

MOUNTAIN VIEWS SUPERVISORY UNION



MOUNTAIN VIEWS SCHOOL DISTRICT

## Monthly Board of Directors Meeting

December 4, 2023, at 6:30 p.m.

MVSU Conference Room  
and  
ZOOM video-conferencing

<https://wcsu-net.zoom.us/j/83516789229?pwd=b0dOTUhMbEQ1U2pWT0lMV0dWSGJldz09>

Meeting ID: 835 1678 9229  
Passcode: 547958

## Agenda

### START THE ZOOM RECORDING

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. Appoint Owners Rep for New Build
  - b. Set Limit(s) on VT Public High School Choice
  - c. FY25 Budget Workshop
  - d. Accept UA Director Resignation
6. Committees
  - a. Finance Committee
  - b. Policy Committee
    - i. Adoption-
      1. F4- Access Control and Visitor Management
      2. C2- Student Drugs & Alcohol
      3. C27- Student Distribution of Literature
      4. A1- Board Member Conflict of Interest
      5. B2- Volunteer and Work Study Students
      6. B4- Drug & Alcohol Testing Transportation Employees
      7. B7- Tobacco Prohibition
      8. C3- Transportation
    - ii. First Reading-
      1. D4 Title I Comparability
      2. D5 Animal Dissection
      3. D6 Class Size
      4. F1 Travel Reimbursement
  - c. Buildings & Grounds Committee
  - d. Negotiations, Hiring, & Retention Committee
  - e. Working Groups
7. Approve Minutes
8. Public Comment
9. Executive Session - Employment Matter
10. Executive Session - Contractual Matter
11. Reflection
  - a. What did we do well?
  - b. What could we do better?
12. 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 MVSU/SD 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: no**
  - ◆ [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 orh 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.

### From the Superintendent

In early November, Jen Stainton and I participated in the first of a series of training sessions with the Center for Educational Leadership from the University of Washington called the Principal Supervisor Academy. During the three in-person two day sessions, two half-day remote trainings, and extensive coaching, I will explore and deepen my equity stance, develop a strength-based approach to work with principals, and engage in my own learning. In the first two days, the facilitators introduced the Inquiry Cycle which is a continuous improvement tool that attends to our student data as a means for achieving greater equity for our students. I will be working with one of our elementary principals to review their data focusing on an equity concern they identify.

Another piece of work that I have been engaged in and one of my goals for this year, is to work with the current Unified Arts team to discuss the impact of the new elementary schedule. We are looking at the delivery model for these courses so that they continue to have a significant impact on our student outcomes. During the full day inservice, the group, which includes our elementary Spanish, Physical Education, Art, Music, Team and Library Sciences teachers, worked to develop a vision for these classes, discussed if a name change was warranted, and began to consider the variables that could impact our model of delivering these programs and meet the Vermont Standards expectations.

A small group of district educators and Directors have been meeting since this summer to develop a Continuous Improvement Plan that ensures that our stated goals are achievable and monitored for progress. By establishing short, medium and long term goals, the group will be able to collect ongoing data as to progress on goals and make adjustments based on the feedback we receive from teachers and administrators. The group wishes to share this plan with the Board in the next months to address accountability concerns.

Also in November, I met one administrator and two teachers from a large high school in Bavaria, Germany. One of these teachers was looking for an American school to partner with in a possible exchange. They came across the [Woodstock Union High School Cultural Exchange Program](#) website and reached out to WUHS teacher Colleen O'Connell to form a relationship. Through a series of emails and conversations, the two schools have formed a cultural exchange combining the work of the Craft program with the assets of this Bavarian community. The hope is that in March of 2024, students from the FosBos High School will visit WUHS and students from WUHS will visit Germany. This is another opportunity for our students to experience individuals outside of our community to expand their knowledge of diverse cultures. Thank you to Colleen for her efforts to bring this experience to our students.

Tuesday, November 28, 2023

	BA	KES	RES	TPVS	WES	WUHSMS	Totals	
Pre K 3	4	10	4		12		30	
Pre K 4	7	13	4		31		55	
K	10	13	4		54		81	
Grade 1	8	10	7		24		49	
Grade 2	4	14	4		38		60	
Grade 3	8	8	5		48		69	
Grade 4	15	19	6		46		86	
Grade 5	5	13		34			52	
Grade 6	10	11		42			63	
Grade 7						65	65	
Grade 8						64	64	
Grade 9						84	84	
Grade 10						80	80	
Grade 11						75	75	
Grade 12						83	83	
<b>Total Pre K</b>	11	23	8		43		85	
<b>Total K-12</b>	60	88	26	76	210	451	911	
<b>Total by School</b>	71	111	34	76	253	451	<b>996</b>	<b>District Total</b>
<b>Percentage Change since Previous Month</b>	0	-1 (0.9%)	0	0	0	-3 (0.7%)	-4 (0.4%)	<b>District Change</b>
							-17 (-1.7%)	<b>District Change from 1 year ago 2022-23</b>

	November 28, 2023
Tuition Funding Source = "Operating School District"	904
Tuition Funding Source = "Other" (i.e., Exchange Students)	2
Tuition Funding Source = "Other VT School District"	90
Tuition Funding Source = "VT State Agency"	0
Tuition Funding Source = "Sponsored by Operating District"	0
Total	996

Mountain Views Supervisory Union enrollment by town (as of 11-28-23)

<https://docs.google.com/spreadsheets/d/1AKI4dsaksbQO14YeGdOOLfTxY8bt2QhiRqpGKuSHhVM/edit?usp=sharing>

Mountain Views Supervisory Union enrollment by school and town (as of 11-28-23)

[https://docs.google.com/spreadsheets/d/1LCYP3cfZuQgyrakJaVP4UHtSBkkXR23bJB\\_VNFHLZYo/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1LCYP3cfZuQgyrakJaVP4UHtSBkkXR23bJB_VNFHLZYo/edit?usp=sharing)

### From the Director of Technology and Innovation

Over the past month we have started rolling out the requirement for 2-step verification for all staff Google accounts. 2-step verification (also known as 2 Factor Authentication) is a method of securing account access to decrease the likelihood of someone inappropriately accessing the account. Staff members can choose to do the 2-step verification process on their personal cell phone or via a security key purchased by the district. Staff members at the Killington Elementary School were the first to go through this process, while staff members at other schools will be going through this process in December.

We are excited to announce that the Central Office building will soon have internet service provided by EC Fiber. We had some challenges bringing the fiber to the building, but with Joe's help we were able to run new conduit from the telephone pole to the outside of the Central Office building. We look forward to completing the installation and utilizing the increased bandwidth that EC Fiber provides.

## From the Director of Student Support Services

### Professional Development:

- Our paraeducators participated in an applied behavior analysis training with our behaviorist Dwayne White to learn more about some effective techniques and strategies that are used with their students.
- Amanda Rank, Janine Saragusa and Sue Hagerman attended a conference on special education eligibility and IEP development. They will be bringing back their expertise and facilitating training for the special education staff.

### State Reporting:

- Child Count
- Staffing Survey

### MTSS Activity

- analyzing progress data
- updating intervention plans for students
- preparing for the next benchmark assessments

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

**Professional Learning Benefit Access:** To date this fiscal year, 34 Windsor Central teachers have accessed 102 credits through colleges and universities. Examples of courses include *Getting to Know and Apply AI in the Content Areas* and *Building Upon the Foundation: Developing Additive Reasoning and Computational Fluency*. In addition, 23 educators have accessed non credit-bearing workshops offered through national and regional professional development organizations. Examples of workshops include *Creating Primary Source Inquiries for Students* and *Data Science*.

**Grades 5-12 Literacy Professional Development:** While teachers of grades PreK-4 engaged in LETRS training last school year, this year teachers of students in grades 5-12 (ELA and Social Studies at the MS/HS) are digging deeper into literacy instruction for adolescents. November's inservice day focused on how to integrate spelling, syllabication, and morphology into every classroom as well as routines for the development of automatic word-level reading with complex texts.

**Title Parent and Family Engagement Procedures:** As a recipient of Title I funding from the Federal Government schools with interventionists funded by Title I have local procedures for family engagement. [Click here](#) and scroll to Board Policy E1 to see the procedures which are in process of updating for schools with Title funded interventionists this year.

**Gearing up for the Winter Testing Window:** The next round of STAR testing will happen between the dates of 12/4 and 1/19. Thank you to the educators working to make this happen in their classrooms. The district universal testing calendar is visible by clicking [THIS LINK](#).



## From the Student Representatives

### Aidan:

With the first view inches of snow hitting the ground, students conclude fall sports and get ready for the winter sports season to come. Most teams are now practicing regularly, and many have also posted their game schedules for the season. On the 15th, HS students participated in a Thanksgiving-themed Best Wednesday hosted by the Student Council. The assembly was packed with holiday-themed games, raffles, and announcements from Zach's Place and other groups, bringing students together and raising school spirit. The Safe School ambassadors, consisting of students in grades 8-12, participated in a 2-day long retreat to Artistree. At this retreat, members did some self reflection and learned the skills needed to resolve conflict, defuse negative incidents, and support their peers. The group also accepted new 8th-grade members, and we are excited to see them grow and develop as leaders.

### Owen:

The Superintendent's Student Advisory Council is getting a little aged and dodderly... kidding - but we are all juniors and seniors so we're onboarding 12 new underclassmen. We recruited during the student leadership summit and the bigger team will let us break into focus groups (working on the HS Code of Conduct - which Aidan has been taking-on ; facilitating conversations on the HS mascot ; and organizing the summit itself). I'm really excited to work with the new team... having so many frosh and sophomores is a good step towards making the SSAC a permanent part of how our district collects student voice and promotes student leadership.

## AGENDA ITEM #5

## Time Scheduled Appointments

5.A.	Appoint Owners Rep
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### WHO:

Ben Ford, Chair - New Build Committee  
James Fenn, Dir. of Finance & Operations

### PURPOSE:

We had two responses to our RFP for an owner's representative to represent us in communications and oversight for the proposed new building. As a committee we interviewed both candidate groups and will be making a recommendation to hire one of these companies for the project. As with the CM contract there is a pre-bond vote portion and a post bond vote portion of the contract.

5.B.	Set VT Public High School Choice Limit(s)
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**PURPOSE:**

The legislature passed a law in 2012 (Title 16, § 822a) allowing students at VT's public high schools to apply to attend any other VT public high school for grades 9-12.

**Set Incoming Student Limit:**

School boards are **required** each year to set limits on their capacity to receive students through school choice. While there is no formula, schools have to consider program, staff and grade, school building, adverse financial impact, or other factors, but they may not limit capacity based on the need to provide special education services.

**Current Limit: SIX**

**Currently Enrolled: SIX (no expected vacancies until Fall 2026)**

**Set Outgoing Student Limit:**

School boards **may** limit the number of students allowed to transfer to five percent of resident enrolled students or 10 students, whichever is lower. Schools are also allowed to set higher limits, so that more students may transfer. When calculating the number of students who are allowed to transfer, schools include those who have already transferred to other schools and who have not graduated.

**Current Limit: NONE**

**Currently Enrolled: ONE**

5.C.	FY25 Budget Workshop
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**WHO:**

James Fenn, Dir. of Finance & Operations  
Ben Ford, Chair, Finance Committee

**PURPOSE:**

To take a deeper look at the draft 2024/2025 budget.

📎 FY 25 Function Code Summary - v2 112723.pdf

5.D.	Accept UA Director Resignation
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After many years of service, Union Arena Director Jay Leiter is stepping down.

**PURPOSE:**

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

**WHO:**

- a. Finance Committee
- b. Policy Committee
  - i. Adoption-
    1. F4- Access Control and Visitor Management [markup/clean](#)
    2. C2- Student Drugs & Alcohol [markup/clean](#)
    3. C27- Student Distribution of Literature [markup/clean](#)
    4. A1- Board Member Conflict of Interest: [current/markup/clean](#)
    5. B2- Volunteer and Work Study Students: [current/procedure/markup/clean](#)
    6. B4- Drug & Alcohol Testing Transportation Employees: [current/markup/clean](#)
    7. B7- Tobacco Prohibition: [current/procedure/markup/clean](#)
    8. C3- Transportation: [current/markup/clean](#)
  - ii. First Reading-
    1. D4- Title I Comparability: [current/VSBA/markup/clean](#)  
Notes:- formatting changes; removed a reference to 16 V.S.A. §144 (repealed) and added reference to Vermont AOE CFP Comparability Guidance
    2. D5- Animal Dissection: [current/VSBA/markup/clean](#)  
Notes: formatting changes
    3. D6- Class Size: [current/procedures/VSBA/markup/clean](#)  
Notes: formatting changes; removed the requirement that school districts share the policy with the AOE
    4. F1- Travel Reimbursement: [current/procedures/VSBA/markup/clean](#)  
Notes: formatting changes; added more detail to the list of things to be included in the procedures
- c. Buildings & Grounds Committee
- d. Negotiations, Hiring, & Retention Committee
- e. Working Groups

Mountain Views Supervisory Union  
 Mountain Views School District  
 Board of Directors Monthly Meeting  
 November 6, 2023, 6:30 p.m.

[Zoom recording](#)

**Board Members Present:**

*Barnard:*

Carin Park (virtual)  
 Bryce Sammel (virtual)

*Bridgewater:*

Lara Bowers  
 Ryan Townsend

*Killington:*

Katie Reed (virtual)

*Plymouth:*

Elliot Rubin  
 Josh Linton

*Pittsfield:*

Ray Rice (virtual, 6:42 p.m.)

*Pomfret:*

Bob Crean (virtual)  
 Lydia Locke (virtual)

*Reading:*

Adam Ameele (virtual)  
 Anna Sessa (virtual)

*Woodstock:*

Keri Bristow  
 Ben Ford  
 John Williams  
 Matt Stout (virtual, 7:42 p.m.)

*Superintendent:* Sherry Sousa

*Director of Finance and Operations:* Jim Fenn

*Director of Student Support Services:* Shayna Kalnitsky

*Director of Instructional Technology:* Raphael Adamek

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

*Director of Buildings and Grounds:* Joe Rigoli

*Principals/Administration:* Garon Smail (virtual), Cody TanCreti (virtual), Brandon Hill, Melissa Zoerheide, Maggie Mills (virtual), Mary Guggenberger (virtual), Lori Beland (virtual), Aaron Cinquemani

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

*Recording Secretary:* Rayna Bishop

1. Keri Bristow called the meeting to order at 6:30 p.m.
2. Amendments to the Agenda: None. Motion to approve agenda by John Williams, seconded by Anna Sessa. All in favor.
3. Public Comment: Tom Ayers (VT Standard) asked for information regarding the new logo. Keri Bristow asked Bob Crean to speak about it, and instructed Rayna Bishop to share versions of the new logo with Tom. Abbie Castriotta expressed turf field health concerns as it relates to the potential new HSMS, and advocated for a track.
4. Reports: The full written reports can be found in the [board book](#). A brief narrative of the reports was given by the Superintendent and Directors. Aidan Keough-Vella shared his Student Report. Owen Courcey introduced Tess Belisle, Student Council Rep. Owen also delivered a report on the Student Leadership Summit. John Williams informed the board that Kat Robbins, WUHMS Place-Based Learning, invited the board to attend the [Annual Rowland Foundation Conference](#).

5. Time Scheduled Discussion:
  - a. Principal Presentation on Bus Transportation: Maggie Mills presented transportation highlights and challenges.
  - b. Fall Data Presentation: Raphael Adamek and Jennifer Stainton presented a review of data from the fall assessment window.
  - c. FY25 Draft Calendar: Sherry Sousa shared the proposed FY25 school calendar and discussed the minor changes and reasoning. Motion to approve the FY25 school district calendar as presented by Ryan Townsend. Seconded by Ben Ford. All in favor.
  - d. FY25 Tuition Rates: The Finance Committee recommends setting FY25 tuition at the following amounts: Grades K-6 at \$17,227; Grades 7-12 at \$20,273; Prekindergarten at \$10,250. Motion by Ryan Townsend to approve the recommended amounts. Seconded by John Williams. All in favor.
  - e. FY25 Expense Budget: Jim Fenn shared driving factors and considerations they will be looking at for the FY25 budget development.
6. Committees:
  - a. Finance- will be holding a special meeting on the 13th.
  - b. Policy-
    - i. Second Reading:
      1. Motion by Ben Ford to adopt policy F4- Access Control and Visitor Management at the next meeting. Seconded: Ryan Townsend. All in favor.
      2. Motion by John Williams to adopt policy C2- Student Drugs & Alcohol at the next meeting. Seconded: Ryan Townsend. All in favor.
      3. Motion by Ben Ford to adopt policy C27- Student Distribution of Non-School Sponsored Literature at the next meeting. Seconded: John Williams. All in favor.
    - ii. First Reading: The board conducted their first reading of policies A1- Board Member Conflict of Interest; B2- Volunteer and Work Study Students; B4- Drug and Alcohol Testing Transportation Employees; B7- Tobacco Prohibition; and C3- Transportation as part of their 5-year review process. No substantial changes have been made to content. Motion by Ryan Townsend to send all five policies for adoption at the next meeting. Seconded by Ben Ford. All in favor.
  - c. Buildings & Grounds- Matt Stout and Joe Rigoli shared project updates.
  - d. Negotiations- no updates at this time, however the committee will be meeting next week.
  - e. Working Groups – HSMS Working Group- Ben gave a brief update on the work of the group.
7. Motion by Josh Linton to approve the minutes from September 25, 2023, and October 7, 2023. Seconded: John Williams. All in favor.
8. Public Comment: Tess Belisle introduced herself and shared that the Student Council is working on increasing student engagement.
9. Executive Session- Motion at 8:50 p.m. to enter executive session under 1 V.S.A. §313(a)(1)(E) by John Williams. Seconded by Anna Sessa. All in favor.
10. Meeting reflection was heard from the board.
11. Motion to adjourn at 9:17 p.m. by Ben Ford. Seconded by Ryan Townsend. All in favor.

**AGENDA ITEM #8**

**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 #9**

**Executive Session - Employment Matter**

WHO:

Chair calls for a member to make the motion.

MOTION REQUIRED?

Yes. Motion required that states the statutory exemption from public session.

Chair makes the specific finding that premature general public knowledge would clearly place the board or person involved at a substantial disadvantage.

“Motion to enter executive session under 1 V.S.A. §313(3).”

Requires a second and a vote to enter the session.

For the record, Chair states any invitees to the executive session outside of board members.

Only one topic per executive session can be discussed. Must exit the current session (no motion to exit, as motions cannot be made in an executive session), take action if any, and a new motion made to enter the next executive session.

**AGENDA ITEM #10****Executive Session - Contractual Matter****WHO:**

Chair calls for a member to make the motion.

**MOTION REQUIRED?**

Yes. Motion required that states the statutory exemption from public session.

Chair makes the specific finding that premature general public knowledge would clearly place the board or person involved at a substantial disadvantage.

“Motion to enter executive session under 1 V.S.A. §313(1)(A).”

Requires a second and a vote to enter the session.

For the record, Chair states any invitees to the executive session outside of board members.

Only one topic per executive session can be discussed. Must exit the current session (no motion to exit, as motions cannot be made in an executive session) to take any action.

**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.

**AGENDA ITEM #12****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.