

**WINOOSKI BOARD OF SCHOOL TRUSTEES
REGULAR MEETING
WEDNESDAY, JANUARY 11, 2012
Learning Media Center**

MINUTES – Corrected 2/8/12

MEMBERS PRESENT: R. Millar, President
T. Cleiland, Member
J. Lambert, Secretary
M. Decarreau, Member
J. Corrigan, Member

OTHERS PRESENT: M. Martineau, Superintendent
J. Helm, PK-8 Assistant Principal
R. Hood, Dir. of Spec. Ed/ELL
C. Machavern, SRO
K. Decarreau, City Manager
J. Pape, WEA President
Mary Jane Shelley, Consultant

R. Goulet, Finance Manager
M. O'Rourke, PK-8 Principal
J. Brown, 9-12 Principal
S. McQueen, Winooski Police Chief
R. Jackson, Winooski Police Officer
K. O'Neal, Support Staff
S. Metivier, Board Secretary

1. Call to Order/ Pledge of Allegiance: R. Millar called the meeting to order at 6:31. The Pledge was recited.
2. Agenda Revision/Time Allocation: No revisions
3. Consent Agenda (See attached – Accept/Adopt): MOTIONED by J. Corrigan, second by M. Decarreau to approve the consent agenda. Motion passed 5-0
4. Administrative Reports: Comment and questions from M. Decarreau around data for absenteeism and tardiness; longitudinal data – where is it going; IT report on unaccounted net books; how does SFX tie into our tutoring program; budget information submitted should have headers on all pages to make following easier; and asked that reporting of data between Mary O'Rourke and Justin Brown be of the same format to make it easier to understand. T. Cleiland asked if we are tracking progress of tutoring that we are paying for – is it helping our students? J. Helm said we do get a report from the contracted company, but we have not tracked it back to the actual class. Cleiland asked if there would be coordination in the middle school with the parent foundation. The Nellie Mae grant focuses on parent/community engagement which includes grades 6-12. Teachers will be involved in the Middle School Institute this summer. Martineau said that the New American meeting held on January 7th was productive. Concern expressed at the last meeting held in September was the need to feel they have input into the education of their children. The meeting gave them an update of programs that we have put in place. They felt they had been heard and change had taken place.
5. Focus on Learning: The School Resource Officer: Chief Steve McQueen, Officer Ron Jackson, and Office Chris Machavern were present to give an overview of the program with an opportunity to ask questions. The program has been in Winooski schools since 1997. The 1st year we tried to get a handle on what was going on in the schools, as most times when the police were summoned to the school it was to deal with fighting issues with adults and not necessarily students. An SRO goes through an intensive training on how to help students learn and problems that can be a hindrance such as the risk environment that students are exposed to. The SRO takes a lead from the principals to create a safe environment on behalf of the school following the school policies. If the police are leading, their rules apply. There are no confidentiality issues when sharing information when it comes to the students and the educational side of it. Without an SRO, the police would not have access to the information that the school has. When reviewing policy, it was suggested that wording on the right to search and seizure be to a reasonable standard, not just reasonable suspicion. Decarreau suggested that when the board reviews this policy a representative from WPD be present. Chris explained some of what he does in a typical day, but each day brings a new set of challenges. It is important that the SRO builds positive relationships with students.

6. Public Comments:

- a) General Public: No comments.
- b) Winooski Education Association: J. Pape commented that the SRO deserves a pat on the back for their work with students, especially students in the alternative programs.
- c) Student Council Representative: No present.

7. New Business (Receive Information & Possible Action):

- a) Building Security: Chris Machavern has noticed that the building is not as secure as it should be and could be. The main lobby doors remain unlocked, which is a concern as people can come into the school unimpeded. We have the ability to secure doors and install a buzzer system. This allows legitimate people in and keeps unwanted people out. It is not foolproof, but gives an extra measure of security. Millar suggested we asked the administrators to continue looking into the situation and bring a recommendation back to the board.
- b) 6-12 Principal Search Process Presentation: Mary Jane Shelley, of Trifocal Consulting focuses on helping districts with the hiring process. The process is transparent, objective and involves all stakeholders. Her training is as a facilitator, setting up processes and following through. She has done around 11 searches primarily in the Burlington area. She did an overview of process and timeline. We would rewrite the job posting and give all applicants a chance to reapply with the new criteria that will be established. J. Lambert said that questions need to be developed by the board, and that board representation is needed on the search committee as the board will be doing the hiring. If we follow the process outlined, he will withdraw from being on the committee. After some discussion it was MOTIONED by J. Corrigan, second by M. Decarreau to go with Trifocal Consulting to hire a 6-12 Principal. Motion passed 4-1 (Lambert).

Due to the lateness of the evening and the executive session that needed to start at 8:30 p.m. it was MOTIONED by J. Lambert to table items 7 e, f, g and 8 a and b until the February meeting. Second by M. Decarreau. Motion passed 5-0.

- c) Policy #4111, Recruitment and Selection of Employees-Discussion: T. Cleiland said we should open up the search for the 6-12 assistant principal position **based on current policy** as she feels it is a newly created position. She doesn't understand the resistance of doing this, as we should not be creating positions and just moving people around. M. Martineau does not see the 6-12 assistant principal as a new position. We have a K-8 assistant and are moving that position to a 6-12. It is the same license with similar responsibilities. J. Lambert commented that even though our policy says we should open it up, he also feels that the administrative pool is not as deep as we would like it to be. Opening it up poses some potential pitfalls – new people means a new learning curve. No action was taken.
- d) School Choice Agreements for 2012-2013: Martineau said we currently have school choice agreements with Burlington, CVU and SBHS, but by law we are required to have only one. Burlington is currently a wash with no revenue going out or in (only exchange ADM), SBHS currently charges the allowed tuition amount and both CVU or SBHS do not have students attending Winooski. Martineau recommends that we enter into a school choice agreement with Burlington only. We are still waiting for legal interpretation from the DOE about the number of students allowed to participate in school choice. It could go from 10 to 13 students. MOTIONED by J. Lambert, second by M. Decarreau to go with BHS only for school choice for 2012-2013. Motion passed 5-0.
- e) 1st Reading, Policy #4116(a), Prevention of Harassment of Students – Tabled until February 2012.
- f) 1st Reading, Policy #5123, Promotion and Retention - Tabled until February 2012.
- g) 1st Reading, Policy #6172, Non English Language Background - Tabled until February 2012.
- h) Approve Director of Special Education and ELL Job Description: Martineau reviewed changes. MOTIONED by J. Corrigan, second by T. Cleiland to approve. Motion passed 5-0.
- i) Delete Job Descriptions: ESL Tutor, LMC Secretary/Clerk, Student Assistance Counselor: Martineau said these positions no longer exist. MOTIONED by M. Decarreau, second by J. Lambert to delete. Motion passed 5-0.
- j) Tuition Waiver Request: M. O'Rourke said that the family is no longer in Winooski and it is not an issue.
- k) Announced Tuition for 2012-2013 SY: MOTIONED by J. Corrigan, second by T. Cleiland to accept the recommendation to set tuition for 2012-2013 at: K-6: \$10,455 and 7-12: \$13,905. Motion passed 5-0.
- l) Approve Parking Lot Agreement with FAHC for 2012/2013: Martineau said there have been no issues in past years. MOTIONED by T. Cleiland, second by M. Decarreau to approve the agreement. Motion passed 5-0.

“Ensure student growth through continuous improvement”

8. Ongoing Business (Deliberation & Possible Action):
a) 2nd Reading, Policy # 5114(c), Weapons - Tabled until February 2012.
b) 2nd Reading, Policy #5125, Student Educational Records - Tabled until February 2012.
c) Superintendent Evaluation Tool: MOTIONED by M. Decarreau, second by J. Corrigan to table the superintendent evaluation tool and set a special meeting date. Motion passed 5-0.

9. Future Agenda Items: None.

10. Correspondence: None.

Martineau announced a Community forum to be held on Saturday, January 28th at the O'Brien Community Center from 8:45 a.m. until noon. There will be discussion on the future of our city and schools.

11. Executive Session (Title I, Section 313): MOTIONED J. Corrigan, second by M. Decarreau to move into executive discussion at 8:37 p.m. to conduct an employee hearing.

At 10:10 p.m. the board returned to open session. MOTIONED by J. Lambert, second by J. Corrigan to uphold the administrative decision to terminate Catherine Eddy. Motion passed 5-0. The board adjourned at 10:11 p.m.

CONSENT AGENDA WEDNESDAY, JANUARY 11, 2012

I. Meeting Minutes: December 14, 2011

II. Approve Professional Development Committee Reports – Teachers/IA/Support Staff

III. Approval of Bills:

#16	Payroll	\$16,449.23
#1089	941's	\$65,037.43
#1090	St.Vt	\$7,921.64
#1091	Dir.Dep.	\$185,976.20
#1092	P/R Ded.	\$22,919.56
#1093	Accounts Payable	\$70,815.65
#1094	Food Service	\$30,000.00
#1095	Dec.Benefits	\$154,649.22
#1096	Accounts Payable	\$118,764.80
#1097	Accounts Payable	\$8,966.25
#1098	Not Used	-0-
#1099	Accounts Payable	\$148,875.58
#1100	Food Service	\$36,485.75
#17	Payroll	\$15,649.22
#1101	941's	\$64,691.58
#1102	St. Vt	\$7,835.98
#1103	Dir.Dep.	\$182,901.21
#1104	P/R Ded.	\$20,341.07
#1105	Union Check	\$2,663.19

Respectfully submitted,

Sandy Metivier
Secretary to the Board

“Ensure student growth through continuous improvement”