

**WINOOSKI BOARD OF SCHOOL TRUSTEES  
SPECIAL MEETING  
WEDNESDAY, NOVEMBER 30, 2011**

**MINUTES**

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

OTHERS PRESENT: M. Martineau, Superintendent R. Goulet, Finance Manager  
R. Hood, Dir. of Spec. Ed./ELL M. O'Rourke, PK-8 Principal  
S. Metivier, Board Secretary D. Casier, Budget Advisory Committee  
K. O'Neil, Support Staff B. Corrigan, Budget Advisory Committee

1. Call to Order/ Pledge of Allegiance: R. Millar called the meeting to order at 6:34 p.m. The Pledge was recited.
2. Agenda Revision/Time Allocation: None.
3. Consent Agenda (Accept/Adopt):
  - a) Approve Teacher Contract for M. Clark (.50 FTE Math): MOTIONED by J. Corrigan, second by M. Decarreau to approve the teacher contract. Motion passed 5-0. M. Decarreau said that on 11/28 we approved a contract for a long term SLP, now he is on the agenda as resigning, why? M. Martineau said he resigned for personal reasons.
4. New Business:
  - a) Tuition Waiver Request for Student: M. Martineau is recommending that the board not approve this tuition waiver through the end of the school year. Educating the student through the remainder of the year will cost the district approximately \$30,000. There was concern expressed by board members about the quality of education the student will receive if he leaves Winooski. R. Hood stated that the receiving district is obligated to review the student's IEP and follow the law. R. Hood said that if the student were to stay through the Holiday break, the cost would be \$3,830 and the transition would be much smoother for the child as a transition meeting could take place prior to the student entering a new school. Normally, the board only waives tuition if the family moves in the spring; so waiving it so early in the year would be setting precedence. MOTIONED by M. Decarreau, second by J. Corrigan to allow the student to continue tuition free through the holiday break. Motion passed 5-0.
5. BUDGET PRESENTATIONS/DISCUSSION:
  - a) **Maintenance:** R. Goulet said the increase in maintenance is only 1.62%. There has been much discussion with the administrative team on what to do about the Director of Facilities position. The most cost effective way to go forward is to hire another maintenance person to give Kevin more time to do paperwork, etc. The cost would be about half of what is in the budget. There is still about \$21,000 in this year's budget for Dir. of Facilities and we could hire a maintenance person now if the board so chooses. The budget includes money for a new z mower, a new auto scrubber, and two unit ventilators. We would plan on adding a few unit ventilators to the budget yearly. We will also need to consider resurfacing the parking lot; purchasing a new sign and Hawthorne Field will need to be addressed. It is possible that these items can be part of the Strategic Plan discussions. M. Decarreau asked if we have ever looked at contracting out mowing.  
**Other:** Other significant changes in the budget include a new copier for the copy center (buy vs. lease) and an increase in the security program due to the city asking us to pay for fringe benefits for the SRO position next year. The board asked that we discuss the SRO cost with the City Manager to see if we can lower the cost. It was also noted that we need to make sure the public knows the cost is shifting from the city to the school. M. Decarreau asked about the cost of telephones. Rebecca said that we have cut our cell phone usage in half from last year. This year in Nursing Services we added an office coordinator, which is being paid with federal funds, but because the EPSDT money is drying up, this position was moved into the general budget. The Tooth Tutor person comes in one day/week and was also paid by

EPSDT funds. This position was also shifted to the general budget. In Outreach Services (program 136) money is usually put aside for glasses, hearing aid batteries, etc. for students who's family cannot afford these items. However, as homelessness has risen, our transportation costs have skyrocketed. This money will be used for only transportation next year. Approx. 27 students are homeless. The Central Office budget has saved some money on consulting fees. There is only a 1.82% increase in the program.

**Federal Programs:** At this time we are looking at a prediction of 4% decrease in funds. We always asked the voters to accept any federal dollars that we are granted.

**Revenues:** We should hear on 12/1 about the base for the tax rate. Will have some revenue figures next week, but a lot a numbers won't be finalized until late December. Estimated state education rate raising 2% to approx. \$8,700. We will show what tax rate may look like based on info we have, but will not have all info prior to the time that the board needs to vote on the budget amount.

We will be making some adjustments to the budget as we continue to review it. The board will be presented with a new number at the next meeting. M. Decarreau said he would like a per pupil cost for the past few years.

J. Lambert asked when the 1992 bond would be paid for. The last payment will be December 2012.

6. Ongoing Business (Deliberation & Possible Action):

- a) Policy Governance: MOTIONED by J. Corrigan to go forward with policy governance. Second by T. Cleiland for discussion. There was discussion about the process for moving forward with Policy Governance, as we would need clear directions and a timeline. Martineau said that VSBA would map it all out for us. She believes we would start with a policy list – need to keep required ones, and they would guide us on other policies. There will be a gradual transition and we will get support from others. Feedback from other superintendents is that they love it, and they know what the expectations are from them. Districts using Policy Governance are sharing policies with others who are interested. Lambert stated that he feels it is the best way for the board to govern, but is concerned for the administrative team as to where we are at educationally. Policy Governance gives no leeway for sessions to discuss education. Therefore, he does not believe we are at the point where policy governance should be implemented. Decarreau said he does not believe we are where we need to be educationally whether we move to Policy Governance or not. Policy Governance would give the superintendent the ability to lead with fewer restrictions. Millar said that no one's job will change – we are just codifying on how the board will run. Motion passed to go forward with Policy Governance 4-1 (J. Lambert).
- b) Superintendent Evaluation Tool and Process: After discussion it was decided that the superintendent would need to know what she is being evaluated on. Lambert suggested we use VSBA's guidelines and use what is applicable to Winooski (job description, board goals, board policy and state/federal statutes) and use direct observation to corroborate the above. Martineau said that in past years the evaluation was due in January, but she believes it should be for a school year, July-June. Martineau said that last year she did not know what she was being evaluated on, so it was not a useful evaluation. It was the board consensus to schedule a meeting in January to set clear goals and expectations for the evaluation. T. Cleiland offered to do a Google doc as a starting point using Lambert's suggestions.

7. Future Agenda Items: Set date for evaluation tool; negotiations update; restructuring of 6-12.

8. Adjourn: MOTIONED by J. Corrigan, second by T. Cleiland to adjourn at 8:59 p.m. Motion passed 5-0.

Respectfully Submitted,

Sandy Metivier  
Board Secretary

*“Ensure student growth through continuous improvement”*