

Windsor Central Unified Union School District

Monthly Meeting of the Board



TUESDAY

September 7, 2021, 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/88007949868?pwd=ejdCbUtEYXowZEtzUzhEeDBUM3pwZz09>

Meeting ID: 880 0794 9868

Passcode: 529975

[Robert's Rules of Order](#)

AGENDA

1. Call to order
2. Amendments to the Agenda
3. Public Comment
4. Superintendent and Directors' Reports
5. Time Scheduled Discussions:
 - a. Board Work Plan 2021/2022
 - b. Johnson Controls Project
 - c. Signature Public Funding Corp Lease
6. Committee Updates:
 - a. Policy Committee
 - b. Buildings & Grounds Committee
 - c. Finance Committee Update
 - d. Negotiations, Hiring, & Retention Committee
 - e. Other Working Groups as needed
7. Consent Agenda (Vote):
 - a. Approve Minutes
8. Public Comment
9. Potential 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' Reports

From the Superintendent

As we bring back our faculty, staff and students to campus, we are all concerned by the increased presence of the Covid Delta variant in our communities. A survey was sent out to the teaching and staff teams to understand the number of vaccinated adults in our District. Over 200 of 234 employees responded and indicated more than 88% had received a Covid vaccination. The response to having all students and staff wear masks in our schools as well as other preventive measures has been very positive. Everyone is committed to full time daily in person instruction and is taking this responsibility seriously. I am now working with our Covid 19 Coordinator, Katie Burke, to create a data collection system for our students who are eligible for vaccines so that we can establish their vaccination status.

While our schools were empty of students and teachers this summer, they were very active sites. I want to thank Joe Rigoli, our Director of Buildings and Grounds, and his team for making significant upgrades to our systems, making boxes of furniture pieces into functioning furniture, building two bridges for TPVS and KES, and maintaining our beautiful campuses. I also appreciate the commitment of our Board's Building and Grounds Committee who met multiple times this summer to ensure that the work continues.

On Thursday, August 26th, our 13 new faculty met with District Directors and their teaching mentors. The group discussed the Portrait of a Graduate, Strategic Plan and systems in place to support our educators. They also spent time with their individual teacher mentors who will be their partners in navigating their first year in our District. On Friday, 200 members of our District team including teachers, support staff, and the Central Office team gathered in the High School Auditorium to discuss how to bring our Anti Racism work to the classroom, how Deeper Learning aligns with our Portrait of a Graduate, and how Reflective Practices can support our work and students. The other two days of Teacher Inservice focused on building responsibilities and teacher competencies in assessment and instruction.

WCSU will again partner with Dartmouth College faculty and students to address areas of need in our District. Two projects that have been identified thus far include: designing a way to use the physical space inside the Woodstock school(s) to greater educational effect, and the second is designing or redesigning architectural spaces to be holistic environments of sensory exploration and learning. The goal is to utilize all

of our resources including our buildings to maximize learning opportunities for our students. In addition, AP English Teacher, Marth Perkins, will be partnering with a Dartmouth English Professor so that her WUHS students can participate in the content of this college level class.

From the Director of Technology and Innovation

During the first 10 days of the school year each of our schools go through a process of cleaning up their enrollment records. Over the course of the summer many families move out of the district and fail to notify the school. At the start of the school year each school identifies students who are absent and reach out to their families. Students remain enrolled in our schools until we receive a records request from another school district, or they have 10 consecutive unexcused absences. This work is critical to ensuring that we have accurate enrollment information when the student census period for ADM calculations begins on the 11th day of school.

We are still waiting for two large deliveries of technology equipment. Wireless access points for the WUHSMS and TPVS were ordered back in March and have not arrived yet. We have set up wireless access points in both buildings, but we are eagerly awaiting the arrival of our new equipment.

We also received a partial delivery of our new copiers and printers from Symquest in the beginning of August, however the rest of this equipment is not anticipated to be available until the beginning of October.

From the Director of Student Support Services

❖ Educational Support Team (EST) & Multi-Tier System of Supports (MTSS) highlights:

- In collaboration with our new Equity & EST coordinator, Amanda Rank, we streamlined the forms that will be utilized for the EST process and will provide professional development on this for staff this month.
- Continued planning related to Universal Design for Learning (UDL) professional development for this school year with Katie Novak during our monthly late start days.
- A summer teacher workgroup, led by our new Equity & EST coordinator, focused on MTSS Tier 1 and Tier 2 strategies that will be added to a resources section and shared with all staff.

❖ Racial Justice Coalition (RJC) highlights:

- Dr. Luvelle Brown engaged the School Leadership Team in dialog around frameworks for ensuring our policies, programs and practices foster and support equity; he will now provide professional learning opportunities for staff on culturally responsive and equitable schools during inservice days and monthly meetings
- The student Social Action Club is getting ready for their Leadership Summit for Social Justice, which will be held September 27, 2021

❖ Special Education highlights:

- Unboarding of two new special education teachers, two new Speech-Language Pathologists, and new physical therapist, and several new paraeducators
- IEP development professional learning provided for all case managers
- Received IDEA grant funding to support special education services and programs. In addition, we will apply for new funding from the new American Rescue Plan (ARP) IDEA funds that are now available

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

CIA on the www.wcsu.net Staff Dashboard: New faculty and staff access to district wide documents related to curriculum, instruction, assessment, and professional development are available on the district website. These webpages will continue to be updated and act as a central portal to key information.

Teacher Tuition Reimbursement: As of the creation of this report, nearly 40 tuition reimbursement requests have been submitted through our approval system, currently totaling 110 credits. And... this number increases daily! This indicates our teachers are accessing the incredible benefit of our district's investment in their professional growth.

Summer Educator Institute: The Windsor Central [Summer Educator Institute](#) has continued through the last days before the 21-22 school year begins. Recent highlights include: Principal Aaron Cinquemani working with TPVS teachers on school mission and principles, Data Driven Recovery Coordinator Patty Kelly launching the district wide Data Literacy Workgroup, continued work of the Math Strategic Planning and Alignment Workgroup, and more team and departmental meetings at the MS/HS.

District Fall Inservice: The district wide portions of our Fall Inservice Days include opportunities for training and conversations around equity and inclusion, deeper learning, reflective practice, and elementary mathematics assessment.

New Teacher Mentorship Program: The new teacher mentorship program is continuing in the 20-21 school year. A group of 15 new teachers are partnered with 15 veteran (to WCSU) teachers. The partners will participate in an onboarding day at Artistree before inservice begins. Thanks go out to all of the veteran teachers willing to take on the important work of supporting our newest teachers.

AGENDA ITEM #5	Time Scheduled Discussions
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5.A.	Board Work Plan
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PURPOSE:

Overview and discussion of the Board Work Plan for the FY22 school year.

WHO:

Sherry Sousa, Superintendent
 Bryce Sammel, Chair
 Keri Bristow, Vice Chair

5.B.	Johnson Controls Project
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PURPOSE:

To authorize and approve the recommendation of the Building & Grounds Committee to proceed with the recommended Building upgrades and energy conservation projects in the combined amount of \$3,177,301.

WHO:

Jim Haff, Chairperson of WCUUSD Building & Grounds Committee

LEGAL:

The master contract has been reviewed by Sean Toohey of Lynn, Lynn, Blackman & Manitsky, P.C. at no cost to the District through their arrangement with VSBIT to provide this service. All legal concerns they raised have been addressed and resolved by Johnson Controls Inc.

MOTION REQUIRED?

Yes.

Motion: "I move that the board approve the Building & Energy project as recommended by the Buildings & Grounds Committee referred to as the "Johnson Controls energy project Phase 1" in the amount of \$3,177,301 and authorize the Superintendent to negotiate and sign all documents as required complete this process.

Requires a second and a vote to approve.

[Scope Matrix](#)
[Performance Contract](#)

5.C.	Signature PFC Lease
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PURPOSE:

To authorize and approve the resolution to approve a lease for the Johnson Controls Building & Energy Project – Phase 1 in the amount of \$3,177,301.

WHO:

Jim Fenn, Director of Finance & Operations
 Ben Ford, Chairperson of WCUUSD Finance Committee

LEGAL:

Once the project and resolution have been approved by the board, our legal counsel will be required to offer an opinion that we have followed all state and federal laws in

bidding and awarding these contracts. This is a required step of this process that must take place after the board has taken their actions.

MOTION REQUIRED?

Yes.

Motion: "I move that the board approve the resolution to enter into a fifteen year lease purchase agreement with Signature Public Funding Corp in the amount of \$3,177,301 and authorize the Director of Finance & Operations to negotiate and sign all documents as required to complete this process.

Requires a second and a vote to approve.

- [SPFC Proposal](#)
- [Resolution Draft](#)
- [Legal Opinion Letter](#)

AGENDA ITEM #6	Committee Updates
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PURPOSE:

To provide an update on the work of other committees.

WHO:

- A. Louis Piconi, Chair, Policy Committee
- B. Jim Haff, Chair, Buildings & Grounds Committee
- C. Ben Ford, Finance Committee
- D. Adam Ameele, Negotiations, Hiring, and Retention Committee
- E. Other Working Group as needed

MOTION REQUIRED?

No

AGENDA ITEM #7	Consent Agenda- Approve Minutes
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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 Supervisory Union
and
Windsor Central Unified Union School District
Board of Directors
August 2, 2021, 6:30 p.m., WUHSMS Teagle Library
[Virtual Zoom meeting recording](#)

Board Members Present:

Barnard:

Bryce Sammel (physical)

Pomfret:

Bill Overbay (physical)

Bob Crean (physical)

Bridgewater:

Reading:

Anna Sessa (virtual)

Killington:

Gwen Hagenbarth (virtual)

Jim Haff (physical)

Woodstock:

Keri Bristow (physical)

Ben Ford (virtual)

Samantha DiNatale (virtual)

Plymouth:

Jay Moore (virtual)

Pittsfield:

Ray Rice (virtual)

Superintendent: Sherry Sousa (physical)

Director of Instructional Technology: Raphael Adamek (virtual)

Director of Finance and Operations: Jim Fenn (physical)

District Buildings & Grounds Manager: Joe Rigoli (physical)

Director of Human Resources: Linda Loprete (virtual)

Recording Secretary: Rayna Bishop (physical)

Media: Curt Peterson- The Mountain Times

WCSU:

1. Bryce Sammel called the meeting to order at 6:35 p.m. Quorum noted.
2. Amendments to the agenda: none.
3. Ratify Master Agreements/Combined Bargaining Agreements: Motion to ratify as presented. Moved: Jim Haff. Seconded: Keri Bristow. All in favor.
4. Public Comment: none
5. Motion to adjourn WCSU portion of the meeting at 6:37 p.m. Moved: Jim Haff. Seconded: Bill Overbay. All in favor.

WCUUSD:

1. Call to order: Bryce Sammel called the meeting to order at 6:37 p.m. Quorum noted.
2. Amendments to the Agenda: Executive Session removed; second reading of the Naming policy removed, as the committee has not met. Motion to approve the agenda as amended. Moved: Jim Haff. Seconded: Keri Bristow. All in favor.
3. Public Comment: none.
4. Superintendent/Director Reports: Sherry Sousa highlighted points from her Superintendent's report. Raph Adamek and Jim Fenn discussed their reports, and Sherry discussed the reports of Gina Rocque and Jennifer Stainton.

5. Chair reminder: Bryce reminded the board about the August 16th training on Open Meeting Law, and the purpose. He strongly encouraged all to attend.
6. Time Scheduled Appointments:
 - a. TPVS Update: Joe Rigoli delivered an update on the work that is being done at The Prosper Valley School, and discussed the work still to be done. The bridge is scheduled to be installed the week of August 16th. Many thanks to the volunteers and employees that have worked towards the reopening of the school.
Jim Haff would like the next B&G committee meeting held at the school on a day that will allow the other board members to attend.
 - b. Strategic Plan Goals: Motion to accept. Moved: Jim Haff. Seconded: Keri Bristow. Sherry discussed the key goals and focus for the upcoming year. All in favor.
7. Policy:
 - a. Second Reading: removed from agenda- postponed because the committee has not had a chance to meet since the first reading.
8. Committees:
 - a. Policy: none
 - b. Buildings & Grounds: Jim Haff discussed all of the work going on at campuses other than TPVS.
 - c. Finance: none
 - d. Negotiations, Hiring, and Retention: none
 - e. Other Working Groups: none
9. Consent Agenda: Motion to approve the consent agenda. Moved: Jim Haff. Seconded: Ben Ford. All in favor.
10. Public comment: none
11. Executive Session: removed from the agenda
12. Reflection.
13. Motion to adjourn at 7:24 p.m. Moved: Jim Haff. Seconded: Bill Overbay. All in favor.

Windsor Central Unified Union School District
 Board of Directors Special Meeting
 August 16, 2021, 5:00 p.m., WUHSMS Teagle Library
[Virtual Zoom meeting recording](#)

Board Members Present:

Barnard:

Bryce Sammel (virtual)

Pomfret:

Bob Crean (virtual)

Bridgewater:

Matthew Hough (physical)

Reading:

Anna Sessa (physical)

Killington:

Gwen Hagenbarth (virtual)

Jim Haff (physical)

Woodstock:

Keri Bristow (physical)

Samantha DiNatale (virtual)

Plymouth:

Jay Moore (virtual)

Superintendent: Sherry Sousa (physical)

Presenter: Dina Atwood, Esq.

Recording Secretary: Rayna Bishop (physical)

Media: Curt Peterson- The Mountain Times (virtual)

1. Quorum met at 5:18 p.m. Bryce Sammel called the meeting to order.
2. Amendments to the Agenda: none
3. Public Comment: none
4. Time Scheduled Appointments:
 - a. Board position on AOE Recommendations:
 Motion to mandate that WCSU adheres to the Covid-19 Advisory Memorandums and directs the Superintendent, Principal, and all employees to follow the Memorandum’s directives. In addition, the Board gives the Superintendent authority to modify the plan as needed to provide the safest environment under the current conditions, so that students can attend and remain in school for in-person learning as long as possible. The Superintendent is entrusted to continue to develop the details of the plan. She will rely on guidance from the CDC and the State of Vermont, be responsive to board direction and feedback, public opinion and changing conditions, create clear definitions for all aspects of the plan, and create clear benchmarks for the points at which adjustments to the plan will occur. Moved: Keri Bristow. Seconded: Anna Sessa. All in favor.
 - b. Open Meeting Law Training: Attorney Dina Atwood delivered [a presentation](#) to the board on Vermont’s Open Meeting Law.
5. Public comment: none
6. Motion to adjourn at 6:58 p.m. Moved: Jim Haff. Seconded: Anna Sessa. All in favor.

A tour of The Prosper Valley School was offered at the conclusion of the meeting for those that wished to see the renovations.

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.**
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AGENDA ITEM #9	Potential Executive Session (if needed)
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WHO:

Chair calls for a member to make the motion to state the condition for which an executive session is called for. Then the Chair 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.