

Approved Minutes
Caledonia Central Supervisory Union
BOARD OF DIRECTORS' MEETING
June 15, 2026

Meeting called to order by Clayton Cargill

Moment of silence for the Ross family

Additions/Changes - none

Attendance: Clayton Cargill, Kay Freedy, Dan Devine, Melissa Pratt, Britt Korsh, Superintendent Matt Foster, Jay Miller, Victoria Atwood, Assistant Superintendent Mike Moriarty, Chris Tormey

Meeting Minutes

May 18, 2026

A **motion** to approve the minutes from Dan Devine and seconded by Kay Freedy. Motion approved.

[Superintendent Report](#) – no discussion

[Student Services Report](#) – no discussion

[Strategic Plan](#) – Mike Moriarty went over the plan.

Melissa had a question on the sense of belonging goal and the percentage associated with it. One would hope it would come in at 100%, but it does not.

Chris – The involvement level of kids in extra-curricular activities? We do not know that percentage at this time. Will continue to look at the numbers this summer.

Mike spoke on the employee survey that was launched this year. It gives a look at how employees are feeling in the workplace. Analyzing the data to support the climate and culture in each building.

Jay – thanks for all the work putting this together. Does the data look at shared athletics partnered with other schools. Yes, that will be looked at.

Do the surveys tie back to the strategic plan? Yes.

Britt – really appreciates the work that has gone into this strategic plan.

Dan – is there a student component with the surveys? Using climate survey to get student responses and through some of the PBIS systems.

Melissa – Question about the employees that are leaving or scoring is not high, is there a place to add a reason? CCSU does an exit interview.

Legislative Update -

A: CESA Formation / Delegate Appointment (Discussion/Board Action) Clatyon and Matt spoke about why Mike Moriarty would be the best option as a point person.

A **motion** to nominate Mike Moriarty as the CCSU delegate for the newly formed CESA by Victoria Atwood and seconded by Jay Miller. Motion approved.

B: Merger Study Groups (Discussion Only) - each school will need to send a delegate to a study group. Will be voted on at the district level.

CCSD is looking to change their study group, looking for proposals to have a third party do a scope study between CCSD and St. Johnsbury School District.

If a district decides they don't want to be in a specific study group, they can request to change their study group.

New Business

MOU's (Discussion)

These MOUs are changes that are taking place between the SU and the Teacher and Support Staff agreements.

Matt went over the MOU's and what each one clarifies.

They addressed assignment changes, vacation days, parental leave days and PTO days that can be used, escalator pay for an employee stepping outside of their current position, and language for dual positions.

[VSBIT Letter](#) - Insurance Cost for SU (Discussion) - Clayton shared a letter from VSBIT

Policies for review:

[D31 - AI Policy](#) (First read) This is a new policy that establishes clear rules for the responsible, ethical, and educational use of AI across all schools, emphasizing student learning, privacy, academic integrity, and AI literacy. The policy requires disclosure and citation of AI use, prohibits misuse such as undisclosed AI-generated work or entering student information into unapproved tools, and mandates that all AI platforms meet strict privacy, security, and legal standards. It also promotes equitable access, family transparency, annual staff training, and ongoing review as AI technology evolves. (Discussion/Proposed recommendation for adoption by District Boards)

Matt went over this policy with the board.

Clayton proposes that this policy goes to every local board for their August meeting. Then thoughts can be shared with the SU board for September.

Information can be shared with teachers/staff so that they know this policy is coming up. Ideally, it would go into place at the start of the new school year.

This will be a SU policy.

[B6 - Health Insurance Portability and Accountability Act Compliance \(HIPPA\)](#) - This is an outdated existing policy that is not a required/recommended VSBA policy. . The district will comply with all HIPAA requirements for any employee benefit or group health plan it provides. The superintendent or a designee is responsible for creating and implementing procedures to ensure ongoing HIPAA compliance. (Discussion/Proposed recommendation for adoption by District Boards)

[B12 - Personnel Files](#) - This is an outdated existing policy that is not a required/recommended VSBA policy. The Supervisory Union maintains secure, accurate, and confidential personnel files for all employees in accordance with state and federal requirements. Employees may review their files by appointment, while certain documents—such as medical records, investigative materials, and criminal background checks—are kept separate and handled under specific legal guidelines. (Discussion/Proposed recommendation for adoption by District Boards)

[B13 - Resignations](#) - This is an outdated existing policy that is not a required/recommended VSBA policy. The Supervisory Union handles employee resignations in a timely and fair manner, requiring licensed staff to submit resignations to the Superintendent for approval by the School Board, while unlicensed staff resignations take effect upon the Superintendent's acceptance. Once submitted to the Superintendent, a resignation cannot be withdrawn unilaterally by the employee. (Discussion/Proposed recommendation for adoption by District Boards)

[B15 - Standard of Behavior](#) - This is an outdated existing policy that is not a required/recommended VSBA policy. CCSU employees are expected to demonstrate professionalism, respect, and cooperation in all interactions, fostering a positive environment that prioritizes student needs and acknowledges the contributions of colleagues. Staff should communicate respectfully, take ownership of their work, resolve conflicts constructively, and hold themselves and others accountable while celebrating achievements. (Discussion/Proposed recommendation for adoption by District Boards)

[B16 -Sports Coach Policy-](#) This is an outdated existing policy that is not a required/recommended VSBA policy. CCSU seeks to hire highly qualified coaches and fills all coaching vacancies through a formal application and interview process involving the principal, athletic director, and superintendent. Coaches are evaluated annually, with recommendations made to rehire, rehire with conditions, or not rehire based on their performance. (Discussion/Proposed recommendation for adoption by District Boards)

[B17 - Workplace Breastfeeding/Pumping Policy-](#) This is an outdated existing policy that is not a required/recommended VSBA policy. CCSU supports breastfeeding employees by providing flexible break times and a private, well-equipped room for nursing or pumping breast milk at

work. Employees may use normal break times or adjust their schedule as needed, and a refrigerator is available for safe milk storage with proper labeling and cleanliness.
(Discussion/Proposed recommendation for adoption by District Boards)

Board discussions on the policies.

A **motion** to approve B6, B12, B13, B15, B16 & B17 policies for adoption at the district boards levels by Victoria Atwood and seconded by Dan Devine. Motion approved.

Other Business

VSBA Update - Potential for Board Retreat

Public Input - none

Future Agenda Items:

VSBA Consultant – Policy Committee

Follow up on AI policy - September

A **motion** to adjourn by Melissa Pratt and seconded by Chris Tormey. Motion approved.

Minutes respectfully submitted,
Nicky Cole