

**WINOOSKI BOARD OF SCHOOL TRUSTEES
REGULAR MEETING
WEDNESDAY, OCTOBER 8, 2014**

MINUTES

MEMBERS PRESENT: J. Lambert, Secretary
J. Corrigan, Member
J. Portilla, Member
T. Cleiland, Member
Student Representative: Ledania Taylor

MEMBERS ABSENT: M. Decarreau, President
Student Representative: Rainbow Chen

OTHERS PRESENT: S. McMannon, Superintendent
R. Coffey, Dir. of Community Services
B. Russ, 21st Century Grant Director

1. **Call to Order/Pledge of Allegiance/Mindfulness – Review Focus of Meeting:** The meeting was called to order by Board Secretary J. Lambert at 6:32pm and board member Julian Portilla was nominated and approved (4-0) as Board President Pro Tem in M. Decarreau's absence. The following adjustments to the agenda were made:

- Executive Limitations heading was added as #8 for two items:
 1. A board action on a personnel nomination
 2. Pulled 2.3 Financial Conditions and Activities Superintendent Monitoring Report from the Consent Agenda and added supporting letter from WSD Finance Manager for board action

2. **Focus on Learning: City/School Board Collaboration**

- a) Barb Russ, Winooski 21st Century Community Learning Center Director and Ray Coffey, Winooski City Community Services Director presented the following on City/School Board Collaboration:
- We currently have 140 JFK Elementary students enrolled in 21C afterschool programs and 20 of those students transition into the THRIVE program. The number of students participating in 21C afterschool programs and THRIVE has grown from three in 2012 to 20 in the current year.
 - WSD and the City of Winooski collaborate to offer a Community-Based Tutoring Program at the O'Brien Center, Summer Teen Employment Program and opportunities for high school students to join city government commissions.

3. **Consent Agenda:**

- a) Minutes of Meetings: September 10, 2014
b) Policy Title: 2.3 Financial Condition and Activities
 - Approval of Bills
 - Quarterly Financial Management Report
 - Accept Superintendent Monitoring Report
- c) Policy Title: 2.8 Communication and Support to the Board
 - Superintendent Report
- d) Policy Title: 4.2.2 Board Job Description
 - Adopt Policy #4116, Harassment of Employees
 - Adopt Policy #4310, Alcohol and Drug Free Workplace

The Consent Agenda was approved 4-0.

4. **Board-Management Delegation (Policy Section III):**

- a) Policy Title: 3.4 Monitoring Superintendent Performance
 - Discussion: Superintendent Performance Survey
 - Feedback on survey
 - Date of administration? Who administers?
- The Superintendent Performance Survey was reviewed and it was agreed that Board President Mike Decarreau would administer the survey to Winooski School District staff in January/February 2015.

5. **Governance Processes (Policy Section IV):**

- a) Policy Title: 4.1.b Governing Style: Encouragement of a Diversity of Views
 - Student Report to the Board - Student Rep Ledania Taylor provided a detailed report of recent and upcoming student activities.

- b) Policy Title: 4.1.4 Governing Style: Board Development
 - Discussion: Prioritize Board Development Work
Supt. McMannon and board member J. Lambert reviewed the proposed board development topics: Open Meeting Law, Robert’s Rules, Use of Data, Policy Governance Education for new members and ongoing for current members. The board discussed and added Financial Literacy as a possible topic. It was agreed that Supt. McMannon would work with board members M. Decarreau and J. Lambert to add Open Meeting Law, Robert’s Rules and Financial Literacy trainings into the existing Annual Agenda Plan, research Policy Governance Education opportunities and explore partnering with another district to learn about using student performance and ENDS data.
 - c) Policy Title: 4.2.2 Create Written Governing Policies
 - Discussion – 1st Reading, Policy #1340 – Tobacco Prohibition - It was recommended to adopt the VSBA model policy while keeping some language from the first paragraph of the local policy.
 - Discussion – 1st Reading, Policy #4311 – Privacy on Health Related Information (HIPPA) - It was recommended to adopt the VSBA model policy.
 - d) Policy Title: 4.2.4 Board Job Description
 - Action: Approve City/School MOU - Approved 4-0.
 - Action: Board membership on Partnership 4 Change Steering Committee - Approved 4-0 for board member Mike Decarreau to remain on this committee.
 - Report & Discussion: VSBA Regional Meeting
6. **Community Engagement (Policy 4.2.1):**
- a) Discussion: Recent community activities by board members
 - The entire board attended the September 22 City Council meeting to discuss the City/School Memorandum of Agreement (MOU).
 - Board member J. Lambert attended a local safety celebration.
 - Board member J. Portilla facilitated a community dialogue on opiate addiction at the O’Brien Community Center in September and the next meeting will be on October 15th.
7. **Executive Limitations (Policy Section II)**
- a) Action: Personnel nomination of Whitney Dubie for Middle School Reading/Literacy Teacher (1-Yr. position)
 - Approved 4-0
 - b) Action: Accept 2.3 Financial Conditions and Activities Superintendent Monitoring Report with supporting letter from WSD Finance Manager
 - Approved 4-0
8. **Next Agenda:**
9. **Upcoming Dates:**
- Flu Shot Clinic – October 13, 2:30-4 p.m.
 - No School for Students – October 17
 - VT State Board of Education Meeting – October 21, 9 a.m., LMC
 - WMHS STEM Night – October 22, 6 p.m.
 - VSA/VSBA Fall Conference – October 30-31
 - Regular Board Meeting – November 12
10. **Executive Session:** The board entered executive session at 8:00pm for a grievance hearing and adjourned at 9:13pm.
11. **Possible Action on Executive Session:** The board voted 3-1 to deny the grievance.
12. **Adjourn:**

Respectfully submitted,

Sean McMannon
Superintendent