

Windsor Central Supervisory Union  
and  
Windsor Central Unified Union  
School District  
*Special Meeting of the Board*

June 19, 2023, at 6:00 p.m.

WCSU Conference Room  
and  
ZOOM video-conferencing

<https://wcsu-net.zoom.us/j/86082058857?pwd=d1lSRUEwV0tKR21aazFnSDJ2RlFlcz09>

Meeting ID: 860 8205 8857  
Passcode: 445869

## Agenda

### START THE ZOOM RECORDING

1. Call to order
2. Amendments to the Agenda
3. Public Comment
4. Time Scheduled Appointments
  - a. Approve TPVS Use Agreement Letter
  - b. Approve General Obligation Notes
  - c. Vote on Logo
  - d. Approve New Hire(s)
  - e. Accept Resignation(s)
  - f. Grant Authority to Chair for Summer Hiring Approval
  - g. Grant Authority to Change SU and SD Names on Board Approved Documents
5. Public Comment
6. Adjourn

**AGENDA ITEM #1****Call to Order****PURPOSE:**

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

**WHO:**

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

**MOTION REQUIRED?**

No

**AGENDA ITEM #2****Amendments to the Agenda****PURPOSE:**

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

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

NOTE: Reorganizing existing items on the agenda is not the same as amending it; items can be reorganized at any point in the meeting.

**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.

**PURPOSE:**

All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded a reasonable opportunity to express opinions, so long as order is maintained.

A public body is within its rights under Open Meeting Law to limit public comment to only those items listed on its meeting agenda. However, the WCSU/WCUUSD board feels this creates a barrier preventing the public from bringing to their attention issues that are of importance to them. Thus, the board chooses to be responsive to the needs and concerns of their communities by allowing opportunities for public comment beyond just those items listed on its agenda..

**WHO:**

Chair

- Comments by the public or members of the body **must be addressed to the Chair or to the body as a whole**, and not to any individual member of the body or public.

**MOTION REQUIRED?**

No

**Board Rules:****→ Public in-person meetings:**

- ◆ Persons wishing to speak must place their name and town of residence on the sign-in sheet;
- ◆ person must be acknowledged by Chair before speaking;
- ◆ speaker stands and addresses Chair or board as a whole;
- ◆ 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 and town of residence for the minutes,
- ◆ address the Chair or the board as a whole

- If a member of the public has already spoken on a topic, they may not be recognized again until others have first been given the opportunity to comment.
- Order and decorum shall be observed by all persons present at the meeting. Neither members of the body, nor the members of the public, shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the body and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.
- Members of the body and members of the public shall obey the orders of the chair or other presiding member.

## 4.A. Approve TPVS Use Agreement Letter

WHO:  
Jim Fenn



**TOWN OF POMFRET, VERMONT**  
SELECTBOARD

June \_\_\_\_, 2023

**VIA ELECTRONIC MAIL**

Windsor Central Unified Union School District  
Board of Directors  
70 Amsden Way  
Woodstock, Vermont 05091  
Attention: Keri Bristow, chair  
*kbristow@wcsu.net*

**Re: Extension of Prosper Valley School Use Agreement**

Dear Ms. Bristow:

Reference is made to that certain Prosper Valley School Use Agreement (the "Agreement") dated June 28, 2018, by and among the **TOWN OF POMFRET**, a Vermont municipality in the County of Windsor and State of Vermont (the "Town"), and the Pomfret Town School District, predecessor-in-interest to the **WINDSOR CENTRAL UNIFIED UNION SCHOOL DISTRICT**, a Vermont municipality in the Counties of Windsor and Rutland and State of Vermont. The Agreement was recorded on July 6, 2018 in Book 80, Pages 276-85 of the Town of Pomfret Land Records. Capitalized terms used but not defined herein are defined in the Agreement.

The Town acknowledges and agrees that the Windsor Central Unified Union School District (the "District") is the successor-in-interest to the Pomfret Town School District, and that the District has all of the rights and obligations of the Pomfret Town School District under the Agreement.

Pursuant to Section 1 of the Agreement, the Town wishes to extend the term of the Agreement for an additional five (5) years, such that the Agreement will expire on June 28, 2028, unless sooner terminated in accordance with its terms. The District is amenable to the Town's desired extension and agrees to the extension.

The Town and the District (the "Parties") agree that the Agreement remains in full force and effect, in accordance with its terms, except as expressly modified by this letter agreement. This letter agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and permitted assigns. This letter agreement may be executed in multiple counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument. Either Party may record this letter agreement in the Town of Pomfret Land Records without further consent of the other Party.

Kindly indicate your agreement with the foregoing by countersigning below.

<b>4.B.</b>	<b>Approve General Obligation Notes</b>
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**WHO:**  
Jim Fenn

**PURPOSE:**  
On March 7, 2023 the voters of the Windsor Central Unified Union School District approved Articles 7, 8 & 9 which authorized capital projects that required borrowing of funds. Article 7 authorized \$1,650,000 to be borrowed for the purpose of design, bidding, permitting, and document development for a proposed new middle/high school. Article 8 authorized \$1,000,000 to be borrowed for the purpose of building improvements to convert the steam heating system to a forced hot water system at the Woodstock Union Middle High School. Article 9 authorized \$1,750,000 to be borrowed for the purpose of building improvements to replace the roof and implement an energy conservation project at the Killington Elementary School.

The District has invited bids for this loan through a public Request for Proposal (RFP) process. The low bidder was Mascoma Bank with a 5-year general obligation note with a fixed interest rate for the life of the note of 4.600%.

Below is the anticipated annual cost for the authorized debt:

GENERAL OBLIGATION NOTE Information				
Project	Term	Maturity	Note	Anticipated Annual Cost
New Build Design	5 Year	07/05/28	\$1,650,000	\$369,132
WUHSMS Heating	5 Year	07/05/28	\$1,000,000	\$268,459
KES Roof	5 Year	07/05/28	\$1,750,000	\$369,132

**MOTION REQUIRED?**

Yes

"I motion that the Board authorize the award of a five year General Obligation Note for a total amount of four million, four hundred thousand dollars (\$4,400,000) with an anticipated final interest rate of 4.6%." The anticipated final interest rate may change due to a fluctuation in the Federal Interest Rate. Requires a second, then can be opened for discussion.

[General Obligation Note](#)

[Resolution and Certificate](#)

4.C.	Vote on Logo
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WHO:

Rayna Bishop



Portrait of a Graduate/Strategic Plan logo that had multiple sources of input into its design, already paid for. Rather than “reinventing the wheel”, I recommend using an edited version of this.

4.D.	Approve New Hire(s)
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PURPOSE:

The Superintendent nominates candidates for employment by the school district or supervisory union if the vacant position requires a licensed employee, and the appropriate board approves or declines.

(16 V.S.A. § 242)

Carolyn Zuaro- SEL Teacher (WCUUSD)  
Mackenzie Hendricks- Elementary Teacher (WCUUSD)

# Carolyn Zuaro

## ***Education***

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### **State University of New York at Albany**

Albany, New York

Master of Fine Arts

**Major:** Painting

Attended September 2009 to May 2012

Degree conferred May 2012

### **Skidmore College**

Saratoga Springs, New York

Bachelor of Science

**Major:** Art

**GPA:** 3.280

Attended September 2004 to May 2008

Degree conferred May 2008

## ***Experience***

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### **Cabot School**

Jul 2022 - Present

Art Teacher

Cabot, Vermont

I teach art K-12, offering a structured curriculum as well as choice based studio time.

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### **Putney Central School**

Aug 2021 - Jun 2022

Art Teacher

Putney Vermont

I taught Pre K-8th grade art, seeing each class twice a week. I also ran an advisory group and art club.

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### **Slate Valley Unified School District**

Sep 2020 - Jun 2021

Art Teacher

Fair Haven VT

I taught full time in person, art on a cart, between two schools. This position required a significant amount of planning and organization, but most importantly it gave me the opportunity to offer students something truly beneficial in the midst of a global pandemic: the joy of making art.

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### **Waits River Vallery School**

Dec 2019 - Apr 2020

Long Term Substitute Art Teacher

East Corinth VT

I independently conducted art classes for grades K-8. I offered a structured curriculum to provide access to new ideas and inspiration. To satisfy the range of choice-based art endeavors I worked one on one with individual students and tailored my instruction to address their chosen areas of interest.



# Mackenzie Hendricks

## Education

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### University of Florida

Gainesville, Florida

Master of Education

**Major:** Elementary Education

**GPA:** 3.960

**Credit Hours:** 36

Attended July 2021 to April 2022

Degree conferred April 2022

## Experience

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### Millhopper Montessori School

Aug 2022 - Jun 2023

Middle School English Teacher

Gainesville, FL

- Develop and plan curriculum for 6-8th grade English
- Lead instruction on reading, writing, grammar, and vocabulary for 25 students
- Create thematic units that provide cross-curricular learning
- Facilitate project-based learning for multi-level groups
- Implement community reading through book talks, reading zone, and new novels based on student interest
- Teach 7th-grade level math; small-group of 5 students
- Oversee nonprofit fundraising efforts by students; \$1,400 raised in 2023

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### Kimball Wiles Elementary / University of Florida

Aug 2021 - Apr 2022

2nd Grade Student Teacher

Gainesville, FL

- Assisted mentor teacher with lesson planning and teaching; led instruction during a 5-week intensive
- Introduced class jobs and maintained classroom management practices
- Designed instructional materials to enrich the current curriculum and standards
- Planned and implemented the Book Talk series to increase student interest in independent reading
- Served as a substitute teacher for various grades and classrooms
- Attended 504, IEP, and other various meetings

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### New Hope Solebury Upper Elementary School

Nov 2020 - Jun 2021

4th Grade Instructional Assistant

New Hope, PA

- Participated in daily and long-range planning and communication with teachers for fourth-grade classroom
- Provided support to students; in small groups, or individually
- Maintained individual and collective record-keeping and data collection on students
- Provided all necessary supports, adaptations, and modifications for students with disabilities as assigned
- Served as a substitute teacher; prepared assignments and taught curriculum

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**Robert Half Creative Group**

Oct 2017 - Apr 2018

Digital Creative Recruiter  
Princeton, NJ

- Recruited creative professionals for contract, contract-to-hire, and project-based opportunities
  - Partnered with local universities to assist students with resumes, interviewing, and job search
  - Prepared Presentations for graduating students; industry trends, job search 101, and resume 101
  - Executed multiple daily interviews; Coordinated external interviews for client projects
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**Saint Edward's University**

Aug 2016 - Dec 2016

Admissions Counselor  
Austin, TX

- Traveled around Texas to recruit prospective students for admission
  - Marketed university programs and organizations to prospective students
  - Organized and planned seasonal travel; including flights, rental cars, hotels, and conference schedules
  - Prepared presentations and built sustainable relationships with high-interest schools
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**Ted College**

Jul 2015 - Jun 2016

English Instructional Assistant  
Batman, Turkiye

- Instructed and oversaw English skills lessons; writing, reading, speaking, and listening
- Developed innovative methods to increase student participation and comprehension
- Evaluated performance and provided written analysis on problem areas
- Prepared students for Cambridge English Exams

4.E.	Accept Resignation(s)
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Jonni Nichols, Special Educator

June 5, 2023

To Garon and Shayna,

Kindly accept this letter as my formal resignation as Special Educator at Woodstock Union Middle School. My last day of employment is expected to be on June 16, 2023. I will be pursuing retirement after 32 years of service as an educator in the states of Vermont and New Hampshire.

During my last two weeks of employment I will seek to wrap up any of my remaining duties and I wish continued success for the staff and students at Woodstock.

Thank you for your understanding,



4.F.	Grant Chair Hiring Authority
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**PURPOSE:**

The full board does not meet during the summer, and hiring educators often extends into the summer months. Allowing the Chair the authority to approve new hires ensures that the process remains uninterrupted and efficient, and allows the Human Resources Director to extend a contract to the new hire in a timely manner.

4.G.	Grant Authority to Change Names on Documents
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**PURPOSE:**

Grant the authority to the District Clerk/Board Secretary to change the name(s) on board documents from Windsor Central to Mountain Views (SU or SD as appropriate). Examples of documents needing to be changed would be approved policies, calendars, and schedules.

**AGENDA ITEM #5**

**Public Comment ..... 10 minutes**

**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 #6**

**Adjourn**

**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.