

WINOOSKI BOARD OF SCHOOL TRUSTEES
REGULAR MEETING
WEDNESDAY, APRIL 13, 2016
Learning Media Center
6:30 pm

Board Members Present: Michael Decarreau-President, Jen Corrigan-Clerk, Tori Cleiland, Julian Portilla, Mohamed Abdi, Rainbow Chen-Student Representative, Ledania Taylor-Student Representative

Administration Present: Sean McMannon-Superintendent

Others Present: sign-in sheet on file

1. Meeting called to order at 6:32 pm by Michael Decarreau followed by the Pledge of Allegiance and Mindfulness with Tori Cleiland.
2. **Agenda Review and Adjustments** - added two teacher nominations to the Consent Agenda under 5c and added Walk-in Cooler bids under 9e.
3. **Focus on Learning: Building Learning Communities** - Sara Raabe (JFK Principal) presented the Building Learning Communities. A morning meeting has been added. The morning meeting is a great way for the class to start their day. Greeting each other, sharing and activities begin the morning meeting. Professional Development was provided to the staff through a one-day workshop and the Instructional Assistants were invited if they wanted to come. A team attended Masons Care. Lucas continued with Advisory. Advisory is a system of communities within the school, every student is in an Advisory, with 8-16 students in each Advisory Group. Once per month staff members give feedback on their Advisory. The Advisor Role is to be an advocate for each of their students and a liaison between home and student.
4. **Public Comments:** Nicole Wolfe (parent) spoke about her involvement with transportation. She said she is hoping to get more volunteers involved with car-pooling. Thanked Deac for her help with acquiring background checks with the Winooski Police Department. The focus is on students that have a difficult time getting to school. Infinite Culcleasure (parent) said this hasn't launched yet.
5. **Consent Agenda:**
 - a) Minutes of Meetings: March 9, 2016
 - b) Policy Title: 2.3 Financial Condition and Activities
 - Approval of Bills
 - Quarterly Financial Management Report
 - c) Policy Title: 2.7 Compensation and Benefits
 - Approve Support Staff/IA Contracts
 - Approve Contract Recommendations:
 - Elise McCormick, High School Special Educator, 2016-17 (1.0 FTE)
 - Catrina Hughes, District-Wide SLP, 2016-17 (1.0 FTE)
 - Brian Dalla Mura, Elementary Special Educator, 2016-17 (1.0 FTE)
 - Ryan McFarling, Elementary Special Educator, 2016-17 (1.0 FTE)

- Allison Saft, Elementary Special Educator, 2016-17 (1.0 FTE)
 - Emily Fisher, Elementary Kindergarten Teacher, 2016-17 (1.0 FTE)
 - Amanda Momile, Elementary LTS Teacher, 2016-17 (1.0 FTE)
- d) Policy Title 2.8 Communication and Support to the Board
- Superintendent Report
- e) Policy Title: 4.2.2 Board Job Description
- Adopt Policy #5114c - Weapons

Motion made by Tori Cleiland to accept the Consent Agenda. Discussion included correcting the minutes of March 9th - Section 7 - Act 46 to read "For Colchester School District (CSD) and Winooski School District (WSD) to conduct a conventional merger study . . ." Also, the bullet point says July 17th, but should read July 2017.

6. Governance Processes (Policy Section IV):

- a) Policy Title: 4.2 Board Job Literacy
- Present and Discussion - Sean McMannon (Superintendent), introduced Jeanne Jensen (past CVU Board Chair, Past CSSU Board Chair) and Bob Mason (Chief Operations Officer, CSSU) to share their experience regarding Fund Structure, Fund Balance, Financial Management Review, Capital Planning Process and Audits. What is the Board members responsibility when signing warrants and in regards to the Fund Balance Reserve? Obligated by stature to have the voters vote where to allocate the Fund Balance annually, typically assigning the revenue to the following year, allocating the funds to an existing Capital/Reserve account for a specific purpose or finally assigning to "Revenue for future years". Capital Fund monies roll over to the following year. Financial Management Review happens monthly with administration. The Board members responsibility is to feel confident that funds are in good hands. The Clerk's role is to review the Warrant. If there is a question on the Warrant, ask the Business Manager for the Purchase Order and make sure all the checks and balances that relate to the PO have been met. Why does a board member review the Financial Management Review? It is to understand what is going on in the school and make better decisions. Capital Planning Process regarding capital needs includes a monthly/quarterly review and should look at facility projects completed, those scheduled and how much is in reserve with flexibility. The Audit and the role of the Board should include an audit training. Board members need to be a visible part of the Audit process and need to understand the language of the Auditor and make sure the reports that are being given to the community are accurate? An Auditor is an excellent resource with making sure the processes are in good shape, reasonable and appropriate.

7. Ends Monitoring (Policy Section I):

- a) Local/Global Engagement Interpretation
- Sean shared his interpretation of the Culture and Community Graduate Expectation Rubric. Board members and Student Representatives shared their thoughts regarding WSD Graduate Expectations (GXs), Diversity and Interaction and the interpretation of the rubric.

8. Executive Limitations (Policy Section II):

- a) Policy Title: 2.7 Compensation and Benefits
- Review/Discuss Superintendent Monitoring Report
Sean passed out a handout from Rebecca Goulet, the Finance Manager, regarding this policy. Discussion followed.

9. Governance Processes (Policy Section IV):

- a) Policy Title: 4.1.b Governing Style: Encouragement of a Diversity of Views
- Student Report to the Board
Rainbow - Five juniors went to the State to compete in the financial competition. April 1st, two teachers had a lip sync battle. New York trip was rough at first but had a fun time. Vermont Youth Conservation Corps are working with students regarding farming. Annual book fair was last week. Talent Show was last Friday night. Last Saturday there was a Jujitsu Contest. Papa Franks Fundraiser for the Prom Committee was held. Prom is May 20th. Ledania - Yearbook update. Class of 2018 is having a Penny War. On April 12th, Aspirations Day took place with great guest speakers, workshops and college tours. The Freshman Class put on a play of Hamlet. The City of Winooski is putting on the "Lego" movie for free. This year, two people will represent Winooski at Allstate. May 5th is the Allstate parade. Eleven juniors were nominated to be on the National Honor Society and will know by the end of the week who will be inducted. Representatives from Bernie Sander's office came to congratulate the student who won the essay contest and spoke with students. A spring sports update was given. Next week is Spring Break.
- b) Policy Title: 4.2.2 Create Written Governing Policies
- Discussion - 1st Reading, #4122 - Substitute Professional Staff Employment
Sean suggested moving the policy statement to the top. He will clean up cross references.
 - Discussion - 1st Reading #5123 - Promotion and Retention
Sean said the concept of acceleration should be added. Strike from traditionally and keep the piece of mutual agreement.
- c) Policy Title: 4.2.4 Advocate for Legislative Change - Move to May
- Legislative Update - Discussion
- d) Policy Title: 4.3 Handling of Operational Complaints - Move to May
- Discussion
- e) Walk in Cooler - Request to Award Bid/Authorization of Funds
Motion by Julian Portilla to accept the bid for a walk in cooler and freezer to Mountain Air Systems. Julian asked about the funds of \$35K. All present in favor.

10. Community Engagement (Policy 4.2.1):

- a) Discussion: Recent community activities by board members - None.

11. Next Agenda: Michael asked for any suggestions for next years Board Agendas besides Forums and Education Funding.

12. Upcoming Important Dates: Michael reviewed:

- Spring Recess will be April 18th through the 22nd
- National Honor Society Induction will be May 9th
- The next Regular Board Meeting will be May 11th

13. **Executive Session:** Motion made by Jen Corrigan to enter Executive Session at 9:20 pm to discuss Labor Negotiations and a Personnel Matter/Teacher Discipline. All in favor.

Out of Executive Session at 10:03 pm.

14. **Results of Executive Session:** Motion to terminate Holly Hager effective immediately based on the recommendation of the superintendent. All present in favor.

15. Motion made to adjourn at 10:04 pm.

Respectfully submitted by:

Brenda Steady
Board Reporter