

Windsor Central Supervisory Union and Windsor Central Unified Union School District

Monthly Meeting of the Board



November 07, 2022, at 6:30 p.m.

WCSU Conference Room
and
ZOOM video-conferencing

Join Zoom Meeting

<https://wcsu-net.zoom.us/j/83511434438?pwd=TXZVQmxML3pIMjg3K1o0YjRucWxKZz09>

Meeting ID: 835 1143 4438

Passcode: 397260

One tap mobile

[+13126266799](tel:+13126266799),83511434438# US (Chicago)

[+16469313860](tel:+16469313860),83511434438# US

Agenda

1. Call to order
2. Amendments to the Agenda
3. Public Comment
4. Reports:
 - a. Superintendent
 - b. Directors
 - c. Students
5. Time Scheduled Appointments
 - a. Fall Data Presentation
 - b. C3 Presentation- Strategies 4.3 & 4.5
 - c. FERPA Training
6. Committee Updates
 - a. Finance Committee
 - i. Set FY24 Announced Tuition Rate
 - ii. Initial Discussion- FY24 Expense Budget
 - b. Policy Committee
 - i. Adoption:
 1. [C1- Education Records](#)
 2. [F2- Nondiscriminatory Mascots and School Branding](#)
 - ii. First Reading
 1. [Amendments to Grading Policy](#)
 2. [Capital Debt Repayment Policy](#)
 - c. Buildings & Grounds Committee
 - d. Negotiations, Hiring, & Retention Committee
 - e. Working Groups
7. Consent Agenda
 - a. Approve minutes
 - b. Accept resignations
8. Public Comment
9. Executive Session - if necessary
10. Reflection
 - a. What did we do well?
 - b. What could we do better?
11. 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.

AGENDA ITEM #3	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, clearly state your name for the minutes, then address the board.

From the Superintendent

On October 14th, more than 70 students attended WUHS's Second Annual Student Leadership Summit on Social Action. This event was planned, organized, and facilitated by students. They selected the topic, recommended and approved speakers, determined the agenda for the day, and led all discussions. Students were engaged in meaningful conversations on the issue of Equity and how students ask adults to engage in this work with them. The goal is to create a Student Manifesto on Equity that will be presented to the Board, our communities, and to State school leaders.

Two members of our team were asked to present at the Reading League Conference on October 20th. Julie Brown, Reading Specialist, and myself shared with an international audience the successes we have had in meeting the literacy needs of our most challenged students at the Middle and High Schools. The remarkable data, unique program, and student comments of the power of this class brought the audience to their feet. We know that we have created an exemplary literacy program that changes the lives of our students, and now, can be recreated in secondary schools across the country. This is the third group of educators from our District that have presented at a national conference this year.

During October both the Parent Advisory and Faculty Advisory Councils met. Parents were presented the professional development plans for faculty this school year. They provided meaningful feedback on how to inform parents of this new work. The Faculty Advisory Council is considering bringing back the Innovation Conference for faculty. It has been more than 3 years since teachers met to share their work and learn from others. The FAC also responded to their experiences with professional training thus far.

Monday, October 31, 2022

	BA	KES	RES	TPVS	WES	WUHSMS	Totals	
Pre K 3	7	14	2		18		41	
Pre K 4	12	11	5		46		74	
K	6	9	6		27		48	
Grade 1	5	17	4		35		61	
Grade 2	7	8	3		49		67	
Grade 3	15	20	8		47		90	
Grade 4	5	12	5		32		54	
Grade 5	10	11		47			68	
Grade 6	5	9		45	2		61	
Grade 7						72	72	
Grade 8						69	69	
Grade 9						87	87	
Grade 10						77	77	
Grade 11						83	83	
Grade 12						62	62	
Total Pre K	19	25	7		64		115	
Total K-12	53	86	26	92	192	450	899	
Total by School	72	111	33	92	256	450	1014	District Total
Change since Previous Month	0	-2 (-1.7%)	-2 (-5.7%)	0	2 (+0.7%)	0	-2 (-0.19%)	District Change
							-46 (-4.3%)	District Change from 1 year ago 2021-22

	October 2021	October 2022	Percent Change
Tuition Funding Source = "Operating School District"	948	923	-2.6%
Tuition Funding Source = "Other"	2	0	-100%
Tuition Funding Source = "Other VT School District"	105	89	-15.2%
Tuition Funding Source = "VT State Agency"	2	1	-50%
Tuition Funding Source = "Sponsored by Operating District"	3	1	-66.7%
Total	1,060	1,014	-4.3%

WCSU enrollment by town (as of 10-31-22):

<https://docs.google.com/spreadsheets/d/1Jme1yNyPhIPGPgNxZnXIKUCUxEIDeQx2dOj-2duUT10/edit?usp=sharing>

From the Director of Technology and Innovation

At the end of August we released a RFP for wiring at Barnard Academy, Killington Elementary School, Reading Elementary School, and Woodstock Elementary School. At each of these locations new cable will be run for outdoor wifi, a small number of cameras, and new wireless access points in each classroom. On September 16, 2022 we held walkthroughs at each of these locations with three vendors. We received two responses to the RFP by the deadline of October 14, 2022. We are in the process of reviewing the responses and hope to select a vendor in November or early December. The wiring work is slated to begin at the end of December and will occur when students aren't in the building. All of the work is to be completed by August 1, 2023 and will be funded by ESSER.

We are in the process of preparing two rounds of state reports. The DC06 Fall ADM Report includes information about our student enrollment and town of district residence, and directly informs our ADM calculation. The DC05 Tuition Students Report is submitted for Pittsfield students attending independent schools in Vermont, and directly impacts their ADM numbers. Both of these reports must be certified by November 18, 2022.

From the Director of Student Support Services

- Budget work has focused efforts on looking at how to maximize distribution of assets and expertise to meet student needs efficiently.
- Our new PT Katie Powell has started working with our teachers and students.
- This month training and MS/HS workgroups will be continuing on transition planning for our MS/HS students led by Kate Kardashian and Tom Emery. The C3 will be joining the training as a way to enrich the offerings of C3 as well as further enrich the offerings for all our students. The elementary groups will be looking at how to fine tune their schedules, and participate in collaboration with gen ed staff about students.
- Both groups will begin learning about the procedural and legal changes pertaining to the special education rule changes that will take place on July 1, 2023. There are several focus areas that will be addressed individually and applied in context of current practice and procedures to better illustrate how the changes will impact current practice.
- Work is continuing on the MTSS (Multi Tiered Systems of Support) with Audrey Richardson and Amanda Rank. This month's focus will be identifying key areas on which to focus development while also making adjustments to the protocols in place with our universal screeners. A survey was done at each elementary school in order to identify the areas in which the teachers had expertise or needed more training in data analysis.

From the Director of Curriculum, Instruction, and Assessment

Portrait of a Graduate: Teachers and administrators are developing frameworks for further incorporation of the Portrait of a Graduate into our everyday work. On Late Start Wednesdays, a group of teachers is working to develop scoring criteria for assessment of the PoG. In addition, teachers and administrators are building out PoG Actions, otherwise known as “look fors,” to create a vision for what the PoG might look like every day in our classrooms. Check out a draft sample of Actions for Skillful Communication, [HERE](#).

Title I Parent and Family Engagement: Families of students qualifying for Title I services have been invited by Principals to meetings on developing school-based Title I Parent and Family Engagement procedures. Meetings will happen in the months of November and December. For families unable to attend the meetings, I have connected with them to meet 1:1 to review the procedures.

Fall Assessment Window and District Data: Thanks to teachers for making assessment a priority for student learning this Fall, to Patty Kelly for creating online Data Walls for Principals, to Principals for leading school-based meetings to review local data and make action plans, and to Raph Adamek for creating a districtwide data dashboard that has allowed subject-based and grade-based teams of teachers to dig in and think carefully about how we can progress our academic excellence district-wide.

From the Director of Finance and Operations

We are pleased to announce that working with Geoff Martin of TROCR and Emo Chynoweth from Butler Bus we have been awarded a grant from the EPA’s Clean School Bus Program for the purchase of three (3) electric school buses and charging stations in the total amount of \$1,185,000. We are excited to be moving forward as a leader in adopting this technology. We have already reached out to Green Mountain Power to begin the conversation about the charging stations and will begin work on the specifications for the buses shortly.

There were two other Districts in Vermont that also received grants, none in NH, MA or RI, one in CT and 9 in ME. Several transit authorities in MA and CT also received grant funding.

In addition to this grant the district has received two small grants from the Windsor Central Innovation Fund to two different elementary school library/media center initiatives, a grant from Efficiency Vermont in the amount of \$200,000 for the Reading Elementary School Air Quality upgrades and a \$350,000 grant from Efficiency Vermont for Killington Elementary School Air Quality upgrades.

Our audit field work is in process and going well.

AGENDA ITEM #5	Time Scheduled Appointments
----------------	-----------------------------

5.A.	Fall Data Presentation
------	------------------------

PURPOSE:

Review the data from the fall assessment window on our new data dashboard:

<https://datastudio.google.com/s/n8PcXuXtGRQ>

WHO:

Raphael Adamek, Director of Technology and Innovation
Patty Kelly, District Math Coordinator
Jen Stainton, Director of Curriculum, Instruction, and Assessment

5.B.	C3 Presentation- Strategies 4.3 & 4.5
------	---------------------------------------

PURPOSE:

Strategy 4.3 - Grow the Center of Community Connections (C3) Program, which is dedicated to facilitating connections between students and community resources, to service all students in grades PreK-12.

Strategy 4.5 - Create an intentional system to recruit, maintain, and train community partners including professionals and experts in different fields of work, local businesses, and non-profit organizations.

[C3 presentation](#)

WHO:

Luis Bango, Beth Hayslett

5.C.	FERPA Training
------	----------------

PURPOSE:

Attorney Marilyn Mahusky from Stitzel, Paige and Fletcher will have a short presentation and address Board members' questions regarding FERPA.

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

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

WHO:

- A. Finance Committee Update
- B. Policy Committee Update
 - a. Adoption:
 - i. [C1- Education Records](#)
 - ii. [F2- Nondiscriminatory Mascots and School Branding](#)
 - b. First Reading
 - i. [Amendments to Grading Policy](#)
 - ii. [Capital Debt Repayment Policy](#)
- C. Buildings & Grounds Committee Update
- D. Negotiations, Hiring, & Retention Committee Update
- E. Working Groups Update

AGENDA ITEM #8**Consent Agenda****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
October 3, 2022, 6:30 p.m.
[Virtual Zoom meeting recording](#)

Board Members Present:

Barnard:

Carin Park (virtual)
Bryce Sammel (virtual)

Bridgewater:

Lara Bowers

Killington:

Katie Reed

Plymouth:

Elliot Rubin (virtual)

Pittsfield:

Ray Rice (6:43 p.m.) (virtual)

Pomfret:

Bob Crean (virtual)
Lydia Locke (virtual)

Reading:

Adam Ameele (virtual)
Anna Sessa (virtual)

Woodstock:

Ben Ford
Matt Stout
Keri Bristow
Sam DiNatale (6:58 p.m.) (virtual)
Todd Ulman (virtual)

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: Joe Rigoli

Director of Human Resources: Linda Loprete (virtual)

Principals/Administration: Garon Smail (virtual), Cody TanCreti (virtual), Maggie Mills (virtual)

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

Presenters: Tom Emery, Patty Kelly, Laurie Smith

Recording Secretary: Rayna Bishop (virtual)

1. Call to Order: Sherry Sousa opened the meeting at 6:30 p.m., due to no current chair. Bryce spoke about his time as chair and thanked the board, students, staff, and communities.
2. Call for nominations:
 - a. Chair- Bryce nominates Keri Bristow for chair. Seconded by Todd Ulman. No other nominations. All in favor of Keri Bristow for Chair.
 - b. Keri takes the meeting and calls for nominations for Vice Chair, as that position is now vacant. Bryce Sammel nominates Ben Ford for Vice Chair. Matt Stout seconds. No other nominations. All in favor, and Ben accepts.
 - c. Discussion about Board Clerk- can Ben serve as both? No action.
3. Amendments to the Agenda: Time scheduled appointment items b and c are actually the same thing, and will be combined. Matt Stout asks about adding a discussion of bus services and staffing issues. Keri adds this topic under time

scheduled appointments. Todd Ulman wishes to add to the bus discussion item a brief discussion on seeing if the board can discuss with the district's attorney how they might better respond to student activities that are public matter (such as the bus). Anna Sessa needs to make a change to the meeting minutes that are up for approval on the consent agenda (to happen during the consent agenda item).

4. Public Comment: Public comment from Curt Peterson, asking if the key positions that Ben Ford and Keri Bristow hold on committees will be changing now that they have been elected as Chair and Vice Chair. Keri states that is still to be determined. Sherry asks that Curt email his questions.
5. Reports: The full written reports can be found in the board book. Sherry discussed the Exceptional Leadership Award that the WCSU/WCUUSD Board just won, and how exciting it is that they just received that. She also recognized her administrative assistant for her important work on the bus routes; she discussed the team's time at the recent EdLeader 21 conference, and the leadership's and staff's presentations at conferences on the national level. Keri discussed the award presentation at the upcoming VSBA conference, and who from the board is planning on attending. Shayna Kalnitsky shared her excitement over the special education happenings in the district, and discussed district professional development offerings. She shared another highlight, which was that the district was given a commendation by the VT Agency of Education for Excellence in Transitional Planning, for older students in the special education program, which acknowledges the hard work that our case managers and their teams have put into making sure our students are ready to transition into the world after they graduate. Dr. Jen Stainton shared the district's professional development focus, for both literacy and math. Joe Rigoli gave an update on district projects. Jim Fenn thanked the teachers, staff, and students for putting up with the cold buildings while the heating systems were repaired. Jim shared the training process for transitioning to new accounting software. Students Owen and Aidan had positive things to say about student quality of life, adapting to the new schedule, the administrative structure, and the upcoming Student Leadership Summit.
6. Time Scheduled Discussion:
 - a. 2022-2023 Opening Enrollment- Raph Adamek shared enrollment information for the current school year. The overall enrollment is down 38 students compared to this time last year. This is in part due to a large 2022 graduating class. He also discussed intra-district movement between elementary schools. An area of concern is the loss of incoming tuition students from choice towns, as this directly impacts revenue. The resulting hit to our revenue leaves no cushion going forward, but can now be accurately reflected in the next budget.
 - b. SEL at the WUHSMS- [Presentation](#) delivered by the Culture and Community Team, made up of Asst. Principal Cody TanCreti, and Social Emotional Learning Specialists Tom Emery and Laurie Smith. They work on building relationships with students, helping them develop skills, and also supporting teachers and building systems to help all students be successful.
 - c. Strategic Plan: Strategy 1.2- Patty Kelly, District Math Coordinator, shared a presentation on math work and goals. Interventionists and supports are now in place across the district.

- d. Bus status (added)- Matt Stout wanted a follow up discussion about staffing issues with the bus company, and his concerns that the district is not getting the services being paid for and the hardships being placed on parents. He requested that the bus company come to the next board meeting to deliver an update on what they are facing and what their plans are to deal with the issues. Todd Ulman asked if the board could discuss FERPA with the district attorney to make sure the district is properly sharing information in order to quell rumors.
7. Committee Updates:
 - a. Finance: FY24 Budget Priorities and Assumptions- The committee has laid out the timeline for the FY24 budget. They are beginning to target their investment areas.
 - b. Policy:
 - i. First Reading: *C1 – Education Records*. Motion to move for a second reading at the next meeting. Moved: Elliot Ruben. Seconded: Sam DiNatale. Question about the need for a second reading, or can it be moved to a vote at the next meeting? Elliot agrees that it is ready to be adopted and no further edits are needed. Motion to adopt at the next meeting. Moved: Todd Ulman. Seconded: Matt Stout. All in favor. *F2 – Nondiscriminatory Mascots and School Branding*. Motion to adopt at the next meeting. Moved: Todd Ulman. Seconded: Anna Sessa. All in favor.
 - ii. Adoption: Motion to adopt policy Title I, Part A: Parent and Family Engagement. Moved: Elliot Rubin. Seconded: Sam DiNatale. All in favor.
 - c. Buildings & Grounds: No update.
 - d. Negotiations, Hiring, & Retention: Nearing an agreement.
 - e. Working Groups: Students are working on developing names ideas for the district.
 8. Consent Agenda- Anna Sessa did not attend the September 15th meeting, yet she is listed as attending. Her name needs to be removed from the minutes. Motion to approve the consent agenda with corrections noted. Moved: Ben Ford. Seconded: Anna Sessa. All in favor.
 9. Public comment: None.
 10. Executive Session: None.
 11. Reflection: given
 12. Adjourn: Motion to adjourn at 8:36 p.m. Moved: Ben Ford. Seconded: Anna Sessa. All in favor.

7.B.	Accept Resignations
------	---------------------

Christina Stibely, Special Educator- WUHSMS
 Michelle Hough, Visual Art Teacher- WES, KES, TPVS

AGENDA ITEM #9	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 #10	Executive Session- if necessary
-----------------	---------------------------------

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
-----------------	------------

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.