

**WINOOSKI BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING  
WEDNESDAY, FEBRUARY 16, 2011**

**MINUTES**

MEMBERS PRESENT: J. Lambert, President  
B. Corrigan, Secretary  
J. Corrigan, Member  
R. Millar, Member  
J. Ticehurst, Member

OTHERS PRESENT: M. Martineau, Superintendent  
M. O'Rourke, JFK/WMS Principal  
R. Hood, Dir. of Spec. Ed.  
S. Metivier, Board Secretary  
J. Helm, Dir. of Student Learning, WHS  
E. Mukuluwa, Student Council Rep.  
A. Elston, Citizen  
R. Provost, Finance Manager  
J. Brown, WHS Principal  
G. Mears, Facilities Director  
C. Brosnan, Teacher  
S. Hamble, Dir. of Student Learning, JFK/WMS  
VKAT Students

1. Call to Order/ Pledge of Allegiance: J. Lambert called the meeting to order at 6:32 p.m. The Pledge was recited.
2. Approve Minutes of Meetings: MOTIONED by B. Corrigan, second by R. Millar to approve the minutes of January 19 and 26, 2011 as printed. Motion passed 5-0.
3. Recognition: Dr. James Ticehurst, Board Member: J. Lambert thanked Jim Ticehurst for his eight years of service to the board and community. Ticehurst commented that being on the board has also been a learning process for him and has been a real interesting journey. It has rejuvenated his faith in mankind. He hopes that we can keep the district going and do well in the future.
4. Public Comments:
  - a) General Public: None.
  - b) Winooski Education Association: None.
  - c) Student Council Representative: Emili commented that last month the student council had a winter ball and raised over \$250. A student/faculty basketball game will be held on March 22<sup>nd</sup> @ 6 p.m.
5. Focus on Learning:
  - VKAT Presentation on Policy #1340: Four students, Holly, Rebecca, Riley and Lydia read a prepared letter to the board asking that the current tobacco policy be changed so that students will not see people smoking in the area by Colchester and also on the playground. There are signs posted around the buildings that say no smoking, no dogs, etc. are allowed on the grounds. Martineau explained that the area in question where people are smoking is actually on Colchester property by the maintenance shop. Adults have dragged chairs and other items over to that area for comfort. Gary Mears will research zoning and erecting a fence with Colchester officials
  - K-12 Curriculum Presentation in Literacy and Math:

Grades K-8 was presented by Stefanie Hamble using a PowerPoint presentation. Pieces of curriculum that go together are the what of curriculum, the how of instruction, and the how we know if it is working with assessment. Curriculum in language arts and math are documented for grades K-5. Science and social studies are in the process of being documented for K-5. At the middle school (grades 6-8) language arts and math are documented and science and social studies are in the process of being documented. We need to start with what we want the kids to learn and how we want that to happen. An example of a curriculum template was shown. Our teachers need to know how to instruct in each area using common practices and language and standards of practice for consistency. O'Rourke stated that we need to have expectations that every student can succeed and the belief that it can happen. Building curriculum is a slow process, as we need to try different approaches to see what works and continually revise the documents.

Grades 9-12 was presented by Justin Brown using a PowerPoint presentation: Four essential questions are used to develop curriculum – What do we want our students to learn; How do we know if they are learning; What do we do if they are not learning; and what do we do if they already know the material? Language arts is aligned and the curriculum is mapped. Math is also aligned and the curriculum is mapped. We have been using best practices in math instruction for the past 3 years. The math program will undergo an audit starting on February 4, conducted by VMI. There was discussion about whether our teachers really have the instructional expertise to teach the curriculum and the need for continual professional development. We need to focus on instruction and assessment for the next year.

6. Reports:

- a) Superintendent: Martineau commented that Justin Brown and herself went to the Nellie Mae grant rollout last week. Winooski was 1 of 7 school districts in New England that received a planning grant in the amount of \$200,000. We had an opportunity to talk with other districts about what they have going on in their districts. We will be working with Burlington School District to come up with the plan for the grant. We were given a model to use which is research based. The grant will be broken into different domains such as engage community, technology, and secondary outcome. Nellie Mae will announce next December/January who will receive the next grant of \$850,000/year for 4 years. The bulk of the work needs to be done by this June. If we continue with the grant, we will follow the plan over 7 years. The Nellie Mae and SIG grants complement each other.
- b) Administrators: **Brown** – commented that he has a few more teacher evaluations that are done. J. Corrigan said that the drop in NECAP scores was startling. Brown said that the scores were looked at in many different ways and it is distressing that they are so low. The board needs to remember that there is only 4-5 weeks of instruction before the NECAPs are taken. **Helm** – B. Corrigan asked how on-line classes are going. Helm said that each semester that we have done we have increased the number of successes. We have filled all seats this semester, but have had some drop out because of the difficulty of the courses. Students need to have a good work ethic in order to succeed. Hoping to add another teacher in the learning lab next year which would give us 50 spots and the opportunity to access many AP courses. **Hood** – B. Corrigan asked if Robin is getting feedback around the evaluation process. She said that the new process where we are looking at student engagement has started some good conversations. **O'Rourke** – passed out the product managing data that wasn't available when board reports went out because of a power outage and our server crashing. We were able to retrieve all information. NECAP results were positive in that reading increased, while math stayed about the same, even though the poverty level increased. It is discouraging to see the results with all the variables we are facing. Lambert commented that the program evaluation is important and hopes that we implement recommendations.
- c) Director of Facilities: Ticehurst questioned the loss of power. Gary Mears said that during the February 5<sup>th</sup> winter thunderstorm, GMP lost a phase on George St. that caused many of our motors to burn up. Ticehurst expressed concern that the board was not made aware of the incident until now. A note in the future if something like this happens again would be appreciated. Lambert thanked the staff for responding in the middle of the night and making sure the building had heat. Provost said we are putting together an insurance claim for the damages. B. Corrigan asked if anything was happening with work on the roof. Mears said we need to get the snow off the roof before we can assess damage. In the meantime, we are clearing areas that have been leaking and patching them. Lambert said this is the time to start making a list for a strategic plan of things that can be taken care of (roof, parking lot, ventilators, etc). Ticehurst asked if we knew what our policy said about roof collapses. Mears said he did not know. Ticehurst suggested to the board that we ask for a written report on various insurances on this building so we know what is actually covered. Provost said she would put a summary together for the March report.
- d) District Fiscal Summary: Provost said that we came in \$18,000 under budget with the construction project. Ticehurst asked if the district had a generator. We do not. There was discussion about the possible need and the merits of having one. Ticehurst also asked about the status of the audit. Provost said the auditor is finishing the food service piece. Our expected fund balance will be around \$212,000.

7. Discussion Items:

- a) Hawthorne Field (Legal Opinion): Martineau said that she received additional information from George Cross and Dave Metivier that there was a plan in place years ago to make improvements to that area with grant money, but the board decided not to move ahead. The plan would have taken care of the parking and road problems. The board asked that we research the plans and investigate completing them. B. Corrigan said that a short-term fix would be to hire a police officer when that lot is used for games and institute towing if needed. We need to put up signs immediately and have more monitoring during school-sponsored events and publicize the rules for that area with school and outside events.
- b) Other (Board):

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- Ticehurst said that previous minutes indicated that the superintendent was instructed to speak to the city manager about youth basketball. Martineau said she has not had the time to do that yet, but it is on her list.
  - Lambert referenced Policy #1314, Recognition, saying that we have a recent history of recognizing members of the community with a golden apple, but this policy also covers staff members. He would like to recognize the hard work of staff members. After some discussion it was decided that administrators are to come up with criteria for recognition and present that to the board.
8. Action Items:
- a) Approve Use of Facilities – Champlain Valley Chapter of the National Railway Historical Society: MOTIONED by B. Corrigan, second by J. Corrigan to approve the use of facilities as requested, following our policy. Motion passed 5-0.
  - b) Approve Use of Facilities – Northern Vermont Baseball Umpires Association: MOTIONED by B. Corrigan, second by R. Millar to approve the use of facilities as requested, following our policy. Motion passed 5-0.
  - c) Approve Use of Facilities – PTO 360 Hoops for Hope Fundraiser: MOTIONED by J. Corrigan, second by B. Corrigan to approve the use of facilities as requested, following our policy. Motion passed 5-0.
  - d) Approve Use of Facilities – Martial Arts Tournament: Martineau noted that this group is looking for a special rate as they have worked extensively with our middle school students over the years. After some discussion it was decided that there was nothing in the policy to make exceptions to rates. MOTIONED by B. Corrigan, second by J. Corrigan to approve the use of facilities as requested, following our policy. Motion passed 5-0.
  - e) Update Job Description for Special Education/ELL Administrative Assistant (title change): MOTIONED by R. Millar, second by B. Corrigan to approve the job description change as written. Motion passed 5-0.
  - f) Approve Job Description for Coordinated School Health Team Coordinator: Martineau noted that this position did not have a job description as it used to be part of a school nurse duties. The person does not need to be a nurse to fill the position. Ticehurst felt that there should be more qualification requirements than just a high school diploma. MOTIONED by R. Millar, second by B. Corrigan to approve the description as written. Motion passed 4-1 (Ticehurst).
  - g) Shall the Board Agree to Participate in Act 62 (Public Pre-K) for the 2011/12 School Year? R. Hood reported that we have 60 kids participating in the program (17 are here, 27 are at WFC and 16 are at eight additional sites throughout Chittenden County. Feedback from parents is that without this program, they could not afford good quality pre-school. Martineau recommended that we keep a cap of 60 students, as that is what is in the budget for next year. MOTIONED by B. Corrigan, second by R. Millar to continue Act 62 for the 2011/2012 school with a cap of 60 students. Act 62 will be reviewed annually in February. Motion passed 5-0.
  - h) 1<sup>st</sup> Reading, Policy #1340, Tobacco Prohibition: MOTIONED by B. Corrigan, second by J. Corrigan to approve Policy #1340 for the 1<sup>st</sup> reading. Ticehurst questioned the 1<sup>st</sup> paragraph, what worksite smoking law is referenced? We need to be careful with the wording. Why use a policy to try to stop smoking and not just put up a fence and stop them from going over there. Ticehurst feels that we cannot dictate what people do on someone else's property. There was discussion about issues that putting up a barrier would cause. It was decided to revisit the entire policy. Brosnan – policy came from state and is similar to other schools. Cheryl Brosnan said that the property in question is owned by UVM as verified through Colchester Town records. The board thought we should check with the property manager about putting up a fence and to also make sure cross-references are accurate before we look at the policy again. This item was tabled.
  - i) Approve RFP for Strategic Planning: Martineau said that only one RFP was received because of the short timeline that we required. Other people were interested, but could not meet the timeline. Martineau suggested that we extend the timeline and reopen the bids. MOTIONED by R. Millar, second by B. Corrigan to reopen the RFP with a May 1<sup>st</sup> deadline, to start July/August. Motion passed 5-0.
9. Correspondence: None.
10. Consent Agenda (see attached): MOTIONED by J. Corrigan, second by B. Corrigan to approve the consent agenda. Motion passed 5-0.
11. Executive Session (Title I, Section 313): MOTIONED by J. Ticehurst, second by R. Millar to move into executive session at 9:10 p.m. to discuss a personnel issue. Motion passed 5-0.
12. Open Session: The board returned to Open Session at 9:20 p.m. and MOTIONED to terminate the employee contract for David Schoolcraft. Motion passed 5-0.

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The Board MOTIONED to return to Executive Session at 9:22 p.m. to continue discussion of a personnel issue by B. Corrigan and seconded by R. Millar. Motion passed 5-0.

13. Adjourn: The board returned to open session at 9:46 p.m. and adjourned.

## **CONSENT AGENDA WEDNESDAY, FEBRUARY 16, 2011**

1. PERSONNEL ACTIONS:

a) Contract Approvals:

- Elizabeth Parris, Nurse Coordinator
- Barb Pitfido, Coordinated School Health Team Coordinator
- Spring Coaches:
  - Varsity Baseball – Denis Filion
  - JV Baseball – David Bray
  - JV Softball – Dennis Belisle
  - MS Baseball – Scott Hoyt
  - MS Softball – Sue Messier
  - MS Track/Field – Gretchen Wilson
  - HS Track/field – Shawn Woods
  - Asst. Track and Field - TBA

b) Volunteer Coaches:

- Steve Forman, MS Track/Field
- Dan Fay, Baseball
- Chuck Rollins, Baseball
- J. Matthew Picard, Baseball

2. APPROVAL OF BILLS:

#15	Payroll	\$12,449.52
#1101	941's	\$60,811.85
#1102	St. Vt	\$7,245.40
#1103	Dir.Dep.	\$177,589.61
#1104	P/R Ded.	\$22,945.96
#1105	Jan.Benefits	\$151,907.86
#1106	Food Service	\$17,822.54
#1107	Reserve Acct	\$1,658.00
#1108	Accounts Payable	\$152,939.47
#1109	Food Service	\$35,735.04
#16	Payroll	\$18,441.19
#1110	941's	\$69,608.44
#1111	St.Vt	\$8,710.46
#1112	Dir.Dep.	\$188,413.67
#1113	P/R Ded.	\$23,477.56
#1114	Accounts Payable	\$2,051.60
#1115	Accounts Payable	\$3,623.25

Respectfully Submitted,

Sandy Metivier  
Board Secretary

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