

**WINOOSKI BOARD OF SCHOOL TRUSTEES
REGULAR MEETING
WEDNESDAY, SEPTEMBER 11, 2013**

MINUTES

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| MEMBERS PRESENT: | M. Decarreau, President J. Lambert, Secretary T. Cleiland, Member J. Portilla, Member J. Corrigan, Member | CITY COUNCIL: | K. "Deac" Decarreau, City Manager M. O'Brien, Mayor S. Tipson, Councilor J. Little, Councilor S. Leonard, Councilor |
| OTHERS PRESENT: | S. McMannon, Superintendent S. Metivier, Board Secretary N. Keller, Teacher C. Brosnan, Teacher G. Krol, Teacher | | S. Messier, Teacher D. Quinlan, Martial Arts Teacher Anja Mosehauer, Teacher Ray Coffey, Community Services director |

1. **Call to Order – Review Focus of Meeting:** M. Decarreau called the meeting to order at 6:31 p.m. The Pledge of Allegiance was recited. Highlights of the meeting were reviewed.
2. **Focus on Learning:**
 - a) Spartans in Motion (SIM) – S. McMannon stated that this is a culminating program that has been taught in the middle school for many years. A Bay and Paul Grant is helping to fund the program. N. Keller introduced students Logan Stone and Bishal Bista who demonstrated what types of physical activity is done during the program and why it is done. A presentation was shown of students doing physical activity during classes.
3. **Global Executive Restraint (Policy 2.0):**
 - a) 2.4 Financial Planning & Budgeting
 - Action: WSD-City of Winooski Memorandum of Understanding (MOU): Introductions were made. M. Decarreau noted that the city and school have had a MOU in the last few years to make sure that both parties are on the same page. The six items in the MOU were reviewed: 1) related to payment to city to collect taxes; 2) related to the city providing the school with a School Resource Officer (SRO); 3) allows each entity to use facilities at no or minimal cost; 4) district agrees to work with city on purchase of bulk items; 5) city will do snow plowing for district property; 6) align work with youth on expectations for behavior and learning. Mayor O'Brien suggested a change in wording for #5 – last sentence should change the word option to make it clear that the school can go out for bids if the city is notified. Other small typo errors were corrected. Mayor O'Brien said as the council had not warned this as a meeting, the council would need to approve the MOU at a duly warned meeting to be held September 16th. MOTIONED by T. Cleiland, second by J. Portilla to approve with changes as discussed. Ray Coffey noted that he and a group of citizens came up to the school and helped the librarian to organize. He thinks this is a great collaborative effort. There are many other programs that show collaborative effort between the city and school. Mayor O'Brien, referring to the article written by Cathy Resmer, shows that it is important for people to continue to understand that the school system is a good system and we can move forward with careers with as much success as any other school in the state.
 - b) 2.5 Emergency Superintendent Succession
 - Discussion: Monitoring Report: It was noted that this report is the 1st in a series of reports. It is intended that we review and ask questions tonight, and accept in October. Questions and comments included: J. Portilla – Why is there no #2 listed to take over in the absence of the superintendent. Sean noted that the district does not have the financial resources. The approach outlined in the report makes sense with the size of team and district. As none of our leadership team is licensed as a superintendent, he has had discussions with fellow Supt. Jeanne Collins of Burlington, who has agreed to provide technical support if needed. T. Cleiland noted that she is happy with the clarity of how things will operate and it is great to know that there is a plan in place. J. Lambert stated that the plan was very well written with a lot of thought put into the report. He noted that this plan was good for a short time, but if the superintendent was absent for an extended period, it would be putting a lot on other administrators. State law says that a high school principal shall not be charged with

duties other than their own. Sean pointed out that there is notification in #5 to the VTY Secretary of Education in the absence of a superintendent.

4. Consent Agenda:

- a) Minutes of Meetings: August 24, 2013
- b) Superintendent Report
- c) Approval of Bills
- d) Treasurer's Report for 2012-13 Fiscal Year

MOTIONED by T. Cleiland, second by J. Portilla to approve as presented. Motion passed 5-0.

5. Governance Processes (Policy 4.0):

a) 4.5 Agenda Planning:

- Action: Modify the following Annual Agenda Plan 2013-14 items
 - Move "Discuss Budget Parameters & Board's Budget" to October
 - Move "Report on VSBA Regional Meeting" to October
 - Move "Report on VSBA Annual Meeting" to November

Decarreau noted that as he and Sean were planning for this meeting, it was noticed that the timing of some of the items were not correct. We are requesting a change in the annual calendar that was approved at the August 24th meeting. MOTIONED by J. Portilla, second by J. Corrigan to approve the changes as noted. Motion passed 5-0.

b) 4.8 Governance Investment:

- Discussion: Board Governance Budget: Decarreau noted that in policy 4.8.2 – Governance Investment – the money allocated was very little - up to \$1,000 in training and up to \$2,500 for auditing and 3rd party monitoring. We had a very successful community dinner; however food costs alone were over \$500, plus an additional cost for the facilitator. Sean noted that in reviewing the budget for this discussion, there was a total of \$2,000 in the budget. There are many conferences and trainings that would be very informative for board members, i.e. VSBA conference and policy governance training through VSBA. It was noted that money could be saved if board members could be trained to facilitate events. Julian suggested separating out community outreach and board training. After some discussion, it was decided that a review cycle for policies would be set up so discussion can take place and rewording if needed.

6. ENDS/OUTCOMES Development (Policy Section I):

- a) Discussion of ENDS development: Decarreau said he took output from each group from the community dinner to come up with possible ENDS. After much discussion, it was the board consensus that the statement should read as follows: *"Students graduating from the Winooski School District will be college and career ready at a cost supported by a majority of the Winooski community. The Winooski School District will support multiple pathways for our students to lead healthy, productive and successful lives, students who care about their local and global community as well as their impact in it."* Decarreau will revise the document and resend for action in October

b) Possible adoption of ENDS

- Action: ENDS Policy – No action taken.

7. Community Engagement (Policy 4.2.1):

- a) Discussion of topics for "Community Engagement" section of Annual Agenda Plan 2013-14: Decarreau noted that the section on community engagement was blank and asked for input as to what we were looking to put in there. Jen Corrigan believes that you engage the community by being present at community functions. It was suggested that we get a calendar of city functions so members know what events are happening and when. Corrigan also suggested that we have a section on the agenda for Community Outreach where board members can share information.

8. Next Agenda: Items for the next agenda include: Review of Policy 4.8; ENDS policy; and budget parameters.

9. Board Self-Evaluation (Policy 4.1):

- a) Individual assessment of current meeting:

10. Next Meeting Dates:

- a) VSBA Regional Meeting, Tuesday, September 17, 5:00pm, Library Media Center: Topic will focus on Health Care
- b) WSD Board Meeting, Wednesday, October 9, 6:30pm, Library Media Center
- c) VSBA/VSA Conference-“Providing and Financing a World-Class Education”, Thursday & Friday, October 24-25, Lake Morey Inn: Mike Decarreau, Jeannie Collins, Jill Jacobelli and a BHS student will be presenting in community engagement. Sean said if a member can only attend one day, Thursday’s agenda is well worth it.

11. Adjourn: MOTIONED by J. Corrigan, second by T. Cleiland to adjourn at 8:47 p.m. Motion passed 5-0.

Respectfully submitted,

Sandy Metivier
Board Secretary