

# Windsor Central Supervisory Union and Windsor Central Unified Union School District

*Monthly Meeting of the Board*



October 03, 2022, at 6:30 p.m.

WCSU Conference Room  
and  
ZOOM video-conferencing

Join Zoom Meeting

<https://wcsu-net.zoom.us/j/87844947199?pwd=ZTRZcDRLZ1VNdThrOXZ1VEx0NjhDZz09>

Meeting ID: 878 4494 7199

Passcode: 613561

One tap mobile

+19292056099,,87844947199# US (New York)

+13017158592,,87844947199# US (Washington DC)

## Agenda

1. Call to order (Superintendent)
2. Superintendent calls for nominations for:
  - a. Board Chair to serve until 2023 Annual District meeting
  - b. pending outcome of a., if necessary, Vice Chair
  - c. pending outcome of a. and/or b., if necessary, Clerk
3. Amendments to the Agenda
4. Public Comment
5. Reports:
  - a. Superintendent
  - b. Directors
  - c. Students
6. Time Scheduled Appointments
  - a. 2022-2023 Opening Enrollment
  - b. Update on HS/MS
  - c. SEL @ WUHSMS presentation
  - d. Strategic Plan- Strategy 1.2
7. Committee Updates
  - a. Finance Committee Update
    - i. Discuss FY24 Budget Priorities and Assumptions
  - b. Policy Committee Update
    - i. First reading:
      1. C1- Education Records
      2. F2- Nondiscriminatory Mascots and School Branding
    - ii. Adoption: Title 1, Part A: Parent and Family Engagement
  - c. Buildings & Grounds Committee Update
  - d. Negotiations, Hiring, & Retention Committee Update
  - e. Working Groups Update
8. Consent Agenda
  - a. Approve minutes
9. Public Comment
10. Executive Session - if necessary
11. Reflection
  - a. What did we do well?
  - b. What could we do better?
12. Adjourn

AGENDA ITEM #1	Call to Order
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PURPOSE:

Due to the lack of a current Board Chair to begin this meeting, the Superintendent will determine if a quorum is present, then call the meeting to order.

WHO:

Superintendent: "I call this meeting to order at \_\_\_\_\_ p.m."

MOTION REQUIRED?

No

AGENDA ITEM #2	Nomination(s)
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PURPOSE:

Due to the previous Board Chair, Bryce Sammel, stepping down from his role, a new chair must be elected by the board.

Just like at an annual district meeting, the Superintendent will call for nominations from any member of the board (Pittsfield included).

Per Robert's Rules: *Nominations from the Floor*

As soon as the Superintendent opens nominations, any member can bring forth a nomination. A member should know beforehand if the person he or she wishes to nominate is willing to serve.

When the nomination is from the floor:

- A member can call out a name while still seated.
- Any member can be nominated, regardless of whether they currently hold another position.
- A person can nominate himself or herself.
- A nomination **does not** need a second.
- A member can't nominate more than one person for an office until everyone who wishes to has had the opportunity to make nominations.
- A member can decline the nomination during the nominating process.

A motion to close nominations is usually not necessary unless it is apparent that members are nominating people just to honor them, and that the nominees have no intention of serving. Usually the Superintendent closes nominations when no further nominations come forward from the assembly.

If at any time during the nominating process a member realizes that he or she will be unable to serve if elected, the member should stand and request that his or her name

be removed from nomination. Removing your name during the nomination process is better than waiting until after you are elected.

In the event of multiple nominations, a roll call is taken.

Once elected, the new Chair leads the meeting.

If a person currently serving in the role of Vice Chair or Clerk is elected to Chair, the new Chair will accept nominations to fill any vacated position(s). The position of Vice Chair is required, but the position of Board Clerk is optional.

Anyone newly elected serves in the position until the March 2023 Annual Reorganizational meeting (this is the first board meeting after Town Meeting), or until they step down, whichever comes first.

<b>AGENDA ITEM #3</b>	<b>Amendments to the Agenda</b>
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**PURPOSE:**

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

Amendments added cannot include items that statutorily require a warning to the general public, and should not include items that have a significant impact that ethically should be warned to the public. **Amendments should be the exception, not the rule.**

**WHO:**

Chair

**MOTION REQUIRED?**

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

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

<b>AGENDA ITEM #4</b>	<b>Public Comment ..... 10 minutes</b>
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**PURPOSE:**

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

**WHO:**

Chair

**MOTION REQUIRED?**

No

**Board Rules:**

- Public sign-in sheet (when in-person meetings are resumed). Person stands and announces name; time limit of two (2) minutes per person.

- **Digital meetings:** [Digitally raise your hand](#), wait to be acknowledged by the Chair, clearly state your name for the minutes, then address the board.

## AGENDA ITEM #5

## Superintendent, Directors, and Student Reports

### From the Superintendent

I first wish to share with the greater WCSU community that the efforts of our WCSU Board have been recognized by the Vermont School Boards Association. You all have been selected for the [2022 Award for Exceptional School Board Leadership](#), which is no small feat. The goals that have been met in the last five years by this Board, have a direct impact on the experiences and opportunities provided to our students. I am so appreciative. The award will be given on October 20th at the VSBA Conference.

I wish to recognize Rayna Bishop for her time and effort to correct issues with this year's bus stops. Even before the school year began, she worked hard to make sure that Butler Bus had all the information they needed to plan routes and that updates were provided to parents as soon as she could. When parent emails came into our office in late August, she responded to all constructively and compassionately. She had a survey ready for parents even before the last Board meeting, and two days after it was sent, reviewed the data by locating students' home address, cross referencing with Google maps and assessing whether there was a safety issue. Rayna has gone well beyond her defined role to support families and children to ensure safe transportation.

While writing this report, I am in Houston, Texas, at the EdLeader 21 Conference with 9 of my WCSU colleagues. During this time, we have had the opportunity to witness the work of other innovative districts to implement their Portraits of a Graduate, and to share our expertise in making our PoG real in our classrooms. Having the resources to see the educational world beyond our small district means that we can expand our thinking and creativity in our own classrooms.

### From the Director of Technology and Innovation

We've completed the process of cleaning our enrollment records at all of our schools, so we are able to take our first detailed look at our enrollment data for the 2022-23 school year. Here are some of the key points:

- Overall, our enrollment is down 38 students (or 3.6%) compared to September of 2021.
- Barnard Academy, Killington Elementary School, Reading Elementary School, and the Woodstock Union High School all saw a decline in enrollment.
- While the decline in enrollment is significant, it was somewhat predictable. The WUHSMS class of 2022 had 98 students, while the incoming 7th grade class for the 2022-23 school year only has 72 students. Additionally, the Kindergarten class is currently the smallest class in the district with only 49 students.

- While our overall enrollment is down 3.6%, our enrollment of students tuitioned from neighboring towns is down 16.2% (17 students).
- 82 students have unenrolled from WCSU school since June. 46% of those students are enrolling in a school in a different state or country and 31% of those students enrolled in another Vermont public school.
- 12 students participated in our intra-district school choice program, with 5 students moving from BA to WES and 4 students moving from RES to WES.

### From the Director of Student Support Services

- It is exciting that we have all our positions filled and are wrapping up the contract with the physical therapy provider. Special education and related services are in place.
- Our Community Classroom has a whole new vocational skills and job training room set up by Tina Stibely. Students will be assessed on life and job skills tasks and then an instructional plan and goals will be put in place. This will enable students to learn valuable skills to take out into the world. Many of our students are out in the community and this ongoing teaching and adjustment of instruction can facilitate growth in specific areas and better prepare our students for post graduation plans.
- Our first round of Deer Creek evaluations have started coming in and the process has gone very smoothly.
- Special Educators attended the LETRS training and will be having follow up sessions with Julie Brown and Shayna Kalnitsky to work on implementing the new training into their instruction.
- Interventionists across the district have been completing benchmark assessments to determine the needs for the students. They will be meeting with admins and classroom teachers to plan for instruction and set student goals. This is an important element for creating quality protocols for our MTSS and building the capacity of our classroom teachers to incorporate strategies into their classroom instruction as a way of preventing the need for students to need intervention.
- The WCSU received recognition from the VT AOE for transition planning for our older special education students. Emily Meloon worked with the programmers at EDMS to customize the platform for IEP creation and storage to meet the needs of our team. She will be joining the team for training and to continue developing our transition planning.
- Paraeducators will be joining teachers across the district for professional development on late start Wednesdays. Many have partnered with the teachers with whom they work to create increased opportunities for their students and build their professional expertise.
- We have a full time counselor on our staff named Margaret Punni. She comes to us from HCRS and helps to fulfill the counseling needs in our district.
- Preliminary work is happening to prepare for the upcoming budget proposals.

## From the Director of Curriculum, Instruction, and Assessment

**Building Teacher Capacity:** Language Essentials for Teachers of Reading and Spelling (LETRS) training is underway for all PreK-4 teachers, administrators, librarians, and interventionists. The first session with Julie Brown focused on the neuroscience of reading, including the 4-part processor model and how teachers help students build neural connections between the occipital, frontal, and temporal lobes of the brain through explicit reading instruction. Math Pact professional development for grades 5-12 begins in the second week of October. Late Start Wednesdays launch on Wednesday 10/5.

**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](http://www.wcsu.net).

**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

Attached is a September [year to date spending report](#). I will talk briefly about this report, discuss the impact on income from changes in our tuition student counts, and give you a brief update on our software conversion.

**AGENDA ITEM #6**

**Time Scheduled Appointments**

**6.A. Opening Enrollment**

**PURPOSE:**

To share and discuss the current enrollment for FY23.

<b>Wednesday, September 28, 2022</b>								
	<b>BA</b>	<b>KES</b>	<b>RES</b>	<b>TPVS</b>	<b>WES</b>	<b>WUHSMS</b>	<b>Totals</b>	
<b>Pre K 3</b>	7	14	2		18		41	
<b>Pre K 4</b>	12	12	5		45		74	
K	6	10	6		27		49	
Grade 1	5	17	5		35		62	
Grade 2	7	8	4		49		68	
Grade 3	15	21	8		47		91	
Grade 4	5	12	5		31		53	
Grade 5	10	10		47			67	
Grade 6	5	9		45	2		61	
Grade 7						72	72	
Grade 8						68	68	
Grade 9						87	87	
Grade 10						77	77	
Grade 11						84	84	
<b>Grade 12</b>						62	62	
<b>Total Pre K</b>	19	26	7		63		115	
<b>Total K-12</b>	53	87	28	92	191	450	901	
<b>Total by School</b>	72	113	35	92	254	450	<b>1016</b>	<b>District Total</b>
<b>Enrollment in September 2021</b>	73	122	41	88	244	486	<b>1054</b>	
<b>Percentage change since September 2021</b>	-1.4%	-7.4%	-14.6%	4.5%	4.0%	-7.4%	<b>-3.6%</b>	<b>District Change</b>

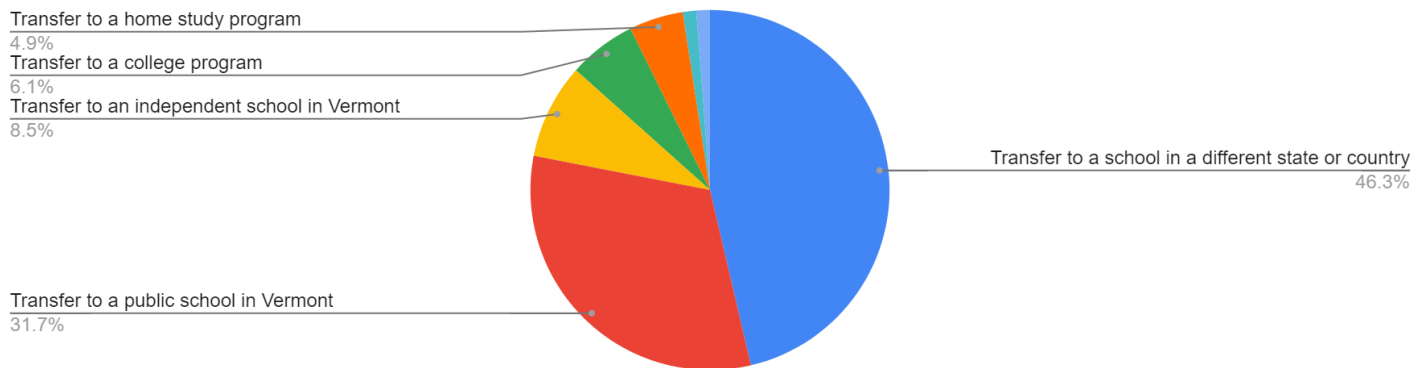


	September 2021	September 2022	Percent Change
Tuition Funding Source = "Operating School District"	944	926	-1.9%
Tuition Funding Source = "Other" (i.e., Exchange Students)	1	1	0
Tuition Funding Source = "Other VT School District"	105	88	-16.2%
Tuition Funding Source = "VT State Agency"	1	1	0
Tuition Funding Source = "Sponsored by Operating District"	3	0	-100%
Total	1,054	1,016	-3.6%

WCSU enrollment by town (as of 9-28-22):

<https://docs.google.com/spreadsheets/d/1UdEg6PLI-U5jjhSgfu0KiBcP0dwl5WjFtGDYLoSCuA0/edit?usp=sharing>

82 students have unenrolled from WCSU schools since the last day of school in June 2022



Of the 26 students who transferred to a public school in Vermont, 12 of those students participated in intra-district school choice and re-enrolled in a different WCSU school:

Intra-District School Choice Transfer	Number of Students
From BA to WES	5
From KES to RES	1
From RES to WES	4
From TPVS to KES	1
From WES to BA	1

6.B.	Update on HS/MS
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**WHO:**

Principal Smail

6.C.	SEL @ WUHSMS Presentation
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**WHO:**

Assistant Principal TanCreti, Tom Emery, and Laurie Smith.

6.D.	Strategic Plan - Strategy 1.2
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**PURPOSE:**

Strategy 1.2 Achieve a high level of math proficiency for all students through curriculum review, classroom instructional practices, professional development, and robust interventions so that all students reach their full potential.

WCSU Math Update [presentation](#) by Patty Kelly.

AGENDA ITEM #7	Committee Updates
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**PURPOSE:**

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

**WHO:**

- A. Finance Committee Update
  - a. Discuss FY24 Budget Priorities and Assumptions
- B. Policy Committee Update
  - a. First reading:
    - i. [C1 Education Records](#)
    - ii. [F2 Nondiscriminatory Mascots and School Branding](#)
  - b. Adoption: Title 1, Part A: Parent and Family Engagement
- C. Buildings & Grounds Committee Update
- D. Negotiations, Hiring, & Retention Committee Update
- E. Working Groups Update

## **Title I, Part A Parent and Family Engagement Policy**

It is the policy of the Windsor Central Supervisory Union (LEA) to plan and implement effective needs-based Title I programs, activities, policies and procedures with meaningful parent and family engagement in order to improve student academic achievement. In order to provide all children with a significant opportunity to receive a fair, equitable, and high quality education, and to close educational gaps, the Windsor Central Supervisory Union (LEA) receives Title I, Part A funds. In accordance with Section 1116(a)(2) of Every Student Succeeds Act (ESSA), the Title I, Part A Parent and Family Engagement Policy outlines the LEA expectations and objectives for meaningful parent and family engagement.

### **Part I: General Requirements and Expectations**

1. Per ESSA (1116(a)(2)) in order to support and increase parent and family engagement to improve student academic achievement, the Windsor Central Supervisory Union has the following objectives:
  - In order to ensure parents and family members are involved in the academic success of students, Windsor Central will develop guidelines for positive school-family-community relationships at the Supervisory Union and School levels.
2. Per ESSA (1116(a)(2)) the Windsor Central Supervisory Union agrees to take the following actions to involve parents and family members in the joint development of its engagement plan under Section 1112 of ESSA:
  - Maintain a Supervisory Union Level Parent Advisory Council with invited parents and representatives of local programs for consultation and agreement.
  - Establish and maintain a Supervisory Union process through newsletters to communicate with parents about the plan and to seek their consultation and agreement.
  - Establish and maintain a schedule of school-based Title I community meetings, held at variable times, to explain the requirements of Title I and parents' rights to be involved in decisions of how Title I funds are used.
3. Per ESSA (1116(a)(2)(A)) the Windsor Central Supervisory Union agrees to take the following actions to involve parents and family members in the joint development of Support and Improvement Plans as described in 1111(d)(1) & (2)
  - Present, annually, a draft of the district's Comprehensive Improvement Plan to the Parent Advisory Council for consultation and feedback.
4. Per ESSA (1116(a)(2)(B)) the Windsor Central Supervisory Union agrees to take the following actions to provide coordination, technical assistance, and other support necessary in order to build capacity for parent and family engagement activities to improve student achievement and school performance.
  - Present, annually, a summary of school performance on summative assessments (STAR, SBAC, for example) at a school board meeting to build capacity in understanding school performance.
  - Maintain a Parent Advisory board Council with invited parents and representatives of local programs for consultation and input on professional learning that will assist school personnel and parents responsible for communication and family engagement.
5. Per ESSA (1116(a)(2)(D)) the Windsor Central Supervisory Union will conduct with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this Parent & Family Title I, Part A Parent & Family Engagement Policy in improving the academic quality of all its Title I schools.

In order to conduct its annual evaluation, Windsor Central Supervisory Union agrees to establish and maintain a schedule of focus groups, surveys, and parent-teacher organization meetings aimed at identifying the following:

- Barriers to greater family participation in Title I parent and family engagement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background)
  - The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers
  - Strategies to support successful school and family interactions
6. Per ESSA (1116(a)(2)(E)) the Windsor Central Supervisory Union agrees to take the following actions to use the findings of the annual evaluation to design evidence-based strategies for more effective parent and family engagement, and to revise the LEA Parent & Family Engagement Procedure, if necessary:
- Findings from data collection will be analyzed for major themes/issues using a crosswalk of quantitative and qualitative information to determine strategies.
  - Findings from the data collection will be brought to the Parent Advisory Council for further feedback and practice adjustments.
7. Per ESSA (1116(a)(2)(F)) the Windsor Central Supervisory Union agrees to take the following actions to involve parents in the activities of the schools:
- Maintain a Parent Advisory Council that adequately represents the needs of the population served by the LEA in order to develop, revise, and review parent and family engagement policy.

## **Part II: Building Capacity for Involvement**

To ensure effective involvement of parents and support a partnership among the schools, parents, and the community in order to improve student achievement, the Windsor Central Supervisory Union will use the following strategies:

8. Per ESSA (1116(e)(1)) the Windsor Central Supervisory Union will provide assistance to parents of children served by the LEA in understanding the following topics:
- The challenging State academic standards
  - State and local academic assessments
  - Title I, Part A requirements
  - How to monitor their child's progress
  - How to work with educators to improve their children's achievement

The Windsor Central Supervisory Union agrees to take the following actions in order provide this assistance:

- Provide resources on the Supervisory Union website, including printed materials and recorded webinars.
9. Per ESSA (1116(e)(2)) the Windsor Central Supervisory Union agrees to provide materials and training, as appropriate, to help parents work with their children to improve their children's achievement:
- Provide resources on the Supervisory Union website, including printed materials and recorded webinars.
10. Per ESSA (1116(e)(3)) the Windsor Central Supervisory Union agrees to take the following actions to educate its teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in the following areas:
- i. The value of contributions of parents
  - ii. How to reach out to, communicate with, and work with parents as equal partners



- iii. How to implement and coordinate parent programs
    - iv. How to build ties between parents and school
  - Provide resources on the Supervisory Union website, including printed materials and recorded webinars.
11. Per ESSA (1116(e)(4) & (1116(a)(2)(C)) the Windsor Central Supervisory Union will, to the extent feasible and appropriate, coordinate and integrate Title I parent involvement programs and activities with other Federal, State, and local programs and conduct other activities that encourage and support parents in more fully participating in the education of their children. The Windsor Central Supervisory Union agrees to take the following actions to coordinate and integrate parent involvement programs:
- Offer Public PreK Programming at all elementary schools.
  - Provide resources on the Supervisory Union website, including printed materials and recorded webinars.
  - Maintain a Parent Advisory Council that allows for coordination with other organizations and programs that can provide additional support and resources to families.
12. Per ESSA (1116(e)(5)) the Windsor Central Supervisory Union agrees to take the following actions to ensure that information related to the school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand:
- Translation services will be provided to support English Learners for in-person meetings and resources.
  - Newsletters will be used to distribute information in languages other than English for English Learners.
13. Per ESSA (1116(e)(14)) the Windsor Central Supervisory Union agrees to take the following actions to provide other reasonable support for parent involvement activities, as parents may request:
- The district's ELL Coordinator will act as a point of contact for parent and family requests related to English Language access.
  - The district's CFP manager will act as a point of contact for parent and family requests regarding supporting parent engagement.

### **PART III. ADOPTION**

This LEA's Parent & Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs. Review with parents/families occurred during the months of January and February, 2022 with documentation being maintained by the Title Grant Manager. This procedure was adopted by the Windsor Central Supervisory Union on [Date MM/DD/YY] and will be in effect for the period of *School Year* \_\_\_\_\_. The LEA will distribute this procedure to all parents of participating Title I, Part A children on or before January 1 of each year.

#### **Definitions**

- **Local Education Agency:** for purposes of this policy, a supervisory union or supervisory district is the local education agency (LEA).
- **Parent:** Includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).
- **Parent and Family Engagement (PFE):** The inclusion of parents, families, schools and communities in order to support learning and improve schools. Opportunities for the informed participation of parents and family members, including those who have limited English proficiency, those who have disabilities, and those of migratory children.

**The following procedural documents will be publicly available on the Windsor Central Supervisory Union Website:**

- School-Level Parent and Family Engagement Procedure (Per ESSA 1116 (c, d, f, e))
- School-Parent Compact (Per ESSA 1116 (d))

**PURPOSE:**

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

**MOTION REQUIRED?**

Yes.

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

7.A. Approve Minutes

Windsor Central Supervisory Union  
 Windsor Central Unified Union School District  
 Board of Directors Monthly Meeting  
 September 12, 2022, 6:30 p.m.  
[Virtual Zoom meeting recording](#)

**Board Members Present:**

*Barnard:*

- Carin Park
- Bryce Sammel (out 7:40)

*Bridgewater:*

- Lara Bowers

*Killington:*

- Katie Reed

*Plymouth:*

- Elliot Rubin
- Jay Moore (virtual)

*Pittsfield:*

- Ray Rice (virtual)

*Pomfret:*

- Bob Crean (virtual)
- Lydia Locke (virtual)

*Reading:*

- Adam Ameele (virtual) (out at 7:39)
- Anna Sessa (virtual)

*Woodstock:*

- PJ Eames (virtual)
- Ben Ford
- Sam DiNatale (virtual)
- Matt Stout
- Todd Ulman (virtual)
- Keri Bristow

*Superintendent:* Sherry Sousa

*Interim Director of Student Support Services:* Shayna Kalnitsky

*Director of Instructional Technology:* Raphael Adamek

*Director of Finance and Operations:* Jim Fenn

*Director of Curriculum, Instruction, and Assessment:* Jennifer Stainton

*District Buildings & Grounds Manager:*

*Director of Human Resources:* Linda Loprete (virtual)

*Principals/ Administration:* John Hansen (virtual), Melissa Zoerheide (virtual), Mary Guggenberger (virtual), Garon Smail (virtual), Maggie Mills (virtual)

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

*Recording Secretary:* Rayna Bishop (virtual)

1. **Call to Order:** Bryce Sammel called the meeting to order at 6:30 p.m. Quorum noted.
2. **Amendments to the Agenda:** Add resignation of board member to the agenda.
3. **Public Comment:** Public comment was heard regarding the bus route changes from: David Martin (Woodstock), Elizabeth Harley (Reading), Anna Sessa (Reading), Amy Pomeroy (Bridgewater), Megan Rudy (Woodstock). Ben Ford discussed the financial reasons behind the route changes. The board tasked the Superintendent with amending the bus route where possible, without adding another bus.
4. **Reports:** The full written reports can be found in the board book. Sherry discussed the work happening on the After School Program, and partnering with Woodstock Christian Childcare for PreK care, and The Community Campus for K-4 care with satellite locations at BA and RES. The Directors covered their written reports. Students Owen and Aidan discussed the start of the school year, with positive things to say about student behavior, new staff, and the appearance of the buildings and grounds.
5. **Time Scheduled Discussion:**
  - a. FY23 Board Work Plan– Sherry shared the board work plan for the upcoming school year.
  - b. Emergency Operations Coordinator job description- Sherry discussed the job description and the goals of the position. Questions from the board were heard and answered.

- c. Integrated Field Review Presentation- Sherry explained the IFR and shared the document from the VT AOE with the recommendations and commendations.
  - d. Union Arena request- Revisited the request from the Union Arena to disburse \$24,000 from the Endowment Fund to pay down the loan they hold on the rooftop solar panels. Matt Stout requests an amendment to the lease agreement that the district is held harmless in the event the array needs to be dismantled. Motion to approve the request to transfer \$24,000 from the Endowment Fund to the Union Arena. Moved: Matt Stout. Seconded: Sam DiNatale. Roll call vote taken: Ayes- Elliot Rubin, Lara Bowers, Carin Park, Katie Reed, Keri Bristow, Matt Stout, Lydia Locke, PJ Eames, Sam DiNatale, Ray Rice; Nays- Todd Ulman, Bob Crean, Jay Moore, Ben Ford; abstained- Anna Sessa, Bryce Sammel. The motion passes.
  - e. Accept Resignations- The resignations/retirements of Jean Bontrager and Christine Halik at the conclusion of the 2022/2023 school year are accepted with regret.  
Board member Matthew Hough, Bridgewater, submitted his resignation effective immediately.
6. **Committee Updates:**
- a. Finance: No update.
  - b. Policy: Motion to adopt policy C14, Section 504 and ADA Grievance Protocol for Students and Staff. Moved: Elliot Rubin. Seconded: Sam DiNatale. All in favor. Second reading of the Title I, Part A policy. Motion to adopt at the next meeting. Moved: Elliot Rubin. Seconded: Sam DiNatale. All in favor.
  - c. Buildings & Grounds: No update.
  - d. Negotiations, Hiring, & Retention: No update.
  - e. Working Groups: The Configuration and Enrollment working group will be meeting next week to look at the survey results and develop a procedure to consider a change of name for the district.
7. **Consent Agenda-** Motion to approve the consent agenda. Moved: Ben Ford. Seconded: Matt Stout. All in favor.
8. **Public comment:** None.
9. **Executive Session:** Motion to enter Executive Session at 8:05 p.m. to discuss a student matter. Moved: Katie Reed. Seconded: Anna Sessa. All in favor. No action taken.
10. **Reflection:** none.
11. **Adjourn:** Motion to adjourn at 9:45 p.m. Moved: Todd Ulman. Seconded: Ben Ford. All in favor.

Windsor Central Supervisory Union  
Windsor Central Unified Union School District  
SPECIAL MEETING  
September 15, 2022, 6:30 p.m.

**Board Members Present:**

*Barnard:*

Carin Park (virtual)  
Bryce Sammel

*Bridgewater:*

Lara Bowers

*Killington:*

Katie Reed

*Plymouth:*

Elliot Rubin (virtual)  
Jay Moore (virtual)

*Pittsfield:*

*Pomfret:*

Bob Crean (virtual)  
Lydia Locke (virtual)

*Reading:*

Adam Ameele (virtual)  
Anna Sessa (virtual)

*Woodstock:*

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

*Superintendent:* Sherry Sousa

*Woodstock Union High School Principal:* Garon Smail

*WCSU Board Counsel:* Dina Atwood (virtual)

1. **Call to Order:** Bryce Sammel called the meeting to order at 6:34 p.m.
2. **Amendments to the Agenda:** No changes to the agenda.
3. **Public Comment:** None.
4. **Executive Session:** Motion to enter executive session to discuss a student matter. Moved: Ben Ford. Seconded: Sam DiNatale. All in favor. Board exited executive session at 8:52 p.m. No action taken.
5. **Adjourn:** Motion to adjourn at 8:53 p.m. Moved: Todd Ulman. Seconded: Keri Bristow. All in favor.



AGENDA ITEM #9	Public Comment ..... 10 minutes
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**PURPOSE:**  
To hear input, concerns, etc. from the attending public.

**WHO:**  
Chair

**MOTION REQUIRED?**  
No

Board Rules: Public sign-in sheet (when in-person meetings are resumed). Person stands and announces name; time limit of two (2) minutes per person.  
[Digital meetings: Digitally raise your hand, wait to be acknowledged by the Chair, please identify yourself for the record, then address the board.](#)

AGENDA ITEM #10	Executive Session- if necessary
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**WHO:**  
Chair calls for a member to make the motion.

**MOTION REQUIRED?**  
Yes. Motion required that states the purpose and the statutory exemption from public session. Requires a second and a vote to enter the session.

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

AGENDA ITEM #11	Reflection
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**PURPOSE:**  
This is a time to process board self-evaluation and implement recommendations for improvement.

**WHO:**  
Full board

**MOTION REQUIRED?**  
No.

AGENDA ITEM #12	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.