

**WINOOSKI BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING  
WEDNESDAY, JUNE 11, 2014**

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.

**MINUTES**

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

OTHERS PRESENT: S. McMannon, Superintendent  
Nancy Devost, Teacher  
Rebecca Savage, Teacher  
Kristen Van Fossen, Teacher  
Nellie Maley, Teacher  
S. Chalmers, Board Recorder  
Bret Kernoff, Special Education Teacher  
Rainbow Chen, Student

**1. Call to Order/Pledge of Allegiance/Mindfulness – Review Focus of Meeting:**

M. Decarreau calls the meeting to order with the recitation of the pledge of allegiance, at 6:35 p.m. T. Cleiland leads the group in a minute of mindfulness practice.

**2. Focus on Learning:**

Nancy Devost, Nellie Maley, Kristen Van Fossen, and Rebecca Savage, ELL teachers for the Winooski School District present a summary report of the success of Parents as Educational Partners (PEP) program. N. Devost’s participation in the TSOL conference inspired her to adapt the PEP curriculum for the needs of Winooski School District. Funded by Title III, the PEP program is the first of it’s kind. Presenters stressed that one hundred percent of the parents who participated in the PEP program this year were in attendance and active participants at parent teacher conferences this year. In interviewing the parents who participated in PEP, all expressed an increased level of comfort in initiating contact with educators working with their children. Devost, Maley, Van Fossen, and Savage collectively agreed that the continuation of this program will serve to increase communication between parents and educational staff. At the cessation of this discussion, board members observed student presentations, attending a portion of the iLab Share-It Night Visit. iLab presentations stemmed from the creation of the Winooski Middle/High School personalized and proficiency-based classroom.

**3. Consent Agenda:**

- a) Minutes of Meetings: May 14, 2014
- b) Policy Title: 2.3 Financial Condition and Activities
  - Approval of Bills
  - #26-27 Payroll & Payroll Expenses \$668,990.43
  - #1164-1167
  - #1170
  - #1171-1174
  - #1168,1169 Accounts Payable \$443,138.75

#1175-1176  
#1178 Hot Lunch \$39,922.36

- Approve Use of Capital Reserve Funds for Summer Projects
  - Approve IDEA-B Flow-Thru
  - Approve IDEA-B Preschool
- c) Policy Title: 2.7 Compensation and Benefits
- Approve the following Teaching Contracts for 2014-2015:
    - Lacey Potter, LT Sub for Elementary (August-January)
    - Nicole Crocco, HS Math Teacher (.5 FTE)
    - Sean McMannon, Superintendent (increase for FY '15)
    - Leon Wheeler, 6-12 Principal (increase for FY '15)
    - Kate Grodin, 6-12 Assistant Principal (increase for FY '15)
- d) Policy Title 2.8 Communication and Support to the Board
- Superintendent Report
- e) Policy Title 4.2.2 Board Job Description
- Repeal Policy #4128 - Volunteer Coaches and Activity Directors/Coordinators
  - Adopt Policy #4127- Volunteers, Work Study Students and Student Teachers
  - Approve Recommendation of Food Service Contract

MOTIONED by J. Portilla, second by T. Cleiland to accept the consent agenda. Motion passed 5-0.

**4. Executive Limitations (Policy Section II):**

- a) Policy Title: 2.7 Compensation and Benefits
- Kirsten Kollgaard, Director of Curriculum/ELL (1.0 FTE)
- Discussion: The board agrees on the offering of a contract agreement for administrators, in which it will be stated that K. Kollgaard will fulfill the requirements in receiving an administrative license during the time of the contract agreement. ACTION: Accept the offering of a contract agreement to K. Kollgaard. MOTIONED by J. Lambert, second by T. Cleiland. MOTION passed 5-0.

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

- a) Policy 3.4 Monitoring Superintendent Performance
- Discuss Superintendent Evaluation Summary: M. Decarreau reviews the four updated sections and requests that definitions for career and college ready, respectively, be defined more clearly. The board requests a completed summary report from Orange County Supervisory Union in order to gain perspective in outlining and defining career and college readiness for WSD. S. McMannon will review the report and will determine what data will be used in creating college and career ready objectives for WSD. J. Lambert mentions using WSD graduation rates, as well as data from students who have exited from WSD in the past few year in order to determine the effectiveness of the prospective career and college readiness guidelines for Winooski School District.

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

- a) Policy Title: 4.1.b Governing Style: Encouragement of a Diversity of Views
- Student Report to the Board: Ledania Taylor and Dakota Duffey report that the May 23, 2014 prom was a success. Rainbow Chen is introduced as the new student board representative for the upcoming 2014-15 school year, replacing D. Duffey who is graduating this year. High school seniors will be celebrated on Saturday, June 14<sup>th</sup>, at 1:00 p.m.
- b) Policy Title: 4.2.2 Create Written Governing Policies
- Discussion – 1<sup>st</sup> Reading, Policy #6146, Access to Electronics: S. McMannon recommends updating the terminology within the policy to read as ‘technology’ versus ‘electronics’.
  - Discussion – 1<sup>st</sup> Reading, Policy #5146, Child Nutrition and Wellness: The prospective ‘Wellness Coordinator’ will be given the opportunity to collect data across the 2014-15 school year as a means to revise and or further develop Policy #5146. The board will revisit the discussion of policy #5146 at the June 2015 board meeting after data has

been collected and reviewed by the Wellness Coordinator.

- c) Policy Title 4.2.5 Appoint External Auditor
  - Approve Recommendation for Auditor: After reviewing the three bids and subsequent bid costs, S. McMannon recommends that the board approve the first bid nomination. ACTION: Accept the first bid nomination. MOTIONED by J. Lambert, second by J. Portilla to appoint Fothergill, Segael I& Valley as auditors for three years for 2014, 2015, and 2016 at a cost of \$16,800, \$17,300 and \$17,800. MOTION passed 5-0.
- d) Policy Title 4.5 Agenda Planning
  - Review Draft of Annual Agenda Plan for 2014-2015: The board collectively reviews the draft of the 'Annual Agenda Plan'.
7. **Community Engagement (Policy 4.2.1):** J. Corrigan mentions having initial communication with CTE, or the 'Center for Technology', in Essex and believes that continual communication with the organization will provide useful data referencing WSD graduates and their post-graduate success. J. Portilla refers to his attendance at the O'Brien Center's forum on opiate addiction. He finds that continual attendance at upcoming forums will prove beneficial in combating the issue of opiate addiction in the community. M. Decarreau invites board members to attend the senior recognition banquet at 11:30 a.m. this Friday, in the WSD cafeteria. He will be in attendance and delivering a speech.
8. **Next Agenda:** The scheduled July board meeting will serve in outlining what will be discussed and expanded upon at the August board retreat.
9. **Upcoming Meeting Dates:**
  - Last Student Day, June 13, ED @ 11:00
  - End of Year Luncheon, June 13 @ 11:30
  - Graduation, June 14 @ 1:00
10. **Executive Session:** MOTIONED by J. Corrigan, second by T. Cleiland to move into executive session at 8:35 p.m. to conduct a grievance hearing. MOTION passed 5-0.
11. **Possible Action on Executive Session:**
12. **Adjourn:**

Respectfully Submitted,

Shanon Chalmers  
Board Recorder