

**WINOOSKI BOARD OF SCHOOL TRUSTEES
SPECIAL MEETING
WEDNESDAY, January 19, 2011**

MINUTES

MEMBERS PRESENT: J. Lambert, President
B. Corrigan, Secretary
J. Corrigan, Member
J. Ticehurst, Member
R. Millar, Member

OTHERS PRESENT: M. Martineau, Superintendent
R. Hood, Spec. Ed. Director
G. Mears, Dir. of Facilities
M. O'Rourke, JFK/WMS Principal
A. Thibault, Parent
R. Provost, Finance Manager
J. Helm, Dir. of Student Learning
S. Metivier, Board Secretary
J. Brown, WHS Principal

1. Call to Order/ Pledge of Allegiance: J. Lambert called the meeting to order at 6:34 p.m.
2. Approve Minutes of Meetings: MOTIONED by B. Corrigan, second by R. Millar to approve the minutes of December 6, 8, 13, 2010. Motion passed 5-0.
3. Public Comments:
 - a) General Public: Amy Thibault, parent of a 2nd grader, questioned the board as to why school was held on Martin Luther King Day. As this is a national holiday it should be recognized. She spoke with the superintendent who explained why that day was chosen because of a scheduling problem with an in-service speaker. She felt that any other day could have been chosen. Martineau explained that the original calendar gave that day off, but because of an in-service day speaker that we needed and his availability, the decision was made by the board to have MLK as a student day. Lambert said that a better day could have been picked, but it was not. The complaint is legitimate and we should not have this problem next year.
 - b) Winooski Education Association: None.
 - c) Student Council Representative: None.
4. Focus on Learning: Winooski High School-The Vision and Transformation – Justin Brown gave a PowerPoint presentation showing the WHS Mission and what matters most to current students and future graduates. We need to know how to make sure we are getting there (measurement). For the next 2 years we are obligated to stay with VT Framework of Standards and will transition to the Common Core State Standards. There will be a change in assessments from NECAP to SBAC. To get there, we need to align to transferrable skills and will focus on writing across the curriculum for this year, and need to align the curriculum horizontally and vertically. We will be working on developing a common analytical rubric – a chart showing where we are and what we have to do to get to where we want to be. Math and Language Arts have been worked on a lot over the past few years to align curriculum with VT Framework and we hope to have science and social studies aligned by the end of May 2011. In the 2011-12 school year, we will be refining benchmarks, assessments and using data to drive instruction.
5. Reports:
 - a) **Superintendent:** Martineau noted that the Burlington School District and Winooski School District were awarded the Nellie Mae Grant and an article will appear in the next District News regarding this. The grant is student centered on what is needed to meet their needs. A lot of different groups will be looking at all high school students. It is a \$200,000 grant with the rollout meeting being held on February 9-10. The 1st year is a planning year, and then we will be evaluated for future years, which could become an 8-year grant. Martineau said that the 1st PIRC-VT meeting was held today and that some people involved in the Nellie Mae grant are part of PIRC-VT. Ticehurst asked about Goal 3 – meeting with parent organizations.

Martineau said she met with PTO, Friends of WHS and the Boosters. She is trying to meet quarterly to bring them together around common goals and concerns.

- b) **Administrators: Brown** – nothing to add. B. Corrigan asked him how many preliminary evaluations have been done. Justin said he has completed seven. **Helm** – no additions. Lambert asked when the board would see results of the Plan & Explore testing. Helm said individual results were sent home and were also being reviewed in TA. Data will be available for the board soon. **Hood** – has contacted Judy Scott, VT Refugee Resettlement – we are expecting 8 ELL students to be registering in the next few weeks. The students will be distributed evenly throughout the grades. Justin Brown and I are planning an afternoon meeting to focus and envision ELL needs. **O'Rourke** – noted that back in early December, she met with Cynthia Rail from UVM, who is working with ELL students to write an ELL grant using technology. The grant is in its initial stage.
 - c) **Director of Facilities:** G. Mears had nothing to add. Ticehurst asked what the outside contractors would be for. Mears said the roof at the middle/high school is in need of repairs.
 - d) **District Fiscal Summary:** Provost said that the final construction meeting was held. We are reviewing the bill with the Clerk of the Works and will have in the next board report. The audit is being finalized and put into a report. Ticehurst requested permission from the board to speak with the auditor before the board receives final audit report. Board members have no problem with this.
6. Discussion Items:
- a) **Organize for Strategic Plan:** Martineau said this is the year that we need to begin work on a strategic plan for the next 5 years. Martineau spoke with Brian O'Regan, who would be interested in facilitating, but he would not be available until March. A timeline is needed to put things into motion. Board members felt that we need to get started as soon as possible. Ticehurst said that if we are going to hire a facilitator, we need to send out Request for Proposals (RFP) to see if anyone else is interested. Martineau said we might not need all the committees that we had during the last strategic planning session, such as parent and community because of our work with PIRC-VT. Needed committees would be finance, facility, technology and possibly alternative education. ELL may also be a committee, but would be a large project in itself. We will put an article in the District News when we have a timeline to get the community involved.
 - b) **Review Professional Development Committee (PDC) Financial Report:** Lambert expressed concern that the staff development reports should look more professional. Martineau said she spoke with the WEA telling them they need to take care of having a plan for support staff. Teacher report is acceptable looking.
 - c) **Review Staff Development Committee (SDC) Financial Report:** See above.
 - d) **Other (Board):**
 - B. Corrigan: It was brought to his attention that the city youth basketball program has hardly any court time for them to practice. J. Ticehurst suggested that the superintendent and city manager talk about space needs. This topic could also be on the agenda for the next joint meeting agenda. It was noted that CYO is not a school related activity and they could practice at St. Francis.
 - R. Millar questioned whether we have heard from the lawyer about our property as it relates to Hawthorne Field and the Franklin St. development. Martineau said we should hear next month.
 - J. Ticehurst asked about the status of negotiations with support staff and instructional assistants. A meeting needs to be held between Jay Lambert, Jim Ticehurst, Rebecca Provost and the union to finalize. Lambert said he would like to have this on the February agenda.
 - J. Ticehurst noted that the board needs to make sure that all positions have job descriptions, but discovered that the school treasurer does not have such. This position is voted on at the annual informational meeting by charter. By state law, the treasurer is only accountable to people of Winooski, not the school board. The District should know what is expected of this position. Ticehurst said that we could revise the charter asking that the position be appointed, and not elected. Ticehurst suggested that the board needs to put together a job description with a set salary. Lambert asked if the treasurer falls under the Criminal Record Check and was told that elected officials are not subject to the checks.
7. Action Items:
- a) **Adopt FY '12 Budget:** Provost noted that at this point our tax rate is about 2 cents less than last year (\$1.10), the lowest in the last five years. Some numbers are still not solid and can change, but at this time the numbers are our best estimate. Have not heard anything on Challenges for Change, so we are not sure what the grant allocation will be. We may need to be creative in how the budget is funded next year. MOTIONED by J. Ticehurst, second by R. Millar to adopt the general fund budget of \$11,553,509 and the federal budget of \$1,544,703 for a total budget of \$13,098,212. Motion passed 5-0.

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- b) **Approve Policy #1330, Use of Facilities:** Martineau said changes were made as requested at the last regular board meeting. MOTIONED by J. Ticehurst, second by B. Corrigan to approve Policy #1330 as written. Motion passed 5-0.
 - c) **School Choice Agreements with CVU, BHS and SBHS – Continue?** Lambert asked that this be placed on the agenda, as we need to notify the schools by February 1st if we do not wish to continue. We currently have three agreements and are required by state law to have at least one. The law states that 5% of enrolled students or 10 students, whichever is less, be allowed to participate in school choice. We currently have 1 student @ CVU, 6 students @ So. Burlington, and 5 students @ BHS. All of the students attending at SBHS and CVU will be going back next year. Both CVU and BHS is an equal trade of ADM. South Burlington sets their tuition on the state based rate of \$8,544 and we pay for Winooski students to attend. Our school choice budget is \$123,000 with revenue of \$20,000. Our costs are increasing. Lambert said he understands that any decision made on whether the board decides to continue or not continue with school choice would not affect current students. Lambert believes that the district should pursue inter-district agreements to give our students more opportunities. After some discussion it was MOTIONED by J. Ticehurst, second by J. Corrigan to allow the three school choice agreements that we now have for FY '12 and allow only students that are currently enrolled to continue for next year. The number will be held at 10 students. Motion passed 5-0. It was noted that agreements should be brought before the board yearly for a decision to be made on their continuance.
 - d) Approve Parking Lot Use Agreement with FAHC for Daycare Program: MOTIONED by B. Corrigan, second by R. Millar to approve the agreement for FY '12. Motion passed 5-0.
 - e) Move February Board Meeting from the 9th to the 16th: MOTIONED by R. Millar, second by B. Corrigan to approve the change in the regular board meeting for February. Motion passed 5-0.
8. Correspondence: None.
9. Consent Agenda (see attached): MOTIONED by R. Millar, second by B. Corrigan to approve the consent agenda. Motion passed 5-0.
10. Executive Session (Title I, Section 313): MOTIONED by R. Millar, second by B. Corrigan to move into executive session at 8:57 p.m. to discuss personnel issues and RIF. Motion passed 5-0.
11. Adjourn: The board returned to open session at 9:52 p.m. and MOTIONED by J. Corrigan, second by R. Millar to adjourn. Motion passed 5-0.

CONSENT AGENDA WEDNESDAY, JANUARY 19, 2011

1. PERSONNEL ACTIONS:

- a) Resignation:
 - Jessica Jovanovic, School Nurse
 - Rachel Ledoux, Cheerleading Coach (effective 1/5/11)
 - Amy Herron, IA, Team Lotus (effective 12/17/10)
- b) Contract Approvals:
 - Patrick Weise, IA, Team Lotus
 - Ali Beddoe, IA, Special Education (Middle School)
 - Chrystie Henry, Winter Cheering Coach

2. APPROVAL OF BILLS:

#1077	Accounts Payable	\$129,924.73
#12	Payroll	\$13,557.35
#1078	Reserve Acct	\$1,231.00

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#1079	Food Service	\$13,116.00
#1080	941's	\$62,846.45
#1081	St.Vt.	\$7,343.18
#1082	Not Used	\$00.00
#1083	Dir.Dep.	\$175,549.91
#1084	P/R Ded.	\$22,991.72
#1085	Dec.Benefits	\$151,520.75
#1086	Accounts Payable	\$59,023.07
#1087	Accounts Payable	\$125,479.47
#13	Payroll	\$14,737.99
#1088	941's	\$69,230.38
#1089	St.Vt	\$8,316.65
#1090	Dir.Dep.	\$184,091.97
#1091	P/R Ded.	\$23,800.82
#1092	Food Service	\$43,644.62
#1093	Accounts Payable	\$71,033.69
#1094	Food Service	\$21,000.00
#1095	Reserve Acct	\$480.00
#14	Payroll	\$12,769.40
#1096	941's	\$65,508.58
#1097	St.Vt.	\$7,691.93
#1098	Dir.Dep.	\$183,083.53
#1099	P/R Ded.	\$23,325.55
#1100	Accounts Payable	\$34,819.18

Respectfully submitted,

Sandy Metivier
Secretary to the Board