

Windsor Central Unified Union School District

Monthly Meeting of the Board



MONDAY

December 6, 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/82840745020?pwd=WU9RY3ZWWjNPWm81VXIxVXVzSVA4UT09>

Meeting ID: 828 4074 5020

Passcode: 411355

[Robert's Rules of Order](#)

AGENDA

1. Call to order
2. Amendments to the Agenda
3. Public Comment
4. Reports
 - a. Superintendent
 - b. Directors
 - c. Student
5. Time Scheduled Discussions:
 - a. Accept Retirements (vote)
 - b. Accept Board Resignations (vote)
 - c. Stewardship Strategy (presentation)
 - d. 2022/2023 School Calendar (vote)
 - e. Set Announced Tuition Rate (vote)
 - f. FY23 Budget Presentation (vote)
6. Committees:
 - a. Policy Committee
 - i. First Reading- Special Education Policy
 - ii. First Reading- Naming Policy
 - iii. First Reading- Fundraising Policy
 - iv. Policy Committee Updates, if any
 - b. Buildings & Grounds Committee Update, if any
 - c. Finance Committee Update, if any
 - d. Negotiations, Hiring, & Retention Committee Update, if any
 - e. Other Working Groups, if needed
7. Consent Agenda:
 - a. Approve Minutes
8. Public Comment
9. Executive Session - if needed
10. Reflection
 - a. What did we do well?
 - b. What could we do better?
11. Adjourn

AGENDA ITEM #1	Call to Order
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PURPOSE:

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

WHO:

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

MOTION REQUIRED?

No

AGENDA ITEM #2	Amendments to the Agenda
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PURPOSE:

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

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

WHO:

Chair

MOTION REQUIRED?

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

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

AGENDA ITEM #3	Public Comment 10 minutes
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PURPOSE:

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

WHO:

Chair

MOTION REQUIRED?

No

Board Rules:

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

AGENDA ITEM #4

Superintendent, Directors, and Student Reports

From the Superintendent

Since your last Board meeting, Covid vaccinations have been available to all students from age 5 to 11. Katie Burke, our Covid 19 Nurse Coordinator, shared the following vaccination rates for each of our elementary schools:

Killington Elementary- 37.5%

Woodstock Elementary - 66.6%

Reading Elementary - 33.5%

Barnard Academy - 36.1%

Prosper Valley - 39.3%

At the middle and high schools, more than 80% of our students are fully vaccinated. The high vaccination rate at WUHS/MS means that when there is a Covid exposure in the building we are able to continue school with classes in the building and not have to require students to quarantine. Schools across the State that have not achieved that level are continuing to close classrooms and schools.

In the last year, our students and schools have benefited from Federal Covid Relief Funds entering the District. Because of these additional resources, significant improvements have been made in our technology capacity in all of our schools, Summer SOAK was free to all participants, classrooms now have furniture that can better respond to spacing during a pandemic, outdoor learning spaces on our campuses are being improved, new teachers have a stronger mentoring program, teachers can provide tutoring to students after school, we have new District team members looking at issues of equity in our classrooms and enhancing our use of data, and deeper professional development is being offered to our Leadership Team and educators. I am now preparing our application for the ARP ESSER grant which should be available in December and will support similar goals. Another important financial update is that the latest modeling from the State's Task Force on the Implementation of the Pupil Weighting Factors indicates that WCSU would receive additional resources from these revisions. [This model](#) indicates that WCSU would benefit from the proposed alterations to the equalized pupil formula.

On November 8th, the entire faculty and support staff spent the day with Dr. Luvelle Brown who presented to us on enhancing our capacity to foster equitable school environments and promote cultural responsiveness and inclusion. The morning began

with Bryce and Keri sharing their appreciation for the dedicated efforts of our educators. Bryce also brought some amazing cupcakes from King Arthur Bakery. Dr. Brown then led us through conversations about our personal culture and making the effort to understand the culture of others. He inspired us to have an authentic journey in our understanding of implicit biases and how we can build bridges with those who think differently. The day was well received by our team and many will take advantage of the monthly consultations that educators can access with Dr. Brown. He will also be with us in February to focus on the equity of our instructional practices.

Starting this Spring, members of the Special Education team will be offering graduate level coursework that will lead to a Special Education license endorsement in Vermont. Each semester two classes will be offered including an introduction to Learning Differences, Language and Literacy, and Assessment. These are the first graduate courses that will be offered under the WCSU umbrella of our Teacher's Institute. Our goal is to build opportunities for graduate level teacher training in other areas for individuals within and outside of our District.

Monday, November 29, 2021

	BA	KES	RES	TPVS	WES	WUHSMS	Totals	
Pre K 3	7	11	4		30		52	
Pre K 4	8	12	7		20		47	
K	4	17	4		32		57	
Grade 1	9	9	5		47		70	
Grade 2	14	22	9		45		90	
Grade 3	6	12	6		33		57	
Grade 4	10	10	6		37		63	
Grade 5	5	10		45	2		62	
Grade 6	9	16		45			70	
Grade 7						72	72	
Grade 8						81	81	
Grade 9						85	85	
Grade 10						87	87	
Grade 11						66	66	
Grade 12						95	95	
Total Pre K	15	23	11		50		99	
Total K-12	57	96	30	90	196	486	955	
Total by School	72	119	41	90	246	486	1054	District Total
Percentage Change since Previous Month	-2 (-2.7%)	-4 (3.2%)	0	0	2 (0.8 %)	-2 (0.4%)	-6 (0.5%)	District Change
							17 (1.6%)	District Change from 1 year ago 2019-20

Tuition Funding Source = "Operating School District"	949
Tuition Funding Source = "Other" (i.e., Exchange Students)	1
Tuition Funding Source = "Other VT School District"	102
Tuition Funding Source = "VT State Agency"	2
Total	1054

WUHSMS students participating in VT High School Choice (Act 129) = 3

The Vermont AOE has directed us to use the Tuition Funding Source “Operating School District” for students attending the WUHSMS on Act 129 even though we do not receive ADM for these students.

WCSU enrollment by town (as of 11-29-21):

https://docs.google.com/spreadsheets/d/1Mq5QAfJF_iZsfew5Syj7QRSTLJ9XLydP0v5c31FENM/edit?usp=sharing

From the Director of Technology and Innovation

Last summer we completed wiring projects at the Woodstock Union High School / Middle School and The Prosper Valley School to bring additional wireless coverage to the buildings, to improve the data throughput of the network, and to provide wireless access outdoors. These projects were funded through ESSER.

The next phase of this project is to conduct evaluations of our other schools (Barnard Academy, Killington Elementary School, Reading Elementary School, and Woodstock Elementary School). Corey Canfield (our District Systems and Network Administrator) has started determining the scope of work for these projects, and we will be drafting an RFP in the next couple of weeks.

I am also excited to announce that we will be piloting a new program called Learning Ally that will provide audiobooks to our struggling readers. Learning Ally has a catalog of over 80,000 audiobooks that are read aloud by human readers. Learning Ally’s licensing doesn’t limit simultaneous usage, so our struggling readers will be able to access any book in their catalog. We will be configuring Learning Ally in the beginning of December and rolling it out to teachers and students at the end of December or the beginning of January. The first year of funding for Learning Ally is also being covered by ESSER.

From the Director of Student Support Services

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

- Our Equity & EST Coordinator focused on meeting with interventionists to review student data and plan for the next intervention cycle
- EST forms and process for speech-language and motor concerns are added to our district dashboard
- In the spirit of UDL an additional pathway for educators to access EST forms was developed and added to the district dashboard.
- Middle school grade level teams began using the new EST forms and met to discuss student plans.
- Our late start day on November 3rd focused on connection and discussion among staff for the first 30 minutes before continuing our learning about Universal Design for Learning (UDL) with Katie Novak. Positive feedback indicated the value of this time to connect with colleagues.
- Developed connections with the after school learning program to provide WCSU tutoring as an additional support within our MTSS system.

❖ Equity highlights:

- We completed and submitted our Inclusionary Practices Self-Assessment Team Protocol to Dr. Katie Novak, who will follow up with a consultation with our group to discuss the systems we have in place, those that we don't have yet, and feedback on how to foster an effective MTSS
- The HSMS QSA group held a Solidarity Week with an information table and rainbow ribbons from November 1-5.
- The Social Action Club installed their new Bulletin Board in the main hallway of the HSMS.
- ❖ Special Education highlights
 - ARP IDEA grant submitted with focus of purchasing vehicles to increase our transportation capacity and decrease our costs.
 - The Director of Student Support Services is working on all of the compliance activities required by the VT AOE.
 - The required annual Adverse Effect training was provided for special education teachers and providers.

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

Professional Learning Access: To date, 78 Windsor Central teachers have accessed 191 hours of credit-bearing professional development through colleges and universities. In addition, 28 educators have accessed non credit-bearing workshops offered through regional professional development organizations. All educators have participated in 2 of 8 hours of professional learning with Katie Novak on Universal Design for Learning, a framework used for lesson design that allows all students to have access to engaging content. Two in-house courses are coming to a close this month in the areas of literacy and mathematics for 20 educators.

Literacy Team: A group of 15 dedicated educators are meeting monthly to move literacy instruction forward in our district. Recent EdReport reviews of literacy programs currently used in our district show minimal improvement in reading outcomes for students. This team is working to ensure a well developed process is in place for a future transition to a research-based literacy program.

Mathematics Team: After a summer of strategic planning for the future of mathematics in Windsor Central, this team of mathematics teachers is engaging all Windsor Central educators in a mission and vision development process to launch districtwide work on cohesion and equity in mathematics.

Gearing up for the Winter Testing Window: The next round of STAR testing will happen between the dates of 12/6 and 1/21. Thank you to the educators working to make this happen in their classrooms.

From the Director of Finance and Operations

- The field work for the general audits for WCSU, WCUUSD and Pittsfield were completed before Thanksgiving. The auditors will return next week to perform the federal mandated single audit act audit act audit. (aka A-133 Audit) This audit is an in depth review of expenditures, controls and compliance with federal funds guidelines for the use of federal funds.

- The Finance Committee will be presenting a budget overview at the December board meeting. This budget is a maintenance budget with no new programs. It does include the restoration of an elementary level foreign language position to the District.
- We will be presenting recommendations for announced tuition rates in December. The recommended increase is based on the March to March increase in the Consumer Price Index. I will be working with the Finance Committee to create a standardized procedure for an annual tuition rate adjustment so that we will be consistent in our practices from year to year.
- I have included in a separate document Y-T-D through October 31, 2021 summary financial reports for both the WCSU and the WCUUSD with a variance report for the WCUUSD. I will be happy to address any question about these reports during the meeting.
- Next projects for the Business Office are:
 - Begin to develop, with the Director of Buildings & Grounds, a 5-year capital improvements plan for presentation to and adoption by the board.
 - Continue to explore migrating to the state recommended eFinance software platform for FY23.
 - Begin to migrate our accounts payable process to a more automated process. One of our first steps will be to move many of our vendors from paper checks to ACH payments.

From the Director of Buildings and Grounds

MEMORANDUM

TO: Sherry Sousa Superintendent
 FROM: Joe Rigoli, District Buildings & Grounds Director
 DATE: December 1, 2021
 SUBJECT: WCSU Buildings & Grounds Update

Johnson Controls:

B&G has finalized the contract for the energy efficiency upgrades to our district buildings. A majority of the \$3.2MM project costs will be offset by energy savings. The only capital contribution to the project will be the Building Management System, at a cost of approximately \$500K. Small scale projects will begin over our winter and spring breaks with the complete project tentatively scheduled to be finished by December 2022.

Boiler & Controls Conversion/Upgrade at TPVS & BA:

We are nearing completion of the boiler upgrades/conversions from oil to more efficient propane boiler units and components. A web-based control system will also be installed. Work should be completed by December 10th.

ESSER Funding:

There are defined, very narrow uses for ESSER funds. We are currently in the process of assessing the needs, repairs, and upgrades of our district buildings that would fall into these defined parameters. Uses of ESSER funding include “mitigating exposure to environmental hazards through HVAC repairs, upgrades, and replacement to improve the indoor air quality of our facilities that would contribute to improving student learning by creating a healthy 21st-century learning environment”. B&G will compile a summary of these suggested facility projects.

5.a.

Accept Retirement

PURPOSE:

To acknowledge the contributions of an educator who will be retiring at the end of the school year.

WHO:

Maggie Mills

October 27th, 2021

Dear

Sherry Sousa, WCSU Superintendent of Schools
Maggie Mills, Principal Woodstock Elementary School
John Hansen, Principal Reading Elementary School
School Board WCUUSDB

Please accept this early notification of my planned retirement and resignation from teaching Music and Performing Arts at Woodstock and Reading Elementary Schools at the end of the school day, June 17, 2022.

I have been teaching at WES since August of 2006 and just this school year started teaching at RES. During these past sixteen years I've had the honor and privilege of teaching General Music K-6, Band grades 4-6, and Chorus grades 4-6 to hundreds of area students. Traditionally, we've held several choral concerts each school year, participated in the town's Wassail Weekend by having our chorus perform on the steps of the Norman Williams Public Library for ten years, and have ended each school year (until the pandemic) with an outdoor festive May Day program including Maypole, Sword, and Contra Dancing. We've enjoyed participating in the annual District Band Showcase each March with the all district grade 4-12 Band students, and in earlier days, we enjoyed participating in the annual District Choral Festival with the grade 4-12 Choral students. PALS music is now a part of our program at WES as well.

Currently, we're in a pandemic and last school year the music program had to pivot to in person music classes on a cart for K-2 only. Grade 3-6 students received remote asynchronous lessons in the Google Music Classroom. Band was held on Zoom. Concerts and performances were halted as singing and gathering were not safe. We held on and did the very best we could under the circumstances. Surprisingly, I enjoyed working on a cart, knowing it was only temporary and also incredibly important for the younger students to have in person Social and Emotional Learning through music during that difficult time.

Fortunately, 'cart life' for Music has shifted back to 'normal' and this year grade K-4 Music at WES is held in a shared classroom with Art, which is now called The Studio. I hope that this arrangement will last for a long while. Students need the consistency of a home base for their music lessons where they can make their joyful sounds and where they can dance and play their instruments freely. The situation is working quite well for the WES Music Program. RES has a great space as well, with music held in the multipurpose room, which is excellent for movement and dance.

Thank you for the years I've spent teaching in this district. It has been an honor to have the opportunity to help make the world of music come alive in the hearts and minds of our students. My sixteen years teaching in this district, plus an additional eight years teaching music previously in the Winchester, Massachusetts Public Schools have forged a 24 year public school music teaching career that has warmed my heart and enriched my life immeasurably..

Sincerely,

Peggy Heath Ogilvy (Marguerite)

5.b.

Accept Board Resignations

Bryce:

Please accept my resignation from the School Board effective January 1, 2022. I have spent over 10 years on 2 different school boards as a director and I believe that now is the appropriate time to move on and focus on other endeavors. I believe that school boards embody a true form of public service - one without acclaim or compensation; instead, only the promise of vexing problems that impact our closest friends and neighbors. Having the will and fortitude to be a school board member is something very special in the spectrum of public service and, it is for this reason, that I appreciate the work of every Board member I have had the privilege of serving beside.

This board has been exceptionally challenging for everyone as multiple different towns have come together under one banner to create a district where the "whole is greater than the sum of the parts". The selfless citizens on this board have done an amazing job of finding creative solutions to challenging problems. I hope this board continues in that spirit. I want to thank our Superintendent, administration, and teachers. The education provided in our schools has prepared our children well for college and beyond. It is not an easy job and being a small part of the process has been immensely gratifying.

We now live in a world where online communication is used to influence topics creating situations where people, who mean well, come to Board meetings to be critical on issues about which they have not even read the associated board documents, policies, votes, and more. These people are simply being influenced by an online group and not bothering with the due diligence that meaningful participation is built upon. At some point, long-time board members grow tired of this taking place and, most importantly, that is when it's time to move on and let others work in service of the district. That is where I am so I know it is time to leave.

I wish you and the Board the best in fulfilling the many plans we have started in motion as the work is truly important.

Sincerely,
Louis Piconi

Dear Bryce and Sherry,

I am writing to let you know that I need to resign from the school board. It has been a very difficult time to be in health care with the global pandemic and my profession during this crisis has taken a toll on me and my family. Jason and I are also finding ourselves in the challenging position of taking care of our aging parents. At this point in time my work and my family need to be my priorities and I am no longer able to give the school board the level of commitment that it deserves. It has been a pleasure serving the district over the past 3 years in the capacity of a school board member. I will attend the 12/6 board meeting, please accept my resignation immediately following that meeting.

With Warm Regards,

Clare Drebitko, MD

5.c.	Stewardship Strategy
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PURPOSE:

To hear a presentation from Principals Maggie Mills and Aaron Cinquemani on Strategy 1.4- *Review, refine, and where necessary, establish stewardship experiences so that they are well planned, purposeful and integrated into content areas and grade level curriculum.*

WHO:

Maggie Mills, WES Principal
Aaron Cinquemani, TPVS Principal

5.d.	2022/2023 School Calendar
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PURPOSE:

To review and approve the 2022/2023 School Calendar.

WHO:

Sherry Sousa, Superintendent



WINDSOR CENTRAL SUPERVISORY UNION

70 Amsden Way ☞ Woodstock, VT 05091
Phone: (802)457-1213 ☞ Fax: (802)457-2989 ☞ www.wcsu.net

2022-2023 School Year Calendar

August (1)				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
Aug. 25	New Faculty Orientation			
Aug. 26, 29, 30	Teacher In-Service Days (No Classes)			
Aug. 31	First Student Day of Classes			

September (21)				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
Sept. 5	Labor Day (school closed)			

October (20)				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
Oct. 5	2 Hour Delayed Start (students)			
Oct. 10	Indigenous People's Day (school closed)			

November (17)				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
Nov. 2	2 Hour Delayed Start (students)			
Nov. 7	Teacher In-Service Day (No Classes)			
Nov. 11	Veterans' Day (school closed)			
Nov. 10&17	Parent/Teacher conferences (3:00PM-7:30PM)			
Nov. 23-25	Thanksgiving Recess (school closed)			

December (15)				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
Dec. 7	2 Hour Delayed Start (students)			
Dec. 22-30	Holiday Recess (school closed)			

January (21)				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
Jan. 4	2 Hour Delayed Start (students)			
Jan 16	Martin Luther King Jr. Day (school closed)			

February (15)				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			
Feb. 1	2 Hour Delayed Start (students)			
Feb. 20-24	Winter Recess (school closed)			

March (21)				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
Mar. 1	2 Hour Delayed Start (students)			
Mar. 6	Teacher In-Service Day (No Classes)			
Mar. 7	Town Meeting Day (school closed)			

April (15)				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
Apr. 5	2 Hour Delayed Start (students)			
Apr. 10-14	Spring Recess (school closed)			

May (22)				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
10	11	12	13	14
22	23	24	25	26
29	30	31		
May 3	2 Hour Delayed Start (students)			
May 29	Memorial Day (school closed)			

June (12)				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
June 9	High School Graduation			
June 16	Last student day includes 5 snow days **			
June 19	Teacher In-Service Day (No Classes)			

Key:	
	First Student Day
	New Staff Orientation
	Teacher In-Service Days (No Classes)
	2 Hour Delayed Start (students)
 	Holidays & Breaks
	Last student day
	WUHS Graduation
** Calendar includes 5 snow days; last student day subject to change for unused or excess snow days.	
(180 calendar days - 5 snow days = 175 student days)	

5.e.	Set FY23 Announced Tuition Rate
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PURPOSE:

Establish FY23 tuition rates for the elementary schools and the middle/high school. At a special meeting of the Finance Committee the Finance Committee unanimously recommended that the WCUUSD increase tuition rates, based on the March 2020 to March 2021 CPI-U increase of 2.6%. The recommended announced tuition rates for FY23 (which were rounded up to the nearest \$5.00) are:

Elementary \$16, 425, High School \$18,985.

WHO:

Jim Fenn
Ben Ford

5.f.	FY23 Budget Presentation
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PURPOSE:

To review and discuss the FY23 budget, and vote on the budget to place on the ballot.

WHO:

Ben Ford
Jim Fenn

AGENDA ITEM #6	Committees
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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. First Reading- Special Education Policy
 - b. First Reading- Naming Policy
 - c. First Reading- Fundraising Policy
 - d. Policy Committee Updates, if any
2. Jim Haff, Chair, Buildings & Grounds Committee- Update
3. Ben Ford, Finance Committee- Update
4. Adam Ameele, Negotiations, Hiring, and Retention Committee- Update
5. Other Working Group as needed

MOTION REQUIRED?

If there is an item to be voted on.



WINDSOR CENTRAL SUPERVISORY UNION
WINDSOR CENTRAL UNIFIED UNION SCHOOL DISTRICT

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

CODE: D7

SPECIAL EDUCATION

Policy

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

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

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

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

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

DISTRICT NAMING POLICY

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

A. Honorary Naming

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

B. Named Funding Opportunities

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

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

C. Renaming/Name Changes

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

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

Date of Adoption:

Fundraising Policy

Introduction:

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

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

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

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

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

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

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

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

Acceptance and Valuation of Gifts

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

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

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

Gift Assignment and Reporting

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

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

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

A. Gift Assignment, General

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

B. Consideration in the Assignment of Restricted Gifts

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

D. Gift Reporting

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

E. Pledges

1. The Finance office will maintain all pledge documentation.

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

Administration of Gifts

AUTHORIZATION

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

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

Named Endowed Funds

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

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

DEFINITIONS

A. General Definitions

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

B. Definitions of Unrestricted and Restricted Gifts

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

Date of Adoption:

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 Unified Union School District
Board of Directors Monthly Meeting
November 1, 2021, 6:30 p.m., WCSU Conference Room
[Virtual Zoom meeting recording](#)

Board Members Present:

Barnard:

Bryce Sammel (physical)
Kelly Welch (virtual)

Bridgewater:

Matthew Hough (physical)
Sarah Adams (virtual)

Killington:

Gwen Hagenbarth (virtual)
Jim Haff (physical)

Plymouth:

Jay Moore (virtual)
Josh Linton (virtual)

Pomfret:

Bob Crean (virtual)
Bill Overbay (virtual)

Reading:

Anna Sessa (virtual)
Adam Ameele (virtual)

Woodstock:

Keri Bristow (physical)
Ben Ford (physical)
Sam DiNatale (virtual)

Superintendent: Sherry Sousa (physical)

Director of Student Support Services: Gina Rocque (virtual)

Director of Instructional Technology: Raphael Adamek (virtual)

Director of Finance and Operations: Jim Fenn (physical)

District Curriculum Coordinator: Jennifer Stainton (virtual)

District Buildings & Grounds Manager: Joe Rigoli (physical)

Director of Human Resources: Linda Loprete (virtual)

Principals/Administration: Mary Guggenberger, Garon Smail, Maggie Mills, John Hansen, Aaron Cinquemani

District COVID Coordinator: Katie Burke

Student Representatives: Genevieve Morel, Owen Courcey, Aiden Keough-Vella

Pittsfield School Board:

Recording Secretary: Rayna Bishop (virtual)

1. Bryce Sammel called the meeting to order at 6:32 p.m. Quorum noted.
2. Amendments to the Agenda: none. Motion to approve the agenda. Moved: Jim Haff. Seconded: Ben Ford. All in favor.
Bryce spoke about the achievement of the Union Arena to become the first net zero arena in the nation.
3. Public Comment: none
4. Reports: Superintendent Sousa opened with highlights from her report, including the status of COVID-19 in our schools and the Winter Sports recommendation.
Director of IT Raph Adamek reviewed his report.
Dir. Of Instr. Support Gina Rocque delivered her report.
CIA Director Jennifer Stainton discussed her report.
Dir. Of Finance Jim Fenn discussed the district current fiscal situation and some FY23 budget development proposals.
Student reps Genevieve Morel, Owen Courcey, and Aiden Keough-Vella discussed student happenings and concerns.
5. Time Scheduled Appointments:
 - a. Accept Retirements: Bob Crean spoke about Rob Hanson, and Keri Bristow spoke about Jan Winslow. Motion to accept retirements. Moved: Keri Bristow. Seconded: Bill Overbay. All in favor.

- b. [Fall Data Presentation](#): Raphael Adamek delivered a presentation on Fall Star Reading and Math.
 - c. [Elementary Principals Update on Visioning](#): Aaron Cinquemani and Maggie Mills delivered an update to the board on work done on developing a specific school vision.
 - d. Announced Tuition Rate: A first discussion about establishing FY23 tuition rates for elementary and HS/MS. Current rates are \$16,000 for elementary and \$18,500 for HS/MS. The district has approximately 25 tuition students and the HS/MS has approximately 83 tuition students.
 - e. VT Public High School Choice: Motion to remain at a 6 student limit for incoming choice students. Moved: Jim Haff. Seconded: Matthew Hough. All in favor. Motion to set no limit on outgoing choice students. Moved: Jim Haff. Seconded: Matthew Hough. All in favor.
 - f. B&G Committee Recommendation: Jim Haff moved that the construction proposal from Johnson Controls, Inc., a qualified energy services company, submitted in response to the RFP of the District to implement energy and resource conservation measures at seven district-owned facilities pursuant to an energy performance contract in the form as presented to this Board at this meeting for an agreed price of \$3,177,301, (the "Contract") be accepted, and that the Superintendent be hereby authorized to execute and deliver the Contract and all necessary and appropriate related documents subject to such amendments to those documents as she deems warranted upon advice of legal counsel. Seconded: Keri Bristow. All in favor. Jim Haff then moved 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: Matthew Hough. All in favor.
 - g. Initial FY23 Expense Budget Discussion: Ben Ford and Jim Fenn delivered information to consider for the FY23 budget.
6. Committees:
- a. Policy Committee:
 - i. Transportation Policy- Sarah Adams reviewed the policy. Motion to adopt by Jim Haff. Seconded by Matthew Hough. Discussion and request for clarification ensued. Motion failed with request for clarification of what constitutes "exceptional circumstances", and what authority the Superintendent is being granted if board approval is required. Nay: Ben Ford, Gwen Hagenbarth, Adam Ameele, Anna Sessa, Keri Bristow, Matthew Hough, Jim Haff. Yay: Bob Crean, Bill Overbay, Kelly Welch, Sarah Adams.
 - ii. Committee Update
 - b. Buildings & Grounds Committee Update
 - c. Finance Committee Update
 - d. Negotiations, Hiring, & Retention Committee Update
 - e. Other Working Groups if needed
7. Consent Agenda: Motion by Jim Haff to approve the consent agenda. Seconded by Keri Bristow. All in favor.
8. Public comment: none
9. Motion to find public knowledge detrimental and require an executive session. Moved: Matthew Hough. Seconded: Jim Haff. All in favor. Motion to enter executive session at 8:58 p.m. Moved: Jim Haff. Seconded: Keri Bristow. All in favor.
10. Reflection
11. Motion to adjourn at 9:48 p.m. Moved: Jim Haff. Seconded: Keri Bristow. All in favor.

AGENDA ITEM #8	Public Comment 10 minutes
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PURPOSE:

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

WHO:

Chair

MOTION REQUIRED?

No

Board Rules:

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

AGENDA ITEM #9	Executive Session
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WHO:

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

MOTION REQUIRED?

Yes.

Requires a second and a vote to enter the session.

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

AGENDA ITEM #10	Reflection
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PURPOSE:

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

WHO:

Full board

MOTION REQUIRED?

No.

WCUUSD AGENDA ITEM #11	Adjourn
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PURPOSE:

Ends the meeting

WHO:

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

MOTION REQUIRED?

Yes. Needs a second and vote.