

**WINOOSKI BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING  
WEDNESDAY, NOVEMBER 9, 2011**

**MINUTES**

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

OTHERS PRESENT: M. Martineau, Superintendent  
J. Brown, 9-12 Principal  
R. Hood, Dir. of Spec. Ed.  
S. Messier, Teacher  
J. Pape, Teacher  
M. Nattress, Citizen  
A. Wheeland, Teacher  
A. Nattress, Student Council Representative  
Tyler Stewart, UVM Medical School

R. Goulet, Finance Manager  
M. O'Rourke, PK-8 Principal  
J. Helm, PK-8 Assistant Principal  
K. O'Neil, Support Staff  
C. Robare, Citizen  
A. Elston, citizen  
J. Harrington, Citizen  
V. Saffo, Teacher  
D. Blanchard, Teacher

1. Call to Order/ Pledge of Allegiance: R. Millar called the meeting to order at 6:32 p.m. The Pledge was recited.
2. Executive Session (Title I, Section 313): MOTIONED by J. Corrigan, second by T. Cleiland to move into executive session to discuss a personnel matter. Motion passed 5-0. The board returned to open session at 6:39 p.m.
3. Agenda Revision/Time Allocation: A letter will be added to correspondence.
4. Consent Agenda (See attached – Accept/Adopt): MOTIONED by T. Cleiland, second by J. Corrigan to accept the consent agenda as presented. Motion passed 5-0.
5. Administrative Reports: M. Decarreau said he appreciates the math updates and the financial report was more easily readable.
6. Focus on Learning:
  - a) Parent & Community Engagement, WSD PIRC-VT Group: Anne Elston and Andrea Wheeland presented a summary of what the group has done this school year. They started out reading a book (Beyond the Bake Sale) that they will use as a sounding board for new ideas. Sub committees were formed in 4 areas - Welcoming Committee, Student Engagement/Behavior, Reading, and Math. They described various thoughts on ways each committee can work toward community engagement. The next project will be a parent survey coming out during P/T conferences.
  - b) PRIME – UVM College of Medicine: Tyler Stewart, student at UVM College of Medicine and former math teacher summarized the PRIME program which is about strengthening math basics at the high school level so teachers don't have to constantly backtrack on skills learned earlier in their years. The program will expand on a student's intellectual curiosity. The program will run on Saturday for about 4 hours, 8-10 weeks from mid-January to mid-March and be held at the UVM College of Medicine classrooms. Curriculum will include working on fractions, decimals, etc. but it is not a tutoring program. The program is mostly geared toward 9/10 grades but is open to all students at all levels. There are no fees and no requirements to attend. We will recruit at school, through the community and at the family level.
7. Public Comments:
  - a) General Public: C. Robare read a letter to the board expressing her anger about Justin Brown's resignation. She does not believe the board should have accepted the resignation letter.
  - b) Winooski Education Association: J. Pape thanked Mary Martineau and the Board for coming to the association if they have questions and talking to us.
  - c) Student Council Representative: Amanda Nattress commented that the action plans are going smoothly, and there is progress being made. In a fundraiser we sold over 300 light bulbs, the council has chosen to adopt two families during the holidays, and our annual fudge sale starts November 15th. The student/faculty soccer game recently held raised over \$100. The Council has decided to contact Coca-cola to request recycling bins for bottles/cans to help with the recycling effort.

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

- a) Winooski Welcome Center-Jodi Harrington: Harrington said she has leased two spaces in the downtown area for an art gallery space and a Winooski Welcome Center. The Winooski Welcome Center will print a quarterly publication and it will be self-sufficient by selling ads to local businesses. She hopes to have stories run about the school and is looking for support from school. MOTIONED by J. Lambert, second by J. Corrigan to direct the Finance Manager to put an ad in the 1<sup>st</sup> issue - \$100. M. Decarreau commented that what may be interesting to one, may not be to another. The superintendent should have final approval. Motion passed 4-1 (Decarreau).
- b) 1<sup>st</sup> Reading, Policy #1340-Tobacco Prohibition: Martineau reviewed changes made. MOTIONED by M. Decarreau, second by J. Corrigan to approve for 1<sup>st</sup> reading. Motion passed 5-0.
- c) 1<sup>st</sup> Reading, Policy #4132-Professional Development: Martineau said mostly grammatical changes were made. MOTIONED by J. Corrigan, second by T. Cleiland to approve for 1<sup>st</sup> reading. Motion passed 5-0.
- d) 1<sup>st</sup> Reading, Policy #5118-Participation of Home Study Students in School Programs: Martineau added legal and cross-references. MOTIONED by M. Decarreau, second by J. Corrigan to approve for 1<sup>st</sup> reading. Motion passed 5-0.
- e) Delete Policy #4131-Inservice: Martineau said this is essentially the same as Professional Development, #4132. MOTIONED by J. Corrigan, second by T. Corrigan to delete Policy #4131. Motion passed 5-0.
- f) Approval of Out of Country Field Trip to France: V. Saffo said that we would be receiving exchange students in April. She summarized the trip and costs for the board. Decarreau questioned whether seniors would be covered under our insurance since the trip is after graduation. This will be checked into. MOTIONED by M. Decarreau, second by T. Cleiland to approve the trip. Motion passed 5-0.
- g) Approval of Use of Facilities, The Bass Federation: MOTIONED by J. Corrigan, second by T. Cleiland to approve the request. Motion passed 5-0.
- h) Change Graduation Time: Martineau is requesting a change in time for graduation from 1 p.m. to 2 p.m. as her daughter is also graduating that day and it would be hard for her to be present at 1 p.m. Decarreau said that moving the time to later in the day means that it would be too close to the start of project graduation. MOTIONED by M. Decarreau, second by J. Corrigan to keep the time at 1:00 p.m. and have Tori Cleiland stand in for Mary Martineau. Motion passed 5-0.
- i) Approve Job Description, Behavior Interventionist: R. Hood said that we have a high number of students with emotional disabilities in K-5 who need a high level of support. A person is needed to work with these students throughout the day who is well versed and trained in crisis intervention. Some of these students may eventually be put on IEPs. This was planned to be put in the budget for next year, but because our special educators are being pulled from direct instruction to deal with these difficult students, we feel the need is urgent. We would form a committee to help us look at the system in general to help students with significant disabilities. Money would come from CFP and Spec. Ed. funds for this year and we will plan to move the position into the special education budget for next year. J. Corrigan asked if we had checked out Howard Center for help. Robin said the most help from them would impact only one student. Corrigan feels that there should be some type of certificate or license listed on the job description. Martineau said we would be looking for a person with at least a bachelor's degree in special ed or psychology. MOTIONED by T. Cleiland, second by M. Decarreau to approve the job description. Motion passed 5-0.
- j) Approve Job Description, Administrative Assistant to PK-8 Principal: Martineau said this was to update what she is currently doing. MOTIONED by M. Decarreau, second by J. Corrigan to approve. Motion passed 5-0.
- k) Approve Job Description, 2<sup>nd</sup> Language Trip Advisor: Martineau explained that this co-curricular job description was not done last year with all the other positions because there was no trip last year. We followed the same format for co-curricular job descriptions from last year. MOTIONED by J. Lambert, second by T. Cleiland to approve. Motion passed 5-0.

9. Ongoing Business (Deliberation & Possible Action):

- a) 2<sup>nd</sup> Reading/Approval, Policy #4117-Hazing: Martineau said the only change was that we added "on or off" school grounds. MOTIONED by J. Corrigan, second by T. Cleiland to approve. Motion passed 5-0.
- b) 2<sup>nd</sup> Reading/Approval, Policy #4311-HIPPA: MOTIONED by M. Decarreau, second by T. Cleiland to approve as written. Motion passed 5-0.
- c) 2<sup>nd</sup> Reading/Approval, Policy #6151-Course Offerings & Class Size: MOTIONED by J. Corrigan, second by T. Cleiland to approve as written. Decarreau noted that he understands the policy, but believes the procedures are too restrictive. Motion passed 5-0.
- d) 2<sup>nd</sup> Reading/Approval, Policy #4116-Harassment of Employees: MOTIONED by J. Corrigan, second by T. Cleiland to approve as written. Decarreau noted that for consistency, "Color Harassment" should start the same as all other kinds of harassment, i.e. "Harassment on the basis of . . ." Motion passed 5-0 with change.

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- e) **Electronic Sign:** Goulet said that she received a quote from Vermont Displays, Inc. to give us an idea of the ballpark cost of a sign. They have done the sign at CVU and the fairgrounds. Goulet spoke with reps from both places and they claim the sign is relatively maintenance free and easy to work with. The company is looking into more languages. A demonstration sign can be put up for display. If the board decided to go forward, we would do an RFP. Lambert said he would like to see the current sign being used elsewhere in the district. MOTIONED by J. Corrigan, second by T. Cleiland to have a demonstration of the sign. Motion passed 5-0.
10. **Future Agenda Items:** Follow-up on Sign and VMI map follow-up.
11. **Correspondence:**  
a) Thank you From UVM Baseball Club and Contribution to Winooski Dollars for Scholars: Read and noted.
12. **Adjourn:** MOTIONED by T. Cleiland, second by J. Corrigan to adjourn at 8:33 p.m. Motion passed 5-0.

**CONSENT AGENDA  
WEDNESDAY, NOVEMBER 9, 2011**

- I. Meeting Minutes: October 12, 2011
- II. Personnel Actions:
- a) Retirement:  
Allen, Betty-IA (effective 6/30/11) & Request to use Sick Leave Buyout
- b) Resignations:  
• Brown, Justin-9-12 Principal (effective 6/30/12)  
• Trefry, Sharonlee-School Nurse (effective 11/17/11)
- c) Leave of Absence:  
• Dall, Amanda (Maternity Leave)
- d) Contract Approvals:  
• Corcoran, William (LT Sub for A. Dall, SLP)  
• Hager, Holly, School Nurse (Increase FTE from .40 to 1.0)
- III. Approval of Bills:
- |      |                  |              |
|------|------------------|--------------|
| 1054 | Oct. Benefits    | \$151,309.81 |
| 1055 | Accounts Payable | \$137,541.65 |
| 1056 | Accounts Payable | \$40,610.66  |
| 9    | Payroll          | \$16,775.40  |
| 1057 | 941's            | \$66,681.11  |
| 1058 | St.Vt            | \$8,116.28   |
| 1059 | Dir.Deposit      | \$188,238.44 |
| 1060 | P/R Ded.         | \$23,481.25  |
| 1061 | Not Used         | -0-          |
| 1062 | Accounts Payable | \$53,867.82  |
| 10   | Not Used         | -0-          |
| 11   | Payroll          | \$19,312.98  |
| 1063 | 941's            | \$64,218.81  |
| 1064 | St.Vt            | \$7,754.83   |
| 1065 | Dir.Dep.         | \$180,776.39 |
| 1066 | P/R Ded.         | \$22,704.62  |
| 1067 | Accounts Payable | \$248,488.30 |
| 1068 | Nov.Benefits     | \$154,712.56 |
| 1069 | Food Service     | \$35,000.00  |
| 1070 | Accounts Payable | \$54,890.35  |

Respectfully submitted,

Sandy Metivier  
Secretary to the Board

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