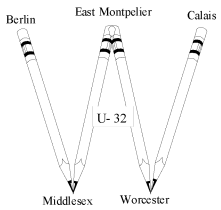
Washington Central Unified Union School District

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
Special School Board Meeting
6.29.26
4:00-5:00 PM
(In Person/Virtual)
(Due to special meeting, most board members will be joining virtually)
Central Office
1130 Gallison Hill Road
Montpelier, VT 05602

Virtual Meeting Information
https://tinyurl.com/22nbmv6s
Meeting ID: 846 5966 8871
Password: 236909
Dial by Your Location: 1-929-205-6099

1. Call To Order — 5 Minutes

2. Board Operations (Action/Discussion): — 40 Minutes
   - 2.1. Superintendent Search
   - 2.2. Review Timeline - pg. 4
   - 2.3. Review Charge to Screening Committee - pg. 5
   - 2.4. Review make up of Screening Committee and selection process
   - 2.5. Elect Board Representatives to Screening Committee
   - 2.6. Authorize Elected Board Representatives Delegation of Tasks Needed to Establish the Screening Committee for Superintendent Search

3. Adjorn — 5 Minutes

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 9.17.25

Public input –Notify the community about public forums and opportunities for public comment at board meetings, and the ability to always submit written input.

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. If a board member feels a concern raised in public comment warrants further board discussion, they may request that the steering committee discuss and decide how the issue should be added to a future agenda.

- **Community dialogue** – The board will 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.
- **Inclusive time for thoughtful decisions** - 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.
- **Prepare for meetings and Receive materials in advance**-Board members come prepared, having reviewed the agenda and materials in advance
- **Announcements in reports** – Announcements from the administration will appear in the reports and not as discussion items.
- **Respect each other** – Listen, allow others to be heard, share concerns, assume positive intentions, be present, focus on shared solutions and celebrate successes.
- **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. Board members will address the topics up for debate and not the person.
- **Governance Reflection** - At the end of each board meeting, reflect on whether the board adhered to agreed protocols, processes, and policies.
- **Reflection** –At the end of each board meeting, board members will be allowed time to share their general reflections on the meeting.

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 SUPERINTENDENT SEARCH - 2026

Phase I - JUNE	Phase II - JUNE - JULY	Phase III - JULY	Phase IV - JULY - AUGUST	Phase V - Post hire
Initiate Search - The Board obtains permission from the Secretary of Education - The Board hires a search consultant to facilitate the process.	**Board Charges Search Committee and invites participation** - Defines roles - Specifies responsibilities - Specifies composition	**Stakeholder Engagement** - Survey to Community - Input sessions (consultant) - Communications	**Screening and vetting** (the Committee) - Reviews survey/ input data - Reviews qualified candidates and selects candidates for Round 1 interviews - Interviews candidates and determines finalists -	**ORIENTATION ENTRY PLAN**
Determine the draft timeline	**Draft documents** - Update job description - Develop the job posting; - Post position - Draft stakeholder survey	**Data Synthesis** - Analyze feedback to identify desired leadership characteristics	**Finalists** - Reference and Background checks - “Day in the District” - Committee interviews - Final Board Interviews	

1. **Confidentiality**: The best candidates will not apply if they fear their current employer will find out before they are a finalist.
2. **Unity**: The Board should aim for a unanimous vote on the final hire to show the community (and the new leader) that they have full support.
3. **Communication**: Keep the community updated on the *process* (e.g., "We are currently interviewing") without revealing specific *candidates*.

Draft Timeline in detail

Washington Central Unified Union School District Superintendent Search - 2026

Charge to Screening Committee:

The WCUUSD Board of Directors will form and charge a single Screening and Interview Committee to:

- work in collaboration with VSBA consultant Elaine Pinckney
- review candidates,
- review and select questions/ scenarios for the prospective candidates
- select candidates for interview(s),
- interview candidates
- determine finalist(s), and
- recommend finalist(s) to the board, or
- repost the position
- attend training meetings and interviews in person
- participate in finalists visits to WCUUSD - by choice
- participate in visit to finalist(s) current site - if schedule, and by choice

The board retains hiring authority, and as such appreciates the ambassadorial and representational facets of this committee.

The committee will be comprised of up to eleven members, distributed accordingly:

3 School Board
2 Faculty/ Staff
2 Leadership Team
1 Central Office Team
2 Parents/ Community
1 Student

The work of the Search Committee will be completed when it provides its recommendation to the Washington Central Unified Union School District board.

Draft motion:
I move to approve the Superintendent Screening Committee as described in the Charge to the Screening Committee and authorize the three board representatives on the committee to:

- Fiinalize dates for the committee's work
- Solicit volunteers to serve on the committee, and
- Determine individual membership to the committee
- Keep the board updated on the progress of the committee..

Charge adopted by the board on June 29, 2026