		BUDGET 2020	CHANGE	PROJECTED 2020
Special Education Reimbursements	Sept 2019		\$146,462	* See Expenses Below
Interest Income	Sept 2019		-\$37,556	* See Expenses Below
Miscellaneous Income-Intercompany Shared Billing	Dec 2019		-\$15,800	* See Expenses Below
Tuition From Other School Districts(Budget was 50 actual is 58)	Dec 2019		\$151,939	
Small Schools Grant	Dec 2019		\$8,728	
Transportation Aid	Dec 2019		\$133,174	
Special Education Reimbursements & Prior Year	Dec 2019		-\$143,375	* See Expenses Below
Act 166 Tuition-Other SD	Dec 2019		\$16,780	

TOTAL REVENUES(B)	\$33,854,769	\$260,352	\$34,115,121
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Expense Changes:		BUDGET 2020	CHANGE	PROJECTED 2020
Special Education changes-Primarily Addl-1:1 Paraeducators (5.4 FTES)	Sept 2019		-\$261,539	* See Revenues Above
Unfilled Positions & CFG Grant funded position-Professional (-1.7 FTE'S)	Sept 2019		\$147,805	
English Language Learner Position Additional .3FTE Salary and Benefits	Sept 2019		-\$30,232	
Salary & Benefit Staffing Update- FY19-20-Primarily Health Insurance	Sept 2019		\$731	
Expense Savings From Prior Fiscal Year	Sept 2019		\$52,076	
School-wide Expenses-PreK	Sept 2019		-\$22,600	
Interest Expense	Sept 2019		\$37,556	* See Revenues Above
Fund Transfer to U-32 Capital Fund-PER Board September 18, 2019	Dec 2019		-\$437,490	
Expenses From Prior Fiscal Year -Updated	Dec 2019		-\$3,787	
SU Intercompany-Shared Billing	Dec 2019		\$15,800	* See Revenues Above
School-wide Expenses-Primarily Pre K	Dec 2019		\$7,843	
Special Education Programs-Tuition & Professional Ed Svcs	Dec 2019		-\$49,043	* See Revenues Above

TOTAL EXPENSES(C)	\$33,854,769	-\$542,880	\$34,397,649
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CURRENT YEAR OPERATIONS-REVENUE LESS EXPENSES (B-C)=D **-\$282,528**

Reserved Items:

Reserved for Technology Equipment	-\$278,255	* See Transfer Above
Reserved for Fiscal Software & Related Costs	-\$203,000	* See Transfer Above
Reserved for Retirement Expense-Year 3	-\$12,720	
Subtotal Reserved Items (E)	-\$493,975	

Other board considerations for fund balance(F):

	\$0
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PROJECTED ENDING BALANCE-Reserved For Operations(A-D-E-F)=G **\$1,164,789**

Note: Target Fund Balance at 2% of current year budget \$677,095

Amount Available Beyond the 2% Target **\$487,694**

Washington Central Unified Union School District
FUND BALANCE SUMMARY
Fiscal Year 2019-2020

SPECIAL REVENUE FUND(2)-GRANTS

Beginning Fund Balance	\$0
Projected Income	\$1,861,111
Projected Expense	-\$1,861,111
Projected Available Funds	\$0

CAPITAL PROJECTS FUND(3)

	Combined Totals	BERLIN	CALAIS	EAST MONTPELIER	MIDDLESEX	WORCESTER	U32	WCUUSD
Transfer from Reserve Accounts:								
Transfer from Reserve Accounts(A)	\$2,826,095	\$434,336	\$191,947	\$878,621	\$268,560	\$236,623	\$717,038	\$98,970

Revenues:								
Interfund Transfers	\$636,522	\$25,000	\$43,000	\$71,522	\$40,000	\$0	\$437,000	\$20,000
Transfer from Operating Budget-Per Board Action Sept 18 2019	\$437,490	\$0	\$0	\$0	\$0	\$0	\$437,490	\$0
Miscellaneous Income-Vehicle Trade In	\$16,000	\$0	\$0	\$0	\$0	\$0	\$16,000	\$0
Interest Income-To Be Allocated \$27,273 12/31	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES(B)	\$1,090,012	\$25,000	\$43,000	\$71,522	\$40,000	\$0	\$890,490	\$20,000

TOTAL TRANSFER FROM RES & REVENUES(A+B)=C	\$3,916,107	\$459,336	\$234,947	\$950,143	\$308,560	\$236,623	\$1,607,528	\$118,970
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Expenses:	Combined Totals	BERLIN	CALAIS	EAST MONTPELIER	MIDDLESEX	WORCESTER	U32	WCUUSD
ACTUAL EXPENSES PAID TO DATE	\$1,142,010	\$65	\$83,654	\$18,525	\$154,368	\$909	\$882,889	\$1,600
ENCUMBERED PURCHASE ORDERS TO DATE	\$379,811	\$0	\$10,839	\$16,849	\$25,276	\$22,437	\$304,410	\$0
TOTAL EXPENSES(C)	\$1,521,821	\$65	\$94,493	\$35,374	\$179,644	\$23,346	\$1,187,299	\$1,600
CURRENT CAPITAL PROJECT BALANCE AVAILABLE	\$2,394,286	\$459,271	\$140,454	\$914,769	\$128,916	\$213,277	\$420,229	\$117,370

ENTERPRISE FUND-FOOD SERVICES(3)

Fiscal Year 19-20 Transactions	Combined Totals	BERLIN	CALAIS	EAST MONTPELIER	MIDDLESEX	WORCESTER	U32	WCUUSD
Transfer from Reserve Accounts	\$168,772	\$62,888	\$0	\$50,349	\$30,377	\$25,158	\$0	\$0
Interfund Transfers-From Operating Budget	\$109,403	\$25,000	\$21,000	\$10,000	\$19,000	\$3,346	\$31,057	\$0
Projected Surplus (Deficit) for current year	-\$180,347	-\$36,753	-\$40,406	-\$7,693	-\$33,916	-\$7,140	-\$54,439	\$0
CURRENT FOOD SERVICE PROJ BALANCE	\$97,828	\$51,135	-\$19,406	\$52,656	\$15,461	\$21,364	-\$23,382	\$0

WCUUSD Budget FY2020-2021 CHANGE SUMMARY
Budget Draft 3-January 15, 2020

	ADJUSTED BUDGET 2020	DRAFT 3 INCREASE (DECREASE)	BUDGET % CHANGE	BUDGET 2021
<u>SALARIES AND BENEFITS</u>				
<u>Negotiated Items</u>				
Salary Estimate		\$762,766	2.25%	
Benefits Related to Salary Estimate		\$75,105	0.22%	
Health Insurance @ 12.9% Increase with current coverage		\$340,910	1.01%	
Miscellaneous Benefit Changes		\$4,144	0.01%	
SUBTOTAL NEGOTIATED ITEMS		\$1,182,925	3.49%	
<u>Other Staffing Changes</u>				
Staffing Changes Fy19-20		\$160,646	0.47%	
Special Education Programs-Staffing Changes		\$181,198	0.54%	*See Revenues Below
Academic Programs-Staffing Changes		\$314,530	0.93%	
SUBTOTAL OTHER STAFFING CHANGES		\$656,374	1.94%	
TOTAL SALARY & BENEFITS	\$23,107,377	\$1,839,299	5.43%	\$24,946,676
<u>NONSALARY ITEMS</u>				
Auditor Savings Due to Merger		-\$12,985	-0.04%	
Interest Expense		-\$40,000	-0.12%	*See Revenues Below
Technology Services-Fiscal Software		-\$100,000	-0.30%	
School-wide Expenses, Books, Supplies, Equipment, Prek Services		\$143,865	0.42%	
Fund Transfer Food Program		\$39,712	0.12%	
Transportation Services		\$43,535	0.13%	
Technical Education Tuition(Using latest information)		\$25,837	0.08%	
Special Education Programs-Tuition & Prof Svcs		\$27,253	0.08%	*See Revenues Below
TOTAL NONSALARY-w/o OTHER ITEMS	\$8,408,763	\$127,217	0.38%	\$8,535,980
SUBTOTAL BASE BUDGET INCREASE	\$31,516,140	\$1,966,516	5.81%	\$33,482,656
<u>OTHER ITEMS</u>				
Debt Service-Bond Payment	\$1,702,107	-\$460,783	-1.36%	\$1,241,324
Capital Fund -Transfer-Doty Change	\$636,522	\$70,000	0.21%	\$706,522
TOTAL OTHER ITEMS	\$2,338,629	-\$390,783	-1.15%	\$1,947,846
Combined Total WCUUSD Expenses	\$33,854,769	\$1,575,733	4.65%	\$35,430,502
<u>Revenues that Offset Expense Increases(Decreases):</u>				
Tuition Income-Level Budget @53 Students -Per Announced Tuition Formula		\$151,944	0.45%	
Interest Income		-\$40,000	-0.12%	*See Expenses Above
Miscellaneous Income		-\$15,800	-0.05%	
Special Education Reimbursements		\$312,675	0.92%	*See Expenses Above
Transportation Aid		\$133,174	0.39%	
Use of Fund Balance for Retirement		-\$12,720	-0.04%	
Subtotal Revenues		\$529,273	1.56%	
Net Impact on Taxes		\$1,046,460	3.09%	

BUDGET 2020-2021 VS BUDGET 2019-2020

ADJUSTED

%

Budget21/
Budget 20**DESCRIPTION**

BUDGET 2020 BUDGET 2021 Increase(Decrease)

REVENUES

TUITION-SCHOOL DISTRICTS & INDIVIDUALS	\$942,347	\$1,094,291	\$151,944
INVESTMENT EARNINGS INTEREST	\$323,755	\$283,755	-\$40,000
MISCELLANEOUS INCOME-OTHER	\$330,917	\$315,118	-\$15,800
EDUC. SPENDING REVENUES	\$27,091,430	\$28,137,890	\$1,046,460
MISC STATE REIMBURSEMENTS	\$639,490	\$772,663	\$133,173
SPED EXPENDITURE REIMBURSEMENT	\$4,514,110	\$4,826,785	\$312,675

SUBTOTAL REVENUES**\$33,842,049 \$35,430,502 \$1,588,453****FUND BALANCE****\$12,720 \$0 -\$12,720****TOTAL REVENUES****\$33,854,769 \$35,430,502 \$1,575,733****4.65%****EXPENSES****INSTRUCTIONAL SERVICES**

SALARIES	\$8,179,768	\$8,540,110	\$360,341
MISCELLANEOUS BENEFITS	\$2,319,070	\$2,629,714	\$310,644
TUITION REIMBURSEMENT	\$197,042	\$197,042	\$0
PROFESSIONAL EDUCATION SVC	\$66,263	\$73,263	\$7,000
TUITION TO OTHER SCHOOL DISTRICTS	\$480,831	\$506,268	\$25,437
TRAVEL	\$14,700	\$15,100	\$400
GENERAL SUPPLIES	\$269,402	\$276,105	\$6,703
BOOKS AND PERIODICALS	\$80,793	\$83,593	\$2,800
EQUIPMENT	\$39,000	\$64,000	\$25,000
DUES AND FEES	\$700	\$700	\$0

TOTAL INSTRUCTIONAL SERVICES**\$11,647,570 \$12,385,895 \$738,325****6.34%****PRESCHOOL PROGRAM**

SALARIES	\$362,438	\$366,368	\$3,930
MISCELLANEOUS BENEFITS	\$89,755	\$100,318	\$10,563
TUITION REIMBURSEMENT	\$4,331	\$4,331	\$0
PROFESSIONAL EDUCATION SVC	\$32,927	\$112,927	\$80,000
TUITION TO PRIVATE SCHOOLS	\$148,325	\$148,325	\$0
GENERAL SUPPLIES	\$6,715	\$7,915	\$1,200

TOTAL PRESCHOOL PROGRAM**\$644,491 \$740,184 \$95,693****14.85%****GUIDANCE SERVICES**

SALARIES	\$740,565	\$773,088	\$32,523
MISCELLANEOUS BENEFITS	\$245,340	\$270,590	\$25,250
TUITION REIMBURSEMENT	\$3,575	\$3,575	\$0
GENERAL SUPPLIES	\$34,176	\$34,200	\$24
BOOKS AND PERIODICALS	\$2,260	\$2,260	\$0

TOTAL GUIDANCE SERVICES**\$1,025,916 \$1,083,713 \$57,797****5.63%****HEALTH SERVICES**

SALARIES	\$349,907	\$340,061	-\$9,846
MISCELLANEOUS BENEFITS	\$117,205	\$139,871	\$22,666
TUITION REIMBURSEMENT	\$2,300	\$2,300	\$0
TECHNICAL SERVICES	\$550	\$550	\$0
GENERAL SUPPLIES	\$6,235	\$6,535	\$300
BOOKS AND PERIODICALS	\$933	\$933	\$0

TOTAL HEALTH SERVICES**\$477,130 \$490,250 \$13,120****2.75%****LIBRARY SERVICES**

SALARIES	\$346,731	\$350,669	\$3,938
MISCELLANEOUS BENEFITS	\$110,446	\$116,849	\$6,403
TUITION REIMBURSEMENT	\$5,400	\$5,400	\$0
GENERAL SUPPLIES	\$19,401	\$19,901	\$500
BOOKS AND PERIODICALS	\$50,258	\$50,658	\$400

TOTAL LIBRARY SERVICES**\$532,236 \$543,477 \$11,241****2.11%****CURRICULUM SERVICES**

PROGRAM COSTS	\$253,501	\$349,369	\$95,868
TOTAL CURRICULUM SERVICES	\$253,501	\$349,369	\$95,868

37.82%

BUDGET 2020-2021 VS BUDGET 2019-2020

ADJUSTED

%

Budget21/
Budget 20

DESCRIPTION

BUDGET 2020 BUDGET 2021 Increase(Decrease)

INSTRUCTIONAL -RELATED TECHNOLOGY SVCS

SALARIES	\$486,125	\$518,692	\$32,567
MISCELLANEOUS BENEFITS	\$95,839	\$104,089	\$8,250
TUITION REIMBURSEMENT	\$8,600	\$8,600	\$0
TECHNOLOGY RELATED R&M	\$32,516	\$32,516	\$0
RENTALS AND LEASES-COPIER	\$50,700	\$50,700	\$0
COMMUNICATIONS	\$113,400	\$136,400	\$23,000
SUPPLIES-TECHN RELATED	\$32,300	\$36,300	\$4,000
SUPPLIES-TECHN RELATED-SOFTWARE	\$234,324	\$234,324	\$0
EQUIPMENT/FINANCIAL SOFTWARE	\$424,250	\$324,250	-\$100,000
TOTAL INSTR REL-TECHNOLOGY SVCS	\$1,478,054	\$1,445,871	-\$32,183

-2.18%

BOARD OF EDUCATION SVCS.

SALARIES	\$21,888	\$27,964	\$6,076
MISCELLANEOUS BENEFITS	\$2,243	\$2,624	\$381
OFFICIAL SVC TAX COLLECT.	\$14,300	\$0	-\$14,300
LEGAL SERVICES	\$25,850	\$25,850	\$0
INSURANCE	\$99,832	\$99,832	\$0
ADVERTISING	\$12,700	\$10,200	-\$2,500
GENERAL SUPPLIES	\$11,095	\$17,700	\$6,605
DUES AND FEES	\$23,765	\$23,765	\$0
TOTAL BOARD OF EDUCATION SVCS.	\$211,673	\$207,935	-\$3,738

-1.77%

SUPERINTENDENT SERVICES

PROGRAM COSTS	\$528,273	\$554,670	\$26,397
TOTAL SUPERINTENDENT SERVICES	\$528,273	\$554,670	\$26,397

5.00%

OFFICE OF THE PRINCIPAL

SALARIES	\$1,394,199	\$1,417,005	\$22,806
MISCELLANEOUS BENEFITS	\$432,560	\$492,590	\$60,030
TUITION REIMBURSEMENT	\$21,200	\$21,200	\$0
PURCHASED PROF & TECHNICAL SERVICES	\$12,550	\$17,625	\$5,075
COMMUNICATIONS-POSTAGE	\$17,960	\$17,960	\$0
TRAVEL	\$4,600	\$5,100	\$500
GENERAL SUPPLIES	\$41,410	\$43,410	\$2,000
DUES AND FEES	\$7,386	\$7,475	\$89
TOTAL OFFICE OF THE PRINCIPAL	\$1,931,865	\$2,022,365	\$90,500

4.68%

FISCAL SERVICES

INTEREST ON SHORT-TERM DEBT	\$302,925	\$262,925	-\$40,000
PROGRAM COSTS	\$541,583	\$539,298	-\$2,285
TOTAL FISCAL SERVICES	\$844,508	\$802,223	-\$42,285

-5.01%

OPERATION AND MAINT.PLANT

SALARIES	\$1,179,139	\$1,216,820	\$37,681
MISCELLANEOUS BENEFITS	\$384,146	\$414,615	\$30,469
UTILITY SERVICES	\$42,350	\$42,100	-\$250
CLEANING SERVICES	\$87,355	\$87,355	\$0
REPAIR AND MAINTENANCE SERVICES &PROP	\$176,743	\$189,892	\$13,149
TRAVEL/GAS &BOTTLED GAS	\$10,640	\$10,640	\$0
SHARED SERVICES	\$10,000	\$0	-\$10,000
GENERAL SUPPLIES	\$140,294	\$129,294	-\$11,000
ELECTRICITY	\$311,220	\$299,710	-\$11,510
OIL	\$111,440	\$94,950	-\$16,490
OTHER ENERGY-WOOD CHIPS / WOOD PELLETS	\$121,129	\$166,129	\$45,000
EQUIPMENT	\$20,600	\$20,600	\$0
TOTAL OPER. AND MAINT.PLANT	\$2,595,056	\$2,672,105	\$77,049

2.97%

STUDENT TRANSPORTATION SV

STUDENT TRANSPORTATION SV	\$1,451,183	\$1,494,718	\$43,535
TOTAL STUDENT TRANSPORTATION SV	\$1,451,183	\$1,494,718	\$43,535

3.00%

BUDGET 2020-2021 VS BUDGET 2019-2020

ADJUSTED

%

Budget21/
Budget 20DESCRIPTION

BUDGET 2020 BUDGET 2021 Increase(Decrease)

STUDENT TRANS-OTHER

STUDENT TRANS-FIELD TRIPS	\$41,805	\$44,805	\$3,000	
TOTAL STUDENT TRANS-OTHER	\$41,805	\$44,805	\$3,000	7.18%

DEBT SERVICE

REDEMPTION OF PRINCIPAL	\$1,374,466	\$926,910	-\$447,556	
INTEREST LONG TERM DEBT	\$327,641	\$314,414	-\$13,227	
TOTAL DEBT SERVICE	\$1,702,107	\$1,241,324	-\$460,783	-27.07%

FUND TRANSFER OUT

FUND TRANSFER-CAPITAL	\$636,522	\$706,522	\$70,000	
FUND TRANSFER-FOOD SERVICE	\$109,403	\$149,115	\$39,712	
FUND TRANSFER-COMMUNITY CONNECTIONS	\$0	\$40,000	\$40,000	
TOTAL TRANSFER TO OTHER FUNDS	\$745,925	\$895,637	\$149,712	20.07%

SUPPORT PROGRAMS-SP ED

SALARIES	\$856,489	\$1,081,228	\$224,739	
MISCELLANEOUS BENEFITS	\$420,857	\$592,323	\$171,466	
PROGRAM COSTS	\$5,649,032	\$5,924,465	\$275,433	
TOTAL SUPPORT PROGRAMS	\$6,926,378	\$7,598,016	\$671,638	9.70%

ENGLISH LANGUAGE LEARNER

PROGRAM COSTS	\$51,121	\$83,408	\$32,287	
TOTAL ENGLISH LANGUAGE LEARNER	\$51,121	\$83,408	\$32,287	63.16%

CO-CURRICULAR ACTIVITIES

MISCELLANEOUS EXPENSES	\$765,978	\$774,537	\$8,559	
TOTAL COCURRICULAR ACTIVITIES	\$765,978	\$774,537	\$8,559	1.12%

TOTAL EXPENSES	\$33,854,769	\$35,430,502	\$1,575,733	4.65%
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**WASHINGTON CENTRAL UNIFIED UNION SCHOOL DISTRICT
WARNING**

The legal voters of the Washington Central Unified Union School District, a municipal corporation consisting of the Towns of Berlin, Calais, East Montpelier, Middlesex, and Worcester, Vermont, are hereby notified and warned to meet in their respective towns at the polling places hereinafter named on Tuesday, March 3, 2020, to vote by Australian ballot on Articles 1 through 9 as outlined below. The polls will open beginning at 10:00 AM in Berlin; 7:00 AM in Calais; 7:00 AM in East Montpelier; 7:00 AM in Middlesex; and 10:00 AM in Worcester. The polls will close in all towns at 7:00 PM.

ARTICLE 1. To elect a Clerk for a term of one (1) year.

ARTICLE 2. To elect a Treasurer for a term of one (1) year.

ARTICLE 3. To elect a Moderator for a term of one (1) year.

ARTICLE 4. To elect the following School Directors:

Berlin	One (1) School Director	Two (2) Year Term
	One (1) School Director	Three (3) Year Term
Calais	One (1) School Director	One (1) Year Term
	One (1) School Director	Three (3) Year Term
East Montpelier	One (1) School Director	Three (3) Year Term
Middlesex	One (1) School Director	Two (2) Year Term
	One (1) School Director	Three (3) Year Term
Worcester	One (1) School Director	One (1) Year Term
	One (1) School Director	Three (3) Year Term

ARTICLE 5. To fix the annual compensation of the Union School District officers.

Clerk	\$500.00
Treasurer	\$6,600.00
Directors	\$1000.00 each

ARTICLE 6. Shall the voters of the Washington Central Unified Union School District approve the school board to expend \$35,430,502 which is the amount the school board has determined to be necessary for the ensuing fiscal year? It is estimated that this proposed budget, if approved, will result in education spending of \$19,518 per equalized pupil. This projected spending per equalized pupil is 4.61% higher than spending for the current year.

ARTICLE 7. Shall the School District authorize the Board of School Directors of Washington Central Unified Union School District to hold any audited fund balance as of June 30, 2020 in a reserve fund to be expended under the control and direction of the Board of School Directors for the purpose of operating the school?

ARTICLE 8. Shall the School District authorize the Board of School Directors to borrow money in anticipation of the receipt of revenues for the 2020-2021 school year?

ARTICLE 9. Shall the School District authorize a capital improvement/replacement reserve fund, pursuant to the provisions of 24 V.S.A. §2804 for the purpose of the funding necessary for capital improvements and replacement projects?

Polling Places and Times:

Berlin Elementary School in Berlin Corners – 10:00 AM - 7:00 PM

Calais Elementary School in Calais – 7:00 AM - 7:00 PM

East Montpelier Elementary School in East Montpelier – 7:00 AM – 7:00 PM

Rumney Memorial School in Middlesex – 7:00 AM – 7:00 PM

Doty Memorial School in Worcester – 10:00 AM – 7:00 PM

A public hearing will take place at U-32, Room 128/131 at 6:30 PM on March 2, 2020 to provide information on the articles to be voted by Australian Ballot at the municipalities' respective Town Meetings on Tuesday, March 3, 2020.

Upon closing of the polls, the ballots shall be transported and delivered to the Berlin Elementary School in the Town of Berlin and comingled and counted by members of the Boards of Civil Authority of several towns under the supervision of the Clerk of the Washington Central Unified Union School District.

The legal voters of Washington Central Unified Union School District are further notified that voter qualification, registration, and absentee voting relative to said annual meeting shall be as provided in Sections 553 and 706(u) of Title 16, and Chapters 43, 51 and 55 of Title 17, Vermont Statutes Annotated.

Mary Ormsby, Clerk

SCHOOL DIRECTORS

C. Scott Thompson, Chair (Calais)

George Gross (Berlin)

Flor Diaz Smith, Vice-Chair (East Montpelier)

Dorothy Naylor (Calais)

Jonas Eno-Van Fleet, Clerk (Worcester)

Jaiel Pulskamp (Worcester)

Vera Frazier (Berlin)

Malinda (Lindy) Johnson (East Montpelier)

Marylynne Strachan (Middlesex)

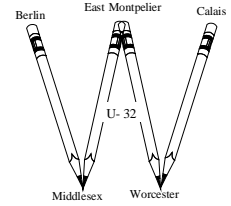
Chris McVeigh (Middlesex)

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
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Debra Taylor
Interim Superintendent



TO: WCUUSD School Board
FROM: Debra Taylor, Interim Superintendent
Lori T. Bibeau, WCUUSD Business Administrator
RE: Capital Projects and Budgeting FY 20-21
DATE: January 3, 2020

In reviewing the latest Capital Project plan, direction is needed for budgeting and planning purposes. Here is a summary of the information regarding WCUUSD Capital Funds:

- The original balances dated July 1, 2019 were restricted by building.
- The current interest income through November 30, 2019 amounts to \$23,206. It is difficult to project the interest for this fiscal year until the Request for Proposal process is complete.
- Future budget allocations, by building, are at the discretion of the WCUUSD Board.
- This fall, Black River Design was hired to develop a WCUUSD preliminary project list. It was included in the December 4, 2019 Board packet.
- Prior to the merger, some projects were identified by the local boards. If they have not yet been completed, they will be included on this list.
- The WCUUSD Finance Committee is recommending hiring a Facilities Director to oversee the Capital Fund and Capital Projects.

The current estimated totals for FY 20-21 are:

School	Fund Bal.	Spending	Shortfall-FY20-21	Carryover FY 21-22
Berlin	\$459,271	\$450,000	\$0	\$ 9,271
Calais	\$140,454	\$350,000	\$209,546	\$0
East Montpelier	\$914,769	\$0	\$0	\$914,769
Middlesex	\$132,590	\$270,000	\$137,410	\$0
Worcester	\$235,714	\$324,000	\$ 88,286	\$0
U32	\$429,921	\$TBD	\$0	\$429,921
Cent. Office	\$117,370	\$0	\$0	\$117,370
Budget FY20-21			Allocation per above	
District Wide	\$706,522	\$110,000	(\$435,242)	\$ 161,280
Grand Total	\$3,136,611	\$1,504,000	\$0	\$1,632,611

The Capital Plans are as follows:

Projects committed by prior boards-RFP/work in process

- Rumney-Acoustic Project
- Doty-Building Envelope-Siding/Windows
- U-32-complete Track project

Other FY 20-21 Projects/items from Black River Design plan with input from Principals

- Berlin-Repaving, fencing, masonry repair
- Calais-Cafeteria roof repair, security entrance and barrier
- East Montpelier- None
- Middlesex-Roof Repair, Sidewalk replacement
- Worcester-Security Entrance/Barrier and Roof Repair
- U-32-To be determined
- Central Office-None
- District-wide-Hire a Facilities Director

Here is the board direction that is needed:

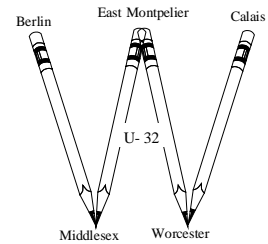
- Approval for a formula for budget allocations for FY 20-21.
- Permission to solicit requests for proposals in February/March to ensure plans are in place for the summer work.
- Award Capital bids in February/March(after Town Meeting)

Washington Central Unified Union School District

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Debra Taylor, Ph.D.
Interim Superintendent



MEMORANDUM

TO: WCUUSD Board of School Directors
FROM: Debra Taylor, Ph.D., Superintendent
Lori Bibeau, Business Administrator
DATE: January 15, 2020
RE: 2019 Audit Reports

We recently received the final drafts of our 2019 audit reports concerning the former WCSU and former school districts. Due to the delay in receipt of these reports from our auditors, we have been advised by our attorney that the Washington Central Unified Union School District Board is the appropriate legal entity to receive the 2019 audit reports.

These reports must be received at a board meeting and the minutes should reflect that fact. Subsequently, our annual report will include the notice requirement required by 16 V.S.A. Section 323.

The Board Finance Committee reviewed the legal advice and concurs. The recommended board motion is as follows:

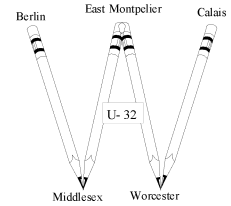
The WCUUSD Board acknowledges that the audits have been performed and accepts the 2019 audit reports. The Annual Report will inform the public of the location where the audits will be made available for inspection and copying per 16 VSA Section 323.

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Debra Taylor, Ph.D.
Interim Superintendent



WCUUSD Policy Committee Meeting Minutes 12.10.19, 5 - 7 pm

1130 Gallison Hill Road, Montpelier

approved 1-6-20

In Attendance: Chris McVeigh, Jaiel Pulskamp, Marylynne Strachan, board members; Aaron Boynton, Berlin Principal, Jody Emerson, U-32 Assistant Principal, Debra Taylor, Interim Superintendent

1. Call to Order: Chris McVeigh called the meeting to order at 5:06 p.m.
2. Approve Minutes of 11.26.19: Jaiel Pulskamp moved to approve the minutes of November 26, 2019. Seconded by Marylynne Strachan, this motion carried unanimously.

3. Updates

3.1 Hate Symbols Resolution: Committee members discussed the possible resolution that had been drafted, while considering some of the verbiage in Policy C27. Aaron Boynton stated that the more specific the definition of the symbols, lettering, insignia, the harder it is to enforce, universally. Committee members indicated that it is understood that these symbols - Confederate flag, swastika - are included in the definition; however, should we spell them out so specifically within the policy? Is it helpful to have these specific examples? Would more people understand the intent of the policy if specific examples are provided? Committee members discussed - will this be a stand alone resolution? or embedded in the policy? or both.

Some discussion followed around the Black Lives Matter flag, and around including the term: white supremacy.

Jody Emerson stated that people - parents, students - do not immediately see a response when an incident occurs and the administration deals with it - because of confidentiality. There is a big educational component in each incident.

Jaiel Pulskamp feels that we need to have a more direct conversation at the board level to get a better feel for how many are satisfied with the policies as they stand, and how many feel we need to discuss this further.

Committee members agree on having this as a separate resolution as well as including the edited verbiage that Jonas Eno-Van Fleet had suggested within the C27 policy. The wording was discussed and edited; updated language is included at the end of the minutes.

4. Review Existing Policies

4.1 Section A – Board:

Committee members discussed A21: Public Participation at Board Meetings. Marylynne Strachan and Jaiel Pulskamp indicated that they don't feel that board meetings have an open feeling to the public. Marylynne Strachan suggested that there be some teaching to board members and to the public, so that there is a shared understanding of how communication happens at the board meetings.

Do Robert's Rules apply to "public participation at board meetings"?

Debra Taylor reminded the committee that the WCUUSD is currently operating under rules for "small boards," but when board membership increases after Town Meeting, the small boards rules will not apply.

A21 will go to the board for first reading.

4.1.1 Additional: A22: Committee members discussed whether this policy is necessary. A22 will go to the board for first reading.

A23 will go to the board for first reading.

A24: some edits were suggested. This edited version will go to the board for first reading. (please see below; change to paragraph four)

A31: Committee members discussed this policy, including board stipends. Some discussion followed around board training opportunities. Marylynne Strachan suggested discussing with the board a more fruitful plan for board trainings/ orientations. She would like for the trainings to be more specific to the unique nature of WCUUSD.

Debra Taylor stated that board development could be included in each agenda, for example, 30 minutes. This policy will go to the board for first reading.

A32: will go to the board for first reading.

A33: Committee agreed that this policy is not needed (at this time).

A34: The committee discussed this policy. Chris McVeigh is going to edit this model policy; he asked Principal Boynton to provide some input in his edits. The committee will revisit this at the next meeting.

At the next meeting, the committee will begin with A34 and then move to Section B.

4.2 Section B – Personnel (not addressed at tonight's meeting)

4.2.1 Current

4.2.2 Additional

5. Adjourn: The committee adjourned at 7:03 p.m.

Respectfully submitted,
Lisa Stoudt

Hate Symbols Resolution

(leave first paragraph as it is)

Washington Central Unified Union School District strives to create a learning environment conducive to student achievement, creativity and exploration. An environment in which students use their opportunities to experience their power to create and change themselves and their environment. Hate symbols indefensibly dishonor those goals. Yet, free speech values protect, but do not extol, the right to be wrong. Censorship may punish or suppress harmful speech but it does not change minds.

(second paragraph:) after "Bullying," add "and Student Self-Expression Policies"

To unwaveringly protect all students' rights to a safe educational environment, the WCUUSD School Board directs administrative officials to vigorously and promptly enforce our Prevention of Harrassment, Hazing and Bullying, and Student Self-Expression Policies, to thwart and respond to the undeniably harmful effects with which hate symbols sully our educational community.

(third paragraph:) "These policies should be enforced to combat symbol, lettering or insignia associated with organizations that promote hatred or violence or that support racial supremacy."

(new paragraph:) It is the sense of the WCUUSD Board of School Directors that symbols, lettering, or insignia associated with organizations that promote hatred or violence or that support white supremacy, such as Confederate symbolism, and the swastika, interfere with the orderly operation of our schools.

(also add this new paragraph (above, beginning with "It is the sense...." to page 2 of Policy C27, after "E.")

A24: fourth paragraph:

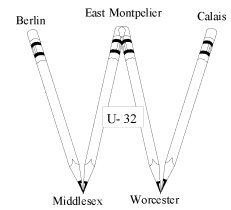
While board members can work directly with the Superintendent and central office staff, board members may not give substantive direction to a staff member or suggest a course of action that staff perceives as substantive direction. When presented with citizen concerns, Board members refer them to appropriate levels of authority, in accordance with the district's policy on complaints.

Washington Central Unified Union School District

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Debra Taylor, Ph.D.
Interim Superintendent



WCUUSD Policy Committee Unapproved Minutes 1.6.20, 5 – 7 pm

1130 Gallison Hill Road, Montpelier

In Attendance: Chris McVeigh, Jaiel Pulskamp, Marylynne Strachan (by phone), board members; Aaron Boynton, Berlin Principal, Jody Emerson, U-32 Assistant Principal, Debra Taylor, Interim Superintendent

1. Call to Order: Chris McVeigh called the meeting to order at 5:11 p.m.
2. Approve Minutes of 12.10.19: Jaiel Pulskamp moved to approve the minutes. Seconded by Marylynne Strachan, this motion carried unanimously.
3. Review Existing Policies
 - 3.1 Section A – Board

Hate Symbols Resolution: Jody Emerson indicated that she had shared the draft with the students who are in Social Justice and they appreciated the board's work. Committee members agreed to move the new paragraph up above the second paragraph.

With that edit, the committee would like to bring this policy to the board on January 15th.

Policy A34: Board Relations with School Personnel - Aaron Boynton had provided (by email) input for committee members to consider. The committee discussed where in the model policy to include this paragraph. Chris McVeigh suggested some additions to the proposed policy.

Committee members discussed specific scenarios that may arise, through the lens of this proposed policy. For example, board members discussed the difference between speaking as a parent and speaking on behalf of the board. Marylynne Strachan indicated that this is an important distinction to make, and she suggested that this topic be included in new board member training.

Debra Taylor suggested that the committee consider this policy at the next meeting, with the new language included. She would like to look more into language around "parent hat" versus "board hat."

Committee members agreed to bring this edited policy to the next board meeting. (please see below)

3.2 Section B – Personnel

3.2.1 Current: B1: Substitute Teachers - Jody Emerson noted that, under “qualifications,” U-32 currently only interviews candidates for substitutes if they have a bachelor’s degree. Superintendent Taylor noted that other substitutes in the district may not have a bachelor’s degree. Some discussion followed around indicating a minimum age.

Debra Taylor would like to research other schools in the district, to see how many use substitutes that do not have bachelor’s degrees. The suggestion was made: to include “four years experience beyond high school...” She will also look into legal implications around indicating an age requirement; she believes though, that indicating years of experience needed is standard; indicating, for example, a minimum age of 21, is not standard.

Discussion followed, re: long term substitute versus day-to-day substitute, as well as who is responsible as a supervisory role for a 30-day substitute.

B2: Volunteers and Work Study Students Policy - Marylynne Strachan brought up the issue of parent volunteers riding the field trip school bus - how does this fit into this policy?

Discussion also followed around incidents when a parent may volunteer when the circumstances are that the parent (or other volunteer) will never be unattended with students. Marylynne Strachan and Jody Emerson discussed the difference between how U-32 addresses this, versus how the elementary schools address this.

Committee members discussed the issue of background checks at length.

Marylynne Strachan asked - next time, when we consider this policy, can we have volunteer forms available to consider?

The committee plans to address this policy at the next meeting.

B3: Alcohol and Drug-Free Workplace - Some discussion followed around “drug” for example, meaning “narcotic” in the instance of pain medication. The committee discussed the term “illegal” as well as discussing marijuana. (Change language in policy to: (1) in intro paragraph, strike “illegal” both times, (2) under “Definitions: Drug,” add, at the end of the sentence “, unless prescribed.” (3) under “Definitions: Employee,” change “of independent contractors” to “and/or independent contractors” (4) under “Definitions: Work Study Student,” change “means a student” to “means a post-secondary student” (5) under “Employee Responsibilities,” second line, change “criminal drug statute” to “criminal alcohol or drug statute” .)

This policy is ready to go to the board, with noted changes.

B4: Mandatory Drug & Alcohol Testing: Transportation Employees - This policy is ready to go to the board, as written.

B5: Prevention of Employee Harassment - note - edit any references to supervisory union (old language.) D. Procedure: 1. Duty to Investigate: change "is committed to" to "shall."

This policy is ready to go to the board, with noted edits.

4. Adjourn: The committee adjourned at 7:03 p.m.

Respectfully submitted,
Lisa Stoudt, Committee Recording Secretary

A34: Board Relations with School Personnel Policy Edits

It is the policy of __ School District to encourage school board interactions with school personnel while respecting appropriate reporting relationships.

At School Board Meetings

The board will request the Superintendent to invite school personnel to school board meetings regularly to discuss student achievement relative to their programs.

Relations with the Principal

The Superintendent and the Board Chair will develop guidelines for board relations with principals and other administrators. Guidelines for board relations with principals should take into account:

1. The responsibility of the Superintendent to direct the administration and coordination of educational programs in the district, and the responsibility of the board for overall operation of the district;
2. The need of board members for information most readily available from school principals; and
3. The need to respect the distinction between the administrative role of the principal and the policy making role of the board.

Relations with Other School Staff

1. While board members can work directly with the Superintendent and central office staff, board members may not give substantive direction to a staff member or suggest a course of action that staff perceives as substantive direction.
2. Staff participation in the development of educational and personnel policies will be encouraged and facilitated by the board.
3. Board members will adhere to procedures required by board policy and Vermont law related to collective bargaining and teacher evaluation.
4. When presented with citizen concerns, Board members shall refer them to appropriate levels of authority, in accordance with the district's policy on complaints.

When a staff member has concerns that an interaction with a board member violates this policy, the staff member shall communicate their concerns in writing to the Superintendent who will, in writing, bring it to the attention of the Board Chair, who will discuss the matter with the board member. If the concern involves the Board Chair, then the Superintendent will communicate with the Vice Chair who will then address the Chair. All communications in this process shall be confidential unless disclosure is required by law.

Recommended

WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT

Board of Directors' Policy

POLICY: A21

WARNED: 12.13.19

ADOPTED: _____

EFFECTIVE: _____

PUBLIC PARTICIPATION AT BOARD MEETINGS

Policy

It is the policy of the board to encourage public participation at its meetings.

Background

Public participation is very important to the successful function of the Washington Central Unified Union School District. The board wants to carry out its timely business with the benefit of public input and expertise, and to ~~It also wants to~~ keep the public informed ~~and up to date~~ on what is happening in the community's schools.

Implementation

Reasonable rules of participation may be used to insure that meetings are conducted in an orderly fashion and that the business at hand is completed in a timely manner. Such rules may take into consideration such things as length of each speaker's presentation and the number of times each speaker may comment.

Persons Who May Address the Board

1. Any district resident
2. School staff members, students and parents
3. Individuals who have been requested by the superintendent or the board to present a given subject
4. Persons who are directly affected by matters on the board agenda
5. Others at the discretion of the board

Public Comment on Agenda Items

1. The chair will ask for comments on agenda items before action is taken by the board.
2. When the number of people wishing to speak is large, the board may authorize the chair to use a speakers' list. Members of the public will be given an opportunity to sign the speakers' list, indicating which agenda item will be addressed.

Public input on items not on the agenda

1. There will be time set aside for public input on items not on the agenda at every regular, special or emergency meeting of the board.
2. The time allotted to this item will be assigned by the chair or the person responsible for organizing the agenda.
3. The chair shall rule out of order any presentation to the board which breaches the privacy or other rights of students, parents or school employees, or which does not comply with Board policy on complaints.

*Legal Reference(s): 1 V.S.A. §§310 et seq. (Public meetings)
16 V.S.A. §554 (b) (School board meetings)*

Recommended

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

POLICY: A21

WARNED: 12.13.19

ADOPTED: _____

EFFECTIVE: _____

PUBLIC PARTICIPATION AT BOARD MEETINGS

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16 V.S.A. §554 (b) (School board meetings)*

Recommended

WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT

Board of Directors' Policy

POLICY: A22

WARNED: 12.13.19

ADOPTED: _____

EFFECTIVE: _____

NOTICE OF NON-DISCRIMINATION

Policy

The board will not unlawfully discriminate in its programs and activities against any person or group on any basis prohibited by federal or state law, and will provide equal access to the Boy Scouts and other designated youth groups.¹

The district shall make reasonable accommodations to the known physical or mental limitations of an otherwise qualified handicapped applicant or employee unless the district can demonstrate that the accommodation would impose an undue hardship on the operation of its program or activity.²

The superintendent or his or her designee shall prepare for board review and approval, ~~and the board shall approve~~, guidance to applicants and employees regarding requests for reasonable accommodations, including provisions for undue hardship.³

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Washington Central Unified Union School District are hereby notified that this district does not discriminate on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sex, sexual orientation, disability, age, political affiliation⁴ or marital status in admission or access to, or treatment or employment in, its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

A person has been designated by the WCUUSD to coordinate the district's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973, and other non-discrimination laws or regulations. The designated coordinator is identified in the procedure accompanying this policy along with information on how that person may be contacted.

Any person having inquiries concerning the WCUUSD's compliance with the regulations

¹ Federal regulations implementing Title VI (race, color, national origin), ~~Title, Title IX (sex), Section, Section~~ 504 (disability), the Age Discrimination Act, and the Boy Scouts Act contain requirements for recipients of federal funds to issue notices of non-discrimination. These regulations require that recipients notify students, parents and others that they do not discriminate on the basis of race, color, national origin, sex, disability and age, and, if applicable, that they provide equal access to the Boy Scouts of America and other designated youth groups.

² See 34 C.F.R. § 104.12(a).

³ See 34 C.F.R. § 104.12(b) & (c) for requirements related to reasonable accommodations and factors to be considered when determining when a requested accommodation would create an undue hardship. The inclusion of this provision in this model policy is based on a finding by the federal Office of Civil Rights that a Vermont school district's policy on non-discrimination was not in compliance with Section 504 of the Rehabilitation Act of 1973 because it did not include these provisions.

⁴ Discrimination against an employee on the basis of political affiliation is prohibited by the Vermont Municipal Labor Relations Act. 21 V.S.A. § 1726(a)(7).

implementing Title VI, Title IX, Section 504 or other state or federal non-discrimination laws or regulations is directed to contact the non-discrimination coordinator described above.

Grievance Procedure In the absence of a controlling grievance procedure outlined in a collective bargaining agreement the procedure ~~accompanying this policy~~located in our handbooks will be in effect.

Legal Reference(s): 9 V.S.A. §4502 (Public accommodations)
21 V.S.A. §§495 et seq. (Employment practices)
21 V.S.A. §1726 (Unfair labor practices)
20 U.S.C. §§1400 et seq. (IDEA)
20 U.S.C. §§1681 et seq. (Title IX, Education Amendments of 1972))
29 U.S.C. §206(d) (Equal Pay Act of 1963)
29 U.S.C. §§621 et seq. (Age Discrimination in Employment Act)
29 U.S.C. §794 (Section 504, Rehabilitation Act of 1973)
42 U.S.C. §§2000d et seq. (Title VI of the Civil Rights Act of 1964)
42 U.S.C. §§12101 et seq. (Americans with Disabilities Act of 1990)

Recommended

WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT

Board of Directors' Policy

POLICY: A22

WARNED: 12.13.19

ADOPTED: _____

EFFECTIVE: _____

NOTICE OF NON-DISCRIMINATION

Policy

The board will not unlawfully discriminate in its programs and activities against any person or group on any basis prohibited by federal or state law, and will provide equal access to the Boy Scouts and other designated youth groups.¹

The district shall make reasonable accommodations to the known physical or mental limitations of an otherwise qualified handicapped applicant or employee unless the district can demonstrate that the accommodation would impose an undue hardship on the operation of its program or activity.²

The superintendent or his or her designee shall prepare for board review and approval guidance to applicants and employees regarding requests for reasonable accommodations, including provisions for undue hardship.³

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Washington Central Unified Union School District are hereby notified that this district does not discriminate on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sex, sexual orientation, disability, age, political affiliation⁴ or marital status in admission or access to, or treatment or employment in, its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

A person has been designated by the WCUUSD to coordinate the district's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973, and other non-discrimination laws or regulations. The designated coordinator is identified in the procedure accompanying this policy along with information on how that person may be contacted.

Any person having inquiries concerning the WCUUSD's compliance with the regulations

¹ Federal regulations implementing Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), the *Age Discrimination Act*, and the *Boy Scouts Act* contain requirements for recipients of federal funds to issue notices of non-discrimination. These regulations require that recipients notify students, parents and others that they do not discriminate on the basis of race, color, national origin, sex, disability and age, and, if applicable, that they provide equal access to the Boy Scouts of America and other designated youth groups.

² See 34 C.F.R. § 104.12(a).

³ See 34 C.F.R. § 104.12(b) & (c) for requirements related to reasonable accommodations and factors to be considered when determining when a requested accommodation would create an undue hardship. The inclusion of this provision in this model policy is based on a finding by the federal Office of Civil Rights that a Vermont school district's policy on non-discrimination was not in compliance with Section 504 of the Rehabilitation Act of 1973 because it did not include these provisions.

⁴ Discrimination against an employee on the basis of political affiliation is prohibited by the Vermont Municipal Labor Relations Act. 21 V.S.A. § 1726(a)(7).

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29 U.S.C. §206(d) (*Equal Pay Act of 1963*)
29 U.S.C. §§621 *et seq.* (*Age Discrimination in Employment Act*)
29 U.S.C. §794 (*Section 504, Rehabilitation Act of 1973*)
42 U.S.C. §§2000d *et seq.* (*Title VI of the Civil Rights Act of 1964*)
42 U.S.C. §§12101 *et seq.* (*Americans with Disabilities Act of 1990*)

Recommended

WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT

Board of Directors' Policy

POLICY: A23

WARNED: 12.13.19

ADOPTED: _____

EFFECTIVE: _____

COMMUNITY ENGAGEMENT AND VISION

The schools within the Washington Central Unified Union School District ~~and the schools within the District~~ are an integral part of their community. Community support, financial and advisory, is necessary for the schools' operation and achievement of excellence. The WCUUSD recognizes understands the success of its vision is inextricably intertwined with the vibrant communities it serves. This partnership should be mutually beneficial. ~~that e~~Community support is based on a mutual exchange, a dynamic process in which the WCUUSD contributes to the community's success and, in turn, benefits from the community's resources.

In order to maintain productive relationships with the community, the board will ~~have a~~ clearly articulated a vision for the school district. The board will also adopt a strategic plan to implement the vision which moves the district forward in its goals for student achievement. The board will closely monitor progress toward the vision and refine it as necessary.

Establishing the Vision

When creating a vision for the district and the communities served, ~~T~~the board will seek-solicit community input ~~in its consideration of the vision~~ in a variety of settings and contexts to ensure participation that is representative of the community itself. The vision will be informed by community input into values for use in creating the district's vision and goals. The superintendent will provide the board with data and research-based best practice ~~provided by the superintendent.~~

Implementation

The board ~~will strive to keep the~~ vision should inform the Board's at the forefront of all decision making. The board will ~~assure that there are~~ budget sufficient resources ~~devoted~~ to implement the strategic plan, and will receive monitoring reports on a quarterly _____ basis to ensure effective implementation of the strategic plan. On an annual _____ basis, the board will revisit the vision and strategic plan and make adjustments according to input from the community and the superintendent.

Recommended**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT****Board of Directors' Policy****POLICY:** A23**WARNED:** 12.13.19**ADOPTED:** _____**EFFECTIVE:** _____**COMMUNITY ENGAGEMENT AND VISION**

The schools within the Washington Central Unified Union School District are an integral part of their communities. Community support, financial and advisory, is necessary for the schools' operation and achievement of excellence. The WCUUSD understands the success of its vision is inextricably intertwined with the vibrant communities it serves. This partnership should be mutually beneficial. Community support is based on a mutual exchange, a dynamic process in which the WCUUSD contributes to the community's success and, in turn, benefits from the community's resources.

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Establishing the Vision

When creating a vision for the district and the communities served, the board will solicit community input in a variety of settings and contexts to ensure participation that is representative of the community itself. The vision will be informed by community input into values for use in creating the district's vision and goals. The superintendent will provide the board with data and research-based best practice.

Implementation

The board vision should inform the Board's decision making. The board will budget sufficient resources to implement the strategic plan, and will receive monitoring reports on a quarterly basis to ensure effective implementation of the strategic plan. On an annual basis, the board will revisit the vision and strategic plan and make adjustments according to input from the community and the superintendent.

Recommended

WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT

Board of Directors' Policy

POLICY: A24

WARNED: 12.13.19

ADOPTED: _____

EFFECTIVE: _____

BOARD/SUPERINTENDENT RELATIONSHIP

Policy

The School Board establishes policy and governs through the policy it creates. The Superintendent manages all operations of the school system in accordance with School Board policies.

The Board recognizes and values the Superintendent's experience and expertise in instructional and administrative matters. The Superintendent recognizes and values the Board's experience in issues related to the Washington Central Unified Union School District and the Board's connections and responsibilities to the community it represents.

The Superintendent and the Board members respect the confidentiality of communication in both directions and work toward open communication and trust. The Superintendent works only for the Board as a whole, not for any individual member. Only decisions of the Board acting as a body are binding on the Superintendent.

While Board members can work directly with the Superintendent and central office staff, board members may not give substantive direction to a staff member so long as such communication is clearly not giving direction or suggesting a course of action that staff perceives as substantive direction. When presented with citizen concerns, Board members refer them to appropriate levels of authority, in accordance with the district's policy on complaints.

The Board directs the Superintendent through written policies that prescribe the results the Board wants to achieve. The Board is realistic in setting expectations about what can be accomplished, given the school district's available resources. The Superintendent is accountable to the Board for the performance of staff.

Annually, the Board evaluates the Superintendent's performance. The Superintendent is accountable to the School Board for the achievement of the Board's goals. The Board is responsible for clearly setting forth and communicating its expectations before evaluation takes place. The Board will evaluate the Superintendent's job performance in a way that is systematic, fair, and effective.

Recommended**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT****Board of Directors' Policy****POLICY:** A24**WARNED:** 12.13.19**ADOPTED:** _____**EFFECTIVE:** _____**BOARD/SUPERINTENDENT RELATIONSHIP**

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WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT

Board of Directors' Policy

POLICY: A31

WARNED: 12.13.19

ADOPTED: _____

EFFECTIVE: _____

BOARD MEMBER EDUCATION

Policy

It is the policy of the Washington Central Unified Union School District to encourage and support board members' efforts to actively engage in ~~remain knowledgeable about~~ their roles and the issues with which they deal.

Implementation

Individual board members ~~will take advantage of~~ should pursue opportunities to understand their roles, educational issues in general, school programs, State Department of Education functions and legislative activities. The superintendent and board chair will ~~be responsible for assuring that provide~~ information on leadership development opportunities ~~is available~~ to all board members. New members ~~will~~ will participate in a district orientation session specific to WCUUSD and consider other opportunities designed to familiarize themselves with all aspects of board operation.

Members who take part in workshops and seminars offered by the Vermont School Boards Association and other organizations will be reimbursed for travel and other expenses related to participation in training activities provided prior approval is obtained from the board, and funds for these purposes are available.

The chair of the school board and the superintendent, at least annually per 16 V.S.A. § 561, shall jointly participate in at least eight hours of professional training that, at a minimum, addresses educational leadership; the relative roles and responsibilities of the supervisory union board, the school district boards, and the superintendent; the Vermont Open Meeting Law; Vermont law regarding access to public records; collective bargaining; and education funding and school finance laws.

Legal Reference: 16 V.S.A. § 561 et seq. (Election of school board members; oath; chair; clerk)

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

POLICY: A31

WARNED: 12.13.19

ADOPTED: _____

EFFECTIVE: _____

BOARD MEMBER EDUCATION

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Legal Reference: 16 V.S.A. § 561 et seq. (Election of school board members; oath; chair; clerk)

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

POLICY: A32

WARNED: 12.13.19

ADOPTED: _____

EFFECTIVE: _____

BOARD GOAL-SETTING & EVALUATION

Policy

The board will participate in goal-setting and self-evaluation activities developed or recommended by the superintendent ~~at least~~ annually in April.

Implementation

Particular attention will be given to board goals and performance in the following areas:

- Policy making
- Policy implementation
- Community relations
- Board interpersonal communication skills
- Board-Superintendent relations
- Fiscal/budget management
- The instructional program
- Labor relations
- Board in-service training
- Government relations

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

POLICY: A32

WARNED: 12.13.19

ADOPTED: _____

EFFECTIVE: _____

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- Policy making
- Policy implementation
- Community relations
- Board interpersonal communication skills
- Board-Superintendent relations
- Fiscal/budget management
- The instructional program
- Labor relations
- Board in-service training
- Government relations

BOARD RELATIONS WITH SCHOOL PERSONNEL

It is the policy of Washington Central Unified Union School District to encourage school board interactions with school personnel while respecting appropriate reporting relationships.

At School Board Meetings

The board will request the Superintendent to invite school personnel to school board meetings regularly to discuss student achievement relative to their programs.

Relations with the Principal

The superintendent and the Board Chair will develop guidelines for board relations with principals and other administrators. Guidelines for board relations with principals should take into account:

1. The responsibility of the superintendent to direct the administration and coordination of educational programs in the district; and the responsibility of the board for overall operation of the district;
2. The periodic need of board members for information most readily available from school principals; and
3. The need to respect the ~~maintain a~~ distinction between the administrative role of the principal and the policy making role of the board.

Relations with Other School Staff

1. While board members can work directly with the Superintendent and Central Office staff, board members may not give substantive direction to a staff member or suggest a course of action that staff perceives as substantive direction. Individual board members will communicate with staff members on matters of school business only at the direction of the board as a whole.
2. Staff participation in the development of educational and personnel policies will be encouraged and facilitated by the board
3. Board members will adhere to procedures required by board policy and Vermont law related to collective bargaining and teacher evaluation.
- ~~3.4.~~ When presented with citizen concerns, board members shall refer them to appropriate levels of authority, in accordance with the district's policy on complaints.

When a staff member has concerns that an interaction with a board member violates this policy, the staff member shall communicate their concerns in writing to the Superintendent who will, in writing, bring it to the attention of the Board Chair, who will discuss the matter with the board member. If the concern involves the Board Chair, then the Superintendent will communicate with the Vice Chair who will then address the Chair. All communications in this process shall be confidential unless disclosure is required by law.

*Legal Reference(s): 16 V.S.A. §§1981 et seq. (Labor Relations)
16 V.S.A. §§1751 et seq. (Contracts, etc.)
16 V.S.A. §§243 et seq. (Principals)
21 V.S.A. §§1721 et seq. (Municipal Labor Act)*

Board of Directors' Policy

POLICY: A34

WARNED: 1.10.2020

ADOPTED: _____

EFFECTIVE: _____

BOARD RELATIONS WITH SCHOOL PERSONNEL

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The superintendent and the Board Chair will develop guidelines for board relations with principals and other administrators. Guidelines for board relations with principals should take into account:

1. The responsibility of the superintendent to direct the administration and coordination of educational programs in the district, and the responsibility of the board for overall operation of the district;
2. The periodic need of board members for information most readily available from school principals; and
3. The need to respect the distinction between the administrative role of the principal and the policy making role of the board.

Relations with Other School Staff

1. While board members can work directly with the Superintendent and Central Office staff, board members may not give substantive direction to a staff member or suggest a course of action that staff perceives as substantive direction.
2. Staff participation in the development of educational and personnel policies will be encouraged and facilitated by the board
3. Board members will adhere to procedures required by board policy and Vermont law related to collective bargaining and teacher evaluation.
4. When presented with citizen concerns, board members shall refer them to appropriate levels of authority, in accordance with the district's policy on complaints.

When a staff member has concerns that an interaction with a board member violates this policy, the staff member shall communicate their concerns in writing to the Superintendent who will, in writing, bring it to the attention of the Board Chair, who will discuss the matter with the board member. If the concern involves the Board Chair, then the Superintendent will communicate with the Vice Chair who will then address the Chair. All communications in this process shall be confidential unless disclosure is required by law.

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21 V.S.A. §§1721 et seq. (Municipal Labor Act)*

^[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**

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 influence of ~~illegal~~ drugs or alcohol. If there are reasonable grounds to believe that an employee, volunteer or work study student is under the 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 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~~ 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 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]
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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]

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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]

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^[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.

Required

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

POLICY: **B4**

WARNED: **1.10.2020**

ADOPTED: _____

EFFECTIVE: _____

**MANDATORY DRUG & ALCOHOL
TESTING: TRANSPORTATION EMPLOYEES**

**MANDATORY DRUG & ALCOHOL TESTING:
TRANSPORTATION EMPLOYEES**

Policy

The Washington Central Unified Union School District will comply with the Alcohol and Drug Testing Policy that its transportation company has adopted, which must follow the Omnibus Transportation Employee Testing Act of 1991.

Legal Reference(s): 49 U.S.C. §§ 5331, 31306 (Omnibus Transportation Employee Testing Act of 1991)

Legal Reference(s): 49 C.F.R. Parts 40, 382, 391, 392, 395 and 653

Required

WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT

Board of Directors' Policy

POLICY: B5

WARNED: 1.10.2020

ADOPTED: _____

EFFECTIVE: _____

PREVENTION OF EMPLOYEE HARASSMENT

Harassment is a form of unlawful discrimination that will not be tolerated in Washington Central Unified Union School District. Unwelcome sexual advances, requests for sexual favors, and other verbal, written or physical conduct constituting harassment as defined herein and by state and federal law violate this policy. Retaliation against any person raising good faith allegations of unlawful harassment or against any witness cooperating in an investigation pursuant to this policy is prohibited.

A. Definitions

1. **Employee:** For purposes of this policy, any person employed by and subject to the direct supervision of the district.
2. **Unlawful Harassment:** Verbal, written or physical conduct based on an employee's race, religion, color, national origin, marital status, sex (including pregnancy), sexual orientation, gender identity, age, political affiliation, ancestry, place of birth, genetic information or disability which has the purpose or effect of substantially interfering with an employee's work or creating an intimidating, hostile or offensive environment.
3. **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
 - b. Submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting such individual; or
 - c. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
4. **Retaliation.** Retaliation is adverse action taken against a person for making a complaint of unlawful harassment or for participating in or cooperating with an investigation.

B. Examples

Unlawful harassment can include any unwelcome verbal, written or physical conduct which offends, denigrates, or belittles an employee because of the employee's race, religion, color, national origin, marital status, sex (including pregnancy), sexual orientation, gender identity, age, ancestry, place of birth, genetic information or disability. Such conduct includes, but is not limited to: unsolicited derogatory remarks, jokes, demeaning comments or behavior, slur,

mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting or the display or circulation of written materials or pictures.

Sex

Sexual harassment may include unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities.

Race and Color

Racial or color harassment may include unwelcome verbal, written or physical conduct directed at the characteristics of a person's race or color such as nicknames emphasizing stereotypes, racial slurs, and negative references to racial customs.

Religion

Harassment on the basis of religion includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's religion or creed such as derogatory comments regarding surnames, religious tradition, or religious clothing, or religious slurs.

National Origin and Place of Birth

Harassment on the basis of national origin includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's national origin or place of birth such as negative comments regarding surnames, manner of speaking, customs, language or ethnic slurs.

Age

Age harassment includes unwelcome verbal, written or physical conduct directed at someone (an applicant or employee) age 40 or older, such as offensive remarks about a person's ability to perform certain tasks because of his or her age.

Marital Status

Harassment on the basis of marital status includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's marital status, such as comments regarding pregnancy or being an unwed mother or father.

Sexual Orientation

Harassment on the basis of sexual orientation includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's sexual orientation.

Gender Identity

Harassment on the basis of gender identity includes unwelcome verbal, written or physical conduct directed at an individual's actual or perceived gender identity, or gender-related characteristics intrinsically related to an individual's gender or gender identity, regardless of the individual's assigned sex at birth.

Disability

Disability harassment includes any unwelcome verbal, written or physical conduct directed at the characteristics of a person's disabling mental or physical condition such as imitating manner of speech or movement, or interference with necessary equipment.

Genetic Information

Genetic information harassment can include, for example, making offensive or derogatory remarks about an applicant or employee's genetic information, or about the genetic information of a relative of the applicant or employee. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about family medical history.

D. Procedure

1. **Duty to Investigate.** In the event the district receives a complaint of unlawful harassment of an employee, or otherwise has reason to believe that unlawful harassment is occurring, it will take all necessary steps to ensure that the matter is promptly investigated and addressed. Washington Central Unified Union School District ~~is committed to~~ shall take action if information regarding potential unlawful harassment is learned, even if the aggrieved employee does not wish to file a formal complaint.
2. **Designated Persons.** Every employee is encouraged to report any complaint of or suspected acts of unlawful harassment. Unlawful harassment should be reported to the non-discrimination coordinators or to the principal at the following address and telephone number:

Non-Discrimination Coordinators: Address:
Telephone number:

Principal: Address:
Telephone number:

3. **Investigation.** Allegations of unlawful harassment will be promptly investigated by a non-discrimination coordinator or his/her designee. At the outset of the investigation, the complainant shall be provided with a copy of this policy. If the allegations are found to have been substantiated by the investigator, the school or WCUUSD will take appropriate disciplinary and/or corrective action. The non-discrimination coordinator or his/her designee will inform the complainant(s) and the accused(s) whether the allegations were substantiated. The accused(s), the complainant(s) and any witness(es) shall be warned against any retaliation. If, after investigation, the allegation is found not to have been substantiated, the complainant(s) shall be informed of the right to contact any of the state or federal agencies identified in this policy.
4. **Filing a Complaint.** Employees are encouraged to report the alleged unlawful harassment as soon as possible to the non-discrimination coordinators or the principal.
5. **Alternative Complaint Processes.** Employees may file complaints with both the district or and with state and federal agencies. If employees are dissatisfied with the results of an investigation, they may file a complaint with state and federal agencies. The agencies are:
 - a. Vermont Attorney General's Office, Civil Rights Unit, 109 State Street, Montpelier, VT 05602, tel: (802) 828-3171. Complaints should be filed within 300 days of any unlawful harassment.

- b. Equal Employment Opportunity Commission, 1 Congress Street, Boston, MA 02114, tel: (617)565-3200 (voice), (617)565-3204 (TDD). Complaints should be filed within 300 days of any unlawful harassment.

Confidentiality. Witnesses, complainant and the accused shall keep confidential matters related to the charge of unlawful harassment.

Legal Reference(s): 9 V.S.A. §§4502 et seq. (Public accommodations)
16 V.S.A. 11(a)(26) (Definitions)
21 V.S.A. §§495 et seq. (Unlawful employment practice, sexual harassment)
42 U.S.C. §§2000e et seq. (Title VII of the Civil Rights Act of 1964)
29 C.F.R. 1604.11 (Equal Opportunity Employment Commission)

Cross Reference: C10 Prevention of Harassment, Hazing & Bullying of Students

Required

WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT

Board of Directors' Policy

POLICY: B5

WARNED: 1.10.2020

ADOPTED: _____

EFFECTIVE: _____

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29 C.F.R. 1604.11 (Equal Opportunity Employment Commission)

Cross Reference: C10 Prevention of Harassment, Hazing & Bullying of Students

Recommended

WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT

Board of Directors' Policy

POLICY: C27

WARNED: 1.10.2020

ADOPTED: _____

EFFECTIVE: _____

STUDENT SELF-EXPRESSION AND STUDENT DISTRIBUTION OF LITERATURE

It is the policy of the Washington Central Unified Union School District to allow limited distribution of non-school sponsored literature on school grounds or at school events by students. Accordingly, the Superintendent/Principal may allow students to distribute these materials so long as they are in compliance with this policy.

Non-school sponsored literature means any printed, written, or electronic materials prepared by non-school organizations or individuals that are not made as a part of the curricular or approved extracurricular programs of the district. They include such things as fliers, invitations, announcements, pamphlets, posters, photographs, pictures, audio recordings, digital recordings, and electronic messages. Materials prepared under the supervision of school staff as part of classroom instruction or classroom activities are not restricted by this policy.

Distribution means circulating non-school sponsored literature in ways that include: handing to others on school property or during school-sponsored events; posting on school property such as walls, bulletin boards, and district web-sites; placing upon desks, tables, on or in lockers; or making available in principal's office.

This policy prohibits the distribution of literature that:

- A. Is obscene, vulgar, or profane, or harms the reputation of others;ⁱ
- B. Violates federal, state or local laws;
- C. Advocates the use or availability of tobacco, alcohol or illegal drugsⁱⁱ;
- D. Incites violence;
- E. Interferes with or advocates interference with the orderly operation of the schools;ⁱⁱⁱ
- F. Primarily seeks to advertise for sale products or services;^{iv} or
- G. Has fundraising as its primary purpose.^v

When a student wishes to distribute copies of non-school sponsored literature, the materials must include the name of the person or organization sponsoring the literature, and shall be submitted to the superintendent/principal to review ahead of time in order to confirm that the literature does not fall in one of the prohibited categories listed above.

The superintendent/principal does not need to review the literature ahead of time when the materials will be distributed by a student to other attendees of a student group meeting at school during non-instructional time. However, even in these cases, students must ensure that the materials do not fall into one of the prohibited categories.

The superintendent/principal may place reasonable time, place,^{vi} and manner^{vii} restrictions on the distribution of non-school sponsored literature. However, the administrator cannot use these restrictions or others to discriminate as to the point of view reflected in the materials.^{viii}

Student Self-Expression

Students have a right to express themselves on school property and at school functions through speech or expressive actions, provided they do not materially and substantially interfere with the orderly operation of the school and the rights of others.

This policy prohibits student self-expression that:

- A. Is obscene, vulgar, or profane, or harms the reputation of others;
- B. Violates federal, state or local laws;
- C. Advocates the use or availability of tobacco, alcohol or illegal drugs;
- D. Incites violence; or
- E. Interferes with or advocates interference with the orderly operation of the schools.

It is the sense of the WCUUSD Board of School Directors that symbols, lettering, or insignia associated with organizations that promote hatred or violence or that support white supremacy, such as Confederate symbolism, and the swastika, interfere with the orderly operation of our schools.

The situation in which students express themselves may affect the amount of freedom they are given in their speech. If the speech is part of a school-sponsored publication, when a reasonable person would think that the speech is endorsed by the school district, the school district may exercise more control. School district representatives may have editorial control over the style and content of student speech in school-sponsored activities, such as class work or a school newspaper, so long as their edits are reasonably related to legitimate school-related concerns.^{ix}

ⁱ *Bethel School District No. 403 v. Fraser*, 478 U.S. 675 (1986) (student may be disciplined for giving speech at school assembly that contained sexual innuendos and vulgar language). T-shirt that impugned character of sitting U.S. president was not vulgar or offensive within meaning of *Fraser* according to Second Circuit Court of Appeals. *Guiles v. Marineau*, 461 F.3d 320 (2d Cir. 2006).

ⁱⁱ *Morse v. Frederick*, 551 U.S. 393 (2007) (school officials may prohibit speech that they reasonably believe advocates illegal drug use, so long as the speech cannot be interpreted as commenting on any political or social issue). Student had First Amendment right to wear T-shirt that criticized President Bush by depicting him as a drug and alcohol user and a “chicken-hawk” because it did not advocate use of drugs. *Guiles v. Marineau*, 461 F.3d 320 (2d Cir. 2006).

ⁱⁱⁱ The standard for evaluating the reasonableness of controls on student self-expression and student speech is whether or not the speech substantially or materially disrupts school activity, or could reasonably be forecast to cause such disruption. *Tinker v. Des Moines Indep. Community Sch. Dist.*, 393 U.S. 503 (1979) (students protesting Vietnam War entitled to wear black armbands).

^{iv} As indicated here, a district could choose to prohibit all distribution of literature that promotes the sale of products or services. As with all viewpoint neutral prohibitions, care must be taken that the prohibition is evenly enforced without exceptions. If a district wishes to allow distribution of materials supporting some commercial activity but not others, it must make the distinction based on criteria that are objective and viewpoint neutral.

^v A common question may be whether students selling items to raise money for parent-teacher organizations is permitted. If such organizations are clearly delineated (either in this policy or elsewhere) as school-sponsored groups and their literature is delineated as school-sponsored literature, then distribution of their fundraising materials would not be restricted by this policy.

^{vi} Examples of a “place” restriction might be that literature be posted only on bulletin boards and not on windows, or that it be made available on a specified table in the principal’s office. The district must bear in mind that the restrictions must be aimed at preventing disruption to student learning.

^{vii} A “manner” restriction might specify whether or not persons distributing the material may stand at the main entrance to the building, or might limit the number of copies of a pamphlet that may be distributed.

⁷ The basic principle in evaluating the constitutionality of restrictions on distribution of materials in a limited public form is that the restrictions may not be based on the viewpoint of the materials or the one distributing them. *Lamb’s Chapel v. Center Moriches Union Free School Dist.*, 508 U.S. 384 (1993); *Rosenberger v. Univ. of Virginia*, 515 U.S. 819 (1995); *Good News Club v. Milford Central Schools*, 533 U.S. 98 (2001).

^{ix} *Hazelwood Sch. Dist. v. Kuhlmeier*, 484 U.S. 260, 273 (1988) (school officials may exercise editorial control over school newspaper); *Peck v. Baldwinville Central Sch. Dist.*, 426 F.3d 617 (2d Cir. 2005) (teacher may censor elementary school student’s poster expressing religious views when it did not meet pedagogical requirements of class assignment).

Recommended

WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT

Board of Directors' Policy

POLICY: C27

WARNED: 1.10.2020

ADOPTED: _____

EFFECTIVE: _____

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- D. Incites violence;
- E. Interferes with or advocates interference with the orderly operation of the schools;ⁱⁱⁱ
- F. Primarily seeks to advertise for sale products or services;^{iv} or
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Recommended**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT****Board of Directors' Policy****POLICY:** A2**WARNED:** 12.2.19**ADOPTED:** _____**EFFECTIVE:** _____**POLICIES AND PROCEDURES**

PURPOSE

It is the purpose of this policy to prescribe the creation and maintenance of a set of documents that embody the important principles, values, practices and standards of the school. Policies serve to inform and guide all people connected with the school. It is the intent of the Board to outline direction and goals for the successful operation of the school through adoption of policies. It is also the purpose of this policy to ensure that those documents are available to the public.

POLICY

- A. The school board should adopt and maintain policies to carry out its purposes or pursuant to any of its authorities under law.
- B. Policy development that affects all schools will be coordinated through the WCUUSD Policy Committee. Any person residing in or employed by the school district may suggest policies by submitting suggestions in writing to the School Board Chair or Policy Committee representative. The Board, acting as a whole or through the Policy Committee will seek appropriate public comment and administrative guidance for policy development and revision.
- C. Administration will provide procedures to a policy, along with the policy, whenever a policy issue has been raised.
- D. At a minimum, public notice on intent to adopt a policy shall be given at least 10 days prior to adoption at a regularly scheduled or special school board meeting.
- E. In general, policies shall be adopted according to the following process:
 - 1. A policy shall be warned for a first reading at a regular board meeting. The proposed policy, and any background information, will be distributed to board members prior to the meeting. The proposed policy shall also be made available to the public.
 - 2. At the first reading of the policy, the board may reject, revise, or approve the policy as written. If revised or approved, the policy shall move to a second reading at the board's next regular meeting.
 - 3. The second reading of the proposed policy shall be warned on the agenda for the following meeting. Copies of the policy, and any background information, shall be distributed to board members prior to the meeting. The proposed policy shall also be made available to the public. At the second reading of the policy, the board may reject, revise, table, or approve the policy as written.
 - 4. If the policy is approved at the second reading with no or only minor revisions, the policy shall be considered duly adopted.
 - 5. If the policy is rejected at the second reading, the policy shall be considered "dead."
 - 6. If the policy is revised at the second reading and the revisions are major (i.e., content is substantially changed), the policy shall move to a third reading at the board's next regular meeting. The same

procedures for warning the policy shall be followed.

7. If there is a third reading of the policy, the third reading shall be warned on the agenda for the board's following meeting. Copies of the policy, and any background information, shall be distributed to board members prior to the meeting. The proposed policy shall also be made available to the public. At the third reading of the policy, the board may reject, table, or approve the policy as written. If rejected, the policy shall be considered "dead." If approved, the policy shall be considered duly adopted. If tabled, the policy may be taken off the table and reconsidered only after the reconsideration has been warned and board members have been provided a copy of the draft policy. The proposed policy shall also be made available to the public. When taken off the table, the policy shall be considered at the same level of reading as it was when tabled.

F. Each policy shall have a title and should state its date of adoption and effective date.

G. Policies shall be numbered in accordance with the system established by the Vermont School Boards Association.

DISSEMINATION

Immediately following adoption, all policies will be distributed to board members, the principals and WCUUSD Central Office. All policies will be posted on the district website. Where appropriate or required, policies will be included in staff and/or family handbooks. It will be the responsibility of the principal to ensure that staff and students are familiar with applicable policies.

PROCEDURES

A. The Superintendent shall maintain and implement procedures that:

1. Are consistent with policy;
2. Establish guidance and standards of behavior for faculty, staff and students, provide explanations of how those standards are enforced, and establish consequences for failing to follow those standards; and
3. Provide detailed procedures and operational rules concerning the administration of the school.

B. The Superintendent shall, in timely fashion, notify the school board when s/he has developed any new procedure. At its discretion, the board may order a review of any rule or procedure.

Recommended

WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT

Board of Directors' Policy

POLICY: A20

WARNED: 12.2.19

ADOPTED: _____

EFFECTIVE: _____

BOARD MEETINGS, AGENDA PREPARATION, and DISTRIBUTION

Policy

All Board meetings will be held in compliance with Vermont's open meeting laws, 1 V.S.A. §§310 et seq.

Regular Meeting Schedule

Board will determine regularly scheduled meetings. The meeting schedule will be published and made available by the superintendent to any person on request.

Special and emergency meetings will be called by the chair on his or her own initiative or when requested by a majority of the board and shall be warned appropriately. Only items on the agenda may be acted upon at these meetings.

Conduct of Board Meetings

Meetings will be conducted in accordance with Robert's Rules of Order, Newly Revised. One or more members of the board may attend and participate in a regular, special or emergency meeting by electronic or other means so long as the requirements of 1 V.S.A. §312(a)(2) are met.

Executive Sessions

Executive sessions of the board will be convened only for the purposes stated in 1 V.S.A. §313. The minutes of any meeting where an executive session takes place will reflect the specific statutory reason for convening the executive session. Board members will not make public the confidential issues discussed during an executive session.

Agenda Preparation

The superintendent will prepare proposed agendas for all meetings of the board after consultation with the board chair. Items of business may be suggested by any board member, staff member, student, or citizen of the district. The inclusion of items on proposed agendas will be at the discretion of the board chair and superintendent, unless a majority of board members attending the meeting vote to add an agenda item to the next regularly scheduled meeting. An item may only be added or removed from a meeting agenda as the first order of business at the meeting. Other adjustments to an agenda may be made at any time during the meeting.

Agenda Distribution

The proposed agenda, together with supporting materials, will be distributed to board members by the superintendent five days prior to regular meetings and as soon as practicable before special and emergency meetings. At least 48 hours prior to a regular meeting and 24 hours prior to a special meeting, the superintendent shall ensure that the agenda is posted on the district website, in the municipal clerk's office and two other designated physical locations in the municipality. In addition, proposed meeting agendas will be made available to any interested person upon specific request.

*Legal Reference(s): 1 V.S.A. §§310 et seq. (Public meetings)
16 V.S.A. §554 (School board meetings)*

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

POLICY: F46

WARNED: 12.2.19

ADOPTED: _____

EFFECTIVE: _____

FLAG RAISING

Policy

It is the policy of WCUUSD that permission may be granted by the School Board for flags, other than the United States and Vermont flag, to be flown on school grounds.

Criteria the Board will include to make decisions on flying flags:

- The request to fly the flag must come from student groups, which must be able to articulate the importance of flying the flag.
- The flag must represent ideas that are linked to and support the current District Mission, Goals and Student Learning Outcomes.
- The flag must bring no harm to other groups of students.
- The request to fly a flag other than the United States and Vermont flag must be made annually to the School Board. The School Board may dictate the length of time a flag is to be flown.
- If appropriate the Board will invite comment from the community, including students, about the proposal.

School administration, in consultation with the School Board and school community, will develop operating procedures that include criteria for reviewing requests from student groups to raise flags.

WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT

RESOLUTION: HATE SYMBOLS

Board of Directors'

WARNED: 12.2.19

RESOLUTION

ADOPTED: _____

Washington Central Unified Union School District strives to create a learning environment conducive to student achievement, creativity and exploration. An environment in which students use their opportunities to experience their power to create and change themselves and their environment. Hate symbols indefensibly dishonor those goals. Yet, free speech values protect, but do not extol, the right to be wrong. Censorship may punish or suppress harmful speech but it does not change minds.

It is the sense of the WCUUSD Board of School Directors that symbols, lettering, or insignia associated with organizations that promote hatred or violence or that support white supremacy, such as Confederate symbolism, and the swastika, interfere with the orderly operation of our schools.

To unwaveringly protect all student's rights to a safe educational environment, the WCUUSD School Board directs administrative officials to vigorously and promptly enforce our Prevention of Harassment, Hazing, and Bullying and Student Self-Expression Policies to thwart and respond to the undeniably harmful effects with which hate symbols sully our educational community.

These policies should be enforced to combat symbol, lettering or insignia associated with organizations that promote hatred or violence or that support racial supremacy.

WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT

RESOLUTION: HATE SYMBOLS

Board of Directors'

WARNED: 12.2.19

RESOLUTION

ADOPTED: _____

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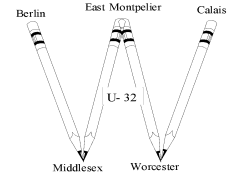
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Washington Central Unified Union School District

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

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Montpelier, VT 05602
Phone (802) 229-0553
Fax (802) 229-2761

Debra Taylor, Ph.D.
Interim Superintendent



Washington Central Unified Union School District Board Unapproved Meeting Minutes

12.4.19 6:30 – 9 PM

U-32 Middle/High School, Room 128/131

Board Members Present: Scott Thompson, Jonas Eno-Van Fleet, Jaiel Pulskamp, Lindy Johnson, Flor Diaz Smith, Chris McVeigh, George Gross, Vera Frazier, Student Representative Townes DeGroot

Administrators Present: Superintendent Debra Taylor, Doty Principal Gillian Fuqua, Rumney Principal Casey Provost, Berlin Principal Aaron Boynton, Calais Principal Cat Fair, Business Administrator Lori Bibeau, Director of Student Services Kelly Bushey, U-32 Principal Steven Dellinger-Pate, U-32 Assistant Principal Jody Emerson, Director of Curriculum and Instruction Jen Miller Arsenault, Director of Technology Keith MacMartin

Others Present: ORCA videographer, Corinne Stridsberg (arrived at 7:30); Matthew DeGroot (arrived at 8:30)

1.0 Call to Order: Scott Thompson called the meeting to order at 6:33 p.m.

1.1 Reception of Guests: no guests were present tonight at this time.

1.2 Agenda Revisions: Scott Thompson indicated that the board may, if time permits, go into Executive Session at the end of the meeting. Scott Thompson noted that he intends to have the meeting end at 9:00; however, at that time, the board may take action to extend the duration of the meeting. Board members were in agreement of this.

1.3 Public Comments: Scott Thompson noted that he had heard feedback to request that when committees meet, they prepare a summary to share, for example, on Front Porch Forum.

Steven Dellinger-Pate shared that Susan Dentith passed away over Thanksgiving break. Board members expressed their deepest condolences.

2.0 Spotlight – U-32 Principal, Steven Dellinger-Pate: Steven Dellinger-Pate shared an activity that U-32 has been practicing - to write notes on post cards for students (or staff). Board members selected post cards to do the same.

3.0 Book Reflection – Equity from the Board Room to the Classroom Chapter 7: Aaron Boynton facilitated a book reflection activity, using a discussion protocol.

4.0 Consent Agenda (Action)

4.1 Approve Minutes of 11.20.19: **Flor Diaz Smith moved to approve the minutes of November 20, 2019. Seconded by Jaiel Pulskamp, this motion carried unanimously.**

4.2 Approve Board Orders : **Lindy Johnson moved to approve board orders in the amounts of: \$421,789.60 and \$18,082.68. Seconded by Chris McVeigh.**

Discussion: Vera Frazier and Chris McVeigh asked a couple of questions for clarification.
This motion carried unanimously.

5.0 Reports (Discussion)

5.1 Superintendent: This written report had been shared with the board.

5.2 Leadership: This written report had been shared with the board. Kelly Bushey shared briefly about the November 11th professional development with David Melnick, around trauma-informed practice in schools.

5.3 Student: Townes DeGroot shared some of the student happenings.

5.4 Superintendent Search: Flor Diaz Smith shared that the steering committee has been meeting weekly. She shared that on Wednesday, December 11th, a public forum will be held to discuss the superintendent search; the intention of this meeting is to flesh out the questions for the interview committee. Some discussion followed around the composition of the hiring committee.

5.5 Negotiations: Lindy Johnson shared that the group has begun its work using Interest Based Bargaining process.

6.0 Finance (Discussion/Action)

6.1 Budget

6.1.1 Short-Term Capital Investment

6.1.2 Budget Draft #1a: Debra Taylor presented this budget iteration which reflects an increase of 4.82%. The board discussed Community Connections and other topics related to the budget, including proposed new positions for consideration in response to student needs. Some discussion followed around the difference between professional development and teacher coach positions.

Board members agreed that this budget draft is a good beginning, and is appropriate to share at the community forum on December 11th. Vera Frazier suggested that she would like to see a 3.5% increase budget for consideration. George Gross asked what is the population trend.

7.0 Policy (Discussion/Action)

7.1 Policy Committee Report: Chris McVeigh briefly reviewed the notes from the most recent Policy Committee meeting. Vera Frazier asked, in the future, if there are changes to policies, can edits be highlighted for board members' consideration.

7.2 First Reading of A2 Policies and Procedures, A20 Board Meetings, Agenda Preparation & Distribution, F46 Flag Raising Policies. Some discussion followed around these policies. The board and Steven Dellinger-Pate discussed the second flag pole at U-32; Principal

Dellinger-Pate indicated that the BLAM group is preparing a proposal for administration/ board around the Black Lives Matter flag, which is currently flying on the second pole.

Scott Thompson moved to approve first readings of the policies: A2 Policies and Procedures, A20 Board Meetings, Agenda Preparation & Distribution, F46 Flag Raising Policies. Seconded by Flor Diaz Smith, this motion carried unanimously.

At 9:00, Scott Thompson invited members of the leadership team to leave if they wanted.

Jonas Eno- Van Fleet moved to extend the board meeting an additional half hour. Seconded by Chris McVeigh, this motion carried unanimously.

7.3 Second Reading of C50 Comprehensive Sexual Health Services Policy. **Lindy Johnson moved to approve second reading of this policy. Seconded by Jonas Eno-Van Fleet, this motion carried unanimously.**

7.4 Resolution Regarding Hate Symbols: Jonas Eno-Van Fleet suggested some verbiage for Policy C27; he will forward this information to Debra Taylor and Chris McVeigh for the Policy Committee. Townes DeGroot asked whether there is an explicit definition for “hate symbol.” Committee members shared that creating a list is exhaustive; Townes felt that the verbiage Jonas Eno-Van Fleet had discovered is helpful in defining “hate symbol.”

8.0 Personnel (Action)

8.1 Approve Hires: none

9.0 Board Operations

9.1 Possible Renaming of District: the board will address this at a later date.

9.2 Board members considered the board members terms of office. January 27, 2020 is the deadline for community members to acquire signatures on a petition to run for a vacant seat. The board will use Front Porch Forum to communicate this.

10.0 Future Agenda Items

10.1 Solar Power Discussion

11.0 Board Reflection and Summary of Meeting – Next Steps for Board Members

12.0 Adjournment: At 9:30 p.m., the board adjourned by consensus.

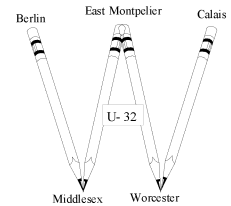
Respectfully submitted,
Lisa Stoudt, Board Recording Secretary

Washington Central Unified Union School District

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Debra Taylor, Ph.D.
Interim Superintendent



Washington Central Unified Union School District Board Community Budget Forum Unapproved Minutes 12.11.19 6:30-7:30PM

U-32 Middle/High School, Room 128/131

Present: Superintendent Debra Taylor, Business Administrator Lori Bibeau, Scott Thompson, Flor Diaz Smith, Jaiel Pulskamp, Lindy Johnson, Chris McVeigh, Jonas Eno-Van Fleet, Keith MacMartin, Kelly Bushey, Steven Dellinger-Pate, Katie Reed, Calais; Lauri Scharf, Middlesex; Dave Lawrence, Middlesex; Cynthia Gardner-Morse, Calais; Michael Close, Worcester; Michael Duane, East Montpelier

1.0 Call to Order: Scott Thompson called the meeting to order at 6:40 p.m. He thanked those present and invited input throughout the course of the meeting.

2.0 Discuss Proposed Washington Central UUSD Budget

Question from Cynthia Gardner-Morse: Why does the packet indicate that we became a merged/single district on July 1, 2019? Isn't this still be decided in the courts?
Scott Thompson explained that this is the legal mandate at this time, including the name: WCUUSD. Oral arguments to be held Jan 15, 2020, in Middlebury around the ongoing court case.

Scott Thompson introduced board members who were present.

Scott Thompson and Flor Diaz Smith provided a powerpoint presentation: *WCUUSD FY20-21 Board Budget Presentation, Community Forum, December 11, 2019.*

Scott Thompson stated that this forum tonight is an important process because the budget is still in a "malleable" stage.

Scott Thompson explained that equalized pupils affects tax rate; preserving enrollment to the best of our ability is an advantage. We do not yet know the equalized pupil data for FY20 yet; we will know later this month.

Scott Thompson indicated that the list of budget considerations that the WCLT (Leadership Team) had recommended is in part in response to the changing student demographic which reflects a dramatic increase in students who have experienced childhood adversity in such a way that it affects their ability to be successful in schools.

Some discussion followed around the "List of Budget Considerations" slide.

Scott Thompson shared that Draft 2 will represent an increase of 3.5%, which is a decrease from this draft.

Scott Thompson asked whether there is any input from the audience about items that are NOT included in this list.

Michael Close spoke about the strings program at U-32, and that Doty is the elementary school in WCUUSD that offers strings opportunities to all students at no expense to the students.

Katie Reed also stated that an expansion of offering the strings program would be beneficial to students; she described her personal experience of providing this opportunity to her children; she spoke about the need for equity so that all students have this opportunity.

Lauri Scharf spoke about alternative pathways to careers, etc.

Desire for elementary foreign language instruction was indicated.

Some discussion of the fiddle program in Worcester.

Is there an after school homework support group? Some discussion followed around what the various schools offer.

Regarding bond payoff - how do we carry the savings forward and not be tempted to find a way to "fill" the slot. Scott Thompson replied: through rigorous, informed, capital planning.

A lengthy and interactive discussion followed around the capital plan.

Superintendent Taylor reminded those present that the board meets next Wednesday (12-18-19) at ***Berlin School*** to consider the next iteration of the budget.

3.0 Adjourn: The meeting adjourned at 7:45 p.m.

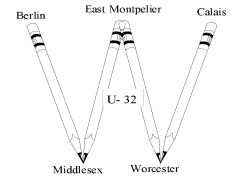
Respectfully submitted,
Lisa Stoudt

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Debra Taylor, Ph.D.
Interim Superintendent



Washington Central Unified Union School District Board Special Meeting Unapproved Minutes

1.8.20 6:30 – 9:00 PM

U-32 Middle/High School, Room 128/131

unapproved

Board Members Present: Scott Thompson, Jaiel Pulskamp, Marylynne Strachan, Flor Diaz Smith, George Gross, Vera Frazier, Jonas Eno-Van Fleet, Chris McVeigh, Lindy Johnson, Dorothy Naylor; Student Representatives Mia Smith, Townes DeGroot

Administrators Present: Superintendent Debra Taylor, Director of Special Services Kelly Bushey, EMES Principal Alicia Lyford, Berlin Principal Aaron Boynton, Business Administrator Lori Bibeau, Rumney Principal Casey Provost, Director of Curriculum, Instruction, and Assessment Jen Miller-Arsenault, U-32 Principal Steven Dellinger-Pate, Director of Technology Keith MacMartin, Calais Principal Cat Fair, U-32 Assistant Principal Bill Deiss, U-32 Assistant Principal Jody Emerson

Others Present: Anna Van Dine, VPR; Jill Olson, Middlesex; Eric Benedict, Middlesex; Chip Darmstadt, Middlesex; Amy Young, Berlin; Jessica Heinz, East Montpelier; Ray Mikus, Middlesex; Bill Heigis, East Montpelier; Tricia Dwyer, East Montpelier; Denise Towne, East Montpelier; Representative Kimberly Jessup, Middlesex; Gretchen Mashkuri, Middlesex; Javad Mashkuri, Middlesex; Lauri Scharf, Middlesex; Eric Scharf, Middlesex; Liz Scharf, Middlesex; Alan Lattimore, Middlesex; Dave Liebermann, East Montpelier; Richard Kehne, Calais; David Delcore, Times Argus; Michael Sherwin, EMES; Caroline Grace, U-32; Sue Pryce, U-32; Alden Bird, U-32; Brian Albee, U-32

1.0 Call to Order: Scott Thompson called the meeting to order at 6:31 p.m. He wished everyone a happy new year, and welcomed the guests. Scott Thompson noted that the budget forum that had previously been scheduled had been canceled due to weather. Tonight: proficiency based grading, finance/ budget, other board business (including an Executive Session to select Superintendent interview committee members.)

1.1 Reception of Guests: Scott Thompson welcomed those present.

1.2 Agenda Revisions: No revisions were suggested.

1.3 Public Comments: Anna Van Dine introduced herself, as she will be audio-recording portions of the meeting for a VPR story on proficiency based grading.

2.0 Proficiency Based Grading – GPA Calculation: Superintendent Debra Taylor introduced the process of moving toward proficiency based grading. She invited questions from the community, to follow a presentation from Principal Steven Dellinger-Pate and Director of Curriculum, Instruction, and Assessment Jen Miller-Arsenault.

Discussion followed around proficiency based grading.

Some feedback from the community:

- GPAs not comparable, even to what students in Montpelier are receiving.
- Not setting our students up to show a competitive profile in a very competitive field.
- Scholarships? when numbers truly matter - how does our system fit the criteria?
- Why wasn't this homework done before this was rolled out?
- Suggestion to share information as students are getting replies from colleges re: admission and, e.g., merit scholarships
- Question about weighted grading
- Still asking for more specific information about ranking
- Discussion of transferable skills
- Explanation of why this graduating senior class will not have freshman grades included in the final GPA

Due to the late hour, Scott Thompson wrapped up community forum opportunity and asked board members to share their input.

Vera Frazier: It has been a rough four years, and we are where we are. As a board member, she asked that no student is at a disadvantage because of mistakes and missteps along the way.

Dorothy Naylor: Would like to have a better understanding of proficiency based grading, but feels that we have some work to do.

Chris McVeigh: Would like to revisit this issue to be sure that we are not putting kids at a disadvantage. Considering a system where we are abiding by the proficiency based learning state mandate, but addressing the grading system.

Jaiel Pulskamp: It's important for kids to have an understanding of exactly what they have to do to achieve a "4."

Lindy Johnson: Spoke from her perspective as an educator as well as having worked as a college admissions counselor; this is a longstanding issue.

Jonas Eno-Van Fleet: The issue is not with how the students are educated, but more how others outside perceive the students' grade reports.

Flor Diaz Smith: Thanked the administrators for responding to issues and for owning the mistakes along the way. She looks forward to working on other issues such as improving math performance.

George Gross: Thanked the administration for figuring this out and moving us in the right direction.

Marylynne Strachan: Sounds like parents are not completely comfortable with the actions that have been taken; need to continue to have conversations around proficiency based standards and grading. She expressed her appreciation to the administration for the work they have done on this issue.

Townes DeGroot: Shared his perspective that he has not felt disadvantaged; that he has found the administration to be responsive to questions about the system.

Mia Smith: Agrees that the college application process has had an extra layer of stress due to the unknowns around this new system.

Scott Thompson expressed gratitude to the community for providing feedback and discourse. he acknowledged the administration for addressing mistakes in the grading system that have been discovered. He suggested that it would behoove the board to work with other school districts to see what their solutions are. Would like to consider looking at a policy to address grade point average.

Superintendent Taylor thanked Steven Dellinger-Pate, Jen Miller-Arsenault and Lisa LaPlante for their work on the proficiency based grading issue.

3.0 Finance (Discussion)

3.1 Expenditure Budget for FY 20-21: Superintendent Taylor shared a slideshow: WCUUSD FY20-21 Board Budget Presentation, January 8, 2020. She invited questions or feedback from board members. Jonas Eno-Van Fleet thanked her for presenting a budget that is actually lower than the guidance the board had provided. This budget draft reflects a 3.09% increase in net impact on taxes. Lori Bibeau explained some of the specifics of this budget draft.

Scott Thompson asked the building principals to respond to this proposed budget: Principals expressed that they are happy with this budget outcome; they shared that they had appreciated the process which felt collaborative and supportive.

3.2 Tax Estimate Information: Lori Bibeau had shared this information.

3.3 District Warning for Town Meeting: Superintendent Taylor shared this warning draft.

3.4 Summer Capital Projects Proposal: Superintendent Taylor reviewed a memo she and Lori Bibeau had created on January 3, 2020, Capital Projects and Budgeting FY20-21. She invited input from boards. Dorothy Naylor asked the board to consider creating a council in each town, which includes a board member, to consider facilities and maintenance planning. Community member Richard Kehne stressed the importance of long term capital planning (more than 5 years).

3.5 Board Letter for Annual Report: Superintendent Taylor shared a draft letter for annual

report, written by board chair Scott Thompson. Some discussion followed, included a suggestion to include in a positive way, what schools provide for students who face adversity.

4.0 Set Announced Tuition Rate for FY 20-21: Superintendent Taylor explained this annual board business. **Lindy Johnson moved to accept the tuition rate as presented tonight. Seconded by Dorothy Naylor, this motion carried unanimously.**

5.0 Select Superintendent Interview Committee Members

At 9:08 p.m., Dorothy Naylor moved to go into Executive Session for the purpose of discussing personnel. Seconded by Jaiel Pulskamp, this motion carried unanimously.

At 9:35 p.m., Lindy Johnson moved to come out of Executive Session, Vera Frazier seconded, motion passed unanimously.

Marylynne Strachan moved and George Gross seconded approval of the composition of the superintendent interview committee as presented by Dorothy Naylor, motion passed unanimously.

6.0 Adjournment

At 9:37 p.m. the meeting adjourned by consensus.

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

Upcoming Meetings:

January 15, 2020 at Berlin Elementary School

5:30 pm Budget Forum

6:30 pm Regular Board Meeting

Superintendent Report to the Washington Central USD Board

January 15, 2020

1. Broadening Communications with Community

School Budget Information

School budget information sharing is scheduled to begin in January following the approval of the budget and will include the following: staff meetings at each school, distribution of a brochure to every registered voter in our five towns, presentations at area community organizations, podcast, ORCA media budget presentation, distribution of documentation to community members at school athletic, music and arts events and publication/distribution of our WCUUSD Annual Report.

Preparation for Town Meeting

Elections -

Our school board members are growing in number this year. Per the articles of agreement, there will be five additional board members elected - one from each town in March 2020. In addition, four of our ten board positions are up for election. Below is our list of open positions and terms:

Town	Position	Term
Berlin	One School Director	Two Year Term - Expires 2022
	One School Director	Three Year Term - Expires 2023
Calais	One School Director	One Year Term - Expires 2021
	One School Director	Three Year Term - Expires 2023
East Montpelier	One School Director	Three year Term - Expires 2023
Middlesex	One School Director	Two Year Term - Expires 2022
	One School Director	Three Year Term - Expires 2023
Worcester	One School Director	One Year Term - Expires 2021
	One School Director	Three Year Term - Expires 2023

The following members' terms will expire in March 2020:

Vera Frazier, Berlin
Dorothy Naylor, Calais
Marylynne Strachan, Middlesex
Jaiel Pulskamp, Worcester

January 27, 2020 is the last day for candidates to file petitions and consent of candidate forms to appear on the ballot for Town Meeting. Petitions are available at each of our five town clerk offices.

The following statement will be included in our school newsletters:

Join the School Board!

The WCUUSD Board of Directors is expanding from ten to 15 members on Town Meeting Day, which means YOU have an opportunity to make a difference in our schools and in our community. You do not have to be a teacher, a parent, or an expert to join a school board. School board members come from all sorts of backgrounds and walks of life. All you need is an open mind, good will, and an interest in supporting the education and development of our children and students, who are the most important resource any community has.

If you have the desire to make a positive impact on the lives of the next generation of Vermonters, visit your Town Clerk's office soon and pick up a petition. Gather the right number of signatures from registered voters in your town, and return the petition to your Town Clerk by January 27. That will place your name on the Town Meeting Day ballot as a candidate for the WCUUSD Board of Directors. We are eager to meet you, our new colleagues on the Board! If you want to know more about what it's like to be a member of a school board, or even if you just want to share your concerns and comments about our schools or the performance of the Board, please attend one of our meetings, or contact a current board member directly.

Annual Report -

Our annual report preparation has begun! This year we will again publish our combined district annual report. The report will feature highlights from each school principal for the prior year as well as our proposed budget for the 2020-21 school year.

Annual Meeting - Town Meeting -

As a result of a vote of the electorate in November, our Annual Meeting is scheduled on Monday, March 2, 2020. At this meeting, the board will present the proposed budget and respond to questions. The meeting will be held at U-32 beginning at 6:30 pm.

Town Meeting will occur in each of our Towns on March 3, 2020. All school elections and articles will be voted by Australian Ballot in each town on this date. Voters may request absentee ballots in advance and may also register at the polls on March 3.

Please mark your calendars!

2. Long Term Planning

A Board resolution that was unanimously approved in their retreat in July concerning the disposition of prior school debt, was shared with legislators this fall. Further discussion ensued during the Board/Legislator discussion in November. Earlier this month, Representative Janet Ancel proposed H609. Please see this [link](#) to view the bill.

We held Policy Committee meetings on December 10th and January 6. Several policies are included for first or second reading for board review at this meeting.

We held a joint negotiations session on December 16 at 5:30 pm at U-32. A subgroup has been formed to address the language changes associated with the Act 46 merger which met on January 6. The next full joint negotiations session will occur on January 13 at 5:00 pm at U-32.

The Finance Committee met on December 12. The committee discussed feedback received from the community at our budget forum on December 11, requested that the administration prepare a draft 1b of the budget with a 3.5% increase, approved the initiation of two RFPs for Rumney and Doty, and approved bids for vehicles and security equipment for U-32. Following the Board's directive, the administration reviewed the budget in depth and presented a budget with a 3.09% increase on January 8, exceeding the target the board identified. The Finance Committee met next on January 9. During this meeting, they discussed the audit reports and will recommend that the WCUUSD board approve the 2019 audit reports and remaining 2019 warrants. The committee recommended capital projects to the full board, considered community feedback and contributed to the development of a communication plan for the district budget.

During the summer retreat the board identified specific goals to guide their work for the coming year. The board also agreed to engage in a discussion of the book: Equity, From the Boardroom to the Classroom by Patrick Rice. The next step is for the board to articulate the structure of the professional learning organization to support our innovative school system and pave the way for the initiation of a strategic plan for our newly unified district.

3. Educational and Academic Outcomes

Recent effort has been made to respond to feedback concerning the GPA as one focal point of communication of student performance to colleges and university admissions during this time of transition to proficiency-based grading. In response to feedback we received in December, we recalculated our GPA (additional .5 for each level up to 4.0) and revised our high school profile. The adjustments we have made are intended to ensure that our students performance is properly communicated to colleges.

Due to our advanced work in the implementation of proficiency-based learning since 2014, Washington Central and U-32 have been invited to present information to the state board of education on January 21 as they collect feedback concerning our progress implementing the model here. U-32 Principal Steven Dellinger-Pate will represent us at the state board meeting.

Schools continue to monitor our student's progress in reading and mathematics through local assessments. Our implementation of the I Ready Math curriculum materials is underway in grades K-8. Following a review of data, the leadership team has agreed to undertake a literacy audit. The purpose of the audit will be to assess the quality and fidelity of our literacy instruction and intervention efforts. The audit will be completed this spring and we will use the information to guide our future comprehensive improvement. Once the strengths and challenges of our literacy program are identified, professional development, resources and coaching support will be planned and implemented.

Other Areas of Focus

I continue to visit each school weekly. In January, I look forward to full and half day visits to each school to better acquaint myself with the staff, climate and rhythm of the school.

New Year - New Beginning!

Here is a copy of my message shared with the school community:



Superintendent Debra Taylor
New Year Message to
Washington Central School District and Community
January 1, 2020

Let me begin by wishing you a very ***Happy New Year*** filled with many successes and continued progress!

At Washington Central Unified Union School District (WCUUSD) we place great value on our students continued *success* and academic *progress* as they move through their academic journey.



I trust that you had a wonderful winter break spending time with family and friends and getting some well-deserved rest. I am excited to welcome you back as we continue our work for the second half of the year to ensure that student growth and learning continues.

The new year stands before us, like a book, waiting to be written. Today is the first blank page of the 365-page book. Write a good one. As you begin your journey into 2020, take this advice from Helen Keller to heart: *Resolve to keep happy, and your joy and you shall form an invincible host against difficulties.*

As we approach the midpoint of the school year, it is our responsibility to ensure that our students are academically strong and that our instructional and support teams remain energized. When we take a look at the year-in-review, we have made strides in terms of student growth. At the elementary level, our students are engaged in their learning and developing foundational knowledge academically and artistically. As our students advance through middle and high school, they continue to make progress and challenge themselves with rigorous coursework in

our proficiency aligned curricula resulting in favorable outcomes in English, Math, World Languages, Arts, Sciences and Advanced Placement (AP) courses. Our students continue to grow and our high-quality staff capably support our students. Together our great students, families and staff working together to reach the milestones necessary for a bright future.

After three years of enactment, we have begun to take stock in our District Implementation Plan to further articulate our work through 2020, and prepare for the next, soon-to-be-developed Strategic Plan. With our recently unified school district comes the responsibility of ensuring that our instructional program remains strong and that student achievement is at the forefront. To this end, we will refine and expand our professional learning experiences, resources and support for all staff, for we know that through transformative adult learning, we elevate student learning.

Finally, student and staff safety continues to be a top priority for us. Winter weather presents unique challenges with transportation for all of us, so we encourage you to take precautions while traveling to and from school when winter weather conditions make travel difficult. For more information on inclement weather decision making, school delays and closures please visit our district website.

Thank you for your commitment to making sure that ALL students at WCUUSD are provided with all of the tools, resources, opportunities and choices to support their individual paths to be successful – something our communities have come to expect. I look forward to working with you in the coming months.

Happy New Year!

Yours in Education,

Debra Taylor

Debra Taylor, Ph.D.
Superintendent

Connect via Email: dtaylor@u32.org

Visit Our Website: WCSU32.org

Follow Us on Twitter: [@CentralUUSD](https://twitter.com/CentralUUSD)

“There are far better things ahead than any we leave behind”

—by CS Lewis

WCUUSD Leadership Team Report to the Board

January, 2020

School Safety Training

On December 10th and 11th, administrators from all schools and Debra attended the Margolis and Healy school safety training. The purpose of this was to examine many possible emergency situations within our buildings and develop response protocols. The scenarios the leadership team examined were both natural and man-made.

The key learning that emerged from the work is that as a unified district, we need to ensure that we have consistent procedures and language in place in the event of an emergency. Margolis and Healy provided the leadership team with tools to help us develop and maintain school based safety committees, assess and plan for likely events, and a template for a consistent Emergency Operations Protocol manual. The training was also valuable in that it provided clarity for administrators about the roles and responsibilities of emergency response personnel, school level leadership, and district level leadership.

Upcoming Assessments

The Winter assessment window of the Benchmark Assessment System (BAS) is upcoming, January 13 through February 7, across elementary schools. Readers in kindergarten through grade 6 will participate in the BAS literacy assessment, which will give teachers and administrators an opportunity to see the growth that students have made, plan for instruction in areas of need, and provide additional data that will guide interventions and supports.

Integrated Field Review Report

WCUUSD hosted our Agency of Education Integrated Field Review on October 17. A team of educators from neighboring school systems and AOE personnel visited all six of our schools and our Central Office. They focused on the five areas aligned with Vermont's Educational Quality Standards: Academic Proficiency, Personalization, Safe Healthy Schools, High Quality Staffing, and Investment Opportunities.

We received the final report earlier this week. The report contains summary evidence statements, commendations, and recommendations in each of the five areas. We plan to discuss the report as a leadership team and share it with our faculties in the weeks ahead. We will look forward to discussing it with the school board in early February

Continuous Improvement Planning

WCUUSD will engage in a comprehensive needs assessment as part of the continuous improvement planning process beginning in early February. We are able to leverage Doty's identification as a school in need of comprehensive supports in order to have technical assistance from the VT Agency of Education. AOE personnel who are deeply involved in continuous improvement planning will facilitate this work. We plan to gather as a school district and in school teams in order to engage in this work.

We are in the process of finalizing the dates and times and will soon recruit participants. We will need teachers, parents, community members, and board members to join our CIP team. We anticipate meeting 3-4 late afternoons/early evenings, likely on Thursdays, in February and March. Look for more specific information in school newsletters in the near future, and please consider joining us in this important work.

Facilities Updates

Calais: We uncovered a challenge in one of our classrooms during some of our normal maintenance and repair routines in December. As we are an older building, we follow best practice by using our environmental company to test for possible issues around mold and asbestos before repairing walls, ceilings or floors. In this case, our diligence paid off because we were able to identify and mitigate a minor spot of mold on the insulation between walls in one of our classrooms before it became a major issue. We followed the recommendations of the experts and were able to get the insulation replaced professionally with no worry about safety for the health of our students and faculty. While it's unfortunate this occurred, it was caught early.

Doty: We have received a school safety grant to install a school-wide PA system and to update classroom door knobs.

- Our annual fire system inspection showed that many of the heat detectors are nearing the end of their life spans. When the report is received, we will be making a plan to replace all old detectors over the next 1-3 years.
- Black River Design is working to finish drawings of the updated exterior to share with the Worcester community.
- The first steps toward a new playground are happening in the form of reaching out for community volunteers and support.

EMES: EMES is very excited to announce that the EMES Techno Turtles FIRST Lego League Team has been awarded a \$1,200 "Idea Launch Grant" through ShareYourself.org and VSECU and \$250 from Josh Ryan's Timber and Stone, to make the EMES playground more inclusive for kids with mobility challenges. They presented their idea at Norwich University and to the EMES Community in December and are hoping to break ground this spring.

Upcoming Events

Berlin:

- January 29: 1:45 p.m. Whole School Meeting - led by Mrs. Turcotte's Class
- February 3: 10:45 - 11:45 a.m. Triple Treble Musicians Performance

Calais:

- January 9: Coffee with U-32 principal, Steven Dellinger-Pate
- January 20: Inservice
- January 24: PTNO Pasta Dinner

Doty:

- January 22: Rising 7th Grade Parent Night at U-32
- January 29: New playground informational meeting
- February 3: Vermont Symphony Orchestra performance

East Montpelier:

- January 3: All School Assembly "Giving Back" to our community
- January 10: All School Assembly kicking off January Kindness Month
- January 22: Rising 7th Grade Parent Night at U-32

Rumney:

- January 14: All-School Meeting
- January 21: Winter Ensemble (Band and Chorus) Concert
- January 22: Rising 7th Grade Parent Night at U-32
- February 2: Vermont Symphony Orchestra Performance

U32:

- Our [Tandem Calendar](#) is a great place to learn about all the Co-curricular activities at U-32.

Superintendent Search Committee Meeting Minutes

January 6, 2020

Present: Mark Andrews, Steven Dellinger Pate, Lori Bibeau, Flor Diaz Smith, Kate McCann, Chrissy George, Alicia Lyford, Scott Thompson, Dorothy Naylor, Chris McVeigh (via phone) and Carla Messier.

Agenda Item	Discussion	Follow up (Person Responsible)
Call to order	Dorothy called the meeting to order at 8:00 am	Carla will now take minutes for meetings.
Discussion Agenda	<p>1. Approve 12/16/19 Minutes</p> <p>Dorothy opened the meeting to review the minutes from 12/16/19 meeting. Scott made the motion to accept minutes, Flor seconded, voted, passed unanimously.</p>	
Agenda Item	Discussion	Follow up (Person Responsible)
	<p>2. Review Google Survey Results / Revisit themes from engagement series</p> <p>Dorothy began the discussion reviewing the sample results from the survey. Many people could have picked more than one segment that they represented. Michelle Ksepka was on hand to help provide clarification on the results. 333 respondents, the extra reminders helped to push the number of replies up. Total seems low based on population, but has been the best of all samplings that have been done.</p> <p>Further discussion on the most important question and why. Michelle will condense the information to have only the comments which will be provided to the Interview committee for direction based on the community survey and engagement meetings.</p> <p>The committee thanks Michelle for all of her work and assistance in the questions and survey work she provided in the community engagement. She made the process flawless.</p>	
	<p>3. Post individual top 9 questions / identify picks held in common.</p> <p>4. Select 12-14 questions / wordsmith if necessary</p> <p>Dorothy asked how many candidates as of this morning – 12 so far with 2 internal. Mark</p>	Steven and Alicia will provide revisions by Friday 1/10/20.

	<p>indicated this will be discussed later in our meeting.</p> <p>Two documents were provided, Draft 4 and Draft 5 of the questions that were compiled for the Interview process. Draft 4 provided the starting point and Draft 5 indicates the number of supporting votes the members of the committee felt the question made the top 9.</p> <p>There was extensive discussion of the questions and their content. All questions were evaluated and placed within the category or more than one, to see where the content fell within the 9 categories. This process helped to eliminate some questions.</p> <p>Discussion further on total number of questions and time allowed for each interview. Would prefer more expansion on answers of questions than more questions. Want to get to know the candidate and their perspective. Some questions could be in a second round interview (if necessary) or by the board interview.</p> <p>Final questions from Draft 5 – 1, 2, 4, 5, 6, 8, 9, 11, 12, 13, 14, 15, 16. Rework on some questions and adding Draft 4 question 16 into the group. #4 will be reworked (providing examples of your past work in engaging the community), #11 reworked (As a district these are all important to us (list them) Which one are you most excited about, which do you need most growth in. This was to be stated as a choice for the candidate to answer - not all that were listed), #16 reworked adding info from Draft 4 #16 (Address SLO, PLP, assessments (test scores) and proficiency based report cards and expectations for the superintendent to provide enhancement).</p>	
	<p>5. Review Search Process Calendar.</p> <p>This week is the last work of the Steering committee on the Superintendent Search. On 1/8/20 the board will decide the final composition of the Interview committee for all the applicants expressing interest in serving on the interview committee.</p> <p>Interview committee will commence on 1/13/20.</p>	
Agenda Item	Discussion	Follow up

	<p>6. Update Candidate Pool.</p> <p>As of this morning there were 12 candidates seeking the position. Interview committee will be able to review all candidate material. Two internal candidates. All applicants are through SchoolSpring.</p> <p>First meeting for training will be on 1/14/20 at 4 pm to 6 pm in the Central Office Conference room. Will be doing confidentiality training and criteria for evaluation. Looking to use a 90 minute window for each candidate interview. Need to be mindful of any that are out of town and being able to attend the interview time / bring them to us.</p> <p>Potential need for interview committee meeting during the week of 1/20 to 24 – may need to complete the evaluation process for those candidates to interview.</p>	
	<p>7. Update interview committee formation.</p> <p>The board will be meeting on 1/8/20 to review the letters of interest. The board will evaluate and appoint those to serve. Letters to those appointed will be sent on 1/9/20 as well as memos to those that expressed interest but were not appointed.</p> <p>We are fortunate to have more applicants than available slots to fill on the committee.</p>	
Action Item	<p>8. Other.</p> <p>Orientation materials will need to be provided for those that are on the Interview committee. Carla / Lori will send samples from our prior processes to Mark.</p>	
Plan Next Steps	Committee work complete. Interview committee will be the following group in this process	
Next Meeting Date	None	Central Office, Gallison Hill
Adjourned	Meeting adjourned at 9:15 am	

Agreement to Join the Winooski Valley & Statewide
Choice of Public High School Collaborative
for the 2020-2021 School Year
Under Act 129 (Sec. 34. § 822d 2A)

U-32 Middle & High School agrees to join the Winooski Valley & Statewide Choice of Public High School Collaborative for the 2020-2021 school year. We will abide by the conditions outlined in the attached Articles of Agreement.

Our high school will agree to accept no more than 10 (ten) students and will send no more than 40 (forty) students* for the 2020-2021 school year.

** Please make sure this number agrees with the guidelines provided
by Act 129 Sec. 34. § 822a.(b)**

For the Board of School Directors of Washington Central Unified Union School District:

Signature & Title: _____
Debra Taylor, Ph.D., WCUUSD Interim Superintendent

Dated: _____

Please fill in the name of the school contact who will send out & receive applications (usually the Principal or Guidance Director) for your school.

School Contact Name & Position: Lisa LaPlante, Student Services Director

E-mail for School Contact: llaplante@u32.org

**WASHINGTON CENTRAL UNIFIED UNION SCHOOL DISTRICT
EMPLOYEE TERMINATION FORM**

Name: Paula Crossett, RN Date: December 3, 2019

School: U-32 Position: School Nurse

Reason for leaving (check one):

VOLUNTARY TERMINATION

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

INVOLUNTARY TERMINATION


_____ Position eliminated
_____ Other--please specify: _____

Comments: _____

Last work day: End of the 2019-2020 school year

Employee signature: Paula Crossett

ADMINISTRATIVE USE ONLY:

Board action date: <u>12/18/2019</u>	Position posting date: _____
Employee eligible for rehire:	<div style="display: flex; align-items: center;"><div style="text-align: center; width: 50px;"><u>X</u> _____ _____</div><div style="margin-left: 10px;">Yes No With conditions (specify): _____</div></div>
Administrator signature: <u></u>	
cc: Superintendent Personnel File Payroll Note: Send all documents in local personnel file to Administrative Assistant to Superintendent	



A Middle and High School Learning Community

December 3, 2019

Dear Steven,

I write this letter to announce my formal retirement from U-32 as School Nurse, effective June 30, 2020.

I would like to thank you for all the great opportunities you have given me as an employee at U32. I have enjoyed working with and learning from my colleagues for the past 18 years and am ready to move on to the next phase of my life.

Please let me know if I can be of any assistance during this transition.

Sincerely,

Paula Crossett

**WASHINGTON CENTRAL SUPERVISORY UNION
EMPLOYEE SEPARATION FORM**

Name: Kathy (Topping) Wiese

Date: November 26, 2019

District: U-32

Position: Science Teacher

Reason for leaving (check one):

VOLUNTARY TERMINATION

☐ Another position with: _____
New Employer

☐ Relocating / moving: _____
New Address (to forward tax information)

☒ Retirement: _____

☐ Other – please specify: _____

INVOLUNTARY TERMINATION

☐ Position eliminated: _____

☐ Other - please specify: _____

Comments: _____

Last work day: End of the 2019-2020 school year

Employee signature: See attached retirement letter

ADMINISTRATIVE USE ONLY:

Board action date: December 4, 2019

Position posting date: December 2019

Employee eligible for rehire: ☒ Yes
☐ No

☐ With conditions (specify): _____

Administrator Signature: [Signature]

☒ Superintendent / Personnel File

☒ Payroll

RECEIVED NOV 26 2019



A Middle and High School Learning Community

11/26/2019

To: Steven Dellinger-Pate

After a long and wonderful career at U-32, I have decided that this year will be my last.
Please plan for me to retire at the end of the 2019-2020 school year.

Kathy Topping Wiese

Kathy Topping Wiese

Chemistry teacher