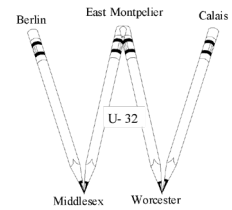


Washington Central Unified Union School District

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 Special School Board Meeting

***** Virtual Only*****

6:00 -7:15 PM

3.11.24

Virtual Meeting Information

<https://tinyurl.com/yeb8bvc2>

Meeting ID: 816 3289 9683

Password: 273090

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

1. Call to Order
2. Board Reorganization (Action)
 - 2.1. Election of Officers
 - 2.2. Committee Appointments
 - 2.3. Appoint Career Center Representative
3. 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

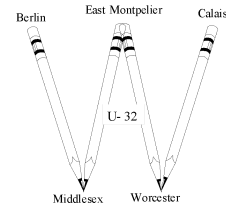
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Meagan Roy Ed.D.
Superintendent



TO: WCUUSD School Board
FROM: Flor Diaz Smith
DATE: March 7, 2024
RE: Board Reorganization /Operational and General Information

Dear Board Members,

Looking forward to seeing you all on Monday March 11th. Here is some information that will help us as we reorganize.

Important: Newly elected and re-elected school board members need to visit a notary (the town clerk, a bank or anyone that is a notary) to take the oath of office. If you have questions about taking the oath you can call our District Clerk Melissa Tuller 802-229-0553 x 1316

Establish regular board meeting schedule

The Board will confirm and adopt its regular Board meeting schedule

- Current Regular board meeting schedule:
 - 1st and 3rd Wednesday of each month. The location of the first meeting of each month rotates between our schools and the second meeting of each month is held at U-32
 - All meetings have a virtual option
 - Tentative dates for 24-25:
 - August 21, September 4,
 - Holidays/Holy Days to consider:
 - October 2, (Rosh Hashanah),
 - Oct. 16-12 (Sukkot), Oct. 23-25,
 - (Schmini/Atzeret/Simchat Torah),
 - Dec. 25- Jan 1 (Chanukah) (Christmas) (New Year's)
 - March 24-25 (Holi)
 - January 29-31 (Vietnamese New Year)
 - March 5 Ash Wednesday

Committees

Committees help the Board do its work by allowing a smaller subset of the Board to have the deepest understanding of specific tasks/responsibilities. Committees are determined and charged by the full Board and committee membership is appointed by the Chair. The Board will confirm committee assignments at this meeting. Here are our existing committees:

Steering Committee: (5 Members/ Chair, Vice Chair, Clerk +2 of towns not represented by the 3 officers)

- Current meeting schedule: Second Wednesday of each month, 9:00-10:00am (virtual)

Policy Committee: (3 Members)

- Current meeting schedule: Second Wednesday of each month, 4:45-6:45pm (virtual)

Negotiations Committee: (3 Members)

- Meetings scheduled as needed.

Education Quality Committee: (3 Members)

- Current meeting schedule: First Wednesday of each month, 5:00-6:00 in person

Finance Committee: (3 Members)

- Current meeting schedule: Second Tuesday of each month, 8:30-9:30am (virtual)

Appoint Board representative to the Central Vermont Career Center

Truancy Officers

Truancy officers assist the district in implementing Vermont's attendance laws. These roles are confirmed by the Board each year.

Appoint truant officer for each school:

- **Truant Definition:** Absent from school without permission
- **Truancy Officers:** **Berlin:** Celia Gugemmos, **Calais:** Cat Fair **Worcester:** Gillian Fuqua;
Middlesex: Karoline May; **East Montpelier:** Alicia Lyford
U-32: JB Hilferty

Agree to use Robert Rules

The Board is required to adopt rules of order for their operation. The default is Roberts Rules unless the Board decides to use other rules of order.

Adopt board norms

- See Norms adopted in 2022
- Update them at our first Retreat 2024

Identify communications practices

- The Chair is spokesperson for the full Board and Superintendent is the spokesperson for the District
- Best practice is to copy Superintendent and chair on email communications

Schedule annual board work session (retreat)

- August? August 6th or 8th

Designate locations for posting meeting agenda

- Locations for posting agendas: Each School, WCUUSD website, Town
- Posting of Minutes: WCUUSD Website

Designate newspaper of record: Times Argus

Appoint board voting delegate for statewide health insurance:

Each SU/SD has the ability to cast one vote to ratify the agreement reached by the statewide healthcare bargaining commission. Please be sure to appoint one voting delegate for statewide health insurance. The ratification process requires the District to notify the VSBA of the name, telephone number and e-mail address of its voting delegate by April 1.

Adopt Code of Ethics for School Board Members: See attached document

Open Meeting Law: Here is a link to a webinar about [Open Meeting Law](#)

Individual Board development: Discuss board development opportunities and schedule Board Retreat

- **Board Development:** Please visit the VSBA website and use the New Board [Member Toolkit](#) or the [Essential Work](#). Register for the May 6th and May 15th [first year journey](#) it is a good way to get started or to refresh your knowledge. The essential work of Vermont School Boards updated manual will be provided to new and returning School Board Members. WCUUSD Board Member manual Link will be available soon.

WCUUSD Board Orientation & Handbook: We will be scheduling a Board Orientation Session for new board members (attendance is also welcome by veteran members). At that training we will be sharing a revised Board Orientation Handbook with a number of resources

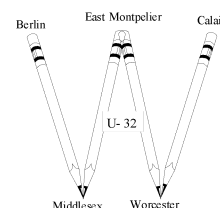
Discuss local and statewide education advocacy responsibilities: Staying informed by reading your VSBA email or visiting the website for the latest [legislative updates](#).

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Meagan Roy, Ed.D.
Superintendent



As a member of my local school board, I will remember that my primary concerns must be the educational welfare of the students in my district and excellent return on investment for taxpayers. I agree to conduct myself in accordance with the following commitments. I will:

Act within the scope of my official role:

- Act only as a member of the board and not assume any individual authority when the board is not in session, unless otherwise directed by the board
- Give no directives, as an individual board member, to any school administrator or employee, publicly or privately
- Avoid making commitments that may compromise the decision-making ability of the board or administrators

Act within the scope of my fiduciary role:

- Ensure prudent use of the district's assets, including facilities, people, and good will.
- Ensure that the district follows applicable laws, policies and resolutions or actions adopted by the board.
- Refrain from engaging in activities that harm the district's ability to pursue its mission.
- Provide oversight to ensure activities of the district advance its effectiveness and sustainability.

Uphold the highest ethical standards:

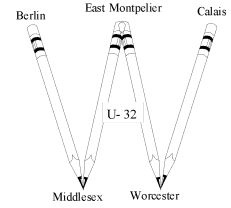
- Not receive anything of value, by contract or otherwise, from the school district unless it is received:
 - as a result of a contract accepted after a public bid
 - in public recognition of service or achievement
 - as a board stipend reimbursement or expense allowed by law for official duties performed as a member of such board;
- Not solicit or receive directly or indirectly any gift or compensation in return for making a recommendation or casting a vote;

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Superintendent



- Agree to recuse and remove myself from board deliberation and votes when necessary to avoid the appearance of conflict of interest;
- Not agree to the hiring of a superintendent, principal, or teacher already under contract with another school district unless assurance is first secured from the proper authority that the person can be released from their contract

Respect my peers and constituents, and uphold confidentiality:

- Voice opinions respectfully and treat with respect other board members, administrators, school staff, and members of the public;
- Maintain confidentiality of information and discussion conducted in executive session and uphold applicable laws with respect to the confidentiality of student and employee information;
- Attend all regularly scheduled board meetings insofar as possible.

I agree to abide by the expectations outlined in this Code of Ethics and will do everything in my power to work as a productive member of the leadership team.

Signature _____ Date _____

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