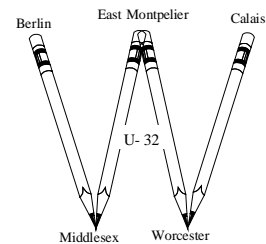


Washington Central Supervisory Union

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

William Kimball
Superintendent



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

Executive Committee of the WCSU Supervisory Union Board Meeting Agenda

5.2.19

4 pm – 5:30 pm

Location: Central Office Conference Room, 1130 Gallison Hill Road, Montpelier VT

- 1.0 Call to Order
 - 1.1 Agenda Revisions
 - 1.2 Public Comments and Correspondence
 - 1.3 Executive Committee Comments
 - 1.4 Approve Minutes of 4.4.19 - pg. 7

- 2.0 Discussion Agenda
 - 2.1 Superintendent Search Update
 - 2.2 WCSU Board
 - 2.2.1 Timing of Next Meeting
 - 2.2.2 Agenda
 - 2.3 WCUUSD Update
 - 2.4 Annual Fiscal Management Questionnaire – pg. 7

- 3.0 Action Items
 - 3.1 Approve Board Orders
 - 3.2 Approve ESP Contract for Academic Year 2019-2020 as Negotiated by the Negotiations Committee
 - 3.3 Approve Non-Bargaining Contracts
 - 3.4 Accept Retirement – pg. 8
 - 3.5 Accept New Hire – pg. 7

- 4.0 Reports to the Board
 - 4.1 Superintendent – pg. 7
 - 4.2 Directors – pg. 8
 - 4.3 WCSU Financial – pg. 8
 - 4.4 Policy Committee
 - 4.5 School Quality Committee

- 5.0 Adjourn

April 23, 2019

Dear Kelly,

After much thought, I have decided to retire at the end of the 2018-2019 school year. I am especially grateful for the flexibility this year's position afforded me to be readily available to my mother and her increasing needs. I have very much enjoyed working in the WCSU the past five years. I have been impressed by the commitment and caliber of my colleagues in the district. Many thanks!

Sincerely,
Jane Caswell

**Washington Central Supervisory Union
Employee Nomination Form**

Name: Deborah Gale

School: WCSU Employer (if different): _____

Position: EEE

Department/Area: _____

Type: Permanent One-Year Non-Renewable Temporary

Contract: Faculty Educational Support Personnel Non-Bargaining Unit

Reason for vacancy: Resignation/Retirement Leave of Absence New Position

(If leave of absence or resignation, name of terminated employee: Joanne Mankoff)

Educational Preparation:

College	Degree	Date Attained
<u>UVM</u>	<u>MEd Early Child SPED</u>	<u>1/2018</u>
<u>Cornell University</u>	<u>BA Human Development</u>	<u>5/1971</u>

Experience: _____

Years of Related Experience: 1 year L1 (5-80)
6/30/21

Salary Schedule Placement: M00-14 Step 1 Start Date: August 2019

Salary or Wage Rate: \$ 47,619⁰⁰ BK^{OK}
4/23 Date of Board Appointment: _____

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

Interviewed by: _____

This candidate is recommended for employment by: Bill Kimball, Superintendent

cc: (check as appropriate):

PERSONNEL PAYROLL SPED UNION BUILDING PRINCIPAL

Washington Central Supervisory Union
Employee Nomination Form

Name: Emily Heckler

School: WCSU Employer (if different): _____

Position: Speech Language Pathologist

Department/Area: Special Education

Type: Permanent One-Year Non-Renewable Temporary

Contract: Faculty Educational Support Personnel Non-Bargaining Unit

Reason for vacancy: Resignation/Retirement Leave of Absence New Position

[If leave of absence or resignation, name of terminated employee: _____]

Educational Preparation:

College	Degree	Date Attained
<u>See attached resume</u>		

Experience: _____

Years of Related Experience: _____

Salary Schedule Placement:

M00-14 Step C BK^{OK} 4/03

Start Date:

Aug 2019

Salary or Wage Rate:

\$ 48,947

Date of Board Appointment:

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

Interviewed by: Patti T, Holly Newberry, Emily F, Mary Creden

This candidate is recommended for employment by: Bill Kimball, Superintendent

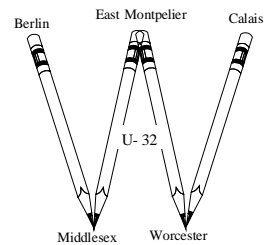
cc: (check as appropriate):

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MEMORANDUM

To: All WCSU Employees
From: Bill Kimball, Superintendent
Date: April 24, 2019
RE: Update on the Transition Process to WCUUSD

As you are all aware, the State Board of Education ordered the six school districts in Washington Central to merge into one school district, Washington Central Unified Union School District (WCUUSD), on July 1, 2019. This past April 8, 2019, a special meeting for the new organization took place to establish an annual meeting of the new WCUUSD on Tuesday, May 21, 2019, at which time a new ten-member board will be elected to govern. In the meantime, a Transition Board has been seated in order to put together a recommended budget for WCUUSD, prepare amendments to the Default Articles of Agreements, and warn for the election of the new merged board.

In preparing for the changeover to a single district, the Transition Board will be examining the first draft of a merged budget and transitional timeline issues. Since last fall our fiscal team has been planning and completing the necessary work to ensure a smooth conversion for staff payroll and benefits. Throughout our board's discussions, ensuring our staff is protected from governance issues has been first and foremost to them. I believe that sentiment was evident when they determined they wanted to pass local budgets to ensure employees would have contracts by the usual deadline.

In preparing for the next fiscal year, many of our benefit providers (health insurance, retirement, unemployment insurance, etc.) have begun asking us to notify them of our district configuration for next year. I feel it is necessary to discuss the notification timeline with the Transition Board and ask them to approve notifying outside providers that we will be moving to a single district on July 1, 2019.

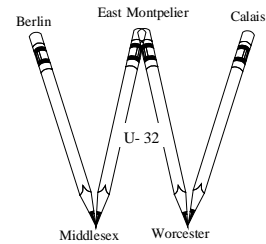
Once the new WCUUSD board is elected, they will need to warn a budget for voter approval. Currently, the budget is potentially scheduled to be voted on by Australian ballot on June 25, 2019. This late date for approving the school budget is problematic, in that after a successful budget vote there is a required 30 day waiting period before we can expend funds. The proposed timeline will cross into the summer months for setting property tax rates, collecting taxes and borrowing money. We are working with the WCUUSD Transition Board, representatives from our lending bank, and our auditor to find options that exist to borrow money and use fund balances to bridge the gap in revenues until that 30 day period is over.

I want to assure all of you that we are committed to ensuring that we meet all of our financial obligations. As July 1 approaches, we are learning about new requirements and changes daily, as well as watching for any changes the legislature may pass for the 14 newly merged districts state-wide. We will share more information in the coming weeks about purchasing processes, course sign-ups, and other procedures impacted as we move forward with this transition. If you have any other questions or concerns, please do not hesitate to contact me.

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MEMORANDUM

TO: WCUUSD Transition Board and WCSU Boards
FROM: Bill Kimball
DATE: April 22, 2019
RE: WCUUSD Budget

WCUUSD Budget

As you may be aware, Lori Bibeau and I have been working on a Washington Central Unified Union School District (WCUUSD) draft budget document for the past month or so. While it is relatively easy to calculate the budget numbers for the new entity, it is difficult to know the correct format in which to communicate to the board and voters the make-up of the new budget. Our goal is to provide the transparency of the new organization in a way that is easy to understand, without being overwhelming.

The great news so far this year is that our voters have approved local budgets for each of our six schools, including the assessments for the central office budget. All six of these budgets total \$29,429, 343. In December, the WCSU Supervisory Union Board adopted a \$9,287,455 budget for WCSU, with offsetting revenues of \$4,441,206 from outside sources. The difference between the offsetting revenue and expenditures of \$4,846,249 is assessed to the local school district and is included in the voter approved budgets. To include the WCSU budget in the merged budget, we must include the total revenues and expenditures from all budgets. This procedure will increase the merged expenditures by \$4,441,206 for a total of \$33,883,269.

Therefore, in this first budget packet we will be presenting two different formats for the overall budget, along with the central office budgetary materials. Both WCUUSD budget documents are created for one entity - one version with straight functions and the other version with functions broken out by schools. Our goal is to balance the amount of budget documentation with the correct level of explanation for the voters to understand our educational system. When we compare the current fiscal year overall expenditures for the six boards and central offices with fiscal year 2020, the total increase in expenditures across the WCUUSD are 1.65%, with a tax impact of 1.83%.

Access to money to run WCUUSD

In order for a financial institution to release cash to the district in anticipation of tax revenues, there needs to be voter approval to borrow money along with a voter approved budget that had withstood the 30 day reconsideration window. With our current budgetary approval timeline we will potentially have a vote on a WCUUSD budget on June 25, 2019 and the 30 window will end on July 25, 2019.

According to the bank representatives who in previous years have held our anticipation note, we may not be able access the funds after this date. Currently Lori and I are looking into the details to see how much money we will need to run WCUUSD and the timeline to have access to the line of credit.

Other Issues

As we prepare for the transition of seven entities into one entity, we have identified several issues that need to be resolved. According to the VSA & VSBA legislative update from this previous week, there is a potential for a change in legislation that would extend the merger date by one year. While I understand the conference committee is working out the details, our outside partners have started to notify us that we need to tell them what our organizational structure will be after June 30, 2019 before the legislature takes final action. Attached you will find a list of potential issues which is sorted by the notification timeline. At the meeting on April 24th both Lori and I will give more details about these issues.

WCSU Directors' Report
April 2019

Lori Bibeau, Business Administrator
Kelly Bushey, Director of Special Services
Keith MacMartin, Coordinator of Technology
Jen Miller-Arsenault, Director of Curriculum, Instruction, and Assessment

It seems as though spring has arrived! With spring comes lots of learning opportunities for students and adults alike. In fact, although it sometimes feels like the end of the year when we return to school after April vacation, we actually have just under a quarter of the school year left. Indeed, we are now entering the longest uninterrupted block of teaching and learning time that we've had since the very beginning of the school year.

We have a very exciting learning opportunity coming to us next week! We will be engaging in an Educational Benefit Review Process. Classroom teachers, special educators, related service providers and administrators from across the supervisory union will be engaging in a review process to look at the educational opportunities for students found eligible for special education. This opportunity comes to us as a partnership with the Vermont Agency of Education and the Connecticut State Education Resource Center- SERC.

The SERC describes this opportunity as follows:

- *"This reflective professional learning session will help teams of educators evaluate and improve the quality of their students' individualized education programs (IEPs). An IEP that demonstrates educational benefit shows an alignment of present levels of performance, strengths and weaknesses, impact statements, and goals and objectives that meet the unique needs of the student. To strengthen the likelihood of educational benefit for students with disabilities, this session will cover the steps of the Educational Benefit Review Process that include examining a student's current level of performance, writing appropriate objectives, implementing the curriculum, monitoring student progress, and providing necessary supports and services."*

Bill Deiss, Director of Special Services at U-32, and Kelly Bushey, WCSU Director of Special Services, participated in a learning opportunity in the fall, walking through this process with case studies. They found this structure to be a valuable way to

take a look at our own work with IEP's and were offered a free training opportunity with using our own students' experiences as case studies! Across the two days next week, sixty staff members will engage in this process, with the goal of coming out of this with action plans to improve our work within the special education process with the ultimate goal of better outcomes for students!

Later in May our teachers and administrators will have the opportunity to attend a two-day seminar entitled *Designing Adult Learning*. Gene Thompson-Grove, coach, consultant, and founding board member of the School Reform Initiative, will lead this seminar. The seminar is designed to deepen our collaborative skills and build teacher leadership capacity, and it is tailored specifically to WCSU's needs. We will capitalize on Gene's expertise and feedback by designing professional learning opportunities for upcoming WCSU inservice days and Curriculum Camp.

Washington Central Supervisory Union
Fund Balance Summary
FY 2018-2019

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

Summary of Beginning Fund Balance:

Reserved Items

Operating Fund Balance	\$304,489
Fund Balance used to reduce assessments	\$0

AFTER AUDIT BEG. BALANCE

\$304,489

CURRENT YEAR:

REVENUE CHANGES:

	DATE		Board Approved <u>Budget</u>	Projected <u>Actual</u>
State Placed Students-Care & Custody	Monthly	-\$171,692	See Expense Below	
State Placed Students-504	Monthly	-\$118,843	See Expense Below	
Shared Services -U32	September 2018	\$27,500	See Expense Below	
Special Education Reimbursements-Updated March 2019	Nov 2018/Mar 2019	\$193,143	See Expense Below	
Shared Service HRA & Benefits	November 2018	\$78,061	See Expense Below	
Transportation Reimbursement	November 2018	\$84,765		
Interest Income	February 2019	\$32,400		
Miscellaneous Income -Shared Benefits	February 2019	\$9,461	See Expense Below	

TOTAL REVENUE CHANGES

\$134,795 \$8,914,555 \$9,049,350

EXPENSE CHANGES(OVER) UNDER BUDGET:

Operating Budget Items:

State Placed Students-Care & Custody	Monthly	\$171,692	See Revenues Above
State Placed Students-504	Monthly	\$118,843	See Revenues Above
Special Education Program Costs-Updated March 2019	Nov 2018/Mar 2019	-\$249,030	See Revenues Above
Special Education Staffing Casemanagement-Board Approved Feb	September 2018	-\$45,543	
Curriculum Services Staffing-Job Coaching-Board Approved FB	September 2018	-\$41,451	
Legal Services Act 46-Board Approved Sept 2018	September 2018	-\$10,000	
Curriculum Services Great Schools Share U32	September 2018	-\$27,500	See Revenues Above
SU Shared Exp, 1.0 Fiscal Position & VSBA dues	November 2018	-\$78,061	See Revenues Above
SU Office Salary and Benefit Update-Savings	November 2018	\$3,241	
Addl Board Meeting & Legal costs Act 46	February 2019	-\$14,102	
SU Office Salary and Benefit Update	February 2019	\$3,258	See Revenues Above

Subtotal **-\$168,653**

TOTAL EXPENSE CHANGES

-\$168,653 \$8,914,555 \$9,083,208

Subtotal Current Year Operations

-\$33,858

PROJECTED ENDING BALANCE-Reserved For Operations

\$270,631 3.0%

***SUMMARY CURRENT YEAR PROJECTED FUND BALANCES**

RESERVED FUND BALANCES-Designated Per Board Actions December 2006

Other Considerations/Reserved Items:

Reserved for Nonbargaining Salary/Benefit Analysis \$26,000

Subtotal Reserved Items **\$26,000**

PROJECTED OPERATING FUND BALANCE **\$244,631 2.7%**

Office Equipment & Technology Fund- 3-022

Beginning Fund Balance	\$105,985
Transfer In from Operating Budget	\$25,000
Transfer In Savings From Operations	\$0
Projected Income-Interest	\$4,965
Misc Income-Erate	\$0
Subtotal Revenues	\$29,965
Subtotal Revenues & Fund Balance	\$135,950

YTD Expense-Actual Costs	-\$6,823
YTD Expense-Projected Costs	\$0
Subtotal Expenses	-\$6,823

OFFICE EQUIP & TECHN. ENDING FUND BALANCE	\$129,127
--	------------------

Beginning Fund Balance	\$100,000
Transfer In from Operating Budget	\$100,000
Reserved for Software FY19-TBD	\$200,000

OFFICE EQUIP & TECHN. ENDING FUND BAL after Reserved	\$329,127
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SU Building Capital Fund-Fund 3-022

Beginning Fund Balance	\$78,453
Projected Income-Interest	\$1,477
Transfer In from Operating Budget	\$20,000
Subtotal Revenues	\$21,477

Actual Expenses-Paid/Committed YTD	-\$960
Projected Expenses	\$0
Subtotal Expenses	-\$960
Current Year Surplus(deficit)	\$20,517

SU BUILDING CAPITAL ENDING FUND BALANCE	\$98,970
--	-----------------

Administrative- Fiscal Agent Fee Fund 7-110-2510

Beginning Fund Balance	\$5,556
YTD Revenues	\$0
Subtotal Revenues	\$0

YTD Expense-Actual	-\$5,556	Staff Time
YTD Expense-Projected	\$0	
Subtotal Expenses	-\$5,556	

ADMINISTRATIVE FISCAL AGENT FEE ENDING FUND BAL.	\$0
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