

**WINOOSKI BOARD OF SCHOOL TRUSTEE
REGULAR MEETING
WEDNESDAY, DECEMBER 11, 2013**

MINUTES

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

OTHERS PRESENT: S. McMannon, Superintendent
S. Metivier, Asst. to Superintendent
S. Chalmers, Board Recorder
J. Read, Community Member
C. Brosnan, teacher
R. Goulet, Finance Manager
M. O'Rourke, JFK Principal
S. Hamble, teacher
N. Johnson, teacher

1. **Call to Order/Pledge of Allegiance** – Review Focus of Meeting: M. Decarreau calls the meeting to order with the recitation of the pledge at 6:35 p.m.

2. **Focus on Learning:** JFK Mindfulness Connections with Social Thinking
The 'Mindfulness' presentation was introduced by Mary O'Rourke, JFK principal, and lead by elementary teachers Stefanie Hamble and Nan Johnson, along with five student volunteers. The premise of 'Mindfulness' serves to assist students in gaining greater self-awareness as a means to focus on how they respond to individuals and to situations. Sixteen classrooms are currently using the practices embedded within 'Mindfulness' as a means to aid students in dealing with all situations, especially those that may be stressful or conflict producing, by teaching breathing and self-calming techniques. Discussed the underlying doctrines of Mindfulness, which has assisted students in identifying positive approaches to dealing with stress and conflict. 'Mindfulness' training and or instruction gives students and adults' strategies in which to listen and focus more intently on what people are actually saying. 'Mindfulness' will continue to be implemented into daily practice at JFK as it serves to assist students and staff in being more attuned to their own thoughts and reactions to situations.

3. **Consent Agenda:**

- a) Minutes of Meetings: December 9, 2013
- b) Policy Title: 2.2 Treatment of Staff
 - Action: Accept Superintendent Monitoring Report for Policy 2.2 Treatment of Staff
- c) Policy Title: 2.3 Financial Condition and Activities
 - Approval of Bills

#1073-1076	Payroll & Payroll Expenses	\$316,174.31
#1069, 1071	Accounts Payable	\$144,166.12
#1072, 1077		
#1070	Food Service	\$48,266.71
- d) Policy Title: 2.8 Communication and Support to the Board
 - Superintendent Report

MOTIONED by T. Cleiland, second by J. Corrigan to accept the consent agenda. Motion passed 4-0. (Note that J. Portilla stepped out of the room when this vote was taken.)

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

- a) Policy Title: 4.1.b Governing Style: Encouragement of a diversity of views
 - Student Report to the Board: Per the student representatives Ledania Taylor and Dakota Duffey, there will be initial home games for the girls and boys in basketball. 'Aspirations Day' will be held next Monday at the high school, as career options is a focus for the day. Representatives report that there will be a fundraiser held for the upcoming New York trip, in which a television will be raffled. Further school

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happenings include the December 19th Winter Performance, in which the elementary students will be performing songs that will incorporate the Winooski Graduate Expectations. The performance will be held in the PAC at 6:30 p.m., with all families welcome to attend. There will be continuing updates from student representatives at each upcoming board meeting.

- b) Policy Title: 4.1.c Governing Style: Strategic leadership more than administrative detail
 - Discussion: Topics for February board meeting with legislators discussed. Possible topics include school funding, unfunded mandates, and Early Childhood Education.
- c) Policy Title: 4.0 Global Governance Commitment
 - Discussion and Possible Adoption of Winooski Boundary Study: The requirement for submitting the interim report of the Boundary Study is complete and has been submitted to the Secretary of Education.

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

- a) Policy Title: 3.2 Accountability of the Superintendent
 - Discussion and Possible Action: M. Decarreau reviews first discussion of this topic this year and states that there are no issues with the policies and procedures under which the Superintendent practices under policy 3.0. The policy is stated and reaffirmed. M. Decarreau states that it is continued best practice to review policies reflectively. M. Decarreau reaffirms that having mindful review of intact policies will serve as continued best practice for future board meetings and actions.

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

- a) Executive Limitations Monitoring:
 - Discussion: Should the Superintendent Monitoring Reports be a one or two month cycle?
The Board discusses whether or not varying strategies need to be used when reviewing monitoring reports. For example, the Board inquires as to the flexible nature in which policies are monitored should stay intact. M. Decarreau mentions that the lack of having succinct policies in place when examining policies could possibly lead to an increase in the number of monitoring reports reviewed overall. M. Decarreau states that the annual board agenda will be adjusted in order to discuss this topic further.
- b) Policy Title: 2.8.7 Communication and Support to the Board
 - Discussion: School Charter Amendment regarding provision for District Treasurer starting date:
Update: when the Treasurer was voted in, the start date was omitted completely. M. Decarreau states that the start date will be added into the charter, which will be approved because it was missed the first time around. We are in compliance, as it is being addressed within this meeting. The board does not need to do anything further beyond this point.
- c) Policy Title: 2.4 Financial Planning & Budgeting
 - Discussion: FY15 Budget Work Session:
The budget discussion is initiated by M. Decarreau, while passing out the budget handout guide, 'WSD FY 15 Budget'. The PowerPoint, dated December 11, 2013, can be accessed on the district website. S. McMannon outlines the four budget drivers as 'Expense', 'Residential Statewide Tax Base Rate', 'Base Education Amount Per Pupil' and 'Equalized Pupils'. The Residential Statewide Tax Base Rate has increased by \$ 0.05 cents for the second year in a row, which is based on a forecasted spending increase of 3.8%. S. McMannon noted that the Base Education Amount Per Pupil has increased in 2013 and 14, with a slight decline in 2015 due to the low inflation rate. When looking at the 'Equalized Pupils' percentages, the overall percentage has decreased slightly. Considerations when finalizing the budget include continued expense reductions, the Fund Balance application, current spending and predicted spending for the 2014 fiscal year. There is a predicted \$90,000 favorable balance noted for the upcoming fiscal year. There will be one budget scenario chosen from the three presented by S. McMannon and can be accessed on the district website.

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

- a) Discussion: Recent community activities by board members
M. Decarreau attended a community dinner. J. Portilla mentions that he and K. Nugent will work together to research drug use and it's impact on Winooski. In his work at Champlain College, Portilla notes that an interview process will initiate in early 2014, in which community members will be interviewed in order to provide more detailed and substantial information on the effects of drug use on the climate and culture of Winooski. Superintendent McMannon discussed the 'Train the Trainer' workshop regarding race, mentioning the work of Tim Wise. Five Winooski teachers and two students will attend this workshop on January 31st at Champlain College.

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8. **Next Agenda:** The next Board meeting will be held on January 8, 2014. M. Decarreau will email members regarding specific agenda items.
9. **Board Self-Evaluation (Policy 4.1):**
 - a) Individual assessment of current meeting: Board members completed individual assessment forms.
10. **Upcoming Meeting Dates:**
 - a) Budget Meetings – December 16 and with the next Board meeting being held on January 8, 2014, at 6:30p.m.
 - b) BSD/WSD Joint Retreat – January 25, 8:00-1:00, location to be determined. M. Decarreau mentions that the focus of the board retreat talks will be student-centered learning.
11. **Adjourn:** The meeting adjourned at 8:27 p.m. Motion by T. Cleiland with a second by J. Corrigan.

Respectfully Submitted,

Shanon Chalmers
Board Recorder