

**WINOOSKI BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING MINUTES  
WEDNESDAY, SEPTEMBER 14, 2016  
Minutes**

**Board Members Present:** Michael Decarreau-President, Jennifer Corrigan-Clerk, Members Matthew MacNeil, Julian Portilla and Tori Cleiland

**Administration Present:** Sean McMannon

**City Council Members Present:** Mayor Seth Leonard, Interim City Manager Ray Coffey, Councilor Brian Corrigan and Erik Sievert

**Others Present:** See sign-in sheet on file.

1. Meeting called to order at 6:34 pm by Michael Decarreau followed by the Pledge of Allegiance and Mindfulness led by Tori Cleiland.
2. **Agenda Review and Adjustments:** Committee Assignments – Negotiations added as 7e
3. **Focus on Learning:** None.
4. **Public Comments:** None.
5. **School Board/City Council Meeting:** Moved to after section 7. Discussion began at 8:03 pm with the City Council. Michael Decarreau thanked the Council for working with the School District.
  - Discussion/Approve City/School MOU  
Mayor Seth Leonard also thanked the School Board and stated that they are pleased with the spirit of the program and thanked Kirstie Paschall for what she does for the program. SRO. Ray Coffey said the SRO is making a difference. Tori Cleiland stated she celebrated all the summer programs which could not have happened without the city partnerships. Seth Leonard said that the other two members send regrets for not being able to attend the meeting.

Motion made by Tori Cleiland to adopt the MOU as written. All in favor.

6. **Consent Agenda:**
  - a) Minutes of Meetings:
  - b) Policy Title: 2.3 Financial Condition and Activities
    - Approval of Bills
  - c) Policy Title 2.8 Communication and Support to the Board
    - Superintendent Report

Motion by Jennifer Corrigan to accept the Consent Agenda. All approved.

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

- a) Policy Title: 4.4 Board Linkage with Ownership
- Communications Training with Imaj  
Patti Melaragno and Jami Oullette Morse, from Imaj Associates joined the meeting to present the Communications Intermediary funded by Nellie Mae Education Foundation. They met with various groups throughout the district after which they created a Communications Plan. The Communications Plan purpose was presented through the narrative about Winooski Schools. Each board member received a document with a different question that may be asked of them from various interest groups. Samplings of questions are as follows: How are the needs of New Americans met in the district? Board member Michael Decarreau shared that these students are educated on an individual basis (personalization) while meeting their needs and with a very good staff. Why should I join the Winooski School District? Julian Portilla responded that Winooski is an exciting place to be. How are the services funded? Jennifer Corrigan responded that this is a question that would need to go to the right sources that deal with the finances. With so much diversity in the school, how are my child's needs being met? Rainbow Chen responded by sharing some statistics of percentages and size of school. Diversity is never a bad thing. How is Winooski High School viewed by colleges? Matthew MacNeil responded that students are perceived as open to collaboration to higher education and producing students with college ready skills. With so much diversity in schools how is my culture met? Tori Cleiland responded that there are liaisons in the school. We all are building bridges. The culture is integrated and personalized. The Board members were asked to right down some questions that may come up. Board members were encouraged to email any ideas they may have outside the board meeting. Suggestion of how a committee could be formed? Sean McMannon's thoughts would be that either a Board member would want to be part of the committee or just the administration and reports given. Also, encouraging student voice and parent voice is a thought. The more diverse the committee, the better. Discussion from board members included having the administrative team and bringing back updates to the Board or a board member being on the committee. Sean McMannon suggested when Board Committees are formed this could be added.
- b) Policy Title: 4.1.b Governing Style: Encouragement of a Diversity of Views
- Student Report to the Board – Rainbow Chen shared that that this is her final year with the district. The Youth Leadership Institute went to U-Mass Amherst and discussed college readiness. Half day changes – Not enough time to discuss the changes in the school. The back to school BBQ was a success and foods from the community garden were

used. The Burlington Free press featured two students from WSD as Academic All-stars. Rainbow shared that she went to Washington, DC for the Next Generation Summit. She gave an update on the fall sports. This year the Board Student Representative will be through an application process. The student names will be blanked out and Board members will pick out the finalist. The student will give a speech before their peers. Due to the next board meeting being after the deadline it would be more individual feedback from board members. Rainbow will calculate the votes and pick the finalist. Rainbow shared she also attended a conference in Arkansas.

- c) Policy Title: 4.2.2 Create Written Governing Policies
  - Discussion – 1st Reading, Policy #4115, Alcohol and Drug Testing: Transportation Employees
  - Discussion - 1st Reading, Policy #5145, Protection of Pupil Rights Amendment-Student Surveys
- d) Policy Title: 4.8 Governance Investment
  - Determine Board Governance Budget  
The question asked to the Board members - should the \$6,000 available for the Board Governance budget be adjusted. The Board determined that the monies are used efficiently. It is important to keep the same funds for trainings, etc.
- e) Committee Assignments.  
Negotiations Committee: Tori Cleiland nominated Matthew MacNeil. Michael Decarreau asked if all are in favor. Julian Portilla made a motion to put Matthew MacNeil on the Negotiations Committee. All in favor.

**8. Global Executive Restraint (Policy Section II):**

- a) Policy Title: 2.3 Financial Condition and Activities
  - Superintendent Monitoring Report - Review and Discussion  
Sean shared that there is not a lot of changes besides the audit and no areas that have changed to the compliance report. There are five students enrolled in the district of staff member children. A great indicator when a staff member wants their child in the school district. Discussion revolved around Section VIII and Section IX. The interpretation could mean that the Superintendent could use any funds. Will bring back 2.3 as a Policy Discussion in October.
- b) Policy Title: 2.4 Financial Planning and Budgeting
  - Budget FY18 Parameters  
One major change can be health plans changing. Given economic realities a 3.5% increase was discussed as a starting point. Board member decided to have the administration bring their plan to the board and then go from there and ask that the Leadership Team stay within a boundary direction. Sean McMannon thought it is good to have some bumpers. Unless there were significant changes in staff – right now the staff is good. Where do you even start? Being as frugal as possible to the taxpayer but yet meet the needs of the students.

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

- a) Policy Title: 3.2 Accountability of the Superintendent
- Board Monitoring Report - Review and Discussion  
Avoidance of board described means – are clear and well defined.  
Continue on the path. To make sure that students are college ready.  
When are you really truly there? Do you have a base in place? Julian will word smith for the October meeting and will come back for approval along with the Monitoring Report.

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

- a) Discussion: Recent community activities by board members  
Tori Cleiland and Sean McMannon went to the pool party. The Board is hoping for a City Manager tht will continue working with the school district. Jen Corrigan suggested board members attend various committee groups within the district and bring back information to fellow board members. Sean McMannon will share with board members which city committees would be beneficial to the school district. Sean also attended the Chittenden County Opiate Alliance first meeting.

**11. Next Agenda:** None.

**12. Upcoming Meeting Dates:**

**13. Executive Session:** None.

**14. Possible Action on Executive Session:** None.

**15.** Motion by Jen Corrigan to adjourn at 9:07 pm. All in favor.