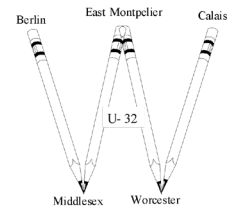


Washington Central Unified Union School District

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



**Washington Central Unified Union
School District
School Board Meeting
Doty Memorial School
24 Calais Rd. Worcester, VT
11.1.23 6:15-8:15 PM**

Virtual Meeting Information

<https://tinyurl.com/24w98mhs>

Meeting ID: 876 7700 8427

Password: 022316

Dial by Your Location: 1-929-205-6099

- | | |
|---|------------|
| 1. Call to Order | |
| 2. Welcome | 15 minutes |
| 2.1. Adjustments to the Agenda | |
| 2.2. Reception of Guests | |
| 2.3. Public Comments-Time limit strictly enforced, see note | |
| 3. Local Presentation: Social Emotional Learning (SEL) | 15 minutes |
| 4. Community Input, Budget: Connecting Our Vision to Budget Realities | 45 minutes |
| 5. Board Operations (Discussion/Action) | 10 minutes |
| 5.1. Communication and Engagement Planning – pg. 3 | |
| 6. Personnel | 5 minutes |
| 6.1. Approve New Teachers, Resignations, Leave of Absence, and Changes in FTE – pg. 7 | |
| 7. Future Agenda Items | 5 minutes |
| 7.1. 2023-2024 Board Work Plan | |
| 8. Board Reflection | 5 minutes |
| 9. Executive Session: Student Residency Request | 15 minutes |
| 10. Executive Session: Negotiations | 15 minutes |
| 11. Adjourn | |

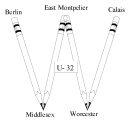
NOTE: To ensure the board has time to conduct its business, the board will adhere to a strict 1.5 minute public comment time limit per person. Microphones will be muted when time is up. If there is not enough time on the agenda for all members of the public wishing to comment at the beginning of the meeting, there is additional public comment at the end of the meeting.

WCUUSD Board Norms - Adopted November 18, 2020

- **Public input** – Notify the community about public forums and opportunities for public comment at board meetings.
- **Community involvement during regular meetings of the board** – Every meeting will include at least one opportunity for public comment. Public comment is an opportunity for board members to listen and ask clarifying questions. If a board member feels a concern raised in public comment warrants further board discussion, they may request that the issue be added to a future agenda.
- **Community dialogue** – The board may periodically schedule community forums that allow for dialogue, questions and answers from the board or the district leadership team.
- **Stay on time** – Start and end on time. The chair may appoint a time-keeper.
- **All voices will be heard** – Every board member gets a chance to speak. Some topics warrant having each board member speak in turn to ensure full representation.
- **Reflection** – To allow time for reflection, the chair and agenda steering committee will plan time for complex or contentious issues to be discussed at more than one meeting before the board votes, except where a decision is urgent.
- **Announcements in reports** – Announcements from the administration will appear in the reports and not as discussion items.
- **Role of the board** – At the end of each board meeting reflect on whether the board remained focused on its policy-making and oversight role during the meeting, rather than operational details that are the responsibility of leadership team.
- **Respect each other** – Listen, allow others to be heard, share concerns, assume positive intentions, be present, and celebrate successes.

AGENDA KEY

Agenda Section	Examples	Role/ Responsibility	Description
Call to Order	n/a	Board Chair or designee	Formal opening to meeting. Superintendent calls to order during annual reorganization
Public Comment			Opportunity for public comment on items not on the agenda. Board will adhere to a strict 1.5 minute public comment time limit per person. Microphones will be muted when time is up. If there is not enough time on the agenda for all members of the public wishing to comment at the beginning of the meeting, there is additional public comment at the end of the meeting.
Executive Session	Personnel Student Matter Negotiations		Only for discussion of items covered in VSA §313. Formal actions not taken in Executive Session
Reports to the Board	Superintendent/ COLT Student Report	Administration	Both regular/recurring reports and one-time reports happen here. One-time reports are determined by the Board workplan or requested by the will of the Board. Generally, reports invite clarifying questions but not formal discussion/action
Committee Reports	Finance Policy Education Quality	Board	Chair of the committee reports on substance of most recent committee meeting. Generally, reports invite clarifying questions; any discussion or action items would be listed in the respective section of the agenda
Discussion Items		Board with input from administration	Items on the agenda specifically for discussion of the Board. Chair can seek input from audience during discussions. Generally not intended for action (although nothing prevents the Board from taking an action)
Action Items	Personnel approvals	Board	Items formally on the agenda for Board action. Discussion can occur after a motion is on the table
Consent Agenda	Board Orders Minutes	Board	Designed for items that need proforma approval and/or are sufficiently routine. Board acts on all items in the Consent agenda and does not discuss any item unless it is pulled out during Agenda Adjustments



Washington Central is committed to maintaining our positive and collaborative relationship with our various stakeholders - families & caregivers, faculty & staff and the community at large. We believe that in order to build on these strong relationships and ensure more equitable engagement, a clear plan for communication and engagement is necessary. Strong communication and engagement will strengthen and enhance the learning experience of all students and increase support for WCUUSD schools.

WHAT IS BOARD LEVEL ENGAGEMENT?

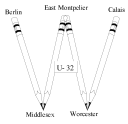
Our WCUUSD Board of Directors are elected to act as trustees on behalf of our communities. Their job is to be knowledgeable about the workings of our schools and district so they can make sound, informed decisions. They must be able to engage the WCUUSD community to gather input and communicate so the community is clear about the direction for our system and the subsequent rationale for our work (including changes). In particular, Board members must ensure that our communities have timely access to the governance process so that they are aware of opportunities to participate and are informed about the direction of the WCUUSD.

WHAT IS WITHIN-DISTRICT ENGAGEMENT?

The faculty and staff are the critical human resources that make our schools what they are. Leaders must engage faculty & staff in matters pertaining to instruction (including continuous improvement planning, curriculum & instructional alignment, budget development, etc) so that all members of the organization are clear about the direction and their respective roles and responsibilities

WHAT IS COMMUNITY ENGAGEMENT?

Our community helps our schools understand what it wants for the youth in our five towns. Whether community members have youth in schools or not, they are critical identifiers of those skills and dispositions that they hope for our future citizens and neighbors. They are also responsible for supporting our schools financially, through the passage of budgets. It is critically important to engage with our community to best understand their perspectives on what we want for our students and therefore our communities.



Washington Central Unified Union School District
Communication & Engagement Plan

Topic/ Message	Purpose	Responsibilities			Who will this reach?	Who might this miss? (and what's the plan?)
		Board	Building Leaders	District Leaders		
Strategic Planning	Information Sharing: <i>Inform & Educate</i>	<ul style="list-style-type: none"> → Monthly FPF Posts → Local Newspapers ("Board Corner") 	<ul style="list-style-type: none"> → School newsletters → Faculty memos 	<ul style="list-style-type: none"> → Monthly newsletter → Social media posts for events & updates 	Families & caregivers Broader community Students	Individuals not connected to the district via social media or current students (See Strategic Planning Communication Matrix)
Budget Development	Information Sharing: <i>Inform & Educate</i> Listen/Learn <i>Gather Info & Consult</i>	<ul style="list-style-type: none"> → Hold budget input session → Inform community about process, meetings → Communicate parameters → Board updates 	<ul style="list-style-type: none"> → Questions as appropriate → Identifying budget ambassadors 	<ul style="list-style-type: none"> → Staff budget updates after each budget meeting → Budget Ambassadors → Present data & information to Board & finance committee 	Faculty & Staff Broader community	
Budget Communication	Information Sharing: <i>Inform & Educate</i>	<ul style="list-style-type: none"> → Annual budget meeting presentation → Communicate budget process 	→	<ul style="list-style-type: none"> → Monthly newsletter → Presentations → Annual budget flier 	Faculty & Staff Broader community	

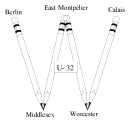
Purpose Codes:

IS - Information Sharing: Inform/Educate

L - Listening/Learning: Gather information & consult

E - Engage: Partner & influence

Updated: ~~5/26/23; 7/11/23~~; 10/11/23



Washington Central Unified Union School District
Communication & Engagement Plan

Topic/ Message	Purpose	Responsibilities			Who will this reach?	Who might this miss? (and what's the plan?)
		Board	Building Leaders	District Leaders		
District-wide information about instruction, district initiatives, continuous improvement, etc	Information Sharing: <i>Inform & Educate</i>	→ Receive reports from WCLT	→ Faculty memos → Faculty meetings/PD sessions	→ District employee newsletter → Workgroups	School community (faculty & staff)	
Changes to curriculum, program offerings, or other systems/structures	Information Sharing: <i>Inform & Educate</i> Engage: <i>Partner & Influence</i>	→ Receive reports from WCLT	→ Facilitate discussions/PLCs during PD time	→ Curriculum camp, workgroups, etc		
District & School Highlights "Telling Our Story"	Information Sharing: <i>Inform & Educate</i>					
Community	Information					

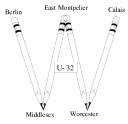
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Updated: ~~5/26/23; 7/11/23~~; 10/11/23



Washington Central Unified Union School District
Communication & Engagement Plan

Learning	Sharing: <i>Inform & Educate</i> Engage: <i>Partner & Influence</i>					
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Purpose Codes:

IS - Information Sharing: Inform/Educate

L - Listening/Learning: Gather information & consult

E - Engage: Partner & influence

Updated: ~~5/26/23; 7/11/23~~; 10/11/23

WCUUSD School Board

Superintendent Personnel Summary and Recommendations

1. New Teacher Nominations (for 23-24 school year)

Nicole Mintken - U-32 School Nurse

2. Retirement

3. Re-Hires

4. Resignations

5. Extended Leave of Absence Request:

Cairsten Keese- U-32

6. Change in FTE:

7. Long-Term Substitutes (23-24 School Year)

Dillon Burns- U-32 English LTS

8. Change in Position (23-24)

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

Name: Nicole Mintken

School: U-32 Employer: WCUUSD

Position: School Nurse

Type: ☐ Permanent ☒ One-Year Non-Renewable ☐ Pro-Rated Non-Renewable ☐ Temporary

Contract: ☒ Faculty ☐ Educational Support Personnel ☐ Non-Bargaining Unit

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

[If leave of absence or resignation, name of terminated employee: Mahala Largent

Educational Preparation:

College/Technical	Degree/Certificate	Date Attained
<u>Norwich University, Northfield, VT</u>	<u>B.S. Science/Nursing</u>	<u>May 2008</u>

Experience: November 2021-April 2023 Registered Nurse Four Seasons Care Home, November 2017- October 2021 Clinical Nurse Coordinator CVMC Family Medicine, November 2012-November 2016 Registered Nurse CVMC Family Medicine, October 2011-November 2012 Registered Nurse Mountain View Urology, August 2010-October 2011 Registered Nurse Woodridge Nursing and Rehabilitation, August 2008-July 2010 Registered Nurse/Licensed School Nurse Bellows Free Academy, May 2008-April 2009 Registered Nurse, Medical Surgical Unit Northwestern Medical Center, June 1998-April 2008 Pharmaceutical Technician The Medicine Shoppe

Years of Related Experience: 15 ~~17~~ Years

Salary Schedule Placement:

B00-14 Step O

Start Date:

NOV 2, 2023

Salary or Wage Rate: Annual 58,520 (P423)

\$ 43,652.76

Date of Board Appointment:

Nov 1, 2023

FTE: 1.0 Days / Year: 138 / 185 Hours / Day: n/a

Contract Comments: _____

Interviewed by: Steven Dellinger-Pate, Lisa LaPlante, Amber Larrabee, Nate Lovitz, Tracy Martin, students Olivia Darby & Peyton Tomasi-Douglas

This candidate is recommended for employment by: Meagan Roy

Cc (check as appropriate):

☒ PERSONNEL ☒ PAYROLL ☐ SPED ☒ UNION ☒ BUILDING PRINCIPAL

ABE licensure pending / 10/19/23 completed

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

She
Name: Dillon Burns

School: U-32

Employer: WCUUSD

Position: English Long-Term Substitute

Type: ☐ Permanent ☐ One-Year Non-Renewable ☐ Pro-Rated Non-Renewable ☒ Temporary

Contract: ☒ Faculty ☐ Educational Support Personnel ☐ Non-Bargaining Unit

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

[If leave of absence or resignation, name of employee: Matthew Bruce

Educational Preparation:

College/Technical

Degree/Certificate

Date Attained

University of Vermont, Burlington VT

Masters of Social Work

May 2010

Princeton University, Princeton NJ

Bachelor of Arts

May 2001

Experience: January 2023-Present Hazen Union High School (Student Teaching), August 2020-Present U-32 Middle & High School (Varsity Field Hockey Coach), Oct 2016-Aug 2023 VT Care Partners (Mental Health Svcs Dir), Aug 2010-Oct 2016 Washington County Mental Health Services (Program Coordinator)

Years of Related Experience: 1 Years

Salary Schedule Placement:

Start Date:

M00 Step B

November 2, 2023

Salary or Wage Rate:

Date of Board Appointment:

\$276.25 Per Diem (\$51,107.00) (FY23)

November 1, 2023

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

Contract Comments: No contract, per diem

Interviewed by: Amy Molina, Brittany Perry, Georgia Roy, Margaret Keys, Herb Perez, Matt Bruce

This candidate is recommended for employment by: Meagan Roy

Cc (check as appropriate):

☒ PERSONNEL

☒ PAYROLL-

☐ SPED

☒ UNION

☒ BUILDING PRINCIPAL

Provisional needed / Applied 10/26/23