

**WINOOSKI BOARD OF SCHOOL TRUSTEES
REGULAR MEETING
WEDNESDAY, FEBRUARY 13, 2013
Learning Media Center**

MINUTES

MEMBERS PRESENT: M. Decarreau, President
J. Lambert, Secretary
A. Booher, Member
T. Cleiland, Member
J. Corrigan, Member

OTHERS PRESENT: M. Lundeen, Superintendent
R. Hood, Dir. of Sped/ELL
M. O'Rourke, PK-5 Principal
D. Blanchard, Teacher
Angelo Odatto, Orange SWSU Board member
J. Ticehurst, Citizen, District Treasurer
R. Goulet, Finance Mgr.
L. Wheeler, 6-12 Principal
S. Metivier, Board Secretary
Val Gardner, Policy Governance Trainer
J. Pape, Teacher
D. Casier, Citizen

1. Call to Order/ Pledge of Allegiance/National Anthem: M. Decarreau called the meeting to order at 6:35 p.m. The Pledge was recited.
2. **PUBLIC HEARING – CHARTER CHANGE:** M. Decarreau noted that the requested change in the charter language is to elect the Treasurer for a 3-year position by Australian ballot. At this time the treasurer is elected for only a 1-year term. The clerk and moderator will still be elected at the annual meeting.
3. Agenda Revision/Time Allocation: J. Lambert noted that both Jen Corrigan and himself should not approve the minutes of January 15th, as they weren't present at that meeting.
4. Consent Agenda (See attached – Accept/Adopt): MOTIONED by J. Corrigan, second by T. Cleiland to accept the consent agenda. Motion passed 5-0 with Jay Lambert and Jen Corrigan abstaining from approving the 1/15 board meeting minutes.
5. Administrative Reports: M. Decarreau commented to Mary O'Rourke that there seemed to be good attendance at the PACTS meeting. Mary said it was not as well attended as the 1st meeting as it was a very cold night. O'Rourke noted that the NECAP scores have increased some in reading and math. We are using the AIMSweb to compare scores with the NECAP math scores to assess all students K-5 in computation and students in grades 2-5 in concept and computation. The data suggests that if students met the AIMSweb target, they would have a better chance at being proficient on the NECAP. Identified students would get help in the math lab. L. Wheeler said that we are moving forward with graduation expectations. BHS and WHS will work together to see if we can align for one set of graduation expectations. Leon also shared that Courtney Poquette has received national recognition from the Leavey Award for Excellence in Private Enterprise Education that honors educators for their innovative efforts to help young people better understand the function and benefits of private enterprise. Ms. Poquette will receive a cash award and plaque for her program - Small Business to the Big Apple. Decarreau noted that the fund balance transfer is a change in interpretation from the Agency of Education. Voters must vote annually on how reserve funds will be used beginning in March 2014. Goulet said that going forward we would need to go to the voters on a yearly basis to see what they wish to do with any fund balance. The balance from FY '13 would be eligible to use in FY '15. J. Lambert asked if Hawthorne field is currently closed, as there has been overnight parking in that area. Goulet said she would check on it, as it is supposed to remain locked. Decarreau commented to R. Hood that the special education audit looks to be positive. She said that we have responded to the issues noted. We are down to \$16,180 of disallowed funds.
6. Focus on Learning:
 - a) MS/HS Longitudinal Data (L. Wheeler): A PowerPoint presentation on NECAP data was presented using a group of students (class) going back 3 years for academic progress in Grade 11 reading, Grade 11 math and Grade 11 writing and the same for Grades 7 and 8. All students identified needing help in reading are placed in the READ 180 program. We are working with consultant David White to create a K-12 science curriculum. Math teachers in grades 6-12 are partnering with consultant Clare Earley and the Vermont Math Institute to ensure growth in student math proficiency. Writing across disciplines is happening.

7. Public Comments:

- a) General Public: None.
- b) Winooski Education Association: No comment.
- c) Student Council Representative: None.

8. Ongoing Business (Deliberation & Possible Action):

- a) 2nd Readings – Policy Governance

M. Decarreau asked that grammar be edited for accuracy.

Discussion of Delegation (3's) – Section 3.4.7 – Superintendent's formal evaluation in September – Val noted that the evaluation could be done anytime before September. This is fine with the board.

Page 5 – Lambert asked what "internal" means on the chart. Val said that is talking about the annual monitoring schedule, which can be moved to whenever you want it to be. When it says internal it usually means the board. The Board would need to tell the superintendent when to produce reports.

Discussion of Governance Process (4's) – Discussed were sections that were marked for "consideration only".

- 4.3 – After discussion, the board decided to KEEP this policy.
- 4.4 – After discussion, the board decided to TAKE OUT this policy.
- 4.5 – After discussion, the board decided to KEEP this policy.
- 4.7 – After discussion, the board decided to TAKE OUT this policy.
- 4.10 – After discussion, the board decided to TAKE OUT this policy.
- 4.11 – After discussion, the board decided to TAKE OUT this policy.
- 4.13 – After discussion, the board decided to TAKE OUT this policy.
- 4.14 – After discussion, the board decided to TAKE OUT this policy.
- 4.15 – After discussion, the board decided to TAKE OUT this policy.

MOTIONED by T. Cleiland, second by J. Corrigan to approve the Policy 3s and 4's. Motion passed 5-0.

- b) Policy Governance Board Education Exercise
 - Rehearsal 5.1 and Sample Ends Placeholder Policy: Because of the late time, this will be taken up at another meeting.
- c) Consolidation Study Proposed Plan Discussion (proposal submitted by VSBA): Decarreau noted that in letters from Steve Dale, VSBA has gotten Burlington and possibly South Burlington (will vote soon) to work with us in a study which will broaden the outcome. A grant application will be submitted to the Agency of Education to help cover the cost of Phase 1 (gathering of information). Phase II (Analysis of information) in partnering with another district will come towards the end of the Phase 1. 1st choice is Ray Proulx, 2nd choice would be Tom O'Brien for consultants. Jay Lambert and Tori Cleiland volunteered to be the board members on the committee. MOTIONED by A. Booher, second by J. Cleiland to approve Jay and Tori as board representatives. Motion passed 5-0.

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

- a) District Federal Tax ID Number Update: J. Ticehurst said it was discovered, in a conversation with our auditor around IRS rulings, that outside groups (PTO, Boosters, etc.) were using our federal ID Number. If the district allows our EIN # to be used by other groups, we would need to manage their funds. Ticehurst is recommending that each group get their own EIN # because of liability. If the groups were audited, WSD is the responsible party – any tax or penalty would have to be paid by WSD. M. Lundeen said she spoke to PTO and they will have it on their next agenda to see if they want to get their own number or have the district manage their finances. WEA has already gotten their own EIN #. Ticehurst suggested that we give groups no more than 60 days to get their own number. MOTIONED by J. Corrigan to require outside groups to get their own ID # within 60 days. D. Casier offered to help groups get numbers and set up non-profit status. Second by A. Booher. Motion passed 4-1 (Lambert – recused).
- b) Approve FAHC Parking Lot Agreement (July 1, 2013 – June 30, 2014): MOTIONED by J. Lambert, second by T. Cleiland to approve the agreement. Motion passed 5-0. Lambert suggested that the parking lot get monitored to make sure they are only using the 8 spaces as allotted.
- c) Use of Facilities – Martial Way: MOTIONED by J. Lambert, second by T. Cleiland to approve the use of facilities as requested. Motion passed 5-0.
- d) Use of Facilities – Girls Rock Summer Camp: MOTIONED by J. Lambert, second by T. Cleiland to approve the use of facilities as requested. Motion passed 5-0.
- e) Approve 2013-2014 School Calendar: M. Lundeen said that one change made to next year's calendar is that we will go back to having the Monday and Tuesday of Town meeting off for students. There is also talk of moving to a statewide calendar for the FY 14/15. We would still be looking at the same number of student days, but the calendar may look totally different i.e. 6 weeks on, 2 weeks off. MOTIONED by T. Cleiland, second by J. Corrigan to approve the FY 13/14 school calendar as presented. Motion passed 5-0.

- f) Award RFP for MS Unit Ventilators: R. Goulet said that the RFP was sent to 14 vendors as well as having a legal ad placed in the Burlington Free Press. Six bids were received. The 1st three bids were close in numbers, but she is recommending Avonda as they have done all the prior unit ventilator work so far and our maintenance staff is comfortable working with them. MOTIONED by A. Booher, second by J. Corrigan to award the bid to Avonda for a total of \$80,245, using up to \$75,000 out of the reserve fund and up to \$10,000 out of the regular fund (includes contingency). MOTION passed 5-0.
 - g) Award RFP for Dishwasher: R. Goulet said that only 1 bid was received, but the state gave permission to move forward because we followed the process. The cost came in more than expected. MOTIONED by J. Corrigan, second by T. Cleiland to award the bid to Kittredge Equipment Company for \$29,200 with a contingency of \$2,920 for a total of \$32,120 out of reserve fund. Motion passed 5-0.
 - h) Discussion of Local School Governance (e-mail received by M. Decarreau): Received an e-mail from Rama Schneider, a community member of Williamstown, VT aimed at consolidation/collaboration studies and keeping local governance and control in public education. Info only.
10. Future Agenda Items: J. Corrigan – parking lot update. Goulet said she has met with city officials, and RFP will go out and will have prices in April. An update on parking lot safety will be on the March agenda.
11. Correspondence:
12. Executive Session (Title I, Section 313): MOTIONED by J. Corrigan, second by T. Cleiland to move into executive session at 9:38 p.m. to discuss personnel matters, new superintendent contract and teacher negotiations update. Motion passed 5-0.
- The board returned to open session at 10:27 p.m. and made the following motions:
- MOTIONED by T. Cleiland, second by A. Booher to allow the district to pay up to 20 days extra sick time to K. Bennett to aid in her recovery. Motion passed 5-0.
- MOTIONED by M. Decarreau, second by J. Corrigan to grant Melissa Lavalette the remainder of the 2012, 2013 school year off as unpaid to care for her newborn child. Motion passed 5-0.
13. Adjourn: The board adjourned at 10:29 p.m.

**CONSENT AGENDA
WEDNESDAY, FEBRUARY 13, 2013**

- I. Meeting Minutes: January 9, 15, 2013
- II. Personnel Actions:
 - a) Retirement:
 - Dorothy Niss, Director of LMC (as of 6/30/13)
 - b) Contract:
 - Jessica Tuttle – Long Term sub for L. Gilhooly (maternity leave)
- III. Approval of Bills:

Respectfully submitted,

Sandy Metivier
Board Secretary