

WINOOSKI BOARD OF SCHOOL TRUSTEES
REGULAR MEETING
WEDNESDAY, OCTOBER 9, 2013
MINUTES

MEMBERS PRESENT: M. Decarreau, President
J. Lambert, Secretary
T. Cleiland, Member
J. Portilla, Member
J. Corrigan, Member

OTHERS PRESENT: S. McMannon, Superintendent
S. Metivier, Board Secretary
Arica Bronz, Parent
Michael Willis, Parent
Students Linden Bronz-Russo, Eliza Willis, Anna Willis

1. **Call to Order/ Star-Spangled Banner – Review Focus of Meeting:** M. Decarreau called the meeting to order at 6:35. The Star-Spangled Banner was sung by students Linden Bronz-Russo, Eliza Willis, Anna Willis.

2. **Focus on Learning:** Twitter Goodness!: Supt. Sean McMannon showed the Twitter account that was set up on the district website called Winooski Learns. Information and pictures that show examples of student learning are sent to Sean and he posts to the site. At this point, we are keeping the site simple, but it will eventually be used for many more applications.

3. **Consent Agenda:**

- a) Minutes of Meetings – September 11, 2013
- b) Personnel - Nicole Crocco, .5 FTE Middle School Math Teacher
- c) Superintendent Report
- d) Professional Staff Development, Staff Development and IA Staff Development Annual Plans
- e) Approval of Bills:

#1031,1032,1037,1039,1041	Accounts Payable	\$549,475.90
#1038,1040	Reserve	\$3,694.50
#7, 1033-1036	Payroll & P/R Expenses	317,910.96

- f) Policy 2.5: Emergency Superintendent Succession Monitoring Report
MOTIONED by J. Portilla, second by J. Corrigan to approve the consent agenda. Motion passed 5-0.

4. **ENDS/OUTCOMES Development (Policy Section I):**

- a) Discussion: Continue developing ENDS policy: M. Decarreau noted that last month the board talked about an ENDS policy and what we want as a community for our students. We had discussed the depth of the statement that we want to make and decided we did not want a detailed statement. After discussion the following statement was developed:

All students will graduate from the Winooski School District (WSD) college and career ready at a cost supported by a majority of the Winooski community. WSD students will lead healthy, productive and successful lives and engage with their local and global community.

- b) Action: Possible adoption of ENDS policy: MOTIONED by T. Cleiland, second by J. Portilla to adopt the ENDS policy as stated. Motion passed 5-0.

5. **Global Executive Restraint (Policy 2.0):**

- a) Discussion: 2.4 Financial Planning & Budgeting
 - 2014-15 Budget Timetable and Assumptions: S. McMannon said he has worked with Finance Manager, Rebecca Goulet, to develop a timetable for the FY '15 budget process. At the November 13th meeting the board would be given a baseline budget with a function and object summary; on December 4th, a presentation of the budget from administrators representing the area they oversee; December 9th a second version of the budget will be presented reflecting changes from discussion from the previous meeting; December 11th the board would see preliminary revenues and a 3-year comparison; December 16th would be the presentation of the third version (if needed) with approval and adoption in January. T. Cleiland asked if the community will have input as in past years. Information will be put out to the community in the

near future to recruit people to go through the budget process with the board. J. Lambert stated that VSBA has recommended that school boards strive to keep the budget to 3%, or less, if possible. Decarreau noted the board will be negotiating a couple of contracts for support staff and IA's this year.

- Overview of Financial Management Review (FMR) Documents: The documents are a draft of what a quarterly report would look like for the board. The report will include expenditures, revenues, and reserve account. It was questioned why we weren't getting a Tax Anticipation Note (TAN) this year. Mr. McMannon said that our revenue flow is such that there is no need for one. J. Corrigan asked if the next fund balance to be voted by citizens will include a list of options for using the money. It will have choices on the ballot. The board liked the format as it was clear and concise.

6. Governance Processes (Policy Section IV):

- a) Discussion: 4.2 Board Job Description, Section 2- "Create and maintain written governing policies that realistically address the broadest levels of all organizational decisions and situations"
 - Policy Review Cycle
M. Decarreau said that at last month's meeting it was discussed on the best way to change policies. Sean McMannon gave the board a list of required policies and the date that they were last reviewed. He recommends that we start reviewing with the oldest policy. Currently, we have a 1st reading, 2nd reading and approval – a 3-step process. Sean would like to work with VSBA to see what a good cycle for policy review would be – most likely a 3-year cycle. VSBA has model policies that he would share with the board so they could see the differences between VSBA's and Winooski's. When Mike and Sean meet during agenda planning, they will plug in policies as needed.
- b) VEHI and VSBIT Proxy or Certificate of Authority: We would either designate a person to vote or we give our proxy to VSBIT. VSBIT and VEHI have handled things on our behalf in the past.

7. Community Engagement (Policy 4.2.1):

- a) Discussion: Recent community activities by board members: Some events that board members have attended in the past month include: I-Lab Acceptance Night, PACTS meeting, Partnership for Change dinner, I-pad meeting. It was noted that there is an upcoming Community Dinner on October 16th and a District PACTS meeting on October 17th. Decarreau asked if we could find out the dates and subjects of the community dinners for the future.

8. Next Agenda: Topics to include on the next agenda are Negotiations (in executive session). After some discussion it was decided that Mike Decarreau and Jen Corrigan will be the negotiators, with Jay Lambert being the alternate.

9. Board Self-Evaluation (Policy 4.1):

- a) Individual assessment of current meeting: The board took a few minutes to review the meeting. Mike Decarreau asked board members to please date their form before handing them in.

10. Executive Session: MOTIONED by T. Cleiland, second by J. Corrigan to move into executive session at 8:16 p.m. to discuss a grievance and employment decision. Motion passed 5-0.

11. Possible Action on Executive Session: The board returned to open session at 8:39 p.m. and it was MOTIONED by J. Corrigan, second by J. Portilla to allow the superintendent to finalize a settlement agreement in the grievance issues. Motion passed 5-0. MOTIONED by J. Corrigan, second by J. Portilla to accept the terms of agreement and addendum and authorize the board chair to sign the employment decision. Motion passed 5-0.

12. Adjourn: The board adjourned at 8:40 p.m.

Respectfully submitted,

Sandy Metivier
Board Secretary