

**WINOOSKI BOARD OF SCHOOL TRUSTEES
REGULAR MEETING
WEDNESDAY, OCTOBER 12, 2011**

MINUTES

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

OTHERS PRESENT: M. Martineau, Supt. M. O'Rourke, K-8 Principal
R. Hood, Dir. of Special Services R. Goulet, Finance Manager
J. Brown, WHS Principal J. Helm, K-8 Asst. Principal
K. O'Neil, Support Staff C. Mander-Adams, Teacher
M. Nattress, Citizen Tyler Stewart, Citizen
K. Greene, Support Staff C. Poquette, Teacher
J. Pape, WEA President
Student Council Representatives (Amanda Nattress, Evah Eaton, and Victoria White)

1. Call to Order/ Pledge of Allegiance: R. Millar called the meeting to order at 6:31 p.m. The Pledge was recited.
2. Agenda Revision/Time Allocation: A request by the Winooski Little League asking for permission to bury an electrical wire. MOTIONED by M. Decarreau, second by J. Lambert to add to the agenda. Motion passed 5-0.
3. Consent Agenda (See attached – Accept/Adopt): R. Millar - Correction to minutes of 9/14 – Millar misspelled in several places. J. Lambert – Correction to minutes of 9/29, Executive Session should read “the board determined it was an improper motion to go into executive session.” MOTIONED by J. Corrigan, second by T. Cleiland to approve with corrections”. Motion passed 5-0.
4. Administrative Written Reports: Decarreau requested that the file names for board backup information be named consistently. Lambert thanked R. Hood for all the work put into her reports. Decarreau asked Hood if we knew the reasons why some students made a lot of progress and some made little to no progress. Hood said it is sometimes a lack of any formal schooling or depending on how long they have been exposed to the English language. Decarreau asked if the “elders” of a community, where there is obvious need, would be willing to help. Hood said she had not looked into whether there is a specific group that needs more help than others, but it would be a good exercise. Cleiland asked O'Rourke if professional development would change in terms of a starting point. O'Rourke said the math coach will now help us identify areas we need to work on. Cleiland asked if there was data telling us what was lost by students over the summer. O'Rourke said she needs to compare last year, but believes there is loss from the summer. Decarreau asked if we had a math coach K-12. O'Rourke said we have one K-8, and Brown has one for 9-12. Both coaches need to work together. Decarreau requested that the board get a progress report monthly. Corrigan asked how the late start is working out at JFK. O'Rourke said it is working very well, students can choose either a quiet room, a movement room or activities room to prepare for the start of their day. Millar asked about results of the student survey for the city. Martineau said the committee is not done counting, but our goal is to have it done when the city meets at the end of October. Decarreau said he would like a summary of how bids are developed. R. Goulet will get those for the next meeting. Decarreau asked if we could try another way of presenting the financial report, as they are still unreadable. Rebecca will try new formats for the financial report. She noted that the poles arrived for the parking lot lights and this will put us ahead of schedule. Temporary lights are now only turned on when we have events. The project is about \$15,000 below budget. Cleiland asked if we could put a clean drawing of the parking lot and flow on the web.
5. Focus on Learning: School Transformation - A video was shown on school transformation done by Sir Ken Robinson. This is work we have been talking about for the Nellie Mae and SIG grant. Final submission of the Nellie Mae grant is 10/31/11. The second video is from a school in New Brunswick on transforming the way they are teaching by engaging the entire community. The stakeholders meeting held at the O'Brien Center to give input of what they want to see in the Nellie Mae grant was well attended. Lambert noted that

he attended the Rowland conference and three of our students that attended were very well spoken. We should be proud of them. He also thanked C. Poquette and M. Webb for attending.

6. Public Comments:

- a) General Public: M. Nattress questioned how changing our math program a few years ago has affected our math scores. O'Rourke noted that scores have not gone up, but our population has shifted. The program we were using prior is no longer being published.
- b) Winooski Education Association: James Pape, WEA president say he meets regularly with the superintendent and other administrators. There currently are no grievances. He has heard that negotiations over the index are going well.
- c) Student Council Representative: Amanda Nattress, Evah Eaton, and Victoria White were present as representatives of the student council. They reported that the council has different groups working on projects such as Webmaster, fundraising, recycling, and other special events. The student council can be e-mailed at studentcouncil@winooski.k12.vt.us. The council consists of mixed grades and has about 45 students this year (much higher than in previous years). Advisors are Karen Greene and Courtney Poquette. Decarreau said he would like a report from the recycling group when their work is done.

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

- a) 1st Reading of Policy #4311, Privacy of Health Relation Information (Required): Martineau said changes were made on cross-references to other policies. MOTIONED by J. Corrigan, second by M. Decarreau to approve 1st reading of Policy #4311. Motion passed 5-0.
- b) 1st Reading of Policy #4117, Hazing (Required): Martineau said a few grammatical changes were made. Hazing should read "on or off school grounds." MOTIONED by M. Decarreau, second by T. Cleiland to approve 1st reading of Policy #4117 with change. Motion passed 5-0.
- c) 1st Reading of Policy #6151, Course Offerings and Class Size (Required): Martineau noted that this policy needed legal and cross-references added. This policy was revised last year in response to DOE standards. We are able to offer other learning (Virtual High School and CCV classes) offerings for students when we do not offer a course here because of enrollment. Ten students seem to be the minimum number in a class in most Chittenden County schools. A cost analysis was done by Rebecca based on 7 class periods/day which shows a cost per period of \$10,277.52. After some discussion it was felt that the analysis should have been done based on 5 classes/day. Decarreau commented that if we have 5-8 students who want to take an AP class, we would shut them out from taking it because of a number limitation in this policy. There was also discussion about the number of ELL students in a class. We have 7 ELL teachers and 232 students, which breaks down to 33.14 students/teacher. There is concern that the ELL population needs to get a fair shake. Martineau said that we need more teachers than we currently have in the ELL program. The Board reminded the administrators they need to ask for what is needed during budget season. MOTIONED by J. Corrigan, second by J. Lambert to approve the 1st reading of Policy #6151. Motion passed 5-0.
- d) 1st Reading of Policy #4116, Harassment of Employees (Required): Martineau said that grammatical changes were made and the definition of harassment seemed to appear in every category so it was deleted as each category is defined. MOTIONED by M. Decarreau, second by T. Cleiland to approve for the 1st reading of Policy #4116. Motion passed 5-0.
- e) Approve Use of Facilities – Bella Voce Women's Chorus of VT: Martineau said this request falls into Category 3, however the group is asking for a reduction in fees. Martineau recommends that we follow the policy. C. Mander-Adams, speaking on behalf of the group, said they are in need of space for extra rehearsals and are trying to find a location that works for everyone. At present, they rehearse at Essex High School on Monday nights with no charge. The group simply needs a room with 20 chairs and a piano and the group is looking at using her classroom on a monthly basis. There is no need for a custodian. MOTIONED by R. Millar to accept as a Group III for requested times and the cost of rental fee as per policy. Second by J. Corrigan. Motion passed 5-0.
- f) Approve Use of Facilities – Villari's Self Defense & Wellness Center: After some discussion, the Board requests that the group speak with the principals as it is bringing another program into the building that may conflict with our after-school programs.
- g) Approve Job Description – Administrative Assistant, Central Office: Martineau said this was last reviewed in 1992 and it is changed to reflect what she is currently doing. MOTIONED by J. Corrigan, second by M. Decarreau to approve as printed. Motion passed 5-0.
- h) Approve Job Description – Head Custodian: Martineau updated the job description to report to the principals and reflect actual job duties. Under #2 of responsibilities it should read ". . . responsibilities of custodial staff" and take out the number four. Board expressed concern about a person reporting to and evaluated by more

"Ensure student growth through continuous improvement"

than one person, as there could be totally differing opinions of how a job is being done. They need clear accountability. Martineau said we have posted the job internally and two people have applied. MOTIONED by J. Lambert, second by M. Decarreau to table and research with VSBIT the accountability piece. Motion passed 5-0.

- i) Invite Community to Join Budget Advisory Committee: Martineau said she has put an article in the District News! with dates of meetings and inviting the public to be on the committee. If interested, they are to call Sandy Metivier. Cleiland suggested we also put dates on the district website with contact information.
- j) Bid Process: R. Goulet explained that there are essentially 4 areas where we currently go out on bid – food service, copier service, trash removal and bussing. Title 16 guidelines for public bids state that if a contract is being renewed and the total amount of the contract does not exceed an increase of 30 percent more than the original contract, and the contract for a renewal allows termination, the district does not need to go out on bid. MOTIONED by J. Lambert, second by T. Cleiland to direct the finance manager to go out for bid for trash removal when the contract is up for renewal. Corrigan said she would like to see food service go out for bid. Goulet cautioned that the bid process for food service is an intensive process so if we are happy with the service we should leave well enough alone. The Abbey is approachable and easy to work with.
- k) Winooski Little League: Martineau received a request from Jeff Brosseau to bury an overhead electrical line on the Little League Field for safety reasons. Little League will cover any costs associated and the project will be completed by November 15th. MOTIONED by J. Lambert, second by M. Decarreau to approve the request. Motion passed 5-0.

8. Ongoing Business (Deliberation & Possible Action):

- a) 2nd Reading/Approval, Policy #3517, Distribution of Keys: MOTIONED by J. Corrigan, second by T. Cleiland to approve Policy #3517 as written. Motion passed 4-1 (Lambert).
- b) 2nd Reading/Approval, Policy #1120, Agenda Preparation & Distribution: MOTIONED by J. Corrigan, second by M. Decarreau to approve Policy #1120 as written. Motion passed 5-0.
- c) Electronic PTO Sign: J. Corrigan said there is currently no sign to let parents know what is going on in our schools. Because parent outreach is important she is proposing that we go out for bid now and not put this in the strategic plan for the future. Goulet asked if she means to put in the budget for next year or to find money in this year's budget. Corrigan said either way, but it should be researched soon for costs and types – hopefully one that can do more than one language. Goulet said we already have a conduit running out to the general area, so the cost of running electricity to the sign would be minimal. MOTIONED by J. Corrigan, second by J. Lambert to have the Finance Manager get preliminary information on signage. Motion passed 5-0.

9. Future Agenda Items: Lambert would like more information on PIRC, teacher negotiations, and a report on science NECAP scores.

10. Correspondence: None.

11. Executive Session (Title I, Section 313): MOTIONED by J. Corrigan, second by T. Cleiland to move into executive session at 8:57 p.m. to discuss Personnel (Superintendent). Motion passed 5-0.

12. Adjourn: The board returned to open session at 9:15 p.m. and adjourned.

**CONSENT AGENDA
WEDNESDAY, OCTOBER 12, 2011**

- I. Meeting Minutes: September 14, 29, 2011
- II. Personnel Actions:
 - a) Contract Approval:
 - Laura Greve (LT Sub for N. Pecor)
- III. Staff Development Plans and Professional Development Plans

“Ensure student growth through continuous improvement”

IV. Approval of Bills:

1039	Accounts Payable	\$45,472.90
1040	Accounts Payable	\$53,868.08
7	Payroll	\$17,923.45
1041	941's	\$63,335.61
1042	St. Vt	\$7,644.59
1043	Dir. Dep.	\$177,905.15
1044	P/R Ded.	\$22,685.59
1045	Accounts Payable	\$4,500.00
1046	Accounts Payable	\$22,113.96
1047	Accounts Payable	\$2,989.88
1048	941's	\$63,483.19
8	Payroll	\$16,989.53
1049	St. Vt	\$7,672.21
1050	Dir. Deposit	\$179,665.66
1051	P/R Ded.	\$22,749.88
1052	Not Used	-0-
1053	Accounts Payable	\$34,600.02

Respectfully submitted,

Sandy Metivier
Secretary to the Board