

Windsor Central Supervisory Union

*Special Meeting of the Board
and*

Windsor Central Unified Union School District

Monthly Meeting of the Board



August 02, 2021, at 6:30 p.m.
WUHSMS Teagle Library
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/89061062063?pwd=U0NYeU0reUtsQ0M1cCtvVUJzWlpGZz09>

Meeting ID: 890 6106 2063

Passcode: 967689

[Robert's Rules of Order](#)

WCSU BOARD AGENDA

1. Call to Order
2. Amendments to the Agenda
3. Ratify Master Agreements
4. Public Comment
5. Adjourn

WCUUSD AGENDA

1. Call to order
2. Amendments to the Agenda
3. Public Comment
4. Superintendent and Directors' Reports
5. Chair Reminders
6. Time Scheduled Discussions:
 - a. Update on TPVS (Director of B&G- Joe Rigoli)
 - b. Approve Strategic Plan Goals for 2021/2022 (Vote)
7. Policy (Discuss and Vote):
 - a. Second Reading: Naming Facilities, Programs, and Events
8. Other Committee Updates:
 - a. Policy Committee
 - b. Buildings & Grounds Committee
 - c. Finance Committee Update
 - d. Negotiations, Hiring, & Retention Committee
 - e. Other Working Groups as needed
9. Consent Agenda (Vote):
 - a. Approve Minutes
10. Public Comment
11. Executive Session- Student Matter
12. Reflection
 - a. What did we do well?
 - b. What could we do better?
13. Adjourn

WCSU AGENDA ITEM #1	WCSU Call to Order
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PURPOSE:

To begin the WCSU portion of 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

WCSU AGENDA ITEM #2	Amendments to the WCSU 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.

WCSU AGENDA ITEM #3	Ratify Master Agreements
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PURPOSE:

Negotiations for the Combined Bargaining Agreements, also called Master Agreements, for both the support staff and the licensed educators, have concluded, and the final documents have been approved by the members of the WCEA. The board holds the responsibility for the final ratification of the documents.

<https://www.wcsu.net/master-agreements>

WHO:

Chair

MOTION REQUIRED?

Yes.

WCSU AGENDA ITEM #4	Public Comment 10 minutes
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PURPOSE:

To hear input, concerns, etc. from the attending public regarding the WCSU portion of the meeting.

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.

WCSU AGENDA ITEM #5	Adjourn
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PURPOSE:

Ends the WCSU portion of 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.

WCUUSD AGENDA ITEM #1	Call to Order
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PURPOSE:

To begin the WCUUSD portion of 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

WCUUSD 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.

WCUUSD 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, then address the board.

WCUUSD AGENDA ITEM #4

Superintendent & Directors Reports

From the Superintendent

While we've all had some time away to regroup and rest, lots has been happening in the SU. First, I want to welcome our new Director of Finance and Operations, Jim Fenn. Jim comes with a long resume of educational finance experience, a genuine commitment to connecting resources to student learning, and a kind heart. The entire office and Leadership Team have been so impressed by the depth of his knowledge and his desire to be a partner in this work. We are all so glad to have him on the team. In addition, Dallas Welch has taken on the position of District and Grant Accountant. Dallas previously worked as an accountant with nonprofit organizations in Vermont, and is now scouring our files to learn and review our systems.

Our final addition to the Central Office and Leadership Team is Aaron Cinquemani. He has ably stepped into the position of Principal at the Prosper Valley School. He has been meeting with teachers and other members of the Leadership Team to prepare to reopen the school and to develop a new program for our District.

Other exciting news is that we will have two new Pre Kindergarten classrooms for the fall. WCSU will have three Pre K classrooms at WES and two at KES. The Pre K at BA is at capacity and RES is also increasing in size. The addition of these two classrooms brings our number of Pre K classrooms in the District to seven.

The Leadership Team retreated for three days to Burlington to identify our Strategic Plan goals for the 2021-2022 School Year, review some districtwide practices, and grow in our commitment to becoming anti racist school leaders. The group worked with Dr. Luvelle Brown, Superintendent from Ithaca, New York, to develop common language, understand systems change, consider evidence of white bias in education, cultivate opportunities for social change, and reinforce the need for sustainable anti racist policies.

In the last few weeks, the Agency of Education has presented Districts with information on how to access recent and proposed funding resources to address the challenges resulting from the pandemic and the need for building construction and renovations. Jim Fenn, Joe Rigoli, and I will work with the Board Committees and Subcommittees to complete the steps necessary that will allow us to apply for these financial opportunities when they are available.

As we consider the start of the 2021-2022 school year, the Agency of Education has not offered guidance to address requirements of schools related to the pandemic. The expectation is that a document outlining recommendations will be available within the first weeks of August and will most likely focus on mask wearing and possible social distancing. The AOE and I are committed to returning to a full time schedule and program. Any changes will be the result of some of the positive opportunities that were realized during the previous year.

From the Director of Technology and Innovation

This summer has been busy with a variety of infrastructure projects:

- A series of wiring projects at the WUHSMS have been completed.
- All of the switches at the WUHSMS have been upgraded.
- The school networks at BA, KES, RES, TPVS, and WES have been redesigned to allow for centralized communication with the WUHSMS.
- A new firewall has been installed at TPVS.
- New wiring for indoor and outdoor Wireless Access Points has been installed at TPVS.

While we have been making good progress on all of our projects, there are still some barriers in the way of completing all of these projects by the start of the school year. The biggest barrier is that our wireless access points for the WUHSMS and TPVS have been backordered for two months. We have been working with our 3rd party vendor and the supplier to get a timeline for the delivery of this equipment, but the global chip shortage has made it incredibly difficult to get these products.

I want to acknowledge Corey Canfield (our District Systems and Network Administrator) for all of the work he has done this summer to keep this work on track, work with a variety of vendors, and solve problems as they arise.

From the Director of Student Support Services

- ❖ Educational Support Team (EST) & Multi-Tier System of Supports (MTSS) highlights:
 - In collaboration with the our new Equity & EST coordinator, Amanda Rank, we are developing the late start professional development related to Universal Design for Learning (UDL) for this school year and are thrilled to be partnering with Katie Novak to support this work
 - A summer workgroup on MTSS will be facilitated by our new Equity & EST coordinator with a focus on Tier 1 and Tier 2 strategies
 - Continued work on an EST handbook in preparation for the coming school year, with professional development around this in September
 - Development of guide for universal screening of student literacy skills as well as progress monitoring tools to be used across the district
- ❖ Racial Justice Coalition (RJC) highlights:

- Dr. Luvelle Brown engaged the School Leadership Team in dialog around frameworks for ensuring our policies, programs and practices foster and support equity
- The student Social Action Club members took part in interviews with Dartmouth students around race issues and attitudes in our schools; 7 members of the club took on leadership roles in organizing the Leadership Summit for Social Justice which will be held September 27, 2021
- ❖ Summer Soak programming is well under way
 - 180 students participating
- ❖ Grant funding:
 - Received BEST/ACT 230 grant funding to support social-emotional and positive behavioral support training for staff
 - IDEA grant funding to support special education services and programs

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

Data Driven Recovery Coordinator Onboarding: Patty Kelly, our new Data Driven Recovery Coordinator is working to bring clarity and cohesion around our local comprehensive assessment system while also working collaboratively with Amanda Rank, our new EST/Equity Coordinator to ensure our assessments and systems of support for students are aligned.

Summer Educator Institute: The Windsor Central [Summer Educator Institute](#) is in process. Highlights include: Principal Maggie Mills working with teachers to develop a draft Mission/Vision for Woodstock Elementary in light of its new grade configuration, a math strategic planning and alignment workgroup, and departmental collaboration meetings at the MS/HS.

Planning for 2021-22: Fall Inservice Day training for teachers, year-long in-house professional development, credit-bearing opportunities offered through the All Learners Network, our New Teacher Peer Mentorship program, and a unit-based curriculum mapping process for the MS/HS.

Consolidated Federal Program/ Title Grant: Federal grant is approved. The funds support intervention and instructional coaching in our district, as well as purchasing power for technology implementation in secondary Wellness and elementary Mathematics. In addition, the funds support professional development for employees at local independent school Killington Mountain School.

WCUUSD AGENDA ITEM #5	Chair Reminders
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WHO:
Bryce Sammel

WCUUSD AGENDA ITEM #6	Time Scheduled Discussions
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6.A.	TPVS Update
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PURPOSE:
To share the progress being made at TPVS.

WHO:
Joe Rigoli, Director of Buildings & Grounds

6.B.	Approve Strategic Plan goals
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PURPOSE:
To discuss and approve the focus of the third year goals and objectives of the Strategic Plan.

[2021-2022 Windsor Central Strategic Plan Goals](#)

WHO:
Sherry Sousa, Bryce Sammel

MOTION REQUIRED?
Yes.

7.A.

Policy- Second Reading



NAMING FACILITIES, PROGRAMS, AND EVENTS

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 naming opportunities related to fundraising as well as honorary naming. It also describes the administrative responsibilities and procedures developed in connection with naming opportunities. By defining the types of gifts that are acceptable, the different forms gifts may take, and the requirements for accepting gifts, these guidelines will facilitate the appropriate use and accountability of naming gifts received by the District.

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

NAMED FUNDING OPPORTUNITIES

A. General

1. The District welcomes the naming of facilities, programs and endowed funds that meet the funding requirements outlined below. It is the intent of this policy that past legacy dedications will be honored. Naming of facilities, spaces, endowments and programs in honor of individuals is generally expected to last the lifetime of the facility, space, endowment, or program except in the event of unusual and extraordinary circumstance. The Board recognizes that conditions may occur where the renaming of such building sites, and/or facilities may be appropriate or necessary. The renaming of existing buildings, sites, spaces, endowments and programs in honor of corporations or other organizations will have a set number of years attached to the naming, which shall be determined on a case-by-case basis and listed in the gift agreement. Nothing within this policy precludes further naming within facilities, spaces, endowments or programs of those facilities, spaces, endowments or programs which are named.
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 Work Group is authorized to develop and revise, for approval by the School Board, lists of naming opportunities, with an indication of the amounts required.
4. The Fundraising Work Group, in consultation with the District Superintendent and Finance Committee, will submit recommendations to the Board for their approval of all major naming opportunities for buildings, 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.

B. Minimum Required to Name Facilities or Other Capital Projects

1. The recommended value of naming opportunities will generally be set by the Fundraising Work Group, and will be reviewed with the Finance Committee and Superintendent, and approved by the Board.
2. 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).

C. Minimum Required to Establish or Name Endowed Funds

1. Named endowed funds will not generally be established for gifts of less than \$100,000.
2. 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.
3. 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.
4. 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.

5. 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.
6. 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.

HONORARY NAMING OF FACILITIES, PROGRAMS, OR EVENTS

On occasion, a group or person may propose naming a facility or program based on their contributions to the nation, society or to communities in the District. This is distinct from a named funding opportunity and will adhere to the following guidelines.

1. 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.
2. The District, except for an unusual and extraordinary circumstance, 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.
3. The Superintendent in consultation with the Finance Committee, Policy Committee and Fundraising Work Group shall make a recommendation to the Board regarding the proposal. The Board of Directors must approve all honorary names of District facilities.
4. In the case that a proposal is for the re-naming of an existing dedication the process for approval will be as follows:
 - a. Recommendation submitted to the Board by the Superintendent and the Fundraising Work Group. If there is no fundraising work group in place, then the recommendation of the Superintendent shall be sufficient to move a proposal to the report stage of the process.
 - b. Fundraising Work Group and Superintendent will deliver a report outlining the contributions of the person to whom the existing named dedication refers and a financial analysis outlining how the donation would impact programming, budgets, and taxes.
 - c. 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 listed.
 - d. The Board shall only pass the renaming if the vote is greater than or equal to 60% of the votes.
 - e. In the case that a pre-existing naming is replaced then the previous naming will be commemorated on school with a plaque or appropriate memorial.

ADMINISTRATION OF NAMED 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.

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.

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: unrestricted, 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.

Date Warned: First Reading- June 7, 2021

Date Adopted:

WCUUSD AGENDA ITEM #8

Other Committee Updates

PURPOSE:

To provide an update on the work of other committees.

WHO:

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

MOTION REQUIRED?

No

PURPOSE:

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

MOTION REQUIRED?

Yes.

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

Windsor Central Supervisory Union
and
Windsor Central Unified Union School District
Board of Directors
June 7, 2021, 6:30 p.m.
[Virtual Zoom meeting recording](#)

Board Members Present:*Barnard:*

Bryce Sammel
Kelly Welsh

Bridgewater:

Matthew Hough
Sarah Adams

Killington:

Gwen Hagenbarth
Jim Haff

*Plymouth:**Pittsfield:*

Ray Rice

Pomfret:

Bill Overbay
Bob Crean

Reading:

Adam Ameele
Anna Sessa

Woodstock:

Keri Bristow
Julian Underwood
Louis Piconi
Ben Ford
Samantha DiNatale
Clare Drebitko

Superintendent: Sherry Sousa

Director of Student Support Services: Gina Rocque

Director of Instructional Technology: Raphael Adamek

Director of Finance and Operations: Dan Fitzpatrick

District Curriculum Coordinator: Jennifer Stainton

District Buildings & Grounds Manager: Joe Rigoli

Director of Human Resources: Linda Loprete

Principals: Garon Smail

Presenters: Auditors Ron Smith and Sam Ruggles from RHR Smith & Company

Student Representatives:

Recording Secretary: Rayna Bishop

Media: Curt Peterson- The Mountain Times; Gareth Henderson- Omni Reporter; Allan Stein- VT Standard

WCSU:

1. Ben Ford called the meeting to order at 6:34 p.m.
2. Amendments to the agenda: none.
3. Approve WCSU New Hires: Motion to approve new hires as presented. Moved: Clare Drebitko. Seconded: Adam Ameele. All in favor.
4. Statement of Intent to Approve Policies: The intent of the WCSU Board and the WCUUSD Board has been that policies created by the WC(M)UUSD Policy Committee will apply in their entirety to both entities. Motion that the WCSU Board approves the acceptance and approval of all current WC(M)UUSD policies, and agrees to have the WCSU name added to any and all applicable policies. Permission is granted for presumed approval and acceptance of all future policies until permission is revoked at a public meeting of the WCSU Board. Moved: Sam DiNatale. Seconded: Clare Drebitko. All in favor.
5. Public Comment: none

6. Motion to adjourn WCSU portion of the meeting at 6:40 p.m. Moved: Anna Sessa. Seconded: Bill Overbay. All in favor.

WCUUSD:

1. Call to order: Ben Ford called the meeting to order at 6:40 p.m.
2. Amendments to the Agenda: none.
3. Public Comment: Maura Tynes discussed her concerns with the Naming policy. Jim Haff thanked the Piconi family for holding prom at their farm.
4. Student Report: There are no students in attendance tonight.
5. Superintendent/Director Reports: Sherry Sousa highlighted points from her Superintendent's report. The other directors- Raph Adamek, Gina Rocque, Jennifer Stainton, and Dan Fitzpatrick- took turns highlighting their written reports to the board.
6. Time Scheduled Appointments:
 - a. Auditor's Presentation: Sam Ruggles and Ron Smith discussed the financial situation of FY20 and the anticipated situation for FY21. Both the WCSU and the WCUUSD entered the 2020 fiscal year with a deficit, but ended the fiscal year with a surplus. That surplus was carried forward into the 2021 fiscal year. With the addition of Barnard, the merged district had to absorb Barnard School District's +/- \$75,000 deficit as it entered FY21. This reduced the surplus that was carried forward. It is anticipated that both the WCSU and the WCUUSD will end the 2021 fiscal year with a surplus.
 - b. TAN Approval: Motion to approve the TAN as written in the board book (see below). Moved: Jim Haff. Seconded: Bill Overbay. All in favor.

"I motion that the Board authorize a Tax Anticipation Note for four million, five hundred sixty-eight thousand, eight hundred and twenty-three (\$4,568,823) for FY22 operating expenses, understanding that the note matures on June 30, 2022, and the anticipated final interest rate may change due to a fluctuation in the Federal Interest Rate."
 - c. SPC: Motion to approve the first motion as written in the board book (see below). Moved: Jim Haff. Seconded: Anna Sessa. All in favor.

"I hereby move that the Board approve the proposed tax-exempt lease purchase agreement with M.S.T. Government Leasing, LLC, for the purposes of leasing, refinancing, and funding photocopy equipment leases including consultant fees, and related costs of issuances of such leases in an amount not to exceed One Hundred Seventy-Nine Thousand Six Hundred Seventy-One and Sixty-One Cents (\$179,671.61) and an interest rate of 3.290% per year through August 1, 2025."

Motion to approve the second motion as written in the board book (see below). Moved: Jim Haff. Seconded: Anna Sessa. All in favor.

"I hereby move that the Board authorizes the Superintendent to execute and deliver the tax-exempt lease purchase agreement with M.S.T. Consulting on such terms and conditions discussed and provided to the Board and to execute and deliver any such documents required to effectuate the transaction and the contract with Specialized Purchasing Consultants, Inc."
7. Policy:
 - a. First Reading: Naming Facilities, Programs, and Events- Motion to warn for a second reading. Moved: Louis Piconi. Seconded: Clare Drebitko. All in favor.
 - b. Update policies: Motion to update all approved policies as applicable to reflect the current district name, to add WCSU into policies, and to add the WCSU header where applicable. Moved: Ben Ford. Seconded: Bill Overbay. All in favor.
8. Committees:
 - a. Policy: Louis Piconi discussed that the committee is still working on the Naming policy.
 - b. Buildings & Grounds: still working on TPVS and with Johnson Controls.
 - c. Finance: none

WCUUSD AGENDA ITEM #10	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.

WCUUSD AGENDA ITEM #11	Executive Session- Student Matter
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WHO:

Chair calls for a member to make the motion.

MOTION REQUIRED?

Yes. Motion: "To move that the board enter into executive session to discuss a student matter, exempt from public records law, under the provisions of 1 V.S.A. § 313(a)(7) of the Vermont Statutes."

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.

WCUUSD AGENDA ITEM #12	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.

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.