

**WINOOSKI BOARD OF SCHOOL TRUSTEES
REGULAR MEETING
WEDNESDAY, DECEMBER 14, 2011**

MINUTES

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

MEMBER ABSENT: M. Decarreau

OTHERS PRESENT: M. Martineau, Superintendent
M. O'Rourke, PK-8 Principal
J. Helm, PK-8 Assistant Principal
J. Read, Citizen
V. White, Student Council Rep.
J. Ticehurst, Citizen
Student Representatives from Business Classes

R. Goulet, Finance Manager
R. Hood, Director of Special Ed.
J. Brown, 9-12 Principal
C. Poquette, Teacher
K. O'Neil, Support Staff
P. Siriwayo, Student

1. Call to Order/ Pledge of Allegiance: R. Millar called the meeting to order at 6:30 p.m. The Pledge was recited.
2. Agenda Revision/Time Allocation: Consensus to moved Focus on Learning up to beginning and items 7b, c and d right after.
3. Consent Agenda (See attached – Accept/Adopt): MOTIONED by J. Corrigan, second by J. Lambert to approve. Motion passed 4-0.
4. Administrative Reports: Martineau added that Winooski Schools met 100% HQT determination for the 10/11 school year. Cleiland asked how the turnout was for high school parent/teacher conferences. J. Brown said that it was about 42%, slightly lower than last year. Cleiland also asked if we have data for math and reading for students entering the 6th grade. O'Rourke said she could pull up a few years worth of data.
5. Focus on Learning: Student Presentation-Personal Finance and Business Topics: Courtney Poquette, business education teacher said that there is a push in the nation to make a personal finance course a requirement. The class has been featured by the Merchant's Bank and she will present at a conference at the Sheraton in the spring. The course focuses on technology, community involvement and student accountability. Three class members presented a PowerPoint on the Personal Finance course outline including topics like finding a job; budget and savings, finding an apartment, etc. Business Topics was also presented by three class members on a PowerPoint presentation that was created by one of the students. The course is built around a company called "Knowledge Matters" for both classes. The task for this course was sports management including how to improve the Spartan brand, ticket pricing, promotions, etc.
6. Public Comments:
 - a) General Public: None.
 - b) Winooski Education Association: not present.
 - c) Student Council Representative: Victoria White said that the action plans are going well and are very focused. We have adopted 2 families to help give them a better holiday season. Our fudge fundraiser raised about \$300. We are currently planning the spring fling. Progress is being made on the student council website.
7. New Business (Receive Information & Possible Action):
 - a) Charter Change Request: Jim Ticehurst is requesting that the board consider a charter change that would elect the school clerk/treasurer by Australian ballot. Currently, that position is elected the evening before the Australian Ballot (Informational Meeting) vote on the budget by a voice vote. There are only a handful of people that attend the Informational Meeting and he does not believe it is representative of the voters of Winooski. Ticehurst believes the position is very important and if a person is interested in running, they should go through the same procedures as other elected positions in the district. There are two ways we

- can change the charter. The Board can bring it to the voters at the March elections, and if approved it would than go to the legislature for final approval. The other way is he can petition the board to change the charter. MOTIONED by J. Corrigan, second by J. Lambert to have it presented to the voters on the March ballot, with wording to be reviewed by an attorney. Motion passed 4-0.
- b) Use of Facilities – Project Graduation Harlem Superstars Basketball – Martineau said that this request is also being brought before the board because it falls into Group III by policy, as it is open to the public. MOTIONED by J. Lambert, second by T. Cleiland to approve the use of facilities and waive all fees. Motion passed 4-0.
 - c) Use of Facilities – Vermont Music Educator’s Association All-State Parade – Martineau said that Winooski would be hosting many schools from around the state for this parade. The request is by music teacher Randy Argraves. There was discussion about if the event benefits Winooski students and involves our citizens, than it should not be brought to the board. Martineau said it was brought to the board because it falls into Group III by board policy, as the majority of participants will not be Winooski residents or students. MOTIONED by J. Lambert, second by T. Cleiland to approve the use of facilities and waive all fees. Motion passed 4-0.
 - d) Use of Facilities – Senior Project Dance: Patrick Siriwayo explained that this dance would benefit the Howard Center. The dance is for WHS; however some students from BHS and SBHS will be allowed to attend. He will provide the music and food for the event on February 18th. MOTIONED by T. Cleiland, second by J. Lambert to approve use of facilities and waive all fees. Motion passed 4-0.
 - e) Delete Job Description-Support Services Secretary: Martineau said this position is now called Administrative Assistant to the Special Ed. Director and the job description is up-to-date. MOTIONED by J. Corrigan, second by T. Cleiland to delete the Support Services Secretary job description. Motion passed 4-0.
 - f) Delete Job Description-Director of Main St. Academy: This position no longer exists. MOTIONED by T. Cleiland, second by J. Corrigan to delete. Motion passed 4-0.
 - g) Delete Job Description-Bookkeeper/Payroll Clerk: This position is now rolled into the Finance Manager’s position. MOTIONED by T. Cleiland, second by J. Corrigan to delete. Motion passed 4-0.
 - h) Delete Job Description-Facilities Director: This is brought before the board as a follow-up to the last board meeting where we discussed not filling the position, but instead hiring another maintenance worker to round out our maintenance department. MOTIONED by J. Cleiland, second by J. Lambert to delete. Motion passed 4-0.
 - i) Update Job Description-Finance Manager: Martineau said this job description reflects additions overseeing the IT and maintenance department. MOTIONED by J. Lambert second by J. Corrigan to approve the revised job description. Motion passed 4-0.
 - j) Update Job Description-Maintenance Supervisor –Martineau said this position is district wide and now reports to the Finance Manager. Have added the inspection of fire/safety equipment and unit ventilators. MOTIONED by J. Lambert, second by J. Corrigan to approve. Motion passed 4-0.
 - k) 1st Reading, Policy #5114(c), Weapons: Martineau said she added legal and cross-references. MOTIONED by J. Corrigan, second by T. Cleiland to approve for 1st reading. Motion passed 4-0.
 - l) 1st Reading, Policy #5125, Student Education Records: Martineau said this policy was updated a few years ago and was reviewed by an attorney. We just needed to add some legal and cross-references. MOTIONED by T. Cleiland, second by J. Lambert to approve for 1st reading. Motion passed 4-0.
 - m) Appoint Board Member to 6-12 Principal Interview Committee: T. Cleiland nominated M. Decarreau. J. Lambert said he would also be interested in being on the committee. MOTIONED by T. Cleiland, second by J. Corrigan to appoint Jay Lambert and Mike Decarreau. Motion passed 4-0.
 - n) Adopt FY '13 Budget: R. Goulet noted that she added an additional \$80,000 to the general fund budget for the Nellie Mae Grant match as required by the grant. The federal dollars is whatever we receive in grants. As of today the CLA is 98.91. More information has been received for revenue. Estimated tax rate would be 1.1702 which is up a little over 5 cents over last year. This can change as more solid information is received. Rob Millar said we have kept the cost of education down in Winooski for many years and it is now time to invest in education. MOTIONED by T. Cleiland, second by J. Lambert to set the budget as follows: Regular - \$12,417,616 and Federal - \$1,398,063 for a total budget of \$13,815,679. Motion passed 4-0.
8. Ongoing Business (Deliberation & Possible Action):
- a) 2nd Reading, Policy #1340, Tobacco Prohibition
 - b) 2nd Reading, Policy #4132, Professional Development
 - c) 2nd Reading, Policy #5118 Participation of Home Study Students in School Programs
Martineau said there have been no changes from the first reading. MOTIONED by T. Cleiland, second by J. Corrigan to approve the policies. Motion passed 4-0.
 - d) Administrative Structure for 2012/13: Millar noted for the camera audience that at the last board meeting the board motioned to move back to a PreK-5 and 6-12 structure beginning with school year 2012-2013.

“Ensure student growth through continuous improvement”

e) Superintendent Evaluation: T. Cleiland did a Google doc with suggestions and timeline for the superintendent evaluation. She asked that board members review it and make comments. Hoping to have the final edit by January meeting to agree and approve. There was a consensus by the board that they are moving in the right direction.

9. Future Agenda Items: Future items to be on the agenda include: addition of EEE Program with data showing progress of those entering K who had EEE previously; administrative restructure as it relates to policy #4111; update on negotiations; and update on policy governance.

Martineau said that Laura Soares would not be working with us on policy governance due to a new job. We need to start with community engagement. A forum will be held on 1/28 from 9 a.m. to noon, possibly at the Senior Center with the question put to attendees – “What are your goals for students of Winooski”. Martineau will be ordering books on policy governance for the board.

10. Correspondence: None.

11. Adjourn: MOTIONED by J. Lambert, second by J. Corrigan to adjourn at 7:43 pm. Motion passed 4-0.

**CONSENT AGENDA
WEDNESDAY, DECEMBER 14, 2011**

I. Meeting Minutes: November 28, 30 and December 5, 2011

II. Personnel Actions: None.

III. Approval of Bills:

#12	Payroll	\$121.29
#1071	Accounts Payable	\$75,638.63
#1072-75	Not Used	-0-
#14	Payroll	\$19,961.98
#1076	941's	\$65,918.53
#1077	St.Vt	\$8,016.47
#1078	Dir. Dep.	\$183,430.88
#1079	P/R Ded.	\$22,992.11
#1080	Accounts Payable	\$23,101.04
#1081	Accounts Payable	\$14,290.04
#15	Payroll	\$14,843.63
#1082	941's	\$62,084.66
#1083	St.Vt	\$7,512.91
#1084	Dir.Dep.	\$179,604.19
#1085	P/R Ded.	\$22,596.01
#1086	Not Used	-0-
#1087	Reserve	\$296,039.73
#1088	Food Service	\$16,295.33

Respectfully submitted,

Sandy Metivier
Secretary to the Board

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