

**WINOOSKI BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING  
MONDAY, NOVEMBER 18, 2013**

**MINUTES**

MEMBERS PRESENT: M. Decarreau, President  
J. Lambert, Secretary  
J. Corrigan, Member  
J. Portilla, Member  
T. Cleiland, Member  
Student Representatives – Ledania Taylor and Dakota Duffey

OTHERS PRESENT: S. McMannon, Superintendent  
I. White, Teacher  
W. Andrews, Teacher  
Hal Colston, P4C  
St. Michael's College Students  
S. Metivier, Board Secretary  
N. Keller, Teacher  
L. Wheeler, 6-12 Principal  
N. Mace, VSBA  
M. Webb, Teacher

1. **Call to Order/Pledge of Allegiance – Review Focus of Meeting:** M. Decarreau called the meeting to order at 7:30 p.m. The Pledge was recited.
2. **Focus on Learning:** I-Lab Presentation was made by Principal Leon Wheeler, teachers Matt Webb, Will Andrews, Nancy Keller and Inge White. The charge was to create a program that personalized learning. The I-Lab approach is to think it, learn it, make it and share it. Grading is done differently – projects are graded when completed; however progress reports are consistent. Learning demonstrations are through presentation and demonstrations. Students Austin Mayo, Rainbow Chen, Ali Omar, Nhung Nguyen, Victoria White, Reeve Asselin and Ennis Horozovic shared their experience in the program and how it works for them. There will be a Share-it Night on November 19. All are welcome.
3. **Consent Agenda:**
  - a) Minutes of Meetings: October 9, 2013
  - b) Policy Title: 2.8.4 Communication and Support to the Board: Visible internal changes
    - Personnel Hire
      - Lucas Dunn, Middle/High School French (1 year only)
  - c) Policy Title: 2.8 Communication and Support to the Board
    - New York City Student Trip Request
    - Superintendent Report
  - d) Policy Title: 2.3 Financial Condition and Activities
    - Approval of Bills

#8,9,10,11	Payroll & Payroll Expenses	\$1,300,357.98
#1042-1045		
#1048-1051		
#1054-1057		
#1063-1066		
#1046,1047	Accounts Payable	\$907,217.22
#1052,1053		
#1058-1061		
#1067,1068		
#1062	Food Service	\$10,060.74

MOTIONED by J. Portilla, second by J. Corrigan to approve. J. Lambert asked that we check how a person with no experience can be on a Level II license. Motion passed 5-0.

Superintendent McMannon stated that during last Thursday's lockdown, everyone in school, parents, and law enforcement officers followed outlined procedures. He thanked everyone and especially the Onion River Chiropractic and the YMCA for keeping their business open to allow people to warm up in their facilities and to be used for pick up by family members. Officials have reviewed procedures and it was noted that there should be practice drills for off hours and we need to look at a school-wide intercom system.

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

- a) Policy Title: 4.1.b Governing Style: Encouragement of a diversity of views
- Introduction of Student Representatives to the School Board: Superintendent Sean McMannon introduced senior Dakota Duffey and sophomore Ledania Taylor. Each student wrote a paper that was reviewed by Principal Wheeler and Supt. McMannon on why they would like to be on the board and what they could offer. Next month, they will bring a report from the student population. Sean has worked with them reviewing the process and agenda.
- b) Policy Title: 4.8 Governing Investment
- Development & Adoption of Policies
    - Presentation: Board Education with Nicole Mace, Vermont School Boards Association (VSBA) Associate Director of Legal Service: N. Mace introduced herself as an attorney with VSBA. She passed out a handout on Developing and Adopting School Policies. She noted that with a new superintendent and the board being new to policy governance, this would be a good time to see what best practices are in establishing policies. Title 16 states that it is the duty of a school board to determine policies of the district. The law also allows the board to approve or disapprove of procedures. Her advice is to focus on policy and let administrators deal with procedures. Try to keep our model policies as high level as possible. WSD needs to only be concerned with required policies. Board should set some broad policy goals. Readings – the law requires only a 10-day notice to the public. If there will be no changes, just a review, we do not have to do 10 days notice. A monitoring cycle was developed which should keep all required policies up-to-date. McMannon asked if there is only a technical correction needed on a policy, with no substantive change, can he make the change and notify the board. N. Mace said she will check with John Nelson, but believes we can do and warn on a consent agenda.
    - Discussion and Possible Adoption: Policy Review Cycle - MOTIONED by J. Lambert, second by J. Portilla to adopt the review cycle. Motion passed 5-0.

NOTE: The Report on Partnership for Change from Hal Colston was moved up on the agenda.

- c) Policy Title: 4.0 Global Governance Commitment
- Winooski Boundary Study
    - Report to the Board and Discussion: T. Cleiland started with the history of why we were doing a boundary study. The study was initiated when Winooski requested to hire a new superintendent when Mary Lundeen chose not to renew her contract for the 2013/14 school year. Also because of the size of our district (under 1,200 students), the Commissioner of Education requested that we do a study on how we can improve student opportunities if we coordinated with other districts. We had a choice of having the DOE do the study or working with VSBA. We chose to partner with VSBA and worked with John Everitt and the Burlington School District. Information such as student performance, opportunities and financials were reviewed and compared. Although Winooski's student population is very different from the State and somewhat from Burlington, the graduation rate and student opportunities PK-8 compared favorably. When a student reaches high school we are comparable to other smaller districts, but not with bigger school systems. Winooski has a very transient population with students constantly moving in and out. On the positive side to a small school, there are better relationships, personalizing, and more opportunities for ELL students. The operational piece of how a school runs when compared to a small school is there are more administrators to student ratio. With Phase I questions answered, Phase II is to answer, "What areas for merger, collaboration, or cooperation has the most promise for making a positive impact?" The committee recommends that we look for collaboration and coordination with neighboring district, but a merger with another district would not benefit Winooski students and citizens. One good example of coordination would be with the food service program. The committee also recommends that we adopt the draft and send as our final report to the Department of Education that is due in December. Decarreau said he would like members to review the report again and action would be taken at the December board meeting. It was decided that a committee member would attend the State Board meeting to see what their response is to our report.

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

- a) Executive Limitations Monitoring:
- Policy Title: 2.8 Communication and Support to the Board
    - Report: Partnership for Change update from Director Hal Colston: Hal noted that he has been on the board since April and we are half way through the grant cycle. The 1<sup>st</sup> year success was creating the graduation expectations and engaging the community. The Partnership held a community meeting in

early November at Winooski at which approximately 150 participants attended. Students were facilitating small groups of which 8 students were from Winooski. There was a lot of great input and information will be out in early December. Hal has spent this year providing mini-grants to further the Partnerships work. We will start looking at the budget for next year and are looking at moving away from fellows and having coaches to help with learning for the 3<sup>rd</sup> year. The current grant ends in June 2015. We will reapply for another 3 years of funding. We are ready to finalize our indicators to measure what and how we have been doing. There will be a joint board retreat on January 25<sup>th</sup>. More info to follow.

- Policy Title: 2.2 Treatment of Staff
  - Discussion: Superintendent Monitoring Report: There were no clarifying questions asked. Action will be taken in December.
- Policy Title: 2.4 Financial Planning & Budgeting
  - 2014-15 Budget Timetable, Assumptions and Baseline Overview: Supt. McMannon reviewed the timeline for the budget process. Any questions will come in December. All assumptions are incorporated in the budget. J. Lambert asked for a copy of the full budget. After some discussion, board members agreed that he could have a full copy with the understanding that when budget meetings start, item details are off limits and we will discuss only documents that are received by all board members during the process.

**6. Global Governance-Management Connection (Policy 3.0):**

- a) Policy Title: 3.2 Accountability of the Superintendent
- Discussion:
    - As a board are we doing this well?
    - Do we need to make any changes in the way we have been operating?
- It was noted that the board is making progress in how we operate, but need to keep redirecting our focus on students and questions to where they belong. There was discussion of media contact – either the board president or the superintendent would deal with the media. Sean feels that the board is doing great and he does not feel micromanaged.

**7. Community Engagement (Policy 4.2.1):**

- a) Discussion: Recent community activities by board members – There is a community dinner at the O'Brien Center on November 20<sup>th</sup> and also Tim Wise will be speaking on the 20<sup>th</sup>.

**8. Next Agenda:** No discussion.

**9. Board Self-Evaluation (Policy 4.1):**

- a) Individual assessment of current meeting: Board members were asked to date their evaluation.

**10. Upcoming Meeting Dates:**

- a) Budget Meetings – December 4, 9, 11, 16 and January 8, 6:30pm
- b) Regular Board Meeting – December 11, 6:30pm
- c) BSD/WSD Joint Retreat – January 25, 8:00-1:00

**11. Executive Session:** MOTIONED by T. Cleiland, second by J. Corrigan to enter into executive session at 9:59 p.m. to discuss negotiations. Motion passed 5-0.

**12. Possible Action on Executive Session:** No action taken.

**13. Adjourn:** The Board returned to open session at 9:51 p.m. and adjourned.

Respectfully submitted,

Sandy Metivier  
Secretary to the Board