

Central Vermont Unified Union School District Board Meeting

Monday, November 6, 2017

6:00 pm

Brown Public Library, Northfield, VT

Agenda

1. **Roll Call** 6:00 pm
 2. **Agenda Revision** 6:01 pm
 3. **Public Participation** 6:02 pm
 4. **Reports to the Board** 6:05 pm
 - Superintendent – Writing Group for Mission/Principles
 - Chairperson
 5. **Items for Board Action** 6:15 pm
 - Approval of Minutes: 10/18/2017
 6. **Old Business** 6:20 pm
 - **Norms** (*See in Agenda Packet*) *Discussion, Action*
The Board will determine their Norms of Operation.
 7. **FY19 Budget** *Receive information, Discussion* 6:30 pm
Superintendent Bollard and Business Manager Chris Locarno will share a first look at the student support system portion of the FY19 Budget Proposal.
 8. **New Business**
 - **Negotiating Council** *Discussion, Action* 7:00 pm
The Board will determine who will represent them on the Negotiating Council.
 - **Negotiations Goal Statement** (*See in Agenda Packet*) 7:10 pm
Receive information, Discussion, Possible Action
The Board will review the Draft Negotiations Goals Statement and determine next steps
 - **Board Work** *Receive information, Discussion, Possible Action* 7:30 pm
The Board will discuss the use of sub-committees to complete specific board tasks and to report back to the Board on their work.
 - **Process for Developing Policy** (*See in Agenda Packet*) *Receive information, Discussion* 7:45 pm
Superintendent Bollard will explain how policies are developed and adopted using a policy for Public Participation at Board Meetings as an example.
 9. **Future Agenda Items** 7:55 pm
 10. **Adjournment** 8:00 pm
-

Peter Evans, Chair
Central Vermont Unified Union School District

Susette L. Bollard, Superintendent, ONSU
Central Vermont Unified Union School District
Temporarily Assigned to ONSU by
Vermont State Board of Education

Next CVUUSD Meetings

Weds Nov 15 2017 6pm Williamstown Middle High School

Mon Dec 4 2017 6pm Brown Public Library in Northfield

Next CVSU Meeting

Weds Nov 29 2017 6pm Williamstown Middle High School

Central Vermont Unified Union School District Board Meeting
Wednesday, October 18, 2017
6:00 pm
Williamstown Middle High School, Williamstown, VT

Meeting Minutes – Draft

1. Roll Call

Meeting called to order at 6:02 pm.

Board Members Present: Peter Evans (Chair), Rama Schneider (Vice-Chair), Amanda Mills-Brown (Clerk), Horace Duke, Christine Motyka, Sophia Bennett, Mike Bailey, Maria Abare

Administration Present: Superintendent Susette Bollard (ONSU), Business Manager Chris Locarno (ONSU/WSSU)

Others Present: Principal Scott Lang (WMHS), Principal Jamie Kinnarney (WES), Facilitator Peter Clark

2. Agenda Revision

None

3. Public Participation

None

4. Mission/Vision for the Central Vermont Supervisory Union (CVSU)

Facilitator Peter Clark led the board through the next steps of creating a new mission and vision for the CVSU. Board members and administrators participated in an “why does this entity exist?” exercise. Outcomes of this activity will be included at the CVSU meeting Nov 1.

5. Reports to the Board

- **Superintendent Bollard**

All board members are asked to attend the Central Vermont Supervisory Union (CVSU) meetings to exercise their voice in foundational decisions made by the CVSU Board.

Elementary principals will offer their CVUUSD reports on the first meeting of the month, middle school principals on the second.

6. Items for Board Action

- **Approval of 10/2/2017 Minutes**

Motion made by Rama Schneider to approve the 10/2/2017 minutes as presented.

Seconded by Mike Bailey. Unanimously approved.

7. Old Business

- **Norms**

The Board determined their Norms of Operation using 5 norms plus the Code of Ethics combined. Tabled for rework.

8. FY 19 Budget

Superintendent Bollard and Business Manger Locarno presented a summary of the facilities and transportation portion of the budget as it is at this time. Business Manager Chris Locarno also updated the Board on actions at the State level that will have an impact on the tax rate.

9. New Business

- **Negotiation Goal Statement**

Tabled

- **Negotiation Council / CVSU Board Representative**

Motion made by Amanda Mills Brown to nominate Rama Schneider, Mike Bailey and Sophia Bennett to serve on the CVSU Board. Unanimously approved.

- **Board Work**

Tabled

- **Process for Developing Policy**

Tabled

10. Future Agenda Items

- Negotiations Goal Statement -Sub-Committees - Policy

11. Adjournment

Motion made by Rama Schneider and seconded by Marie Abare to adjourn the meeting at 8:30 pm. Unanimously approved.

Norms of Operation for the Central Vermont Unified Union School Board of Directors

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:

- Recognize that a board member's responsibility is to see that schools are well run, but not to run them
- 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
- Be sensitive to what is board work and what is the work of the Superintendent.

Uphold the highest ethical standards:

- Not receive anything of value, by contract or otherwise, from the school district or supervisory union 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;
- 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 his or her contract.

Respect my peers, my constituents, and confidentiality considerations:

- Foster a culture of respect for all ideas and points of view.
- 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, arriving on time and prepared by reviewing documents provided in the board packet.
- Limit use of electronics to board business or emergencies; silence cell phones.

The following was approved by:

Central Vermont Supervisory Union on _____
Central Vermont Unified Union School District on _____
Orange/Washington School District on _____

CVSU, CVUUSD and OWSD boards goals statement regarding teacher and staff contract negotiations.

The Central Vermont Supervisory Union (CVSU) and its member districts, Central Vermont Unified Union School District (CVUUSD) and Orange/Washington Unified Union School District (OWUUSD), are presented with the following facts:

- 16 VSA Subchapter 3 (added by Act 46 of 2015, Sec 43) requires transitional boards of newly merged districts or supervisory unions begin negotiations with staff negotiating councils within 90 days after formation of the transitional boards;
- the boards must appoint a negotiations council;
- the boards must provide guidance to the negotiations council;
- the Governor's office is predicting a gap in the education fund that will be in the area of \$80 million that may require an 8¢ increase in property tax rates and a proportional increase in the education income tax rate;
- the Governor and state Legislature may end up requiring that supervisory unions and school districts around the state drastically reign in spending by methods such as no increase in year to year budgets; and
- the delivery of high quality learning experiences and instruction requires high quality staff.

The Board of Directors for the CVSU, CVUUSD and OWSD must focus our policies in a deliberate and thoughtful manner if we are to maintain our students and their learning experiences and outcomes as the priority. Certainly one of the more important policy documents our boards help to create is the contractual agreements we enter into with the teachers and support staff in our community's schools. Our boards have created the following goals to guide our negotiating team during the upcoming teachers and staff master agreement negotiations:

The agreement will address in a fair manner the demands by the Governor and state Legislature that local districts constrain growth in education spending.

The agreement will address and forward the goals and visions presented in the merger agreements that formed the CVUUSD and OWSD.

The agreement will address the changing landscape in how, where and when learning experiences are provided to our students.

The agreement will address in a fair manner the ability of the state and local communities to financially support high quality learning experiences.

The agreement will address in a fair manner the needs of teachers and staff to receive compensation that is commensurate with the level of services provided.

The agreement will address the reality that school districts across Vermont are in a time of unpredictable flux.

The CVSU, CVUUSD and OWUUSD boards look forward to a timely and mutually productive negotiation with our districts' teachers and staff that will be handled in a manner reflecting fairness and respect for all.

PUBLIC PARTICIPATION AT BOARD MEETINGS

Policy

It is the policy of the Central Vermont Unified Union School District Board to encourage public participation at its meetings.

Background

Public participation is very important to the successful function of the Central Vermont Unified Union School District. The board wants to carry out its business with the benefit of public input and expertise. 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.









Date Wamed:

Date Adopted:


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

Cross Reference: Board Meetings Board Meeting Agenda Preparation and Distribution (A2)

A. BOARD OPERATIONS

Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
A1	Conflict of Interest	6/26/15	A20	 Board Meetings, Agenda Preparation & Distribution	09/18/14	A30	 Role and Adoption of School Board Policies	09/18/13
			A21	 Public Participation at Board Meetings	03/25/09	A31	 Board Member Education	03/25/09
			A22	Notice of Non-Discrimination	04/02/12	A32	 Board Goal-Setting & Evaluation	03/26/09
			A23	 Community Engagement and Vision	11/03/16	A33	 School Visits by Board Members	03/25/09
			A24	 Board/Superintendent Relations	11/03/16	A34	Board Relations with School Personnel	03/25/09

B. PERSONNEL

Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
B1	Substitute Teachers	01/26/16	B20	Personnel Recruitment, Selection, Appointment, and Background Checks	08/10/11	B30	Staffing and Job Descriptions	03/29/09
B2	Volunteers and Work Study Students	12/03/15	B21	Professional Development	09/18/13	B31	Educator Supervision & Evaluation: Probationary Teachers	03/29/09
B3	Alcohol and Drug Free Workplace	01/07/16	B22	 Complaints About Personnel & Instructional Materials	03/25/09	B32	Personnel Files	03/29/09
B4	Drug & Alcohol Testing of Transportation Employees	12/03/15				B33	Resignations	03/29/03
B5	Prevention of Employee Harassment	01/07/16						
B6	HIPAA Compliance	12/03/15						
B7	Tobacco Prohibition	1/26/16						



These policies are referenced in the Essential Work Tool Kit.

C. STUDENTS

Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
C1	Student Records	12/03/15	C20	Student Conduct and Discipline	04/02/12	C30	Student Medication	6/30/08
C2	Student Drugs & Alcohol	12/03/15	C21	Search and Seizure of Students by School Personnel	11/12/13	C31	Admission of Resident Students	
C3	Transportation	12/03/15	C22	Student Activities (Elementary)	03/25/09	C32	Eighteen Year-Old Students	
C4	Limited English Proficiency Students	12/03/15	C23	Student Clubs & Activities (Secondary)	11/28/07	C33	Student Assessment	
C5	Firearms	01/26/16	C24	Interscholastic Sports	09/18/13	C34	Restraint and Seclusion	
C6	Home Study Students	12/03/15	C25	Admission of Non-Resident Tuition Students	09/18/13			
C7	Student Attendance	12/03/15	C26	Tuition Payment	09/18/13			
C8	Pupil Privacy	12/03/15	C27	Student Self-Expression and Student Distribution of Literature	09/18/13			
C9	Nutrition & Wellness	12/03/15	C28	Transgender and Gender Nonconforming Students	11/07/16			
C10	Prevention of Harassment, Hazing & Bullying Policy	12/02/15						
C10	Prevention of Harassment, Hazing & Bullying Procedures	12/02/15						

D. INSTRUCTION

Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
D1	Proficiency Based Graduation Requirements	12/03/15	D20	Curriculum Development and Coordination (SU)	09/18/13	D30	Field Trips	
D2	Grade Advancement	12/03/15	D21	Educational Support System	09/18/13	D31	Selecting Library Materials	
D3	Responsible Computer Internet & Network Use	01/26/16				D32	Selection of Instructional Materials	
D4	Title One Comparability	12/03/15				D33	Local Action Plan	12/07/05
D5	Animal Dissection	12/03/15						
D6	Class Size Policy	12/03/15						





These policies are referenced in the Essential Work Tool Kit.

E. SCHOOL-COMMUNITY RELATIONS

Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
E1	Title 1 Parental Involvement Compacts	12/03/15	E20	Community Use of School Facilities	11/26/07	E30	School-Community Relations	
			E21	Distribution of Non-School Sponsored Literature in Schools	11/26/07	E31	Parental Involvement	
						E32	Visits by Parents, Community Members or Media	

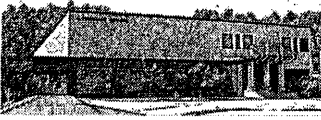
F. NON-INSTRUCTIONAL OPERATIONS

Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
F1	Travel Reimbursement		F20	 Fiscal Management and General Financial Accountability	03/25/09	F30	 Budgeting	03/25/09
			F21	Financial Reports and Statements	02/25/09	F31	Emergency Closing	03/25/09
			F22	Electronic Communications Use and Retention	08/10/11	F32	School Crisis Prevention & Response/Procedures for Bomb Threats	03/25/03
						F33	HIV Policy	03/25/03

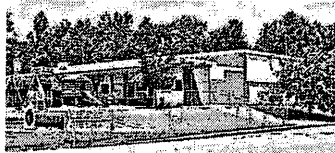


These policies are referenced in the Essential Work Tool Kit.

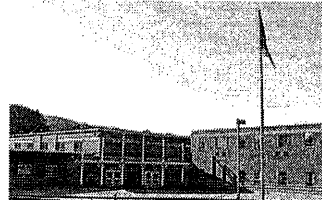
Central Vermont Unified Union School District



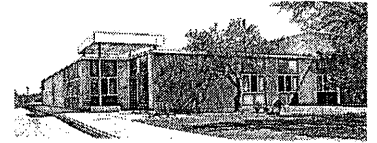
Northfield Elementary Campus



Williamstown Elementary Campus



Northfield Middle High Campus



Williamstown Middle High Campus

Central Vermont UUSD Board of Directors Superintendent's Report November 6, 2017

So as usual, it is November and I have no idea how it got to be so. The school year is flying by and two days of power outages at ONSU were not welcomed!!! It makes me wonder what the winter has in store for us...

Thanks to all of you who were able to attend the first CVSU meeting last night in Northfield. I thought it was an excellent meeting and look forward to seeing the outcome of the subcommittee charged with drafting a mission statement and supporting principles. The conversations were rich and the ideas inspiring. It was a truly collaborative effort.

Budget work continues. I met with the Northfield and Williamstown admin teams to relook at how they are looking to reorganize their student support teams to increase their capacity to offer support while in some cases being more efficient with staff assignments. We were able to find opportunities for savings and will share with the board some of our thoughts at Monday's meeting. Remember that the budget documents you receive are NOT budget proposals, but rather the latest reflection of the budget process. Because of the Thanksgiving holiday and the way the Wednesdays and landed in November, I am going to make an adjustment in the work plan. We will share the Special Education portion of the budget at the meeting on the 15th and leave regular education for December.

On Monday, November 6th, Peter Clarke, Michaela Martin, Laurie Gossens, the two high school principals Ryan Parkman and Scott Lang, and I will meet for two hours to begin the planning for the work that needs to be completed before July 1 in order to expand offerings for students in our first year of operation. With our different schedules and being in different places on the path to proficiency-based graduation requirements, there will be some challenges but I'm confident we will find ways to increase opportunities for students. You will also hear from Principals Parkman and Lang on the 15th with regard to their progress on the process of selecting student members of the board.

I have included in your packet a list of required, recommended and policies to consider, provided by the Vermont School Board Association (VSBA). The organization provides models for each of the items. Perhaps this is an area of work the board would consider using a subcommittee to tackle. The use of subcommittees is on the agenda for discussion.

I have also included a merged document that includes items from the VSBA's Code of Ethics and the suggestions you generated for norms of operation. Please look at them carefully as they will be up for consideration and adoption on Monday. You will also be selecting a

representative(s) to the negotiating council and will consider adopting a broad public goal statement for the negotiating process.

I apologize that there are no principal reports this week.

I'm looking forward to seeing you all on Monday at the Brown Public Library in Northfield. Remember the Northfield meeting starts at 5PM and the CVUUSD meeting begins at 6PM.

Have a great weekend.

Respectfully submitted,

Susette L. Bollard, Superintendent of Schools

Serving the Towns of Williamstown, Washington and Orange, and
the Central Vermont UUSD and Orange Washington UUSD
for the transitional period