

**WINOOSKI BOARD OF SCHOOL TRUSTEES
REGULAR MEETING
WEDNESDAY, OCTOBER 10, 2012**

MINUTES

MEMBERS PRESENT: M. Decarreau, President
J. Lambert, Secretary
A. Booher, Member
T. Cleiland, Member

MEMBER ABSENT J. Corrigan

OTHERS PRESENT: M. Lundeen, Superintendent
J. Helm, 6-12 Asst. Principal
M. O'Rourke, PK-5 Principal
V. Saffo, Teacher
C. Casier, Student
M. Nattress, Parent
R. Hood, Dir. of Sped/ELL
L. Wheeler, 6-12 Principal
S. Metivier, Board Secretary
L. Casier, Parent
C. Robare, Parent
Angelo Odatto, Orange SW SU Board member

1. Call to Order/ Pledge of Allegiance/National Anthem: The meeting was called to order at 6:33 by M. Decarreau. The Pledge was recited.

2. Agenda Revision: Update added for Partnership for Change.

3. Focus on Learning: French Club Presentation – Cara Casier summarized the student exchange trip to Rouen, France that took place in June. There were 10 students that took part. In April, Winooski hosted 15 exchange students from France.

4. Board Management/Governance Decisions: Angelo reviewed the remainder of Policies under “Governance Process”:

Policy Title: 4.3 Handling of Operational Complaints (THIS POLICY IS FOR CONSIDERATION ONLY)

To ensure that the board fulfills its accountability to the ownership, but does not interfere in matters it has delegated to the superintendent, the following process shall be followed in the case of a board member receiving a complaint regarding an operational matter.

1. The board member shall inquire if the proper internal communication protocol for registering concerns has been followed. If not, the individual shall be directed to the appropriate person and the board member shall take no further action.
2. The board member shall not offer any evaluative comments or solutions.
3. If the internal protocol has been followed and the concern has not been resolved through that action, the board member shall explain to the individual that the board has delegated certain responsibilities to the superintendent, and that the board holds the superintendent accountable. Indicate that the superintendent will be asked to ensure that the matter is looked into and respond directly.
4. The board member shall ask the individual to contact him or her again if the matter has not been addressed within a reasonable time period.
5. The board members shall inform the superintendent of the complaint and request that it be handled.
6. If after completing the above steps the individual feels that he/she was not treated in a manner consistent with policy, or that the superintendent did not act in compliance with policy, he/she may request in writing to the board chair a review by the board at its next regularly scheduled meeting. See Policy 4.4 for Handling of Apparent Policy Violations.

Policy Title: 4.4 Handling of Apparent Policy Violations (THIS POLICY IS FOR CONSIDERATION ONLY)

The board as a whole has the responsibility to regularly monitor the performance of the superintendent as outlined in policies on Board-Management Delegation. If there is a reasonable appearance of policy violation, even though a particular policy is not scheduled for monitoring, the board may choose to request a monitoring report at any time. The board may also use the occasion of a concern to re-evaluate the adequacy of its policy to address the issue raised.

1. Conditions which may trigger a request for monitoring beyond the normal schedule may include:
 - a. A board member has been contacted regarding a complaint by a member of the public. After the board member has followed the procedure for handling complaints (see policy 4.3), the individual again contacts the board member indicating that the complaint still exists, and in the board member's opinion the incident appears to be a potential policy violation.
 - b. A written request by an individual to examine a decision of the superintendent that they believes violated board policy as outlined in Policy 4.3.
 - c. One or more board members receive complaints or become aware of a pattern of similar instances that taken together raise questions of general policy violation.
 - d. A single incident of public complaint is of a nature that regardless of how it is resolved there is a serious question of policy violation.
2. If any of the above conditions exist:
 - a. The board member shall inform the chair of the situation.
 - b. The chair shall request the superintendent to provide to the board at its next meeting his or her interpretation of the policy, rationale for why the interpretation should be considered reasonable, and evidence of policy compliance with reference to the situation(s) in question.
 - c. The board as a whole shall determine whether the superintendent's interpretation falls within "any reasonable interpretation" of the policy.
 - d. If the superintendent's interpretation falls within "any reasonable interpretation," and there is evidence of compliance with that interpretation, the matter will be dropped at the board level.
 - e. If the superintendent's interpretation falls outside of "any reasonable interpretation," or there is a clear violation of a reasonable interpretation, the board shall determine the degree of seriousness of the issue and deal with the superintendent regarding performance.
 - i. It shall be the superintendent's responsibility to regain policy compliance within the timeframe set by the board.
3. If the incident(s) in question do(es) not appear to be a potential violation of policy:
 - a. Board members should consider if her or she believes the policy should be amended to prevent a future occurrence of a similar situation.
 - b. If the board member considers that a policy amendment should be made, the board members should as the chair to put the item on the next agenda.
 - c. The board as a while shall then debate whether or not the policy should be amended, making the reported event explicitly unacceptable I the future.

Policy Title: 4.5 Board Linkage with Ownership (THIS POLICY IS FOR CONSIDERATION ONLY)

The owners of the district are the citizens of _____. The board shall be accountable for the organization to the owners as a whole. The board shall act on behalf of the owners as a whole, rather than being advocated for specific geographic areas or interest groups.

Furthermore:

1. The board shall gather data in a way that reflects the diversity of ownership. It shall meet with, gather input from, and otherwise interact with the broad spectrum of owners in order to understand the diversity of their perspectives. It shall recognize that diversity assures a broad base of wisdom, and shall seek to make decisions considering that input.
2. The board will establish and maintain a three-year ownership linkage plan, in order to ensure that the board has intentional and constructive dialogue and deliberation with eh owners, primarily around the organization's Ends. The plan will include selection of representative owners for dialogue, methods to be used, and questions to be asked of the owners. The information obtained from this dialogue with owners will be used to inform the board's policy deliberations.

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- a. Owner input may be accomplished through a variety of methods, including but not limited to focus groups, surveys, public forums and advisory committees.
 - b. The board may establish a committee to assist it in creating and evaluating the plan.
 - c. All board members are accountable to the board for participating in the linkage with owners as identified in the plan.
3. The board will consider its ownership linkage successful if, to a continually increasing degree:
- a. When developing or revising Ends, the board has access to diverse viewpoints that are representative of the ownership regarding what benefits this organization should provide, for whom, and the relative worth of those benefits.
 - b. The owners are aware that the board is interested in their perspective.
 - c. If asked, the owners would say that they have had opportunity to let the board know their views.
 - d. The owners are aware of how the board has used the information they provided.

Policy Title: 4.6 Agenda Planning (THIS POLICY IS RECOMMENDED)

To accomplish its job description with a governance style consistent with board policies, the board will follow an annual agenda that:

- a. completes a review of Ends policies annually
 - b. continually improves board performance through board education and enriched input and deliberation and
 - c. provides a mechanism to record and save opportunities for improvements.
 - d. allows the board to meet its legal obligations
1. The board shall maintain control of its own agenda by developing each year an annual agenda. The Chair, in consultation with other board members and the superintendent, will create an annual agenda and present it to the board for review no later the last scheduled meeting of the planning year. The annual agenda will be approved at the board's annual reorganizational meeting.

The annual agenda shall include but is not limited to:

- a. Consultations with selected groups in the ownership, or other methods of gaining ownership input in relation to the Ends.
 - b. Governance education and education related to Ends determination (presentations by futurists, demographers, advocacy groups, staff, and so on).
 - c. Annual Review of the Ends Policies based on the above, prior to the beginning of the budgeting cycle.
 - d. Regular review of the content of Executive Limitations, Governance Process and Board- Management Delegation policies.
 - e. Self-evaluation of the board's own compliance with its Governance Process and Board-Management Delegation policies.
 - f. Documentation of monitoring compliance by the superintendent with Executive Limitations and Ends policies. Monitoring reports will be provided and read in advance of the board meeting and discussed only if reports show policy violations, if reports do not provide sufficient information for the board to make a determination regarding compliance, or if the policy criteria are to be debated.
 - g. Time for education about the process of governance.
2. Based on the outline of the annual agenda, the board delegates to the chair the authority to fill in the details of the meeting content. Potential agenda items shall be carefully screened to ensure that they relate to the board's job description. Screening questions shall include:
- a. Does this issue belong to the board or the superintendent?
 - b. What category of policy does the issue relate to?
 - c. What has the board already said in this category and how is this issue related?
3. Throughout the year, the board will attend to consent agenda items as expeditiously as possible. When an item is brought to the board via the consent agenda, provided that compliance with all of the criteria in Executive Limitations has been demonstrated, the board will not discuss the item prior to approval. Only the majority of the board can remove an item from the consent agenda for discussion.

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Policy Title 4.7 Requests for Presentation to the Board (THIS POLICY IS FOR CONSIDERATION ONLY)

The board will consider requests from members of the public to make presentations under two separate categories: (1) Requests to present perspective regarding board policy development; and (2) Allegations that existing board policy is inadequate.

Accordingly:

1. Requests by groups representing portions of ownership regarding board policy development shall be considered as follows:
 - a. Requests to make presentation shall be in writing and include the purpose of the presentation.
 - b. Those making presentations shall provide to the chair a written brief ___ business days in advance of the scheduled presentation.
 - c. The board retains the right to determine if the subject of the requested presentation is relevant to a board policy, or whether it would be more appropriately addressed by the administration.
 - d. In the interests of effective and timely decision making, the board retains the right to limit the number of presentations made on a policy issue by the same group, and the total number of groups which may be heard on a given issue.
 - e. Groups shall be limited to ___ presenters, and presentations shall not exceed ___ minutes. A question period may follow at the board's pleasure.
 - f. Presentations by groups from within the ownership shall be considered in the context of the board's responsibility to act on behalf of the owners as a whole.
 - g. The board will provide a timely response to presentations but shall not commit to responding at the same meeting in which the presentation is made.
2. Allegations that existing board policy is inadequate shall be considered as follows:
 - a. Policy 1 a- e above apply
 - b. The board shall review the policy or policies in question, and determine if amendments are appropriate. In making its decision, the board shall always discharge its responsibility to act on behalf of the owners as a whole.
 - c. If the board determines that an amendment to policy is required, it shall make the necessary change. If the administration has made a decision based upon the previous policy, if feasible, the board may request the superintendent to reconsider its decision on the basis of the amended policy.
 - d. The board will provide a timely response to presentations but shall not commit to responding at the same meeting in which the presentation is made.

Policy Title: 4.8 Chair's Role (THIS POLICY IS RECOMMENDED)

The chair, a specially empowered member of the board, ensures the integrity of the board's process and, secondarily, occasionally represents the board to outside parties. Accordingly:

1. The assigned result of the chair's job is that the board behaves consistently with its own rules and those legitimately imposed on it from outside the organization.
 - a) Meeting discussion content will consist solely of issues that clearly belong to the board to decide or to monitor according to board policy.
 - b) Information that is for neither monitoring performance nor board decisions will be avoided or minimized and always noted as such.
 - c) Deliberation will be fair, open, and thorough but also timely, orderly, and kept to the point.
2. The authority of the chair consists in making decisions that fall within topics covered by board policies on Governance Process and Board-Management Delegation, with the exception of (a) employment or termination of a superintendent and (b) areas where the board specifically delegates portions of this authority to others. The chair is authorized to use any reasonable interpretation of the provisions in these policies.
 - a) The chair is empowered to chair board meetings with all the commonly accepted powers of that position, such as ruling and recognizing.
 - b) The chair has no authority to make decisions about policies created by the board within Ends and Executive Limitations policy areas. Therefore, the chair has no authority to supervise or direct the superintendent.
 - c) The chair may represent the board to outside parties in announcing board-stated positions and in stating chair decisions and interpretations within the area delegated to her or him and report such activity at the next meeting of the board.

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- d) The chair may delegate this authority but remains accountable for its use.

Policy Title: 4.9 Board Members' Code of Conduct (THIS POLICY IS RECOMMENDED)

The board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members.

1. Members must demonstrate loyalty to the ownership, unconflicted by loyalties to staff, other organizations, or any personal interests as Parents or Guardians.
2. It is the ethical and legal duty of all board members to avoid conflicts of interest as well as the appearance of conflicts of interest. "Conflict of interest" means a situation when a board member's private interests, as distinguished from the board member's interest as a member of the general public, would benefit from or be harmed by his or her actions as a member of the board. In order to comply with the obligations thus imposed, the board and its members will adhere to the following standards.
 - a) Board members will be familiar with, and adhere to, those provisions of Vermont education law which define School Board powers and govern board member compensation and public bidding processes.
 - b) A board member will not take any action which is intended to give the impression that he or she would represent special interests or partisan politics for personal gain.
 - c) A board member will not use his or her position on the board in any manner intended to unfairly promote personal financial interests or the financial interests of family members, friends or supporters.
 - d) A board member will not accept anything of value in return for taking particular positions on matters before the board.
 - e) A board member will do nothing intended to leave the impression that his or her position on any issue can be influenced by anything other than a fair presentation of all sides of the question.

Avoiding Conflicts When a board member becomes aware of involvement in a conflict of interest as defined in state law or this policy, he or she will declare the nature and extent of the conflict or appearance of conflict for inclusion in the Board minutes, and will abstain from voting or participating in discussion of the issue giving rise to the conflict.

Complaints of Conflict of Interest When a conflict of interest claim against a board member is brought to the board in writing and is signed by another board member or a member of the public, and the board member against whom the claim is made does not concur that a conflict in fact exists, the following board procedures will be followed.

- A) Upon a majority vote of the remaining board members, or upon order of the chair, the board will hold an informal hearing on the conflict of interest claim, giving both the board member and the person bringing the claim an opportunity to be heard.
- B) At the conclusion of the informal hearing, the remaining board members will determine by majority vote to take one of the following actions:
 1. Issue a public finding that the conflict of interest charge is not supported by the evidence and is therefore dismissed.
 2. Issue a public finding that the conflict of interest charge is supported by the evidence and that the member should disqualify him or herself from voting or otherwise participating in the board deliberations or decision related to that issue, as required by Vermont statute.
 3. Issue a public finding that the conflict of interest charge is supported by the evidence and, in addition to disqualifying him or herself from voting or otherwise participating in the board deliberations or decision, the board member should be formally censured or subjected to such other action as may be allowed by law.
3. Board members may not attempt to exercise individual authority over the organization. A board member will do nothing intended to give the false impression that he or she has the authority to make decisions or take action on behalf of the board or the school administration. As such;
 - A) Members' interaction with the superintendent or with staff must recognize the lack of authority vested in individuals except when explicitly authorized by the board.
 - B) Members' interactions with the public, the press, or other entities must recognize the same limitation and the inability of any board member to speak for the board except to repeat explicitly stated board decisions.
 - C) Except for participation in board deliberation about whether the superintendent has achieved any reasonable interpretation of board policy, members will not express individual judgments of performance of employees, volunteers or the superintendent.

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4. Members will respect the confidentiality appropriate to issues of a sensitive nature.
5. Members will be properly prepared for board deliberation.
6. Members will support the legitimacy and authority of the final determination of the board on any matter, irrespective of the member's personal position on the issue.

Policy Title: 4.10 Board Committee Principles (THIS POLICY IS FOR CONSIDERATION ONLY)

Board committees, when used, will be assigned so as to reinforce the wholeness of the board's job and so as never to interfere with delegation from board to superintendent.

Accordingly:

1. Board committees are to help the board do its job, not to help or advise the staff. Committees ordinarily will assist the board by preparing policy alternatives and implications for board deliberation. In keeping with the board's broader focus, board committees will normally not have direct dealings with current staff operations.
2. Board committees may not speak or act for the board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the superintendent.
3. Board committees cannot exercise authority over staff, beyond the bounds of typical support functions for committees with assigned staff. Because the superintendent works for the full board, he or she will not be required to obtain the approval of a board committee before an executive action.
4. Board committees are to avoid over identification with organizational parts rather than the whole. Therefore, a board committee that has helped the board create policy on some topic will not be used to monitor organizational performance on that same subject.
5. Committees will be used sparingly and ordinarily in an ad hoc capacity.
6. This policy applies to any group that is formed by board action, whether or not it is called a committee and regardless of whether the group includes board members. It does not apply to committees formed under the authority of the superintendent.
7. All committees shall abide by the same code of conduct as governs the board.

Policy Title: 4.11 Ownership Linkage Committee (THIS POLICY IS FOR CONSIDERATION ONLY)

The Ownership Linkage Committee will assist the board in fulfilling its responsibilities regarding connection with the owners. Products expected by the committee, and the committee's authority and composition are outlined below.

Committee Products:

1. An initial ownership linkage plan provided to the board for decision by [date].
2. An evaluation of the effectiveness of the plan by [date] annually, with input from the board.
3. An updated ownership linkage plan, annually by [date], with input from the board.
4. An organized written presentation of information collected from groups within the ownership, in a format useful to the board for Ends deliberation, by [date] annually.

Committee Authority:

1. The committee has no authority to change board policies.
2. The committee has authority to commit up to \$____ for external assistance in ownership linkage activities.
3. The committee has authority to use staff resource time normal for administrative support around meetings, as well as administrative support included in the board's ownership linkage plan.

Committee Composition and Tenure:

1. The committee shall be composed of : _____
2. _____ shall serve as committee chair.
3. Membership shall be appointed for a ___ year term.

Policy Title: 4.12 Governance Investment (THIS POLICY IS RECOMMENDED)

(It is believed that the amounts are too restrictive, but something should be budgeted)

Because poor governance costs more than learning to govern well, the board will invest in its governance capacity. Accordingly:

1. Board skills, methods, and supports will be sufficient to ensure governing with excellence.

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- A. Training and retraining will be used liberally to orient new members and candidates for membership, as well as to maintain and increase existing member skills and understandings.
 - B. Outside monitoring assistance will be arranged so that the board can exercise confident control over organizational performance. This includes, but is not limited to, financial audits.
 - C. Outreach mechanisms will be used as needed to ensure the board's ability to listen to owner viewpoints and values.
2. Costs will be prudently incurred, though not at the expense of endangering the development and maintenance of superior capability.
- A. Up to \$1000 in the next fiscal year for training, including attendance at conferences and workshops.
 - B. Up to \$ 2500 in the next fiscal year for auditing and other third-party monitoring of organizational performance.
 - C. Up to \$ 500 in the next fiscal year for surveys, focus groups, opinion analyses, and meeting costs.
3. The board will establish its cost of governance budget for the next fiscal year during the month of August.

Policy Title: 4.13 Consultation (THIS POLICY IS FOR CONSIDERATION ONLY, BUT NOT RECOMMENDED)

The board values a culture that holds consultation at its core. Consultation occurs to gain different perspectives. We believe that meaningful consultation is planned, purposeful, and equitable and that it contributes to enhanced decision making. Consultation occurs because the views and experiences of our owners and stakeholders are valued and informs the work of the board.

Accordingly:

1. The board and any board committees will confirm that meaningful consultation occurs on matters of importance that affect the school district. Matters of importance shall include but not be limited to:
 - a. Establishment or amendment of board policies affecting one or more groups.
 - b. Matters which specifically require a board decision.
2. Consultation may be formal or informal.
3. All consultations will provide feedback to participant groups/individuals.

Note: If adopted, The board would be obligating itself to take a proactive stance to collect input from owners and stakeholders and consider the input prior to taking actions on policies and board decisions. It also obligates the board to provide feedback to those consulted. This draft is not a recommendation, but intended to prompt discussion among the board during the Blitz.

Policy Title: 4.14 Rules of Order (THIS POLICY IS FOR CONSIDERATION ONLY)

Board meetings will be conducted in an orderly, effective process, led and defined by the chair.

Accordingly:

1. Board meetings shall be called to order at the time specified in the notice of the meeting and upon satisfaction of a quorum.
2. Meeting order and decorum shall be maintained and all participants treated with dignity, respect, courtesy and fairness during discussion and debate and in all other respects.
3. Board members must keep their comments relevant to the issue under consideration.
4. Board meetings will be conducted at a level of informality considered appropriate by the chair, including that discussion of a matter may (may not) occur prior to a proposal that action be taken on any given subject.
5. Proposals that the board take action, or decide a particular matter, shall (unless otherwise agreed by unanimous consent) be made by main motion of a board member, discussed, and then voted on. Motions do (do not) require a second to proceed to discussion and subsequent vote.
 - a. The chair of the board may (may not), to the same extent as any board member, make motions, engage in debate, or vote on any matter to be decided.
 - b. A motion to amend a main motion may be amended but third level amendments are out of order.
 - c. A motion to refer to a committee, postpone, or table, may be made with respect to a pending main motion, and if carried shall set the main motion (the initial proposal) aside accordingly.
6. Board members may speak to a pending motion on as many occasions, and at such length, as the chair may reasonably allow.
7. A vote on a motion shall be taken when discussion ends but any board member may, during the course of debate, move for an immediate vote (close debate) which, if carried, shall end discussion and the vote on the main motion shall then be taken.
8. A majority vote will decide all motions before the board excepting those matters required by law which oblige a higher level of approval.

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9. A motion to adjourn a board meeting may be offered by any board member or, on the conclusion of all business, adjournment of the meeting may be declared by the chair.
10. A board member may request to have her or her vote on the record.
11. When further rules of order are to be developed by the board, the board will consider Robert's Rules as a resource guide.

Note: Title 16 § 554 of Vermont Law states "Robert's Rules of Order shall govern the conduct of school board meetings." There is more than one version of Robert's Rules, much of it is not applicable to the operation of small boards and a thorough knowledge of the rules is rarely held by the board. According to Parliamentarian Pat Knoll that Robert's Rules is meant as a guide and the creation of 'special' Rules of Order for a particular board allows for the board to operate in an effective and transparent manner. This sample policy was provided by Pat Knoll 2011.

Parliamentary Procedure Reminders
From session at Governance Coach Workshop Calgary 2011
With Parliamentarian Pat Knoll Q. C.

- No friendly amendments
 - In small groups where can really tell what each person thinks can take action by general consent "Is there any objection of the assembly/group/board to change the motion by general consent?" Must be able to know there is truly unanimous agreement
 - Once a motion is on the floor for discussion it belongs to the assembly- not the motion maker and second. Those two people no longer get to decide what the motion says.
- General consent is when there is no objection by anyone to take action without discussion. This is the principle of the consent agenda.
- Motion to table is only used in an emergency when in the middle of handling a motion and something else comes up that must be addressed right away. Once the emergent issue is taken care of, at the same meeting, the issue is taken off the table and discussion resumes. If not taken off the table before the close of the meeting the issue is dead. It can of course be made as a motion again at another meeting.
- Postpone indefinitely is really a defeat of the motion without the minutes saying that. A way to kill a motion without having to speak to the motion itself- you are speaking to the motion to postpone indefinitely.
- Refer to a Committee motion must include specifics- which standing committee, or if creating a committee the membership of, the charge and timeframe for a report back. When the time arrives, the motion is automatically back on the agenda and once the committee provides its report discussion is once again open on the motion.

Policy Title: 4.15 Student Representation on the Board (THIS POLICY IS FOR CONSIDERATION ONLY)

It is the policy of the district that the interests of students be represented on the board through the position of student board member.

Accordingly:

1. The board shall have two student board members to represent the interests of their peers.
2. Each student board member shall serve a two year term beginning in their junior year and continuing through their senior year.
3. A student board member shall have the following qualifications: a) Be a resident student of _____ and
b) Be enrolled full-time.
4. The chair of the board shall appoint a board member to act as a mentor for each student board member.
5. Student board members may be disqualified from office for the following reasons: a) the student ceases to be enrolled as a full time student b) the student commits a serious breach of his/her school's code of conduct c) the student trustee's conduct is deemed to be incompatible with the roles and responsibilities of the position
6. Upon completion of the student board member's term, the board will suitably recognize them including but not limited to a notation in the student's Student Record and a letter of service signed by the chair of the board.

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A Sample of a monitoring report was reviewed and discussed. The 1.0 Mission Statement was also reviewed. At this point the board needs to decide which course they want to take (should be done in November). Val Gardner suggested we use the regular agenda format in November and include an action item on Policy Governance decision.

5. Ends Monitoring: Science NECAP – A presentation by Principals O'Rourke for K-5 and Wheeler for Gr. 6-12. The tests were taken in May 2012. Science NECAP test were done in grades 4, 8 and 11. Each principal presented a chart of scores since 2008 showing the percentage of students that are proficient or better, nearly meeting standards are below standards. Clearly the results are disappointing. Jan Willey, curriculum consultant will review results to see if the problem is partially reading, math or just science. We will have K-12 science committee meeting and discuss aligning of work through the grades led by Jan. Release tasks will be looked at to make sure we are doing that type of work in classes and we will also have a science consultant to see what is the best way to move forward.
6. System Monitoring:
 - a) Financial Report: This is the typical format used in the past. There were no questions.
 - b) Policy 2.0 – Global Constraints: This is a 1st attempt at a monitoring report, which we did not have all the pieces to. Val Gardner suggested we start with “easier” policies to get into a pattern of reporting. Leon noted that at end of a real monitoring report there would be feedback from the board.
7. Community Engagement:
 - a) Public Comment: M. Nattress said that the district web page is in disarray. For instance, she cannot find any information on the new M/H School principal. The superintendent said that at this point there are a variety of people who are posting information on the web. We are in the process of putting together a job description for a Webmaster position to focus specifically on the website. In the meantime, people can contact Sandy Metivier to put information on the web.
8. Consent Agenda (See attached – Accept/Adopt): J. Lambert asked if there was an action plan for the support staff professional development. Mary said that no one has stepped up to be on the committee. MOTIONED by J. Lambert, second by T. Cleiland to accept. Motion passed 4-0.
9. Reports and Incidental Information:
 - a) Administrator Reports: Decarreau commented that the K-5 report looks good and WIDA results look consistent. Hood said we still have a large group of students at level 3 that we want to get to levels 4 and 5. There is movement and we are going in the right direction
 - b) Letter from Mary Lundeen, Superintendent: Mary will not be seeking contract renewal after June 30, 2013. The letter was read in its entirety. Decarreau said on behalf of the board he appreciates Mary's service and wishes her well in future endeavors
 - c) Budget Development Timeline: The budget process starts next week with final adoption by board on December 12th.
 - d) Approval of All-State Parade – May 8, 2013: MOTIONED by A. Booher to approve, second by T. Cleiland. Motion passed 4-0.
 - e) Change of May 8, 2013 Board Meeting to Either May 7th or May 9th: Board Consensus to move it to May 7th, 2013 to accommodate the All-State parade.
10. Board Self-Evaluation: This checklist would be done at the end of each meeting in Policy Governance.
11. Future Agenda Items: Alcohol and Drug policy discussion; Act 129 Bullying policy; Harassment policy; Executive Session for negotiations; update on computer rollout; and Partnership for Change update.

A. Booher gave a Partnership for Change Update: Implementation teams are working. Fellows are working on actions plans (there are 5) which will be on the web by the end of the month; looking at changing the name of to teaching and learning environment. Looking at creating clear graduation expectations for Burlington and Winooski and would like a large number of stakeholders to be involved in this process. Burlington has started to implement this process and Winooski is waiting for computer rollout to be complete. Hoping to have a final draft ready by June 2013. Wheeler said he has concerns about the process and will be in contact with the partnership. He feels we need an end policy before we can define graduation expectations.

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12. Executive Session (Title I, Section 313): MOTIONED by A. Booher, second by T. Cleiland to move in to executive session to discuss a personnel issue at 9:27 p.m.
13. Adjourn: The board returned to open session at 9:57 and adjourned. There was no action taken.

**CONSENT AGENDA
WEDNESDAY, OCTOBER 10, 2012**

- I. Meeting Minutes: September 12, 2012
- II. Personnel Actions:
 - a) Approve Extended FMLA Leave for S. Allen
- III. Approve Professional Development and Staff Development Action Plans:
- IV. Approval of Bills:

#1032	Accounts Payable	\$230,116.96
#6	Payroll	\$15,568.10
#1033	941's	\$66,877.86
#1034	St. Vt	\$8,148.95
#1035	Dir.Dep.	\$191,234.44
#1036	P/R Ded.	\$23,772.22
#1037	Food Service	\$6,101.60
#1038	Accounts Payable	\$73,190.49
#1039	Accounts Payable	\$25,865.93
#7	Payroll	\$15,500.30
#1040	941's	\$69,982.38
#1041	St. Vt	\$8,639.62
#1042	Dir. Deposit	\$197,454.63
#1043	P/R Ded.	\$24,112.28
#1044	Oct. Benefits	\$164,418.69
#1045	Accounts Payable	\$47,989.68
#1046	Accounts Payable	\$35,075.11

Respectfully Submitted,

Sandy Metivier
Secretary to the Board