

Windsor Central Supervisory Union and Windsor Central Unified Union School District

*Reorganizational Meeting
and
Monthly Meeting of the Board*



March 13, 2023, at 6:30 p.m.

WCSU Conference Room
and
ZOOM video-conferencing

Join Zoom Meeting

<https://wcsu-net.zoom.us/j/87970561107?pwd=ODJERm5VWWcyY2tpTlhOdFBWMzRCZz09>

Meeting ID: 879 7056 1107 ♦ Passcode: 131730

One tap mobile

+13126266799,,89668014609# US (Chicago)

+16469313860,,89668014609# US

[Robert's Rules of Order](#): what to say, when to say it, and how to say it for participating in meetings.

PRE-MEETING ACTIVITY

ANNUAL REORGANIZATION

Before the reorganizational meeting:

- All board members elected on March 7, 2023, whether new or returning, must be legally sworn in and take the Oath of Office/Oath of Allegiance through their town clerk prior to the reorganizational meeting, or you are not able to vote on any matter.
- Review the [New School Board Member Tool Kit](#)
- Review the [Essential Work of the School Board](#)
- [Reorganization Tool Kit](#)

[A Brief Explanation for our new members on the difference between WCSU \(Windsor Central Supervisory Union\) and WCUUSD \(Windsor Central Unified Union School District\):](#)

The supervisory union (WCSU) is an administrative, planning, and educational service unit that serves two school *districts*: the Windsor Central Unified Union School District and the Pittsfield School District. The WCSU has a governing board composed of the full WCUUSD board and one Pittsfield School District board member. WCSU employs all Central Office staff and all special education staff, as well as various other staff that are utilized district-wide.

WCUUSD is the school district that governs and operates our local public primary and secondary schools. These schools are Barnard Academy, Killington Elementary, Reading Elementary, The Prosper Valley School, Woodstock Elementary, and the Woodstock Union High/Middle School. The school district board consists of 18 members, with six representatives from Woodstock and two representatives from each of the other towns. Most general education teachers, paraeducators, food service, and custodial/maintenance staff are employed by the WCUUSD.

The Pittsfield School District is a non-operating* school choice district that funds and oversees the education of PreK through grade 12 students residing in Pittsfield, VT. (*Non-operating = no physical school buildings or employees.) Their board consists of three members, one of whom is assigned to the WCSU board.

Per Article 20 Section C of the [Articles of Agreement](#), the WCUUSD and WCSU boards conduct joint meetings with a single agenda. The Pittsfield School District representative may not vote on WCUUSD matters, but may vote on WCSU matters.

ANNUAL REORGANIZATIONAL MEETING

1. [Call to Order](#) (*Superintendent*)
2. [Welcome new board members](#) (*Superintendent*)
3. [Elections and Appointments](#) (*Superintendent*)
 - a. [Officers](#):
 - i. [Vote for WCSU/WCUUSD Chair](#) (*Superintendent calls for nominations*)

(Once elected, Chair facilitates remainder of meeting)

 - ii. [Vote for WCSU/WCUUSD Vice Chair](#) (OPTIONAL)
 - iii. [Vote for WCSU/WCUUSD Clerk](#) (MANDATORY)
 - b. [Committees and Working Groups](#)
 - i. [Distribute the standing committee and working group charges.](#)
 - ii. [Discuss and/or make changes to the charges](#) - If any changes to committees, working groups, or charges, vote to adopt as discussed.
 - iii. [Appoint board member\(s\) to each committee and working group.](#)
4. [Operational Decisions](#)
 - a. [Discuss and adopt Code of Ethics](#)
 - b. [Approve board meeting schedule, designated posting places, and newspapers of record](#) (see attached)
 - c. [Approve committee meeting schedule](#) (attached)
 - d. [Appoint SU/SD voting delegate for statewide health insurance](#)
5. Adjourn reorganizational meeting.

Monthly Board Meeting Agenda

1. [Call to order](#)
2. [Amendments to the Agenda](#)
3. [Public Comment](#)
4. [Time Scheduled Appointments](#)
 - a. Presentation on the implementation of the WCSU Equity, Inclusion, and Diversity policy
 - b. International Excursion approval
5. [Reports:](#)
 - a. Superintendent
 - b. Directors
 - c. Students
6. [Committee Updates](#)
 - a. Finance Committee
 - b. Policy Committee
 - i. Second Reading: [School Crisis Prevention & Response](#)
 - c. Buildings & Grounds Committee
 - d. Negotiations, Hiring, & Retention Committee
 - e. Working Groups
7. [Consent Agenda](#)
 - a. Minutes
8. [Public Comment](#)
9. [Executive Session](#) - Student Matter
10. [Reflection](#)
 - a. What did we do well?
 - b. What could we do better?
11. [Adjourn](#)

ANNUAL REORGANIZATION

AGENDA ITEM #1	Call to Order- Superintendent
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PURPOSE: To begin the meeting, the Superintendent will determine if a quorum is present, then call the meeting to order.

WHO: Superintendent:: “The meeting is called to order at _____ p.m.”

MOTION REQUIRED? No

[↑ back to reorg. agenda ↑](#)

AGENDA ITEM #2	Welcome New Board Member(s)- Superintendent
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PURPOSE: To introduce and welcome new board members.

WHO: Superintendent

MOTION REQUIRED? No

ELECTION RESULTS:

Barnard- Carin Ewing Park (remaining 2 years of a 3 year term)

Bridgewater- Lara Bowers (remaining 2 years of a 3 year term)

Bridgewater- Ryan Townsend (remaining year of a 3 year term)

Killington- Katie Reed (remaining year of a 3 year term)

Killington- Anne Karl (new 3 year term)

Plymouth- Josh Linton (new 3 year term)

Pomfret- Lydia Locke (new 3 year term)

Reading- Anna Sessa (new 3 year term)

Woodstock- Sam DiNatale (new 3 year term)

Woodstock- John Williams (new 3 year term)

[↑ back to reorg. agenda ↑](#)

AGENDA ITEM #3	Elections and Appointments- Superintendent
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a. Officers:

i.- Elect a Board Chair

PURPOSE: To elect the board officers for the WCSU and WCUUSD boards. The elected will hold the same position on both boards. A board chair and clerk are legally required. A vice chair is best practice, but not legally required.

WHO: Superintendent calls for nominations for Board Chair. Board members call out nominations.

“I nominate _____ for Board Chair.” Requires a second.

More than one person can be nominated. All nominations require a second. If no one seconds a nomination, then the nomination fails.

After nominations cease, the Superintendent will call for the vote. If there is only one nominee, the call is for one vote. If there is more than one nominee, a show of hands is required per nominee.

Once elected, the Board Chair facilitates the remainder of the meeting.

ii.- Elect a Board Vice Chair (Optional, but best practice)

WHO: Board Chair: Calls for nominations for Board Vice Chair in the same manner as above.

iii.- Elect a Board Clerk (Mandatory)

WHO: Board Chair: Calls for nominations for Board Clerk in the same manner as above.

[↑ back to reorg. agenda ↑](#)

b. Committees and Working Groups

i & ii.- Distribute and discuss charges:

PURPOSE: Board committees are small groups of individuals who advise the board on a specific area of operations. Working groups support a committee or the work of the board as a whole. The current committees and working groups of the board are outlined below. Any changes, such as disbanding a committee, forming a new committee, or changing the charge of a committee, requires approval and adoption by the full board.

WHO: Chair

MOTION REQUIRED? Yes, if any changes.

[Finance Committee](#) -

CHARGE:

1. Create and maintain a budget;
2. Quarterly and annual financial reports;
3. Evaluate working group proposals. Committee must weigh proposals against budget.

Considerations must support the [Portrait of a Graduate](#) and the [Strategic Plan](#).

[Policy Committee](#) -

CHARGE:

1. Create and modify policy as directed by statute or Board;
2. Evaluate working group proposals. Committee must weigh proposals against current policy and statutes.

Considerations must support the [Portrait of a Graduate](#) and the [Strategic Plan](#).

[Buildings and Grounds Committee](#) -

CHARGE:

1. Create and maintain infrastructure maintenance priority list;
2. RFP management;
3. Capital Project proposals;
4. Evaluate working group proposals. Committee must weigh proposals against infrastructure maintenance priority list.

Considerations must support the [Portrait of a Graduate](#) and the [Strategic Plan](#).

[Negotiations, Hiring, and Retention Committee](#) -

CHARGE:

1. District representation in WCEA negotiations;
2. Formation of hiring working group;
3. Evaluate working group proposals. Committee must weigh proposals against WCEA and Administrative contracts.

Considerations must support the [Portrait of a Graduate](#) and the [Strategic Plan](#).

[HSMS Working Group](#)

Develop proposals for ongoing architectural, financial, and administrative needs in relation to a new HSMS build.

[Configuration and Enrollment Growth Working Group](#)

Develop proposals that promote enrollment in the district and configure our campuses based on educational, social-emotional, and developmental best practices. This includes, but is not limited to: grade reconfiguration, use of buildings, programmatic changes.

[Fundraising Working Group](#)

Oversee district fundraising of public and private funds earmarked for both ongoing efforts and specific projects. Keep the board and public aware of plans, intentions, desired and met fundraising goals.

[Communication Working Group](#)

Work with administration to create mechanisms that bridge administration, board, faculty, students, and communities. This includes, but is not limited to: student representation, faculty representation, community involvement, and the facilitation of messaging from the board.

[Community Solutions Working Group \(no webpage due to no agendas/minutes\)](#)

Collect information on viable spaces in all of our school communities as locations where students/educational pods can gather during hours they are not scheduled to be in school.

Look for opportunities to partner with community organizations that can support students during and after school hours with programming and/or supervision.

[↑ back to reorg. agenda ↑](#)

iii.- Appoint board members to committees and working groups:

WHO: The Chair appoints board members to a committee.

MOTION REQUIRED? No.

[↑ back to reorg. agenda ↑](#)

a. Discuss and adopt Code of Ethics:**Code of Ethics for Vermont School Board Members**

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

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:

- 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 principles 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

[↑ back to reorg. agenda ↑](#)

b. Approve meeting schedule/posting places/newspapers of record:

Meeting dates, posting places, and newspapers of record as listed below:



**WINDSOR CENTRAL SUPERVISORY UNION
WINDSOR CENTRAL UNIFIED UNION SCHOOL DISTRICT**

Serving the towns of Barnard, Bridgewater, Killington, Pittsfield, Plymouth, Pomfret, Reading, and Woodstock

2023-2024 WCSU/WCUUSD Board Meeting Schedule

Regularly scheduled monthly meetings are held in the WCSU conference room and digitally via Zoom™ on the first Monday of each month beginning at 6:30 P.M., barring holidays or conflicts.

The following is a list of meetings for the school year:

- No Meeting in July
- Monday, August 7th
- Monday, September 11th *(Note change due to Labor Day)*
- Monday, October 2nd
- Monday, November 6th
- Monday, December 4th
- Monday, January 8th *(Note change due to New Year's Day)*
- Monday, February 5th
- Monday, March 11th *(Note change due to In-Service Day)*
- Monday, April 1st
- Monday, May 6th
- Monday, June 3rd

Meeting changes: Should a conflict occur that requires a change of meeting date or time the change will be posted as soon as possible with the new meeting information at the designated posting sites.

- The WCSU bulletin board and website
- The Town Halls within the WCUUSD region
- School campuses within the WCUUSD region

Special meetings are sometimes necessary, particularly during budget preparation and prior to the annual Town Meeting. Special meeting information will be posted in the designated sites at least 24 hours in advance of the special meeting.

Emergency meetings may be necessary to address an unforeseen event or an emergency. Public notice will be given as soon as possible.

The Vermont Standard and The Mountain Times are the local public newspapers used by WCSU and the WCUUSD.

Monthly meeting agendas and minutes are available under the School Board tab on the WCSU's website, www.wcsu.net/school-board-members. Zoom™ links to access meetings can be found on the first page of the agenda, and meeting recordings can be found at the top of the corresponding minutes.

[↑ back to reorg. agenda ↑](#)

c. Approve committee meeting schedule:



**WINDSOR CENTRAL SUPERVISORY UNION
WINDSOR CENTRAL UNIFIED UNION SCHOOL DISTRICT**

Serving the towns of Barnard, Bridgewater, Killington, Pittsfield, Plymouth, Pomfret, Reading, and Woodstock

2023-2024 Joint Committee Meeting Schedule

Regularly scheduled monthly committee meetings are held in the WCSU conference room and digitally via Zoom™ on the third Monday of each month beginning at 6:30 P.M., barring holidays or conflicts.

The following is a list of meetings for the school year:

- No Meeting in July
- Monday, August 14th
- Monday, September 18th
- Monday, October 16th
- Monday, November 20th
- Monday, December 18th
- Monday, January 22nd *(Note change due to holiday)*
- Monday, February 26th *(Note change due to Winter Recess)*
- Monday, March 18th
- Monday, April 15th
- Monday, May 20th
- Monday, June 17th

Meeting changes: Should a conflict occur that requires a change of meeting date or time the change will be posted as soon as possible with the new meeting information at the designated posting sites.

- The WCSU bulletin board and website
- The Town Halls within the WCUUSD region
- School campuses within the WCUUSD region

Special meetings are sometimes necessary. Special meeting information will be posted in the designated sites at least 24 hours in advance of the special meeting.

Emergency meetings may be necessary to address an unforeseen event or an emergency. Public notice will be given as soon as possible.

Meeting agendas and minutes are available on the WCUUSD Committees webpage, found under the School Board tab on the WCSU website, at <https://www.wcsu.net/wcuusd-committees>.

[↑ back to reorg. agenda ↑](#)

d. Appoint SU/SD 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 add appointment of the SU/SD's voting delegate for statewide health insurance to the first meeting of your SU/SD board, as the ratification process requires each SU/SD to notify the VSBA of the name, telephone number and e-mail address of its voting delegate by April 1.

[↑ back to reorg. agenda ↑](#)

Monthly Board of Directors Meeting

AGENDA ITEM #1

Call to Order

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

[↑ back to agenda ↑](#)

AGENDA ITEM #2

Amendments to the Agenda

PURPOSE: To add or delete items to the agenda. This is the only point in the meeting the agenda may be amended.

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. Amendments to add an item should be the exception, not the rule.

NOTE: Reorganizing existing items on the agenda is not the same as amending it; items can be reorganized at any point in the meeting.

****CONSENT AGENDA**** Consent agenda items are approved **without discussion**. If a member wishes to discuss an item on the consent agenda, it must be removed and placed on the regular meeting agenda. If any member requests that an item be removed from the consent agenda, it must be removed. Members may request that an item be removed for any reason.

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.

[↑ back to agenda ↑](#)

AGENDA ITEM #3

Public Comment

PURPOSE: All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded a reasonable opportunity to express opinions, so long as order is maintained.

A public body is within its rights under Open Meeting Law to limit public comment to only those items listed on its meeting agenda. However, the WCSU/WCUUSD board feels this creates a barrier preventing the public from bringing to their attention issues that are of importance to them. Thus, the board chooses to be responsive to

the needs and concerns of their communities by allowing opportunities for public comment beyond just those items listed on its agenda..

WHO: Chair

- Comments by the public or members of the body **must be addressed to the Chair or to the body as a whole**, and not to any individual member of the body or public.

MOTION REQUIRED? No

Board Rules:

→ **Public in-person meetings:**

- ◆ Persons wishing to speak must place their name and town of residence on the sign-in sheet;
- ◆ person must be acknowledged by Chair before speaking;
- ◆ speaker stands and addresses Chair or board as a whole;
- ◆ 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 and town of residence for the minutes,
- ◆ address the Chair or the board as a whole

- If a member of the public has already spoken on a topic, they may not be recognized again until others have first been given the opportunity to comment.
- Order and decorum shall be observed by all persons present at the meeting. Neither members of the body, nor the members of the public, shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the body and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.
- Members of the body and members of the public shall obey the orders of the chair or other presiding member.

[↑ back to agenda ↑](#)

From the Superintendent

On March 2nd, the School Leadership Team met with Dr. Nate Levenson from New Solutions K12. The goal of the training was for Principals and school leaders to become more strategic in their use of time when creating student daily schedules. We want the best schedules based on our learning priorities. Dr. Levenson offered that the three best scheduling practices are a focus on core instruction, providing extra time to learn, and ensuring we have content strong teachers. Through professional development with administrators, interviews with educators, and a review of current practices, New Solutions K12 will assist us in creating schedules at all of our elementary schools. At our June Board meeting, Dr. Levenson will present to the Board his findings and recommendations for improving how we use student learning time.

I have had the opportunity to represent the needs and interests of WCSU at the Vermont House and Senate Education Committees in the last weeks. First, I presented to the House Education Committee on the challenges of meeting the needs of our most vulnerable students when State agencies won't share in the funding of programs. In late February, I was asked to report on our Pre K experiences and how it has enhanced student outcomes. The request of our Legislators is to receive full reimbursement for our youngest students rather than less than half. Raphael and I also presented to both House and Senate Education Committees with regards to the implementation of the PCB legislation and testing. We noted that with the defunding of new school construction and renovation in 2007 communities could not address the toxic issues of older schools due to the financial impact on taxpayers. Our ask was to remove the moratorium on funding of new school construction and begin to invest in our Vermont schools.

Finally, we are in the last steps of hiring our Emergency Operations Plan Coordinator. We searched ESSER funding for a half time coordinator. This individual will review current emergency practices and facilities, provide training for educators, staff and administrators, and form stronger relationships with first responders in our communities.

[↑ back to agenda ↑](#)

Tuesday, February 28, 2023

	BA	KES	RES	TPVS	WES	WUHSMS	Totals
Pre K 3	7	13	2		21		43
Pre K 4	12	10	5		45		72
K	6	10	6		27		49
Grade 1	6	16	4		36		62
Grade 2	7	9	3		47		66
Grade 3	15	20	8		47		90
Grade 4	5	14	5		28		52
Grade 5	10	12		49			71
Grade 6	5	9		45	2		61
Grade 7						69	69
Grade 8						68	68
Grade 9						85	85
Grade 10						76	76
Grade 11						81	81
Grade 12						63	63
Total Pre K	19	23	7		66		115
Total K-12	54	90	26	94	187	442	893
Total by School	73	113	33	94	253	442	1008
Percentage Change since Previous Month	1 (1.3%)	1 (0.9%)	0	0	-3 (-1.1%)	2 (0.5%)	1 (0.1%)
							-47 (-4.5%)

[↑ back to agenda ↑](#)

	February 28, 2023
Tuition Funding Source = "Operating School District"	919
Tuition Funding Source = "Other VT School District"	87
Tuition Funding Source = "VT State Agency"	2
Tuition Funding Source = "Sponsored by Operating District"	0
Total	1,008

WCSU enrollment by town (as of 2-28-23):

<https://docs.google.com/spreadsheets/d/11xEVixBHjkg9keoAfTQWrUNCVHYMNz7HkFtVnWbeVWY/edit?usp=sharing>

[From the Director of Technology and Innovation](#)

I'm excited to share that the [1,2,3 Ready! Read! Review!](#) podcast created by Joyce Babbitt (our Librarian at WES, TPVS, and RES) will be featured on Vermont Edition on Vermont Public Radio. The podcast has featured reviews of books by students, student guest hosts, and trivia. The podcast is supported in part by a grant from Consolidated Communications that was submitted by Joyce, Rhiannon Hutchinson (our Grant Writer), and Allison Babbitt (our Technology Specialist and Library Assistant).

Over February vacation our wiring contractor completed the installation of new wiring at the Reading Elementary School. On Monday, March 6th Corey Canfield (our District Systems and Network Administrator) and I completed the cutover to the new wiring. We are still waiting for the delivery of new networking equipment to complete the upgrade. Killington Elementary School and Woodstock Elementary School are the only remaining schools to be re-wired, and those schools will be finished in the summer of 2023. The wiring for this project was funded through ESSER.

[↑ back to agenda ↑](#)

[From the Director of Student Support Services](#)

Monthly and Ongoing MTSS Work:

- identified and proposed solutions for weaknesses and strengths at the building level to strengthen teams in appropriate places in the system and points of the process
- identified glitches and made changes in the system and the requisite paperwork to make it more accessible to educators
- development of a "checklist" and procedure for each stage of the process to ensure consistency and equity for all students

Special Education:

- participated in sessions with the AOE to monitor our special education practices and procedures
- continuing PD on rule changes for this year
- IEP changes to support Cognia assessments

- procuring new and cultivating existing staff to meet needs of students by evaluating expertise and that may be needed
- strategically hiring and placing staff with expanded skills and expertise to serve needs of students in specific buildings

[From the Director of Curriculum, Instruction, and Assessment](#)

Please see www.wcsu.net → Quick Links → [Curriculum, Instruction & Assessment](#) for information about WCSU's CIA.

Literacy: Teachers, Special Educators, Interventionists, and Principals of students in grades PreK-4 continue their 70+ hours of training in Language Essentials for Teachers of Reading and Spelling (LETRS) with our District Literacy Facilitator, Julie Brown. New Board Members can learn about the reasons for this year's literacy training by engaging with our [literacy choice board](#). Also, please see [WCSU's Literacy Goals](#).

Mathematics: Teachers of mathematics in grades 5-12 are engaging in the creation of District Wide Math Agreements using [The Math Pact](#) as a central resource. Math Facilitator Patty Kelly is curating the agreements for increasing teacher instructional alignment in our district. For more information, please see [WCSU's Mathematics Mission, Vision, and Goals](#).

Assessment: The Vermont Agency of Education is no longer using the SBAC as a state-level assessment tool. This spring, students will be tested through Cognia. More information will be provided to families as the district learns more about the assessment. Please see the [District Universal Assessment Calendar](#) for more information about universal level student assessment.

Federal Grant Management: Independent School Outreach under Equitable Share, Data Inventory, and Needs Assessment: The Spring is a season heavy with work to fulfill VT Agency of Education requirements for accessing federal funds. This includes conducting a LEA student-find in local independent schools, consulting with independent schools both in and out of bounds to determine if they will access our federal funds, conducting a WCSU data inventory, and conducting a WCSU needs assessment in order to access Title I, II and IV funds.

[↑ back to agenda ↑](#)

[From the Student Representatives to the Board](#)

Aidan:

The winter sports season is coming to an end with many of our teams having impressive records this season (and some have even gone to championship events)! This makes way for the upcoming spring sports, as athletes and coaches meet to discuss the upcoming season. The Student Council is planning an all-school 'Best Wednesday' meeting and a high school Lip Sync Battle in the next few days - fun events like these help to bolster already generally high morale among HS students. The third quarter ends on Friday, March 31st and some students have been preparing

for SATs in the past weeks. Some groups of HSMS students, including Owen and I, have been working on presentations for students in our district + other middle-level Vermonters at the Vermont Association for Middle-Level Educators' annual conference.

Owen:

Our team has collaborated a lot with NuVu lab director Sumanth Krishna and MS science teacher Ryan Becker to create a guided workshop and present about the Student Leadership Summit and our work derived from that event. We're working on making similar presentations to faculty, administrators and the board (as you'll hear later in the meeting in the EID presentation). Students are also definitely eager to begin our conversation about the HSMS mascot - I think the CEWG plans on discussing that matter soon and we're looking forward to working on that in the future.

AGENDA ITEM #5

Time Scheduled Appointments

a. **Presentation on the implementation of the WCSU Equity, Inclusion, and Diversity policy**

[Implementation of WCSU Equity, Inclusion, and Diversity Policy](#)

b. **International Excursion approval**

[Travel Proposal Form](#)

The proposed dates of travel are tentatively scheduled in April, pending response of host family availability. Dates of travel may be moved to February.

[↑ back to agenda ↑](#)

AGENDA ITEM #6

Committee Updates

PURPOSE:

To provide an update on the work of Committees and Working Groups.

WHO:

- A. Finance Committee Update
- B. Policy Committee Update
 - i. Second Reading: [School Crisis Prevention & Response](#)
- C. Buildings & Grounds Committee Update
- D. Negotiations, Hiring, & Retention Committee Update
- E. Working Groups Update

[↑ back to agenda ↑](#)

WCUUSD SCHOOL CRISIS PREVENTION & RESPONSE POLICY

Policy

It is the policy of the Windsor Central Unified Union School District to maintain a safe, orderly, civil, and positive learning environment, and to be prepared, in so far as possible, to prevent and respond to unexpected crises quickly and appropriately. While the very unexpected nature of a crisis may make preparation difficult, the Board believes that staff and students should be ready to respond quickly and appropriately to emergency situations.

Definition

Examples of school crises include but are not limited to fire, power outage, bomb threat, active shooter, hazardous materials release, flooding, and other emergencies.

Administrative Responsibilities

To help prevent the occurrence of some individually caused crises, the Superintendent shall research and share information about educational programs and practices designed to create and sustain a safe learning environment.

The Superintendent is directed to create a School Emergency Operations Plan that identifies how the students and staff shall respond to emergency situations, and the role that local emergency service providers shall play in crisis preparedness and incident management. This shall include the establishment of a School Crisis Team in each school in accordance with the School Emergency Operations Plan. The Superintendent will create a districtwide School Public Safety Team in consultation and cooperation with emergency management, law enforcement, fire and medical response agencies, transportation providers, Vermont Department of Health Emergency Preparedness Specialist, and Designated Mental Health Agency.

The School Emergency Operations Plan shall be aligned with and follow the recommended practices outlined in the Vermont School Crisis Guide and related resources.

Generally, the Principal or his/her designee will organize and oversee the planning and operation of the School Crisis Team and will serve as the incident commander, according to the School Emergency Operations Plan. The plan shall be reviewed annually and routinely practiced during regular drills.

Fire and emergency preparedness drills shall be conducted and recorded by the Principal in accord with the requirements of Section 1481 of Title 16 of the Vermont Statutes Annotated. At a minimum, drills shall be exercised at least once a month during the school year so that students and staff may leave the school building in the shortest possible time and without panic or confusion. In addition, drills shall be exercised at sufficient intervals on other procedures described in the School Emergency Operations Plan. A record of each drill, together with the time necessary to complete the procedure, shall be kept in the official school register, and such register shall be open at all times for inspection by representatives from the Division of Fire Safety and the Agency of Education.

Following a major incident, the School Crisis Team and/or the School Public Safety Team shall debrief and review the effectiveness of the crisis response and present a report and any recommendations for School Emergency Operations Plan updates to the superintendent.

Staff Responsibilities

The staff shall follow all guidelines outlined in the School Emergency Operations Plan and staff handbook when practicing routine drills and when responding to actual emergency situations.

Student Responsibilities

Students shall follow all guidelines outlined in the School Emergency Operations Plan and student handbook when practicing routine drills and when responding to actual emergency situations.

Students who cause school crises will be held accountable in accordance with the school discipline policy and state/federal law. Incidents that disrupt the education process or endanger the safety of other students and staff shall be referred to law enforcement for possible criminal charges or to pursue civil litigation.

Lost instructional time resulting from response to a school crisis or emergency situation shall be made up at the discretion of the School Board.

Notification and Community Communications

It is the policy that the School Crisis Team and/or the School Public Safety Team will communicate to the community in a timely fashion (through the superintendent or her/his designee) the status of the crisis, consistent with the guidelines outlined in the Emergency Operations Plan.

All incidents involving use of deadly weapons, whether a threat or an actual act, must be communicated to community members as soon as it is safe to do so. Weapon means a device, instrument, material or substance whether animate or inanimate, which, when used as it is intended to be used, is known to be capable of producing death or serious bodily injury.

Legal Reference(s): 13 V.S.A. § 1604 (Possession of Destructive Devices)
 13 V.S.A. §1612 (Placing a Hoax Device)
 13 V.S.A. §1753 (False Public Alarms)
 16 V.S.A. § Chapter 33 (Fire and Emergency Preparedness Drills and

Safety Patrols)

16 V.S.A. §1161a (a) (4) (Discipline)
 Rule 4102 - Vermont State Board of Education Manual of Rules and

Procedures (Requirement for Comprehensive Emergency Plan)

WCSU Policy Reference

C20: Student Conduct and Discipline (definition of weapons)

[↑ back to agenda ↑](#)

PURPOSE: At board meetings, a few items may come to the agenda that do not need any discussion or debate either because they are routine procedures or are already unanimous consent. A consent agenda (Robert's Rules of Order calls it a consent calendar) allows the board to approve all these items together **without discussion** or individual motions.

Typical consent agenda items are routine, procedural decisions, and decisions that are likely to be noncontroversial. Examples include:

- Approval of the minutes;
- Final approval of proposals or reports that the board has been dealing with for some time and all members are familiar with the implications;
- Staff appointments requiring board confirmation;
- Reports provided for information only;
- Correspondence requiring no action.

A consent agenda can only work if the reports and other matters for the meeting agenda are known in advance and distributed with the agenda package in sufficient time to be read by all members prior to the meeting.

MOTION REQUIRED? Yes.

- "Motion to approve the consent agenda." Requires a second and vote. The vote approves/accepts or declines **all** items in the consent agenda at once.

[↑ back to agenda ↑](#)

a. Approve minutes

Windsor Central Unified Union School District
Board of Directors Special Meeting
February 6, 2023, 6:30 p.m., WCSU Conference Room

Board Members Present:

Barnard:

Carin Park
Bryce Sammel

Bridgewater:

Lara Bowers

Killington:

Katie Reed
Jim Haff

Plymouth:

Elliot Rubin
Jay Moore (virtual)

Pittsfield:

Pomfret:

Bob Crean (virtual)
Lydia Locke

Reading:

Anna Sessa (virtual)

Woodstock:

Ben Ford
Keri Bristow
Matt Stout
Sam DiNatale
PJ Eames

Superintendent: Sherry Sousa

Counsel: Dina Atwood, Esq. (virtual), Marilyn Mahusky, Esq. (virtual)

1. Meeting called to order at 6:02 p.m.
2. No amendments to the agenda.
3. Motion to enter executive session for attorney client communication made by Jim Haff, second by Ben Ford. Board invites Attorneys Dina Atwood and Marilyn Mahusky to attend. Motion passes; board enters executive session at 6:03 p.m.
4. Executive session ended 6:27 p.m. with no action taken.
5. Motion to adjourn, Jim Haff, second by Bryce Sammel. Motion passes. Meeting adjourned at 6:27 p.m.

[↑ back to agenda ↑](#)

Windsor Central Supervisory Union
Windsor Central Unified Union School District
Board of Directors Monthly Meeting
February 6, 2023, 6:30 p.m., WUHSMS Teagle Library
[Zoom meeting recording](#)

Board Members Present:

Barnard:

Carin Park
Bryce Sammel

Bridgewater:

Lara Bowers

Killington:

Katie Reed
Jim Haff

Plymouth:

Elliot Rubin
Jay Moore (virtual)

Pittsfield:

Ray Rice (virtual)

Pomfret:

Bob Crean (virtual)
Lydia Locke

Reading:

Anna Sessa (virtual)

Woodstock:

Ben Ford
Keri Bristow
Matt Stout
Sam DiNatale
PJ Eames

Superintendent: Sherry Sousa

Interim Director of Student Support Services: Shayna Kalnitsky

Director of Instructional Technology: Raphael Adamek

Director of Finance and Operations: Jim Fenn

Director of Curriculum, Instruction, and Assessment: Jennifer Stainton

District Buildings & Grounds Manager: Joe Rigoli

Principals/ Administration: Mary Guggenberger, Maggie Mills, Melissa Zoerheide, Garon Smail, John Hansen, Aaron Cinquemani, Cody Tancreti

Counsel: Dina Atwood, Esq. (virtual)

Student Representatives: Owen Courcey (virtual), Aidan Keough-Vella (virtual)

Recording Secretary: Rayna Bishop

1. **Call to Order:** Keri Bristow called the meeting to order at 6:39 p.m.
2. **Amendments to the Agenda:** Keri calls for any amendments to the agenda. Hearing none, motion by Jim Haff to approve the agenda. Seconded by Carin Park. All in favor.
3. **Public Comment:** Keri discussed the general process and expectations for public comment. Extensive public comment was heard about a recent event, concerns about communication, and concerns about student behavior. Keri requested that written statements be submitted. Any submitted letters will be posted [here](#).
Jim Haff discussed the order of the agenda. Keri asked for a motion to end their open comment session. Motion by Jim Haff to end the public comment session at 7:58 p.m. Seconded by Sam DiNatale. All in favor. Keri addressed the visitors, noting that their concerns have been heard and thanking them for addressing the board.
Motion by Jim Haff to move item 7 to 4, and move item 9 to 5. Seconded by Bryce Sammel. Discussion ensued. Call for vote. Yes: Jim Haff. Nay: Carin Park, Bryce Sammel, Lara Bowers, Katie Reed, Elliot Rubin, Jay Moore, Bob Crean, Lydia Locke, Anna Sessa, Ben Ford, Matt Stout, Sam DiNatale, PJ Eames. Motion failed.

4. **Reports:** The Superintendent and Directors deferred to their written reports, which can be found in the [board book](#). Student reps Owen Courcey and Aidan Keough-Vella discussed HS/MS happenings, and expressed gratitude for the many opportunities for student involvement.
5. **Time Scheduled Discussion:**
 - a. Presentation on the implementation of the WCSU Equity, Inclusion, and Diversity policy-postponed until the March meeting.
6. **Committee Updates:**
 - a. Finance: Ben Ford discussed upcoming budget informational meetings
 - b. Policy:
 - i. Adoption: *New Build Tax Impact* - Motion to adopt by Ben Ford. Seconded: Sam DiNatale. Discussion ensued, and concerns were shared.
Nay: Jim Haff, PJ Eames
Yes: Carin Park, Bryce Sammel, Lara Bowers, Katie Reed, Elliot Rubin, Jay Moore, Bob Crean, Lydia Locke, Anna Sessa, Ben Ford, Matt Stout, Sam DiNatale
The motion passed.
 - c. Buildings & Grounds: Jim Haff mentioned that there is work to be done on the elementary buildings as well, that he didn't want overshadowed by the new build discussions. Joe Rigoli thanked all of the B&G employees for their hard work over the weekend battling issues brought on by the subzero temperatures.
 - d. Negotiations, Hiring, & Retention: no report
 - e. Working Groups: no report. Sam DiNatale mentioned that she was the sole member of the Communication Working Group (formerly known as the Community Engagement Committee), and if others were interested in joining her she would love to have them.
7. **Consent Agenda-** Motion by Jim Haff to accept the consent agenda. Seconded: Bryce Sammel. Resignation (retirement) of John Hansen accepted with regret. Resignation of Mary Dolan accepted with regret. Board members and staff shared about both, and they will be missed. Keri spoke about PJ Eames, whose term on the board is expiring, and she will not be returning. Ben spoke about Jay Moore, whose term is also expiring and he is not able to return. Keri, Ben, Bryce, and Joe Rigoli spoke about the retirement of Jim Haff from the board after 14 +/- years serving on both the WCUUSD and WUHSMS boards. Malena Agin, prior WES and WCUUSD board member, also thanked Jim for his service.
8. **Public comment:** Additional public comment was heard.
9. **Executive Session:** Motion to enter executive session at 8:46 p.m. to discuss a student matter under 1 V.S.A. §313(a)(7). Moved: Jim Haff. Seconded: Bryce Sammel. All in favor. Exited Executive Session at 10:09 p.m. Motion by Anna Sessa to exit executive session. Seconded by Jim Haff. All in favor. The board directs the Superintendent to prepare a presentation on safety and training of administration, as well as an overview of the PBIS system. The board is also seeking more transparency in the data collection. The board directs the Superintendent to investigate the need for more administrative personnel or reallocation of current personnel at WES. The board will be scheduling a future open meeting to go forward and continue to take next steps. There is a parent/student survey going out shortly that was already ready to go. The policy committee is meeting next week on February 13th to begin drafting a policy around communication and safety. Bob Crean motions to adjourn, but the board has to complete its reflection.
10. **Reflection:** Keri thanks everyone for their patience and for listening well.
11. **Adjourn:** Motion to adjourn at 10:10 p.m. Moved: Bob Crean. Seconded: Matt Stout. All in favor.

[↑ back to agenda ↑](#)

Windsor Central Supervisory Union
Windsor Central Unified Union School District
Board of Directors Monthly Meeting
February 27, 2023, 6:30 p.m., WUHSMS Teagle Library
[Zoom meeting recording](#)

Board Members Present:

Barnard:

Carin Park (virtual)

Bridgewater:

Lara Bowers

Killington:

Katie Reed

Jim Haff

Plymouth:

Elliot Rubin

Pittsfield:

Ray Rice (virtual)

Pomfret:

Bob Crean (virtual)

Reading:

Anna Sessa (virtual)

Woodstock:

Ben Ford

Keri Bristow

Matt Stout (virtual)

Sam DiNatale (virtual)

Superintendent: Sherry Sousa

Interim Director of Student Support Services: Shayna Kalnitsky

Director of HR: Linda Loprete (virtual)

Principals/ Administration: Mary Guggenberger (virtual), Maggie Mills (virtual), Melissa Zoerheide, Garon Smail, John Hansen (virtual), Aaron Cinquemani, Cody Tancreti

Recording Secretary: Rayna Bishop

Other: Marianne Ralph

1. **Call to Order:** Keri Bristow called the meeting to order at 6:36 p.m. Motion to accept the agenda by Jim Haff, seconded by Ben Ford. All in favor.
2. **Public Comment:** Public comment was heard until 6:56 p.m.
3. **School Board Director Appointment:** A recently vacated Woodstock representative seat will not appear on the upcoming ballot for the Annual meeting due to the timing of the vacancy. Motion to appoint Marianne Ralph. Moved: Jim Haff. Seconded: Anna Sessa. All in favor. Per 16 V.S.A. §731(a)(1), Marianne will serve until a successor is elected.
4. **Discussion on community concerns from Feb. 6th:** Reiteration of board suggestions from the Feb. 6th board meeting.
5. **Presentation of [Safety Planning and Preparation](#).** Sherry, Cody, Mary, and Shayna presented on the safety plans and protocols of the district. Motion by Katie Reed to have Sherry audit staffing needs at each school by the April meeting. Seconded by Jim Haff. All in favor.
6. **Policy- First reading: [WCSU School Crisis Prevention & Response](#) policy.** Jim Haff moves to adopt at the March 13th meeting. Seconded: Anna Sessa. Discussion ensued. Jim withdraws his motion with Anna's approval. Motion by Jim to move to a second reading. Anna seconds. All in favor.
7. **Open Meeting Law Violation Complaint-** Motion by Ben Ford to deny the complaint, with the caveat that the board schedules an OML training. Seconded by Bob Crean. All in favor. Keri will write a formal response to the complainant.
8. **Public comment:** Additional public comment was heard.
9. **Adjourn:** Motion to adjourn at 10:04 p.m. Moved: Jim Haff. Seconded: Bob Crean. All in favor.

[↑ back to agenda ↑](#)

AGENDA ITEM #9**Public Comment****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, please identify yourself for the record, then address the board.

[↑ back to agenda ↑](#)

AGENDA ITEM #10**Executive Session- Student Matter****WHO:**

Chair calls for a member to make the motion.

MOTION REQUIRED?

Yes. Motion required that states the purpose and the statutory exemption from public session.:

“Motion to enter executive session for a student matter under 1 V.S.A. §313(a)(7).”

Requires a second and a vote to enter the session.

No motion or vote happens to exit the session, as actions cannot be taken in an Executive Session. Any decision, action, and/or vote must be made in public session and recorded in the minutes.

[↑ back to agenda ↑](#)

AGENDA ITEM #11**Reflection**

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

WHO: Full board

MOTION REQUIRED? No.

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.

[↑ back to agenda ↑](#)