

**WINOOSKI BOARD OF SCHOOL TRUSTEES
SPECIAL MEETING
MONDAY, DECEMBER 5, 2011**

MINUTES

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

OTHERS PRESENT: M. Martineau, Superintendent
M. O'Rourke, PK-8 Principal
J. Helm, PK-8 Asst. Principal
D. Blanchard, Teacher
B. Corrigan, Budget Advisory Committee
R. Goulet, Finance Manager
R. Hood, Dir. of Special Education
J. Brown, 9-12 Principal
D. Casier, Budget Advisory Committee

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: Lambert suggested we move items 7.(b) and (c) before the budget as they may have budget implications. Board consensus to do so.
4. New Business (discussion/action):
 - b) Facilities Director Position: Martineau said the position is still in the budget with benefits, but as was discussed at the last meeting, we feel it would be better to hire a 3rd hands-on maintenance person. Goulet said that if the position were eliminated then Kevin and her would draw up new job descriptions. It was suggested that we identify our needs in the maintenance staff and hire to fill in the gaps. Goulet said that in discussions with Kevin, we could use someone with an electrical background. Rebecca also spoke with S. Palmer about putting out an RFP where the city and school could share a person for electrical work. Lambert said he would like to see any funding left from the position go toward more unit ventilating and also requested that if Rebecca and Kevin need help, they ask for it. B. Corrigan expressed concern that if we realize that we need the position back, it would be more costly than a maintenance person. It was suggested that there is a need for a maintenance manual with timelines for when things need to be worked on. MOTIONED by T. Cleiland, second by M. Decarreau to eliminate the Director of Facilities position and hire a maintenance person. Motion passed 5-0.
 - c) 6-12 Principal Discussion: Martineau said the ad that has been placed is for a 9-12 principal, but does say it may turn into a 6-12 position. M. O'Rourke said she is currently stretched pretty thin and the JFK school is starting to loose ground. There are 530 students PK-8 and grades 9-12 have 262 students. O'Rourke feels that coordination of curriculum can really happen with a 6-12 model as we would truly have departments for math and English. Developmentally the kids are very different in those grade levels. One person can point the staff in one direction. Cleiland said we need to look at the administrative structure and put a lot of thought into where we are going. MOTIONED by J. Corrigan, second by T. Cleiland to move to a 6-12 principal position. Motion passed 5-0.
3. BUDGET – PUBLIC HEARING:

B. Corrigan asked about net books for students that were discussed in previous years. The Nellie Mae grant will fund this initiative with matching district funds. Martineau noted that matching funds were not put in the budget, as it was not brought to our attention until after the budget was complete. Our equalized pupil estimate only went down by one student, but it could still change. The biggest change on the tax rate will be the base rate going up 2 cents. There are still a lot of unknowns at this time. There was discussion on the addition of math positions and whether they would be temporary or permanent positions. Discussion also took place about the addition of ELL teachers and different ways we can work with adult learners. Goulet said that there is approximately \$97,000 put aside in the CFP grant for Supplemental Educational Services (SES). It is possible that we may not need to do that this year (waiting on direction from the state) and could use it to fund 1 FTE math teacher. Board consensus to: Hire math teachers on a 1 year contract and add \$80,000 to the budget for matching funds for the Nellie Mae Grant.

4. New Business (discussion/action):
 - a) Tuition Waiver Request for Student: Martineau said this student is a sibling of the student we discussed at last Wednesday's meeting. MOTIONED by J. Corrigan, second by J. Lambert to allow the student to stay with the Winooski School District, tuition free, through 12/22. Motion passed 5-0
 - d) Delete Job Description – Chapter I Coordinator: MOTIONED by J. Lambert, second by J. Corrigan to delete the job description as recommended. Motion passed 5-0.
 - e) Approve Revised Job Description: District Evaluator: Martineau said this was put into the district's format with a few changes made for consistency. MOTIONED by J. Corrigan, second by M. Decarreau to accept with changes. Motion passed 5-0.
 - f) Approve Revised Job Description: Special Educator: Martineau said this was also put on the district's format with some added qualifications. MOTIONED by J. Corrigan, second by T. Corrigan to accept the revised job description. Motion passed 5-0.
5. Future Agenda Items: Sign will be here for the January meeting. Discussion of SRO-January. Evaluation of Superintendent-12/14.
6. Adjourn: MOTIONED by J. Corrigan, second by M. Decarreau to adjourn at 8:24 p.m. Motion passed 5-0.

Respectfully submitted,

Sandy Metivier
Secretary to the Board