

Windsor Central Supervisory Union and Windsor Central Unified Union School District

Monthly Meeting of the Board



August 01, 2022, at 6:30 p.m.

WCSU Conference Room
and
ZOOM video-conferencing

Join Zoom Meeting

<https://wcsu-net.zoom.us/j/89395235477?pwd=ZHRjdTZlcGtWMU5TLzR3S040b1N0QT09>

Meeting ID: 893 9523 5477

Passcode: 488737

One tap mobile

+13126266799,,89395235477# US (Chicago)

+19292056099,,89395235477# US (New York)

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

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

[Robert's Rules of Order](#)

Agenda

1. Call to order
2. Amendments to the Agenda
3. Public Comment
4. Reports:
 - a. Superintendent
 - b. Directors
5. Time Scheduled Appointments
 - a. Approve Strategic Plan goals for 2022/2023
 - b. Emergency Operations Plan
6. Committee Updates
 - a. Finance Committee Update
 - b. Policy Committee Update
 - i. **POSTPONED:** Second Reading: Title 1, Part A: Parent and Family Engagement
 - ii. Adoption: C14 Section 504 and ADA Grievance Protocol
 - c. Buildings & Grounds Committee Update
 - d. Negotiations, Hiring, & Retention Committee Update
 - e. Working Groups Update
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
----------------	--------------------------

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 should be the exception, not the rule.**

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, then address the board.

From the Superintendent

Preparing for our return to school this year has meant ensuring that all classrooms are fully staffed with highly qualified teachers and para educators. At the time of writing, we are finalizing one elementary classroom position and one Specials teacher. For other districts in Vermont, meeting the goal of being fully staffed has been extremely challenging, and many will begin the year without all the educators they need. I attribute our success in filling positions to beginning the process early, having a current website highlighting our strong programs, and videos of Board meetings that reflect a supportive group. The Leadership Team is still concerned by the low number of substitute teachers, but we will do our best to accommodate.

On July 20th through the 22nd, the Leadership Team participated in a three day retreat. The group focused on establishing short and long term district financial goals, developing an implementation plan for our new Equity, Inclusion and Diversity Policy, and finalizing our plans to connect teacher supervision to our Portrait of a Graduate. School Leaders considered the Strengths, Weaknesses, Opportunities and Threats of our current financial situation. The two hour discussion allowed all members to develop a comprehensive district view of our needs and set priorities for upcoming budgets. One identified need is to address the number of positions that are grant funded. Another is to address the facility issues at the Middle and High Schools. Strategic Plan Goals were also established for the 2022-2023 school year and will attend to work in progress, as well as areas that have not been addressed thus far. Those will be reviewed with the Board tonight. The group also identified system changes that will need to be in place in the implementation of the new EID policy and considered priorities for teacher observations.

From the Director of Technology and Innovation

This summer we've taken on a number of projects to help us prepare for the 2022-23 school year:

1. We've implemented a new asset management system that will allow us to track all of our devices, projectors, and displays from all of our schools in one central database.
2. We've purchased and configured 250 new Chromebooks to be used across all of our schools. These Chromebooks will allow us to replace a large number of older Chromebooks that are no longer updating automatically.
3. We've purchased and installed a new camera system for the WUHSMS. This new system has a higher image quality than our old system, has advanced tools for searching video clips, allows administrators to easily share clips with each other, and is cloud based so it is easily accessible inside and outside the school building.

Many thanks to our Summer Technology Interns (Nick Bishop and Maggie Parker) and our Network and Systems Administrator (Corey Canfield) for their work on these projects this summer.

From the Director of Student Support Services

- ❖ Finalizing special education hiring, caseloads and assignments
- ❖ Updating quarterly reporting on our Mt. Ascutney grant
- ❖ Working with new SPED teachers and a veteran teacher to get the new SPED teachers onboarded
- ❖ Meeting several times with MTSS leadership team to set action steps for the year
- ❖ Will be meeting with interventionists to identify critical moves for the most robust and strategic intervention to support our students
- ❖ Planning the monthly meeting topics and format for SPED team

From the Director of Curriculum, Instruction, and Assessment

Summer Educator Workdays: Summer work days allow educators to connect and take deep dives into planning for an excellent 22-23 school year. ESSER funding is supporting the work of 35 groups this summer. Examples include: Barnard Academy planning with new Principal Melissa Zoerheide, Elementary World Language planning for our expanded program, PreK planning for our growing program districtwide, and departmental planning at the middle and high school.

Professional Development for 22-23:

- [Late Start Wednesdays](#) will support teacher efficacy, equity, and inclusivity by providing intentionally designed choices of learning in three key areas: Universal Design for Learning, Racial Equity, and Portrait of a Graduate/Deeper Learning.
- ELA Teachers PreK-4 will engage in a year-long course on reading instruction called Language Essentials for Teachers of Reading and Spelling (LETRS) facilitated by Julie Brown. [Click here to read about the course.](#)
- Math Teachers in grades 5-12 will engage in a year-long professional development around the [Math Pact](#) in order to develop cohesive school-wide agreements for instructional coherence within and across grades, facilitated by Patty Kelly.

English Language Arts Program Pilot: Some Windsor Central teachers in grades K-5 are opting-in to pilot one module of an ELA curriculum during the Fall of 2022. The goal of this pilot is to determine whether a new curriculum aligned with reading research will improve the rigor and quality of student literacy engagement and outcomes in our district. Families will be informed if their child is in a classroom participating in the pilot in September, and more information about the curriculum resources being piloted will also be shared at that time.

Peer Mentorship Program: Our new teacher peer mentor program is in its third year, with 24 pairings this year. Previous participants have shared with us how helpful it is to have a dedicated go-to mentor for questions big and small throughout the year. August 25th is our New Faculty Basecamp event to launch our newest faculty into the school year.

From the Director of Finance and Operations

The Finance Department has been busy working on our software conversion this month. We have written and uploaded our new chart of accounts, cleaned and uploaded our vendor list, active bank account list and employee lists. We are currently working on benefits and deductions lists. We have created a number of rules and protocols for the new system so that it will function as we want it to. The bulk of this work will be completed by mid-September, which is when we will shift our focus from building the data to learning the operation of the software. The team has worked hard and looks forward to completing this process and going live on January 1, 2023 on our new software.

Working with Sherry we have submitted two safety grants to the US DOJ. One is for security cameras and electronic door access, the other is for a two year part-time position to direct and support the implementation and training of our new Emergency Operations Plan.

Working with Geoff Martin from Twin Rivers-Ottawaquechee Regional Commission (TRORC) and Emo Chynoweth from Butler Bus, we have submitted a grant application to replace three older diesel school buses with new electric school buses.

Other work going on is closing the FY22 fiscal year and end of year reporting. We are moving forward with all of this work. We have scheduled the field work for our audit for the week beginning 10/31/22.

AGENDA ITEM #5	Time Scheduled Appointments
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5.A.	Approval of FY23 Strategic Plan Goals
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PURPOSE:

To present, discuss, and approve the Strategic Plan goals for FY23.

5.B.	Emergency Operations Plan
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PURPOSE:

The Superintendent will discuss the Emergency Operations Plan.

EMERGENCY OPERATION PLAN

Windsor Central Supervisory Union, 70 Amsden Way, Woodstock VT 05091

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EMERGENCY OPERATION PLAN

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- BOMB THREAT REPORT FORM
- BOMB THREAT PROCEDURE
- CPR & AED ANNEX
- CARDIAC EMERGENCY RESPONSE (CER) PLAN
- CONTINUITY OF OPERATIONS PLAN (COOP) ANNEX
- DEATH OF A STUDENT OR STAFF MEMBER ANNEX
- DEMONSTRATION/RIOT ANNEX
- EARTHQUAKE DROP, COVER AND HOLD ANNEX
- EXPLOSION ANNEX
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EMERGENCY OPERATION PLAN

Windsor Central Supervisory Union, 70 Amsden Way, Woodstock VT 05091

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POWER OUTAGE ANNEX
SEVERE WEATHER ANNEX
SUICIDE ATTEMPT ANNEX
SUSPICIOUS PERSON ANNEX
WEAPONS ANNEX

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PURPOSE:

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

WHO:

- A. Finance Committee Update
- B. Policy Committee Update
 - a. **POSTPONED:** Second Reading: Title 1, Part A: Parent and Family Engagement
 - b. Adoption: C14 Section 504 and ADA Grievance Protocol
- C. Buildings & Grounds Committee Update
- D. Negotiations, Hiring, & Retention Committee Update
- E. Working Groups Update
 - a. New Build update



WINDSOR CENTRAL SUPERVISORY UNION
WINDSOR CENTRAL UNIFIED UNION SCHOOL DISTRICT

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

CODE: C14

SECTION 504 AND ADA GRIEVANCE PROTOCOL FOR STUDENTS AND STAFF

It is the policy of the Windsor Central Supervisory Union and its member districts (hereby referred to as "The District") not to discriminate on the basis of disability. The District has adopted this internal protocol for prompt handling and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA). Section 504 and the ADA prohibit discrimination on the basis of disability in any program or activity receiving Federal financial assistance.

The District further provides assurance that strictly prohibits any form of retaliation against persons who utilize this protocol. To the extent possible, confidentiality will be maintained throughout the investigation of a complaint of unlawful discrimination. Nevertheless, a person is not required to use this protocol and may instead file a complaint directly with the U.S. Department of Education's Office for Civil Rights, Boston Office:

U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921

The following protocol is available and shall be distributed to all third parties for their use in filing complaints of discrimination based on disability.

This protocol will be distributed by the currently appointed District 504 Coordinator or their designees to all employees prior to the start of co-curricular activities every school year, preferably during the August In-Service, and again with the recommencement of co-curricular activities immediately following the December vacation.

Step 1: A person (an employee, student, or third party) who believes that he/she has been discriminated against by the District is encouraged, but is not required, to discuss the matter informally with the appropriate building principal (when the person is a student) or with his/her immediate supervisor (when the person is an employee). NOTE: If the building principal or the immediate supervisor is the subject of the complaint, or the grievant is not a student or employee, the grievant may, instead, contact the District Section 504 Coordinator. The person receiving the complaint, or their designee, shall investigate and then verbally convey his/her findings to both the person who alleged the violation and the person who is the subject of the complaint within 10 business days.

Step 2: If the informal Step 1 process does not resolve the matter, OR if the grievant does not wish to use the informal procedures set forth in Step 1, a written complaint may be submitted to either the District Section 504 Coordinator or the appropriate school specific Building 504 Coordinator (see list at the end of this document for contact information) who will investigate the complaint. NOTE: If the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted to the Superintendent who will appoint another administrator (or third party) to conduct the investigation. If both the Section 504

Coordinator and the Superintendent have involvement with the complaint, the written complaint may be submitted to the Director of Human Resources.

The complaint shall be in writing and signed by the grievant and include:

1. the grievant's name and contact information;
2. the facts of the incident or action complained about;
3. the date of the incident or action giving rise to the complaint;
4. the type of discrimination alleged to have occurred;
5. and the specific relief sought;

Or, alternatively, the grievant may use the 504 Complaint Form (attached). Names of witnesses and other evidence as deemed appropriate by the grievant may also be submitted. An investigation of the complaint will begin within 10 business days following the submission of the written complaint.

The investigation may be informal, but it must be thorough and shall include an interview of the parties and witnesses, a review of relevant evidence, and any other steps necessary to ensure a prompt and thorough investigation of the complaint.

A written disposition of the complaint shall be issued within 10 business days of completion of the investigation, unless a specific written extension of time is provided to the parties.

Copies of the disposition, subject to FERPA confidentiality, will be given to both the grievant and the person who is the subject of the complaint. If discrimination was found to have occurred, the disposition will include the steps that the District will take to prevent recurrence of any discrimination and to correct its discriminatory effects on the grievant and others, if appropriate.

Step 3: If the grievant wishes to appeal the decision in Step 2, he/she may submit a signed, written appeal to the Superintendent (or Board if the Superintendent is the subject of the complaint) within 15 business days after receipt of the written disposition. The Superintendent/Board or his/her designee shall respond to the complaint, in writing, within 30 business days of the date of the appeal. Copies of the response shall be provided to both the grievant and the person who is the subject of the complaint.

The ADA/504 Coordinator(s) will maintain the files and records related to any complaints filed under this protocol.

The District hereby provides assurance that it strictly prohibits any form of retaliation against persons who utilize this Protocol. The District will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.

If you have questions regarding these procedures or desire to file a complaint, please contact the District 504 Coordinator. The District 504 Coordinator's contact information (phone number and email) will be listed, and updated as necessary, on the District's website: www.wcsu.net.

Date Warned: June 6, 2022
Date Adopted:

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 **all** items in the consent agenda at once.

7.A.

Approve Minutes

Windsor Central Supervisory Union
Windsor Central Unified Union School District
Board of Directors Monthly Meeting
June 6, 2022, 6:30 p.m.
[Virtual Zoom meeting recording](#)

Board Members Present:

Barnard:

Carin Park
Bryce Sammel

Bridgewater:

Matthew Hough

Killington:

Jim Haff

Plymouth:

Elliot Rubin

Pittsfield:

Ray Rice

Pomfret:

Bob Crean
Lydia Locke

Reading:

Anna Sessa

Woodstock:

Keri Bristow
Ben Ford
Sam DiNatale
Todd Ulman
Matt Stout
PJ Eames

Superintendent:

Director of Student Support Services:

Director of Instructional Technology: Raphael Adamek

Director of Finance and Operations: Jim Fenn

District Buildings & Grounds Manager: Joe Rigoli

Director of Human Resources: Linda Loprete

Principals/ Administration: Garon Smail, John Hansen, Cody Tancreti, Tom Emery, Laurie Smith

Student Representatives:

Presenters: Jacob Laskosky, John Alden

Recording Secretary: Rayna Bishop

1. **Call to Order:** Keri Bristow called the meeting to order at 6:33 p.m.
2. **Amendments to the Agenda:** No changes to the agenda.
3. **Public Comment:** Questions were heard regarding the specifics of the May 23, 2022, special board meeting executive session. Keri stated that details of contracts are not discussed in public session, and if there were questions she would be happy to discuss what she was able to in a one-on-one conversation.
4. **Reports:** The full written Director reports can be found in the board book. Due to unavoidable absences, Raphael Adamek, Director of Instructional Technology, discussed points of the Superintendent's report, his own report, the Director of Curriculum's report, and the Director of Student Support Services' report. The Director of Finance and Operations discussed his report. Due to end-of-year school activities, no student representatives were able to attend. Keri drew attention to Kat Robbins' partnership report in the board book and encouraged board members to make a point to review it.
5. **Time Scheduled Discussion:**
 - a. WUHSMS building assessment presentation from DuBois King, and Scott & Partners. The information provided showed critical areas and discussed how to best sustain the building until it could be replaced.

- b. TAN: Jim Fenn discussed the TAN, and the document he was expecting, and informed the board that a special meeting will be required to approve the final document.
 - c. Union Arena request: The board revisited the request from the Union Arena that they release \$24,000 from the Endowment Fund to offset the cost of the solar panels. The board had requested further information, and did not feel that it had been adequately provided, nor was a UA representative present for questions. Motion to table. Moved: Jim Haff. Seconded: Todd Ulman. Jim Haff asked for the current fund balance, stated at \$624,487 as of April 30th. It has lost approximately \$80,000 since the first of the year due to the market. Additionally, \$100,000 of previously approved funds have not been drawn down yet. Jim Haff reiterated the minimum fund balance to maintain is \$500,000.
 - d. Supt. Sousa delivered a presentation on the WUHSMS Leadership Model for FY23 at the May board meeting ([here](#)). There was not a chance for questions to be asked at that meeting. Members of the WUHSMS leadership team consisting of Principal Garon Smail, incoming Assistant Principal Cody Tancreti, Social Emotional Coach gr. 7-9 Laurie Smith, and Social Emotional Coach gr. 10-12 Tom Emery were present to answer questions.
6. **Committee Updates:**
- a. Finance: Needs more members! Ben Ford delivered an update.
 - b. Policy:
 - i. First Reading:
 - 1. Title I, Part A: Parent and Family Engagement- Motion to warn for a second reading at August board meeting. Moved: Jim Haff. Seconded: Elliot Ruben. All in favor.
 - 2. C14: Section 504 and ADA Grievance Protocol- Motion to adopt at August meeting. Moved: Jim Haff. Seconded: Todd Ulman. All in favor.
 - ii. Update- Sam DiNatale delivered an update.
 - c. Buildings & Grounds: Jim Haff thanked the B&G crew for all of their hard work. Joe Rigoli confirmed that he is still looking for alternatives to sustain and improve the WUHSMS.
 - d. Negotiations: continuing negotiations with support staff.
 - e. Working Groups:
 - i. CEWG survey results- Todd delivered a presentation on the results of the survey.
 - ii. New Build- Marlena McNamee, Fundraising Manager, delivered a presentation on the work being done towards the new build campaign, and shared a video that is still in development on raising public awareness.
7. **Consent Agenda-** Motion to approve the consent agenda. Moved: Jim Haff. Seconded: Bryce Sammel. All in favor.
8. **Resignations:** The resignations of Amanda Hull, Kyle Cassarino, Hannah Leland, Louise Lubaszewski, and Jamie Brooks were all acknowledged and accepted with regret.
9. **Public comment:** None.
10. **Executive Session:** None.
11. **Reflection** and board feedback. Discussion on historically allowing board members and recent board members the privilege of handing their graduating student's diploma to them at the ceremony. Ray Rice, Pittsfield representative, has a student graduating and was offered the opportunity to present the diploma. Motion to allow recent and long-time board member Jennifer Iannantuoni to use Jim Haff's seat (he cannot attend) with the board and present her son his diploma. Moved: Jim Haff. Seconded: Ben Ford. All in favor.
12. Motion to **adjourn** at 8:28 p.m. Moved: Ray Rice. Seconded: Jim Haff. All in favor.

Windsor Central Supervisory Union
Windsor Central Unified Union School District
Board of Directors Special Meeting
June 20, 2022, 6:30 p.m.
[Virtual Zoom meeting recording](#)

Board Members Present:

Barnard:

Carin Park

Pomfret:

Bob Crean

Bridgewater:

Reading:

Anna Sessa

Killington:

Jim Haff

Woodstock:

Keri Bristow

Ben Ford

Plymouth:

Elliot Rubin

Matt Stout

Todd Ulman

Pittsfield:

Superintendent: Sherry Sousa

Director of Instructional Technology: Raphael Adamek

Director of Finance and Operations: Jim Fenn

Director of Curriculum, Instruction, & Assessment: Jennifer Stainton

District Buildings & Grounds Manager: Joe Rigoli

Recording Secretary: Rayna Bishop

1. **Call to Order:** Keri Bristow called the meeting to order at 6:32 p.m.
2. **Amendments to the Agenda:** No changes to the agenda.
3. **Public Comment:** None.
4. **Tax Anticipation Note:** Motion to approve the TAN as presented. Moved: Jim Haff. Seconded: Ben Ford. All in favor.
5. **Adjourn:** Motion to adjourn at 6:38 p.m. Moved: Jim Haff. Seconded: Ben Ford. All in favor.

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

AGENDA ITEM #10	Executive Session- if needed
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WHO:

Chair

MOTION REQUIRED?

Yes. The Chair calls for a motion to enter executive session under appropriate 1 V.S.A. § 313. 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 #11	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.

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.