

Windsor Central Unified Union School District

Monthly Meeting of the Board



MONDAY

January 3, 2022, at 6:30 p.m.

WCSU Conference Room

and

ZOOM video-conferencing

[\(HOW to join a Zoom meeting\)](#)

You must install the necessary software **PRIOR** to joining a meeting.

Join Zoom Meeting:

<https://wcsu-net.zoom.us/j/88132838620?pwd=YzZxWk1RSUd4WTdFQ1N2Q2FtT2RtUT09>

Meeting ID: 881 3283 8620

Passcode: 079442

[Robert's Rules of Order](#)

AGENDA

1. Call to order
2. Amendments to the Agenda
3. Public Comment
4. Reports
 - a. Superintendent
 - b. Directors
 - c. Student
5. Time Scheduled Discussions:
 - a. CRAFT Presentation
 - b. WUHSMS Principal Update- Student Behavior
 - c. FY23 Budget Approval (vote)
6. Committees:
 - a. Policy Committee
 - i. Adopt- Special Education Policy
 - ii. Adopt- Naming Policy
 - iii. Adopt- Fundraising Policy
 - iv. Policy Committee Updates, if any
 - b. Buildings & Grounds Committee Update, if any
 - c. Finance Committee Update, if any
 - d. Negotiations, Hiring, & Retention Committee Update, if any
 - e. Other Working Groups, if needed
7. Consent Agenda:
 - a. Approve Minutes
8. Public Comment
9. Executive Session - if needed
10. Reflection
 - a. What did we do well?
 - b. What could we do better?
11. Adjourn

AGENDA ITEM #1	Call to Order
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PURPOSE:

To begin the meeting, the Chair will determine if a quorum is present, then call the meeting to order.

WHO:

Chair: "I call this meeting to order at _____ p.m."

MOTION REQUIRED?

No

AGENDA ITEM #2	Amendments to the Agenda
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PURPOSE:

To add items to the agenda. This is the only point in the meeting the agenda may be amended with additions (1 V.S.A. § 312(d)(3)(A). A public body may table or otherwise postpone an item on their meeting agenda when necessary, as well as change the order, at any time during the meeting (1 V.S.A. § 312(d)(3)(B).

Amendments added cannot include items that statutorily require a warning to the general public, and should not include items that have a significant impact that ethically should be warned to the public. Items should only be added to the agenda when necessary to deal with an unforeseen occurrence or condition requiring immediate action.

WHO:

Chair

MOTION REQUIRED?

Yes, after the amendments are announced or after it is determined that there are no amendments.

- "Motion to adopt the agenda." Requires a second and a vote.

AGENDA ITEM #3	Public Comment 10 minutes
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PURPOSE:

To hear input, concerns, etc. from the attending public.

WHO:

Chair

MOTION REQUIRED?

No

Board Rules:

- Public sign-in sheet (when in-person meetings are resumed). Person stands and announces name; **time limit of two (2) minutes per person.**
- Digital meetings: [Digitally raise your hand](#), wait to be acknowledged by the Chair, **clearly state your name for the minutes, time limit of two (2) minutes per person.**

AGENDA ITEM #4

Superintendent, Directors, and Student Reports

From the Superintendent

Since the December Board meeting, the District experienced an increase in the number of Covid positive students and faculty, that we believe was due in part to the Thanksgiving break. The use of the Test to Stay program made a significant impact on the number of students who could remain in school even though they were close contacts. Regarding Covid testing for Pre K students, here are some key points:

- 100 PCR tests would be needed per week in order to include Pre-K students in surveillance testing
- Requires creating and distributing a parental consent form for this population of students
- Requires manually entering every Pre-K student into the software program (Binx) required by the lab that is contracted to process our PCR tests
- Software programs (consent and order processing) won't recognize/accept a birthdate for students under the age of 5
- Samples would have to be manually entered (15 fields/Pre-K student) at the time of testing, each week.
- This is a systems issue and one that we need to wait for the state to rectify
- We are down to three nurses for the entire district and didn't have the manpower to get this potential project off the ground during the holiday break.
- Not all districts offered the surveillance testing prior to break

Current student vaccination rates by school. Fully vaccinated:

Killington Elementary- 36%

Woodstock Elementary - 35.7%

Reading Elementary - 50%

Barnard Academy - 41%

Prosper Valley - 41%

High School/Middle School - 80+%

The cumulative number of student Covid positive cases in our District since September is 35. [Here is a link](#) to each of our schools by month and number as compiled by District Covid 19 Coordinator Katie Burke.

A survey of faculty and staff indicated that 97% of our school team are fully vaccinated, and that 80% of those individuals have also received a booster shot. I am working with Katie Burke, Raph Adomek and Rayna Bishop to create a communication

tool regarding the Covid experience in our schools. It is important that the scale of the pandemic issues for our students and staff is available to our families and community.

On December 15th, I met with Elementary Principals, Dean of Students Leland and Steve Landon from Butler Bus to discuss routes and stops for the 2022-2023 school year. We identified criteria for identifying stops and how routes can better meet our needs. Criteria include safety of the stop, room for multiple cars for waiting, at least 1 mile between bus stops and the school, and not on a non-public road such as a driveway. Steve is now drafting potential options for stops and routes, and will have those available for a February meeting with this group. Once the routes are established, the Board and community will have an opportunity for input. The hope is to have all routes finalized by May.

The District is beginning their second round of projects with Dartmouth College this school year. During the fall semester, one class of Dartmouth students provided input on the use of common spaces at Woodstock Elementary. Another team from the Tuck School of Business, provided Keri and the Re Naming subcommittee with consultation time to develop a process for establishing a potential new name for the District. Spring projects include working with an introductory architecture class in the designing of a pavilion for the King Farm classroom and partnering an AP English class with a senior English class at Dartmouth.

**Wednesday, December 22,
2021**

	BA	KES	RES	TPVS	WES	WUHSMS	Totals
Pre K 3	7	11	4		30		52
Pre K 4	8	12	7		21		48
K	4	17	4		32		57
Grade 1	9	8	5		47		69
Grade 2	14	22	9		45		90
Grade 3	6	12	6		34		58
Grade 4	10	10	6		38		64
Grade 5	5	9		45	2		61
Grade 6	9	16		44			69
Grade 7						69	69
Grade 8						81	81
Grade 9						85	85
Grade 10						85	85
Grade 11						67	67
Grade 12						94	94
Total Pre K	15	23	11		51		100
Total K-12	57	94	30	89	198	481	949
Total by School	72	117	41	89	249	481	1049 District Total
Percentage Change since Previous Month	0	-2 (1.7%)	0	-1 (1.1%)	3 (1.2%)	-5 (1.0%)	-5 (0.47%) District Change
							District Change from 1 year ago 2019-20 13 (1.3%)

Tuition Funding Source = "Operating School District"	944
Tuition Funding Source = "Other" (i.e., Exchange Students)	1
Tuition Funding Source = "Other VT School District"	102
Tuition Funding Source = "VT State Agency"	2
Total	1049

WCSU enrollment by town (as of 12-21-21):

<https://docs.google.com/spreadsheets/d/107Y4J48cnFAkhXzHGj1Gbx298CZkPeQAHIlludGcFgA4/edit?usp=sharing>

From the Director of Technology and Innovation

Prisms VR

In the fall of 2021 on their visit to Ithaca Public Schools the team lead by Sherry and Jen were introduced to Anurupa Ganguly, the Founder and CEO of Prisms VR. Prisms develops experiential math content in virtual reality (VR) that allows students to engage in real world problem solving with VR tools that give the students the opportunity to visualize concepts that would otherwise be abstract. For example, in the Prisms module on exponential growth students work to identify an equation that accurately represents the growth of a virus by observing a population. Anurupa and her team at Prisms held a meeting with Math teachers from the WUHSMS and the Algebra 1 teachers expressed interest in using Prisms in their classes this school year.

Using ESSER funds we have purchased licenses to use Prisms and 30 Pico Neo Headsets and charging carts. The equipment is scheduled to arrive in the middle of January with a tentative rollout for teachers occurring some time in February. The Technology Team will be supporting this work by setting up and configuring the equipment, and by acting as a liaison between the Prisms VR team and the WUHSMS Math teachers.

Procure

This past fall we purchased a license to use Procure in our After School Program (ASP). Procure has a number of features that are useful to the ASP, including online invoicing and payment, and tracking student sign in and sign out. Erin Bucher (our Extended Learning Coordinator) will be rolling out Procure in pieces to the ASP participants at the end of January. Depending on the success of Procure in the ASP we may look to use it for some components of Summer SOAK registration and payment.

From the Director of Curriculum, Instruction & Assessment (CIA)

A School Board Member Invitation, Please Join!

Dear Board Members,

Please consider joining the Spring offering of *"With Literacy and Justice For All: A community of educators engaging with language and literacy research"* taught by Julie Brown. Julie would be happy to speak with you on the phone or through email if you have any questions -- anyone interested in literacy and equality would find a seat at the table! (jbrown@wcsu.net)

STAR Winter Testing Window: Teachers will be giving the STAR test in grades 3-10 (ELA) or 3-Algebra II (Math) through January 21st, 2022.

Literacy and Math Workgroups: Continue to meet regularly to build cohesion and clarity around goals and plan head to the 22-23 school year.

Title Policy Feedback Opportunity: Federal and state laws relating to Parent and Family Engagement are requiring the rewrite of policies along with required Title family feedback. If your child receives non-special education services through an interventionist, we would appreciate your feedback on this policy before bringing it forward to the Policy Committee of the school board. To read the policy [click here](#). Please send feedback to jstainton@wcsu.net by 2/3/22.

From the Director of Finance and Operations

Please review budget variance reports in the link below.

[Jim Shared Documents](#)

AGENDA ITEM #5	Time Scheduled Discussions
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5.a.	CRAFT Presentation
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PURPOSE:

To hear a presentation on Community and Climate Resilience through Agriculture, Forestry, and Technology.
[CRAFT presentation](#)

WHO:

Kat Robbins
 Janis Boulbol

5.b.	WUHSMS Principal Update- Student Behavior
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WHO:

Garon Smail

5.c.	FY23 Budget Approval
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PURPOSE:

To review the proposed FY23 budget, and vote on the budget that will be presented to the district voters in March.

WHO:

Jim Fenn
 Ben Ford

PURPOSE:

To provide information and updates on the work of committees, and vote on any items presented that require board approval or action.

WHO:

1. Policy Committee
 - a. Adopt- Special Education Policy
 - b. Adopt- Naming Policy
 - c. Adopt- Fundraising Policy
 - d. Policy Committee Updates, if any
2. Jim Haff, Chair, Buildings & Grounds Committee- Update
3. Ben Ford, Finance Committee- Update
4. Adam Ameele, Negotiations, Hiring, and Retention Committee- Update
5. Other Working Group as needed

MOTION REQUIRED?

If there is an item to be voted on.



WINDSOR CENTRAL SUPERVISORY UNION
WINDSOR CENTRAL UNIFIED UNION SCHOOL DISTRICT

Serving the towns of Bernard, Bridgewater, Killington, Ferrisfield, Plymouth, Pomfret, Reading, and Woodstock

CODE: D7

SPECIAL EDUCATION

Policy

It is the policy of the Windsor Central Supervisory Union and its member districts to meet the needs of students with disabilities, as defined in federal and state law and regulations, and to provide a free and appropriate public education (FAPE).

The Agency of Education (AOE), as the State Education Agency (SEA), is responsible for the overall provision of a Free Appropriate Public Education (FAPE) to eligible Vermont students with disabilities and does this through the implementation of the Individuals with Disabilities Education Act (IDEA).

The Windsor Central SU and its member districts utilize the guidelines developed by the Vermont Agency of Education in its most current edition of the *Vermont Special Education Procedures and Practices Manual (Manual)* regarding special education issues.

The Manual can be found on the Vermont Agency of Education's website.

<i>VSBA Version:</i>	
<i>Date Warned:</i>	
<i>Date Adopted:</i>	
<i>Legal Reference:</i>	<i>20 U.S.C. § 1415 (Individuals with Disabilities Education Act (IDEA))</i>
<i>Cross Reference:</i>	

DISTRICT NAMING POLICY

The purpose of the following Policy is to provide District board members, school administrators and the Superintendent with policies specific to naming opportunities for facilities, programs and events.

A. Honorary Naming

1. A group or person may propose naming a facility or program based on their contributions to the nation, society, the District, or to communities in the District. This process will adhere to the following guidelines.
2. Any person or group proposing an honorary name for a District facility or program must submit a written proposal to the Superintendent, outlining the reasons for the proposed name. If the proposal is to name a District facility or program after an individual, the proposal must outline specific contributions the individual has made to the nation or to the District community.
3. The District, except for extraordinary circumstances, shall not name a District facility after a person currently employed in the District or after a person who was employed in the District during the previous three years.
4. The District shall not endorse any dedication that is inconsistent with the District's educational mission, policies, goals or community values.
5. The Superintendent in consultation with the Finance Committee and Policy Committee shall make a recommendation to the Board regarding the proposal. The Board of Directors must approve all honorary names of District facilities.

B. Named Funding Opportunities

1. The District welcomes the naming of facilities, programs, and endowed funds that meet the funding requirements outlined in the Fundraising Policy. This policy allows for naming within dedicated facilities, spaces, endowments, or programs.
2. Naming opportunities are available for the buildings, endowed funds, rooms, facilities or other capital projects or programs for which the Board has authorized fundraising or has approved for donor recognition, memorial, or other purposes.
3. The Fundraising Workgroup, Finance Committee, and / or Superintendent can develop and revise, for approval by the School Board, lists of naming opportunities, with an indication of the amounts required.
4. The Finance Committee in consultation with the Superintendent and Fundraising Workgroup, will submit recommendations to the District Board for their approval of all naming opportunities for buildings, endowments, or other large projects, or, if conditions are attached to a gift that may have a large financial impact, or add or change a major program.
5. Simple bequest intentions will not be associated with naming opportunities. Upon occasion, however, the Board may wish to honor an individual based on their long-term commitment to the school in addition to their bequest intention. The policy on Memorial Gifts is outlined in the next section.
6. Planned gifts are eligible for approved naming opportunities only if the remainder value, at the time the planned gift is realized, equals or exceeds the minimum amount required to name a gift or if the gift is designated for an endowment purpose such as scholarship.
7. The Board will not engage in any relationships granting any entity or person a special legal entitlement to any facility.

8. The recommended value of naming opportunities will generally be set by the Fundraising Work Group, Finance Committee and Superintendent, and approved by the Board.
9. The actual placing of a name on a building, room, or other capital project will be completed once 100% of the pledge associated with the naming opportunity has been received by the District (and as appropriate a capital project is complete).
10. Named endowed funds will not generally be established for gifts of less than \$100,000. For details regarding named endowed funds see Fundraising Policy
11. For further guidance on fundraising, refer to the district's fundraising policy

C. Renaming/Name Changes

In the case that there is a proposal for the renaming of an existing dedication the process for approval will be as follows: (note: adding a name to an existing dedication is considered renaming and would also follow the process below).

1. Once named, a dedication may not be renamed within 35 years from the date of naming unless under extraordinary circumstances or in the event that new information is presented by the Superintendent, Board, or Community member/group that disqualifies the original dedication under A(4) and/or B(1) of this policy.
2. In the event that a named space is moved, renovated, or rebuilt it will not be renamed unless done so under C(1) or C(3) of this policy.
3. A dedication named greater than 35 years ago may be renamed under section A or B of this policy if steps C(4) through C(7) below are satisfied.
4. The Superintendent will deliver a report outlining the contributions of the person to whom the existing named dedication refers and an analysis outlining how the change would impact the District, community, and if applicable, programming, and budgets.
5. A public meeting will be held with a 30-day warning and comment period preceding it. The meeting will be held to hear community comments on the issue of renaming the facility, program and/or event.
6. The Board shall only pass the renaming if the vote is greater than or equal to 60% of the votes.
7. In the case that a pre-existing naming is replaced, then the previous naming will be commemorated with an appropriate memorial within the school.

Date of Adoption:

Fundraising Policy

Introduction:

Gifts raised by the District's fundraising efforts support the District in carrying out the District's mission relative to providing a great education to every student. The District welcomes gifts of cash and other assets to defray capital project costs, to create an endowment, and to assist in a variety of special programming and purposes that simultaneously reflect the needs of the District and the interests of its donors.

The following pages outline general policies specific to fundraising. It also describes the administrative responsibilities and procedures developed in connection with fundraising.

The purpose of this Policy is also to provide District board members, school administrators, the Superintendent, and volunteers with guidelines that enable them to assist prospective donors, their families, and advisors in making gifts to the District. The ideal gift to the District is one that is both consistent with the donor's intent and financial plans, and supports the District's stated goals and programs without imposing undue financial or legal burden upon the District. The intent of these guidelines is to encourage more gifts to the District and at the same time provide discipline in the acceptance and administration of gifts. They are intended to be both flexible and realistic in order to accommodate unpredictable giving situations and opportunities as well as variability in donor expectations.

In accordance with IRS regulations, the District does not provide tax, financial, legal advice or appraisals to donors. The District strongly recommends that donors seek advice from professional financial advisors or attorneys.

Consistent with the District's non-discrimination policies, terms of a gift must not discriminate against anyone on the basis of race, religion, color, age, gender, sexual orientation or disability.

Gifts shall not be accepted that are, by the Board's determination, associated with any individual or company whose actions:

- i. conflict with the educational mission of the District;
- ii. would commercialize or damage the image of the District;
- iii. detract from or interfere with student learning;
- iv. are associated with alcohol, tobacco, illegal drugs or weapons;
- v. Promote hostility, violence, or disorder;
- vi. Advocates any religious or political purpose or interests;
- vii. Promotes, favors, or opposes a candidate for elected office or a ballot measure;
- viii. Advocates the violation of law;
- ix. Are inconsistent with the District's educational mission, policies, goals or community values;
- x. Is otherwise in violation of the law; or
- xi. Is otherwise deemed unfit under these guidelines.

These fundraising policy guidelines supersede all existing policies at the District; they are subject to change, in keeping with District's mission and programs, without prior notice by the District.

Acceptance and Valuation of Gifts

1. The District reserves the right to only accept gifts insofar as they support and further the strategic plan of the District and the intended purpose of a campaign or initiative.
2. Gifts will be valued for the purpose of recording in the books of record on the date they are transferred to and accepted by the District in accordance with District policies.
3. The responsibility for substantiating the value of any gift to the Internal Revenue Service belongs to the donor.
4. The District is committed to principles of gender equality and compliance with Title IX. The District reserves the right to decline or restrict any donations, gifts, and fundraising proceeds, including those

that may result in gender inequity or a violation of Title IX or any State or Federal anti-discrimination laws.

5. All gifts, donations, fundraising efforts and bequests shall become the property of the District.

Gift Assignment and Reporting

Gifts raised by the Fundraising Work Group serve several broad, general purposes, including but not limited to: capital projects including a new middle and high school building, new programs, and program enhancement.

During the course of a special, capital, or comprehensive campaign, gifts will be solicited for a variety of purposes, according to the interests of the donor(s). Best efforts will be made to seek and receive gifts that place the least possible restriction on all gifts, so long as the absence of restriction fulfills the expressed or known desire of the donor.

The District's financial records and statements will comply with the general guidelines set forth in the Statement of Financial Accounting Standards No. 117, published by the Financial Accounting Standards Board (June 1993). In that statement, FASB required that revenues and changes in net assets be classified into three broad categories: un restricted, temporarily restricted, and permanently restricted. Within these broad categories, however, institutions may, at their discretion, maintain "disaggregated" information as to particular, planned uses of funds. Accordingly, reference is made below to traditional designations which correspond both to the school's stated and ongoing planning objectives, and to donor interest, understanding that they will be reflected on the school's financial statements in the three broad "aggregated" categories.

A. Gift Assignment, General

1. All gifts received will be assigned to a specific restricted or unrestricted gift category per the donor's intent.
2. Donor intent will guide the final determination of whether a gift is restricted or unrestricted.
3. All gifts will be recorded by the Finance Office, by date, by type of gift, by purpose.
4. In addition to recording all gifts, all documents related to a gift will be retained by the Finance Office.
5. Under corporate matching gifts programs, matching gifts will be credited to the purpose for which the donor's gift was made, as long as it is consistent with the company's policy. When an individual makes a pledge and also expects a matching gift to be sent to the District, the donor's pledge and the matching gift pledge must be recorded as two distinct pledges. Matching gifts will be customarily applied as permitted by the matching gift company's policy.
6. During the course of a capital campaign, all gifts given in support of campaign objectives will be recorded against campaign goals.

B. Consideration in the Assignment of Restricted Gifts

1. All restricted gifts will be recorded according to the assigned restricted purpose category. The donor's written instructions shall be made part of the permanent record.
2. Should ambiguities regarding a gift's restricted purpose exist, they will be resolved by the Fundraising Working Group and Policy Committee, in consultation with the donor, and the District's legal counsel where necessary.
3. Funds received for endowment purposes and expected to be held long enough prior to expenditure to accrue income will retain that income for the benefit of the restricted purpose.

D. Gift Reporting

1. For financial statement and audit purposes, the District will follow and adhere to the rules and standards of GAAP.
2. For gift acknowledgment purposes, the District will follow the requirements of the Internal Revenue Code and regulations thereunder.

E. Pledges

1. The Finance office will maintain all pledge documentation.

2. Pledges for special projects or capital campaigns will generally be limited to three to five years. Multi-year pledges must be approved by the Finance Committee.

Administration of Gifts

AUTHORIZATION

1. The Board, in conjunction with the Policy Committee, has full and final authority over all policies and procedures for solicitation activities and acceptance of all gifts to the District. The Fundraising Workgroup oversees fundraising strategy, recruitment and training of campaign volunteers, and prepares for gift solicitations.
2. The Superintendent has the authority to oversee the implementation of policy and provide guidance to the Fundraising Workgroup.
3. The Policy Committee in consultation with the Fundraising Work Group is responsible for the advancement of fund- raising-related policies for board approval and subsequent implementation of board- approved policies.
4. All capital campaigns made on behalf of the District must be approved by the Board.
5. No general or group solicitation of funds for specific purposes may be undertaken by any faculty, staff, or department without the approval of the Superintendent. Faculty members are required to consult with the Superintendent regarding special appeals for projects or programs.
6. Only the Superintendent, and officers of the District, or their designees are authorized to accept gifts to the District that meet the guidelines stated in this document. Gifts presented directly to faculty or staff members must be forwarded to the Finance Office to ensure the donor receives the appropriate acknowledgement for tax purposes.
7. The Fundraising Working Group is responsible for the following functions:
 - a) coordinating and managing the solicitation, receipt, acknowledgment, documentation and stewardship of gifts to the District related to Capital Projects;
 - b) alerting the Finance Office to incoming gifts for timely deposit to the appropriate designation and for safeguarding of gift receipts;
 - c) following up with the Finance Office to ensure that all pledge and gift receipts have been input into a database;
 - d) following up on and collecting pledge payments.

The District's financial records and statements are produced in accordance with Generally Accepted Accounting Principles (GAAP). For financial statement purposes, the finance office is responsible for accounting for gifts to the District in accordance with these guidelines.

Named Endowed Funds

1. On occasion, endowed funds may be established at less than the required amount when the donor has clearly expressed an intention to meet the funding requirements within three years. Such exceptions must be approved in writing by the Board, with the advice and consent of the Finance Committee, Superintendent, and Fundraising Work Group, as appropriate.
2. The District may approve the establishment of named or memorial funds upon the receipt of gifts or bequests in specified minimum amounts for specific purposes. These minimum amounts will generally be set at a level of at least twenty times the required income value, reflecting a 5% draw rate. These levels are subject to change.
3. Endowed funds must be fully funded within three years of the initial pledge. If, after three years, the gifts received for a fund are not sufficient to establish the named, endowed fund intended by the donor, the District will contact the donor to discuss alternate naming opportunities. If the donor is not available, the Superintendent, the Fundraising Work Group and Finance Committee, in consultation with the Board as appropriate, will determine how the funds will be allocated in accordance with legal requirements. Solicitation discussions and materials should be clear that gifts to a specific fund are subject to this contingency.

4. Named endowed funds are subject to a change in use if the stated purpose of the fund becomes impractical, impossible or obsolete, or it becomes advisable to deviate from the express purposes of the gift to further the mission or programs of the District. Solicitation discussions and materials should be clear that gifts to a specific fund are subject to this contingency.
5. Whenever an endowed fund is established to support a new activity – (i.e., a program or event not provided for in the current operating budget), the new activity shall not begin until the endowment amount is fully funded and/ or does not obligate the District to expend extra monies to support the new activity. The Policy Committee may recommend a waiver of this policy in exceptional circumstances.

DEFINITIONS

A. General Definitions

1. **Legal name** of the institution receiving gifts is Windsor Central Unified Union School District.
2. **Gift** is defined as a voluntary irrevocable transfer of assets from an individual or organization to the District. A gift may be made outright (such as cash or check) or it may be deferred.
3. **Pledge** is defined as a written statement of an intention to make a gift or grant signed by the donor or her/his authorized agent.
4. **Letter of intent** is a non-binding, written statement of a donor's intention to make a gift.
5. **Grant** is defined as a voluntary irrevocable transfer of assets or awards for specific or general purposes to the District from a corporation, foundation, government agency, association or other entity.
6. **District facility** shall refer to a District owned or leased site, building, room or other facility located upon or within a site or building.

B. Definitions of Unrestricted and Restricted Gifts

1. **Unrestricted Gifts** are those given by donors with no limitation, prohibition or constraint on the specific purpose or use of the funds regardless of any subsequent designation by the District.
2. **Restricted Gifts** are those given by a donor for a specific purpose set forth in writing by the donor including those available for current expenditure or restricted temporarily or permanently restricted endowment.
3. **Temporarily Restricted Gifts** are gifts with a donor-directed purpose that has yet to be fulfilled or a gift subject to restrictions that will lapse or expire upon a certain event or when a designated period of time has elapsed. For instance, a gift restricted for use in building a new structure will not be used until the District needs the funds to begin construction. Likewise, a gift restricted to support a new program may not be expended until the program is ready to be implemented.
4. **Permanently Restricted Gifts** are gifts that must be maintained in perpetuity by the District in an endowment. These gifts may be limited by donor-directed conditions that neither expire over time nor can be removed by the District, except as provided by law. Should the purpose for which the funds are provided cease to exist, the District may reallocate the principal to the general endowment.
5. **Endowment, Unrestricted Income** are gifts permanently restricted by donors for endowment but not bearing any restriction from the donor as to the use of the income the endowment produces.
6. **Endowment, Restricted Income** are gifts permanently restricted by donors for endowment with their income restricted to a specific use, such as student financial aid, faculty support, program support or other purposes. If all of the income is not spent during a given year, the remaining funds are to remain in the same fund and re-invested.

Date of Adoption:

PURPOSE:

A consent agenda groups routine business into one agenda item to be approved with one action, rather than filing motions on each item separately.

MOTION REQUIRED?

Yes.

- "Motion to approve the consent agenda." Requires a second, then can be opened up for discussion. The vote approves/accepts (or declines, if nays) all items in the consent agenda at once.

Windsor Central Unified Union School District
Board of Directors Monthly Meeting
December 6, 2021, 6:30 p.m., WCSU Conference Room
Virtual Zoom meeting recording

Board Members Present:

Barnard:

Kelly Welch (virtual)

Bridgewater:

Matthew Hough (virtual)

Sarah Adams (virtual)

Killington:

Gwen Hagenbarth (virtual)

Jim Haff (physical)

Plymouth:

Jay Moore (virtual)

Josh Linton (virtual)

Pomfret:

Bob Crean (virtual)

Bill Overbay (virtual)

Reading:

Anna Sessa (virtual)

Adam Ameele (virtual)

Woodstock:

Keri Bristow (virtual)

Ben Ford (virtual)

Sam DiNatale (physical)

Todd Ulman (virtual)

Louis Piconi (virtual)

Clare Drebitko (virtual)

Superintendent: Sherry Sousa (physical)

Director of Student Support Services: Gina Rocque (virtual)

Director of Instructional Technology: Raphael Adamek (virtual)

Director of Finance and Operations: Jim Fenn (physical)

District Curriculum Coordinator: Jennifer Stainton (virtual)

District Buildings & Grounds Manager: Joe Rigoli (physical)

Director of Human Resources: Linda Loprete (virtual)

Principals/Administration: Garon Smail, Maggie Mills, Aaron Cinquemani (all virtual)

Student Representatives: Genevieve Morel, Owen Courcey, Aiden Keough-Vella (all virtual)

Pittsfield School Board: Ray Rice (virtual)

Recording Secretary: Rayna Bishop (virtual)

Legislators: Sen. Alison Clarkson (physical), Rep. Charlie Kimbell (virtual), Sen. Alice Nitka (virtual), Sen. Dick McCormack (virtual)

1. Keri Bristow called the meeting to order at 6:31 p.m. Quorum noted.
2. Amendments to the Agenda: drop the vote on accepting board resignations, drop the vote on the budget. Motion to approve the agenda as amended. Moved: Jim Haff. Seconded: Adam Ameele. All in favor.
3. Public Comment: Public comment was heard on advocating for mandatory staff vaccination, differing requirements for sports participation from elementary to HS/MS, positive parent feelings for the proposed winter sports spectator plan, and the board heard from their legislators.
4. Reports: Superintendent Sousa opened with highlights from her report, including vaccination percentages in the schools, and a brief recap of how federal COVID relief funds (e.g. ESSER) are being used and the plan moving forward.
Director of IT Raph Adamek reviewed his report.
Dir. Of Instr. Support Gina Rocque delivered her report.
CIA Director Jennifer Stainton discussed her report.
Dir. Of Finance Jim Fenn discussed the district current fiscal situation and some FY23 budget development proposals.
Student reps Genevieve Morel and Owen Courcey discussed student happenings and concerns.

5. Time Scheduled Appointments:
 - a. Accept Retirement: Motion to accept retirement. Moved: Jim Haff. Seconded: Sam DiNatale. All in favor. Retirement accepted with regret.
 - b. Board Resignations- Thanked Clare Drebitko and Louis Piconi for their service.
 - c. Stewardship Strategy: Aaron Cinquemani and Maggie Mills delivered an update to the board on Strategic Plan Goal 1.4: Review, refine, and where necessary, establish stewardship experiences so that they are well planned, purposeful and integrated into content areas and grade level curriculum.
 - d. FY23 School Year Calendar: The board reviewed and discussed the calendar as proposed for FY23. Motion to approve by Jim Haff. Seconded: Sam DiNatale. All in favor.
 - e. Tuition Rate FY23: The board discussed setting the tuition rates for FY23. Motion to set the elementary rate at \$16,425 and the HS/MS rate at \$18,985 by Jim Haff. Seconded by Bill Overbay. All in favor.
 - f. FY23 Budget Presentation: Ben Ford delivered a presentation on the draft FY23 budget. He gave an overview of school finance and key contributing factors.
6. Committees:
 - a. Policy Committee:
 - i. First Reading- Special Education Policy: Motion to adopt at the next meeting by Louis Piconi. Seconded by Todd Ulman. All in favor.
 - ii. First Reading- Naming Policy: Motion to adopt at next meeting by Clare Drebitko. Seconded by Louis Piconi. All in favor.
 - iii. First Reading- Fundraising Policy: Motion to adopt at the next meeting by Clare Drebitko. Seconded by Louis Piconi. All in favor.
 - iv. Committee Update: none
 - b. Buildings & Grounds Committee Update: none
 - c. Finance Committee Update: none
 - d. Negotiations, Hiring, & Retention Committee Update: Adam Ameele shared that the ESP negotiations start Thursday.
 - e. Other Working Groups if needed: Keri Bristow shared that the Configuration and Enrollment committee will start meeting on Monday to begin considering a district name change.
7. Consent Agenda: Motion by Jim Haff to approve the consent agenda with an amendment to the minutes to include the reason for the executive session. The recording secretary will review the Zoom to gather the information and then add it to the minutes. Seconded by Adam Ameele. All in favor.
8. Public comment: Shared that the board will have a special meeting on the upcoming Monday to decide on the Winter Sports spectator plan.
9. Executive Session, if needed. (Not needed.)
10. Reflection: A lot of discussion was heard on the poor audio quality of conference room. Solutions were discussed, and improvements will be made.
The board questioned getting their update from the HS/MS principal on student issues raised in a student report last month. Mr. Smail will provide an update at the next monthly meeting.
11. Motion to adjourn at 8:41 p.m. Moved: Jim Haff. Seconded: Sam DiNatale. All in favor.

Windsor Central Unified Union School District
Board of Directors Special Meeting
December 13, 2021, 6:30 p.m., WCSU Conference Room
[Virtual Zoom meeting recording](#)

Board Members Present:

Barnard:

Bryce Sammel (virtual)

Bridgewater:

Matthew Hough (physical)

Sarah Adams (virtual)

Killington:

Jim Haff (physical)

Plymouth:

Josh Linton (virtual)

Pomfret:

Bob Crean (virtual)

Bill Overbay (virtual)

Reading:

Anna Sessa (virtual)

Adam Ameele (virtual)

Woodstock:

Keri Bristow (physical)

Ben Ford (virtual)

Sam DiNatale (physical)

Todd Ulman (virtual)

Matt Stout (virtual)

Louis Piconi (virtual- 7:48 p.m.)

Superintendent: Sherry Sousa (physical)

Principals/Administration: Garon Smail (virtual), Jack Boymer, Athletic Director (virtual)

Recording Secretary: Rayna Bishop (virtual)

1. Quorum noted. Meeting begins at 6:31 p.m.
2. Amendments to the Agenda: none.
3. Public Comment: Public comment was heard on encouraging the board to support Supt. Sousa's plan, and a question about the previous no-spectator plan ([here](#))
4. Time Scheduled Discussion- Winter Sports Plan:
 - Supt. Sousa shared the proposed plan for spectators attending winter sports events. There was considerable discussion about the proposed plan and the current state of the pandemic, and the potential consequences of and reasons for changing the plan.
 - Motion from Bill Overbay to obtain data regarding the current trends in our district and to look at a compromised solution here. No second.
 - Motion from Jim Haff to return to the original plan (of no spectators) until more data is obtained. No second.
 - Motion from Bill Overbay to allow the 5th and 6th grade program to go forward, and allow our own students to be spectators, but hold off on opening up the doors to the visiting spectators until we have some more data. Seconded by Adam Ameele. Bill amends the motion to include all elementary grades (accidental omission). Adam Ameele seconds the amended motion. Data to include the current COVID rates within the school and the community, and the absenteeism.
 - Roll call vote required due to verbal nays:
YAYS: Jim Haff, Adam Ameele, Bill Overbay, Sarah Adams
NAYS: Matthew Hough, Keri Bristow, Sam DiNatale, Matt Stout, Anna Sessa, Todd Ulman, Bob Crean, Ben Ford, Josh Linton, Louis Piconi
 - Motion fails.
 - Question about rapid test availability and if spectators could be tested before being allowed into an event. Supt. Sousa to look into it.
5. Public comment: Public comment was heard on support for the Supt.'s proposal for allowing spectators at winter sports.
Clarification was asked for about COVID rules for the Union Arena and to whom those rules apply.
6. Motion to adjourn at 8:14 p.m. Moved: Jim Haff. Seconded: Matthew Hough. All in favor.

AGENDA ITEM #8	Public Comment 10 minutes
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PURPOSE:

To hear input, concerns, etc. from the attending public.

WHO:

Chair

MOTION REQUIRED?

No

Board Rules:

- Public sign-in sheet (when in-person meetings are resumed). Person stands and announces name; **time limit of two (2) minutes per person.**
- Digital meetings: Digitally raise your hand, wait to be acknowledged by the Chair, **clearly state your name for the minutes, time limit of two (2) minutes per person.**

AGENDA ITEM #9	Executive Session
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WHO:

1. Chair calls for a member to make the motion to state the condition for which an executive session is called for.
2. The Chair then calls for the motion to enter executive session and states the provision.

MOTION REQUIRED?

Yes.

Requires a second and a vote to enter the session.

No vote required to exit the session, as actions cannot be taken in an Executive Session.

AGENDA ITEM #10	Reflection
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PURPOSE:

This is a time to process board self-evaluation and implement recommendations for improvement.

WHO:

Full board

MOTION REQUIRED?

No.

WCUUSD AGENDA ITEM #11	Adjourn
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PURPOSE:

Ends the meeting

WHO:

Chair calls for a member to make the motion to adjourn and notes the time.

MOTION REQUIRED?

Yes. Needs a second and vote.