

Windsor Central Unified Union School District

Monthly Meeting of the Board



MONDAY

October 4, 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/84275907730?pwd=djRXSGEzT0syR3ZPRFd5NGN4Y0Jodz09>

Meeting ID: 842 7590 7730

Passcode: 173038

[Robert's Rules of Order](#)

AGENDA

1. Call to order
2. Amendments to the Agenda
3. Public Comment
4. Reports
 - a. Superintendent
 - b. Directors
 - c. Students
5. Time Scheduled Discussions:
 - a. Fostering and Growing International Partnerships
 - b. The Science of Reading
 - c.
6. Committees:
 - a. Policy Committee
 - i. Second reading- Naming Facilities, Programs, and Events
 - ii. First reading- Transportation Policy
 - iii. Committee Update
 - b. Buildings & Grounds Committee Update
 - c. Finance Committee
 - i. Discuss FY23 Budget Priorities and Assumptions
 - ii. Committee Update
 - d. Negotiations, Hiring, & Retention Committee Update
 - e. Other Working Groups if needed
7. Consent Agenda:
 - 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 of the time of writing this report, the schools in our District have had minimal impact related to the presence of Covid in our buildings. We have had a few exposures of our students at home and in the community but none that have resulted in significant quarantining of classrooms. That has not been the case in surrounding Districts. We hope that with continued vigilance in our buildings and communities we will continue on this path. We are however preparing for such an event with teachers preparing alternative means for students to participate in class and for teachers to teach. In the event that an overwhelming number of students and/or educators have a Covid exposure and we need to complete the required Contract Tracing, there may be a time when schools will be closed for a short period so that this process can be completed. Our hope is that closing will not need to happen, but we all must be prepared for that event.

The Board Policy Committee will be starting their review of the WCSU Anti Racism draft policy soon. I will be meeting with the Faculty Advisory Council, the Parent Advisory Council, and Students at the Leadership Summit for Social Justice in the next week. During each meeting, individuals will be reading through the draft policy and offering what they agree with in the document and what their concerns or recommendations are. I will provide those findings to the Policy Committee for consideration.

On September 27th, 45 students from the High School were involved in daylong conversations regarding the experiences of our Black, Indigenous, and Persons of Color students, their views on Anti Racism and the draft Policy, and finally how students can take action to change the culture of our schools. This Summit was funded through two grants, a Mt. Ascutney Grant and an Agency of Education grant on Equitable Education. We hope that this Leadership Summit will be an annual event.

Principal Smail recently received a letter from the New England Association of Schools and Colleges (NEASC) regarding the Middle and High Schools' accreditation. The letter stated that "the Commission on Public Schools, at its June 28, 2021 meeting, reviewed the report from the recent Collaborative Conference visit to Woodstock Union High School and Middle School and voted to award the school continued accreditation in the New England Association of Schools and Colleges." The Commission commended the schools for its positive student and professional culture,

Portrait of a Graduate, variety of learning opportunities, NuVu Lab, Strategic Plan, and school wide organizational practices to name a few of the commendations. The primary areas of growth noted included the need for a written curriculum, feedback to parents and students regarding progress on the PoG outcomes, strengthening Tier I and II supports, and addressing facility issues. [Here is the link](#) to the full letter.

Wednesday, September 29, 2021								
	Barnard	Killington	Reading	TPVS	WES	WUHSMS	Totals	
Pre K 3	7	11	4		29		51	
Pre K 4	9	12	7		20		48	
K	4	16	4		32		56	
Grade 1	9	10	5		46		70	
Grade 2	14	22	9		45		90	
Grade 3	6	12	6		33		57	
Grade 4	10	11	6		37		64	
Grade 5	5	11		44	2		62	
Grade 6	9	17		44			70	
Grade 7						71	71	
Grade 8						80	80	
Grade 9						83	83	
Grade 10						87	87	
Grade 11						67	67	
Grade 12						98	98	
Total Pre K	16	23	11		49		99	
Total K-12	57	99	30	88	195	486	955	
Total by School	73	122	41	88	244	486	1054	District Total
Enrollment in October 2020	73	123	30	N/A	302	511	1039	
Percentage change since October 2020	0%	0.80%	36.7%	N/A	19.2%	4.90%	1.44%	District Change

Tuition Funding Source = "Operating School District"	944
Tuition Funding Source = "Other" (i.e., Exchange Students)	1
Tuition Funding Source = "Other VT School District"	105
Tuition Funding Source = "Sponsored by Operating District"	3
Tuition Funding Source = "VT State Agency"	1
Total	1054

WCSU enrollment by town (as of 9-29-21):

https://docs.google.com/spreadsheets/d/1TBYdI4nUikmklzE3uiHH6s6-5_UuaRn07u3TYyFwvHY/edit?usp=sharing

From the Director of Technology and Innovation

The start of the school year is always a busy time, and this school year is no different. So far this year we've had 307 technology tickets created in the months of August and September. Our team has been working diligently to resolve these issues, and so far 295 tickets have been closed in August and September.

Another beginning of the year process that we undertake is the configuration and rostering of our various software programs. This year we have configured:

- Seesaw (PreK - 2nd grade)
- STAR (2nd -10th grade)
- DreamBox (K - 6th grade)
- Keyboarding Without Tears (1st - 4th)
- JumpRope (7th -12th grade)
- PaperCut (Districtwide for all printing)
- VCAT (K - 6th grade)

We continue to wait for our delivery of wireless access points for the WUHSMS. Additionally, we are still waiting to receive copiers and printers from Symquest as part of our district-wide upgrade.

From the Director of Student Support Services

From the Director of Student Support Services

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

- Provided professional development for all elementary staff on our streamlined EST forms and process. We will be following up at each school to provide additional support around the EST process and implementation.

- Working on transitioning our EST forms and process for speech-language and motor concerns to our district dashboard
- We have put together a collaborative team at the HSMS to review existing practices related to EST/MTSS and discuss next steps.
- Created a resource tab on the staff dashboard for MTSS and will continue to build shared resources
- We are excited to have our Universal Design for Learning (UDL) professional development during our first late start day with Katie Novak on October 6th.
- ❖ Racial Justice Coalition (RJC) highlights:
 - The student Social Action Club held their Leadership Summit for Social Justice on September 27, 2021
- ❖ Providing opportunities and support for WCSU faculty and staff by utilizing grant funding
 - 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
 - Applied for Mt. Ascutney grant to continue our work on substance use prevention and equity
 - Utilizing BEST/ACT 230 grant funding to support educators attending Vermont PBIS and CPI training

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

Building Teacher Capacity: 70 credit-bearing course requests and 20 workshop requests have been submitted since July 1. During September and October, two optional in-house credit course opportunities are running, both of which align with our strategic plan in the area of Student Success: *Math for All Learners* from the All Learners Network for teachers of mathematics in grades PreK-8, and *With Literacy and Justice for All* with Julie Brown for all teachers in our district.

Fall Assessment Window: Teachers are in the midst of fall local assessments in literacy and mathematics. These assessments provide important information about student proficiency that allows teachers to plan and integrate strategic supports in their classrooms. Thank you to building level testing coordinators and classroom teachers for their organization and time to make these tests happen. Our district's testing calendar is located on the [parent dashboard](#) at www.wcsu.net.

Setting & Communicating Direction: Priority directions for district wide CIA work in 21-22 were developed and shared with faculty in September. This included opportunities for teachers to be involved in Mathematics and Literacy workgroups which will be up and running in October.

Title Grant Management: Continued management of Titles I, II and IV requires regular training and updates from the Agency of Education's Consolidated Federal Programs team, as well as cyclical updating of policies and procedures.

From the Director of Finance and Operations

It is hard to believe that the budget year is already 25% gone. In the Business Office we are deep into the budget development process, working with the leadership team to prepare a budget that meets the needs of our students for next year. We have already

sent out all tuition invoices for the first half of the school year to other LEAs sending students to our District. As the quarter comes to a close we are ramping up for the first quarter grant funding submissions which will all take place in the near future. The field work for our audit is scheduled for the week of November 15, 2021. We are mostly prepared for that visit and will complete our preparation prior to their arrival.

I have been spending some quality time with VT AOE staff discussing our software conversion to the new e-Finance program. We are aware of concerns raised by other Districts around the state with this software, but believe that the advantages of moving to the new platform greatly outweigh the minor functional issues. e-Finance is working to address the concerns raised and we believe that they will be addressed before we go live in July. We will begin developing our chart of accounts in November with the plan to begin inputting our information into the system in January with training on operations of the system for staff to begin in May. We plan to go live with the new system on July 1, 2022.

I have included monthly financial reports for both the WCSU and the WCUUSD for your review. Please let me know if you have any questions or need additional information.

[Monthly Finance Report- WCSU](#)
[WCUUSD Budget Variances](#)

[Monthly Finance Report- WCUUSD](#)

AGENDA ITEM #5	Time Scheduled Discussions
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5.A.	Fostering and Growing International Partnerships
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PURPOSE:

Progress on meeting Strategic Plan goals.

WHO:

Colleen O'Connell
Gabriella Durgin

5.B.	The Science of Reading
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PURPOSE:

A short presentation on recent research related to how we teach students how to read.

WHO:

Julie Brown

AGENDA ITEM #6**Committees****PURPOSE:**

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

WHO:

1. Louis Piconi, Chair, Policy Committee
 - a. Second Reading- [Naming Facilities, Programs and Events](#)
 - b. First Reading- Transportation Policy ([link to existing policy](#))
 - c. Update
2. Jim Haff, Chair, Buildings & Grounds Committee- Update
3. Ben Ford, Finance Committee
 - a. FY23 Budget Priorities and Assumptions
 - b. Update
4. Adam Ameele, Negotiations, Hiring, and Retention Committee- Update
5. Other Working Group as needed

MOTION REQUIRED?

If there is an item to be voted on.

AGENDA ITEM #7**Consent Agenda- Approve Minutes****PURPOSE:**

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

MOTION REQUIRED?

Yes.

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

Windsor Central Unified Union School District
Board of Directors Monthly Meeting
September 7, 2021, 6:30 p.m., WCSU Conference Room
[Virtual Zoom meeting recording](#)

Board Members Present:

Barnard:

Bryce Sammel (virtual)

Kelly Welch (virtual)

Bridgewater:

Matthew Hough (physical)

Sarah Adams (virtual)

Killington:

Gwen Hagenbarth (virtual)

Jim Haff (physical)

Plymouth:

Jay Moore (virtual)

Josh Linton (virtual)

Pittsfield:

Ray Rice (virtual)

Pomfret:

Bob Crean (virtual)

Bill Overbay (virtual)

Reading:

Anna Sessa (virtual)

Adam Ameele (virtual)

Woodstock:

Keri Bristow (physical)

Louis Piconi (virtual)

Clare Drebitko (virtual)

Ben Ford (virtual)

Todd Ulman (virtual)

Superintendent: Sherry Sousa (physical)

Director of Student Support Services:

Director of Instructional Technology: Raphael Adamek (virtual)

Director of Finance and Operations: Jim Fenn (physical)

District Curriculum Coordinator: Jennifer Stainton (virtual)

District Buildings & Grounds Manager: Joe Rigoli (physical)

Director of Human Resources: Linda Loprete (virtual)

Principals/Administration: Hannah Leland, Mary Guggenberger, Garon Smail, Maggie Mills, John Hansen

Student Representatives: Genevieve Morel (virtual)

Recording Secretary: Rayna Bishop (virtual)

Media: Curt Peterson- The Mountain Times (virtual), Jim Kelly (virtual)

1. Bryce Sammel called the meeting to order at 6:32 p.m.
2. Amendments to the Agenda: none. Motion to approve the agenda. Moved: Jim Haff. Seconded: Keri Bristow. All in favor. The board introduced and welcomed their newest member, Todd Ulman.
3. Public Comment: none.
4. Superintendent/Directors/Student Reports: Superintendent Sousa opened with talking about her report, including the reopening of the schools, the results of a faculty and staff vaccine survey, and the preventative measures being taken to keep COVID out of our schools. She thanked B&G Director Joe Rigoli and his team for the significant work they have put in over the summer to get our schools ready for the new year. Director of IT Raph Adamek discussed opening enrollment and why the reason for not having accurate numbers at this time to present to the board. He then discussed where the district is with technology equipment. CIA Director Jennifer Stainton discussed the website updates for faculty and staff access to professional development documents, and shared the district's investment into teachers' professional growth.

Student representative Genevieve Morel reports a smooth start to the school year, and that the students are looking forward to seeing how the new schedule works out. She hopes to find a couple more students who are interested in attending board meetings and interacting with the board.

5. Time Scheduled Appointments:
 - a. Board Work Plan:
Shared the Work Plan that maps out which goals of the Strategic Plan will be the focus for the year.
 - b. Johnson Controls Project:
Motion by Keri Bristow: 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. Seconded by Jim Haff. All in favor.
 - c. Signature PFC Lease:
Motion by Keri Bristow: 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. Seconded by Jim Haff. All in favor.
6. Committee Updates: Most of the committees have not met. Jim Haff discussed projects that B&G has been working on other than the JCI project.
7. Consent Agenda: Motion by Keri Bristow to approve the consent agenda. Seconded by Jim Haff. All in favor.
8. Public comment: none
9. Reflection: all felt that this meeting was very efficient.
10. Motion to adjourn at 7:18 p.m. Moved: Anna Sessa. Seconded: Bill Overbay. All in favor.

AGENDA ITEM #8	Public Comment 10 minutes
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PURPOSE:

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

WHO:

Chair

MOTION REQUIRED?

No

Board Rules:

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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.