

**WINOOSKI BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING  
WEDNESDAY, SEPTEMBER 10, 2014**

**MINUTES**

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

OTHERS PRESENT: S. McMannon, Superintendent  
N. Devost, Teacher  
C. Bryant, Teacher  
J. Knapp, Teacher  
K. Van Fossen, Teacher  
B. Clark, Teacher  
B. Russ, After School Coordinator  
S. Smith, 'Center for Cultural Pluralism' University of Vermont  
T. Payeur, Teacher  
S. Chalmers, Board Recorder

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 6:33 p.m.
  
2. **Focus on Learning:** Teacher and student representatives highlight summer learning opportunities that occurred across the summer of 2014. Grade level teachers Courtney Bryan, Jacie Knapp, and Tom Payeur discussed how Project-Based Learning was incorporated into summer learning experiences offered throughout the district. Kristen Van Fossen, along with Nancy Devost and Bill Clark, all ELL teachers instructing students at varying levels throughout the district outlined how students embraced the voluntary summer learning opportunities offered, through participation in field trips, exploration across the city, and by engaging in authentic learning opportunities, such as cooking and designing fashion pieces. Barb Russ, the After School Coordinator for the district remarked upon the high level of voluntary participation throughout the district as a whole, particularly in the middle school.
  
3. **Consent Agenda:**
  - a) Minutes of Meetings: August 14 and September 3, 2014
  - b) Policy Title: 2.3 Financial Condition and Activities
    - Approval of Bills

#4,5	Payroll & Payroll Expenses	\$653,643.88
#1022-1025		
#1029-1032		
#1018-1019	Accounts Payable	\$340,253.98
#1026-1027		
#1020, 1028	Reserve	\$64,570.00
#1021	Food Service	\$20,349.68
#1212	A/P Voucher was not listed in Aug. but in the total (FY14)	
#1213	Accounts Payable	\$478.50 (FY14)
  - c) Policy Title 2.8 Communication and Support to the Board
    - Superintendent Report  
MOTIONED by T. Cleiland, second by J. Portilla to accept the consent agenda. Motion passed 5-0.

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

- a) Policy Title: 2.3 Financial Conditions and Activities
- Discussion: Superintendent Monitoring Report: Decarreau suggests that an external audit be considered in order to ensure the efficacy of data presented within the superintendent's report. The use of language and cited evidence is reviewed annually through an external audit, ensuring due diligence. J. Lambert suggests that the superintendent and the district finance manager provide a snapshot to the board, in order to explain what data, language, and corresponding evidence is needed in order to create a financial report. There is no suggested action on this discussion, as the board will continue to discuss their role in accurately reviewing data presented by S. McMannon in order to ensure that terminology and language use is accurate in board reports. There will be continued discussion regarding the monitoring of the superintendent reports.
- b) Policy Title 2.4 Financial Planning and Budgeting
- Discussion: Set Budget Parameters & Budget Building Timetable: M. Decarreau states that there will be a review of dates and confirming budget review dates prior to March 3, 2015 vote. McMannon recommends that the board begin to review the budget on December 1, 2014, versus December 18, 2014, which will allow for more time to review the budget, make suggestions and or changes, and receive any necessary input. The new schedule for reviewing the suggested budget will be as follows: 12/1, 12/3, 12/10, 12/17, and 1/14/2015 as the projected date of budget adoption. M. Decarreau suggests the addition of another 45-minute session on an additional date in December or January in order to review the pending budget with community members.

**5. 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 Rainbow Chen, new student board representative are reintroduced to board. S. McMannon states that he will be pre-meeting with student school board representatives prior to board meetings, in order to ensure that the student voice is being accurately represented and heard. Taylor and Chen review the fall sports schedule dates for the middle and high school teams.
- b) Policy Title: 4.2.2 Create Written Governing Policies
- Discussion – 1<sup>st</sup> Reading, Policy #4116, Harassment of Employees: S. McMannon recommends that the VSBA policy be used to finalize the writing of this policy. He states that the VSBA categorization of 'protected categories' has changed to include eight different categories. M. Decarreau states that the wording 'may include' replace 'include' on page 2., in order to insure that all protected categories are represented. MOTIONED by T. Cleiland, with second by J. Corrigan to accept Policy #4116 with the noted recommended changes to semantics. Motion passed 5-0.
  - Discussion – 1<sup>st</sup> Reading, Policy #4310, Alcohol and Drug Free Workplace: J. Portilla questions the use of certain semantics in policy. M. Decarreau recommends using the VSBA policy to clarify that the illegal use of alcohol and or drugs include all persons who may be at the school site throughout a day: coaches, visitors, volunteers, etc.
- c) Policy Title 4.5 Agenda Planning
- Discussion: T. Cleiland will research and create a board goal revolving around the creations of parent engagement groups. She will lead the initiation of research and implementation around this. J. Portilla and M. Decarreau affirm their commitment in researching retention rates at the district level and beyond, for students attending a college or career readiness school and or program. Portilla and Decarreau will spear-head the creation of a group revolving around retention rates.
- d) Policy Title 4.8 Government Investment
- Discussion: Board Governance Budget: M. Decarreau states that the board is granted \$5,000 per board term for use to meet board goals. Upon reconvening next month, the board will offer ideas as to how these funds can be successfully used and if the \$5,000 amount is too much, too little, or 'just right', in reference to what and how board goals will be achieved.

6. **Community Engagement (Policy 4.2.1):** The back to school barbecue was a success, with board members in attendance. M. Decarreau mentions speaking at induction ceremony for staff at start of year in-service meetings. S. McMannon, along with J. Portilla, continue to attend the sessions surrounding the Chittenden County Community Forum on Opiate Addiction. S. McMannon has become a member of the United Way's Campaign Cabinet, assisting in supporting the United Way within the Winooski Community.
  
7. **Next Agenda:** The next scheduled board meeting is set for Wednesday, October 8, 2014. The board, at M. Decarreau's request, will determine the need for adding an additional 45 minute session to the budget timetable discussion in order to determine the need for a community survey, which will determine the understanding of budget details on the part of community members. The board will also review the planned use of the board governance budget.
  
8. **Upcoming Meeting Dates:**
  - Homecoming Week – September 11-13
  - PTO Meeting – September 13, 6:30 p.m.
  - 2014 VSBA Regional Meeting – October 1, 5-8:30 p.m., Milton High School
  - Board Meeting: October 8, 6:30 p.m.
  
9. **Adjourn:** The meeting adjourned at 8:37 p.m.

Respectfully submitted,

Shanon Chalmers  
Board Recorder