

**WINOOSKI BOARD OF SCHOOL TRUSTEES
REGULAR MEETING
WEDNESDAY, MARCH 14, 2012**

MINUTES

MEMBERS PRESENT: J. Lambert
M. Decarreau
A. Booher
T. Cleiland
J. Corrigan

OTHERS PRESENT: M. Martineau, Superintendent
J. Helm, PK-8 Asst. Principal
J. Brown, 9-12 Principal
S. Metivier, Board Secretary
R. Millar, Citizen
M. Nattress, Citizen
K. Decarreau, City Manager
D. Blanchard, Teacher
R. Goulet, Finance Mgr.
M. O'Rourke, PK-8 Principal
R. Hood, Spec. Ed. Director
J. Read, District Clerk
A. Elston, Citizen
S. McQueen, Chief of Police
J. Pape, WEA President
Atty. Joe Gamache

1. Call to Order/ Pledge of Allegiance: M. Martineau called the meeting to order at 6:30 p.m.
2. **REORGANIZATION OF BOARD***:
 - a) Swearing in of New Board Members – Amy Booher (Clerk): J. Read, District Clerk, swore in A. Booher as our new board member.
 - b) Election of President*: MOTIONED by J. Lambert, second by A. Booher to nominate M. Decarreau. No other nominations were brought forth. All in favor. M. Decarreau declared president.
 - c) Election of Secretary: MOTIONED by A. Booher, second by T. Cleiland to nominate J. Lambert. No other nominations were brought forth. All in favor. J. Lambert declared secretary.
 - d) Committee Assignments:
 - District Strategic Planning Committee: T. Cleiland to remain on committee.
 - City Strategic Planning Committee: M. Decarreau and M. Martineau to remain on committee.
 - Negotiations: (3 meetings left) J. Corrigan and J. Lambert will be on committee.
 - Parent and Community Engagement: T. Cleiland will be on committee.

* New Board Chair will facilitate the rest of the meeting:
3. Agenda Revision/Time Allocation: Add to New Business – Use of Facilities for AAU Lightning. Lambert asked if we could add other to the agenda for Board Members to bring items up that are not on the agenda. Martineau said this is not recommended by VSBA. Lambert would like to discuss at a later date. Lambert request that there be a section called “Items not resolved by board”. M. Decarreau said this should be part of on-going business.
4. Consent Agenda (See attached – Accept/Adopt): Lambert submitted a correction to the minutes of February 22nd, Item 2a) Add after 1st sentence – “Specific questions were asked about local funds increasing due to the grant. Discussion focused around reallocating funds in the local budget as a match for Nellie Mae. It is not new money being requested.” Cleiland submitted a correction to the minutes of February 8th, Item 8a) Add after 1st sentence that the reason for discussion was preventative. MOTIONED by J. Lambert, second by T. Cleiland to approve the Consent Agenda with changes to minutes as noted above. Motion passed 5-0.
5. Administrative Reports: M. O'Rourke noted that the board did not receive her correct report and she will send the corrected one out tomorrow. Decarreau asked how the UVM math program was working. J. Brown said it is still going and the attendance is consistent with over 20 students. Decarreau suggested having the UVM group in for a debrief session on how to make the program better. Decarreau thanked Robin Hood for ELL information. MOTIONED by J. Lambert, second by J. Corrigan to accept reports. Motion passed 5-0.
6. Focus on Learning:
 - a) NECAP Scores – Fall 2011: M. O'Rourke reviewed the scores for grades 3-6 (JFK) and grades 7-8 (WMS). Graphs showed where we stood in each grade in math and reading since 2005. Our mainstream population scores are competitive with the state, but overall our scores are not going in the right direction. There are 22 students in grade 6 who have been with us since kindergarten – 12 were proficient in reading and only 10

were proficient in math. In grade 8, 21 students have been with us since kindergarten – 15 were proficient in reading and only 10 were proficient in math. A number of students are reading on grade level, but are not proficient. We need to look at what is wrong. M. Nattress asked how the new math program was working for us saying she was told that teachers do not like the new program. Mary said a committee of teachers selected the program. Math is taught at grade level, but there are so many levels in each class that it is challenging the way we teach.

WHS: Justin Brown said that the NECAP is only administered in the 11th grade for reading, math and writing. If students are struggling a little in grade 8, they will struggle a lot in grade 11. We started this fall measuring assessments by each grade. We are focusing on what we need to grow and making sure we are aligned to NECAP.

It was noted that the State has asked for a waiver on AYP and needed to submit revisions. Final approval has not been received. Decarreau commented that the community has faith that we will be getting things right and are doing right with the passage of the school budget.

7. Public Comments:

- a) General Public: M. Nattress had several questions/comments – 1) bathroom doors have been taken off. It is embarrassing to hold playoffs and not have privacy in the bathrooms – why was this done??; 2) A major lockdown was held before break. She heard it was a practice and we also received a threatening call. Why were parents not informed? 3) High school midterms were held at different times than other schools. It was challenging for children who are athletes being out late during games. Our schedule should have been coordinated with other schools; and 4) Criteria for study guide were given out Friday before break – not timely. Rebecca Goulet noted that the doors on the bathrooms in the lobby were installed today to be used with a swipe card. They will be adult bathrooms during the school day and will be open during public events. Martineau said reports of illegal activity and drug dealings in lobby bathrooms were the reasons for taking off doors. Martineau said the lockdown was a drill and we worked with WPD for a realistic situation. It was explained that if drills were announced beforehand, people would not take them seriously. Midterm issues – she was asked to work with the principal
- b) Winooski Education Association: J. Pape – thanked Rebecca for expediting getting doors back on the bathrooms. Also thanked board and administrators looking at security issues and following through – security is better than it was a few years ago. Martineau said that information on the new buzzer system was on Front Porch Forum, the March District News! and letters were sent home to parents.
- c) Student Council Representative: J. Corrigan was asked to read comments on behalf of her daughter who was not able to make the meeting. Action plans are progressing. The student/faculty game is scheduled for March 20th. The council is now planning for the annual spring fling.

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

- a) 1st Reading, Policy #5114(e), Search and Seizure: Martineau said she has worked on this policy with Atty. Gamache and Chief McQueen. J. Lambert feels that a parent should always be notified prior to a search; however it was noted that by doing this, there might be parents that would interfere with the process. The policy is left open so the administrator can decide when to notify a parent. Procedure #2 - Designee should be put in writing in the fall of each year. Decarreau asked for a copy of any background info that was sent by Atty. Gamache. He also asked all policies cross-referenced are held to make sure they all tie in together. MOTIONED by J. Lambert, second by T. Cleiland to approve with addition on designee. Motion passed 5-0.
- b) 1st Reading, Policy #4116(a), Prevention of Harassment of Students: Martineau said the current policy incorporated procedures into the policy that made it confusing. The new wording presented tonight is a sample from VSBA. MOTIONED by J. Lambert, second by J. Corrigan to approve for 1st reading. Motion passed 5-0.
- c) Approve Job Description for Sr. Project Coordinator: Martineau said that last year when we brought forth job descriptions for co-curricular, we did not have a paid position. This job description is consistent with other co-curricular ones. MOTIONED by T. Cleiland, second by J. Lambert to approve. Motion passed 5-0.
- d) Approve Overnight Field Trip – Cheerleaders to Lawrence, MA: Decarreau congratulated the cheerleaders on their success this year. MOTIONED by T. Cleiland, second by J. Lambert to approve the trip. Motion passed 5-0.
- e) Use of Facilities – AAU Lightning: MOTIONED by J. Corrigan, second by T. Cleiland to approve the use as requested. Motion passed 5-0.

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9. Ongoing Business (Deliberation & Possible Action):
- a) 2nd Reading, Policy #5123, Promotion and Retention: MOTIONED by J. Lambert, second by J. Corrigan to approve. Motion passed 5-0.
 - b) 2nd Reading, Policy #6172, Non English Language Background: MOTIONED by J. Lambert, second by J. Corrigan to approve. Motion passed 5-0.
 - c) Front Sign – Next Steps?: J. Corrigan stated she strongly believes that we need a better sign to inform the public of more activities happening at the school. The current sign can only hold so much information. We don't necessarily need a new sign, but can look at other options for improvement. If we do not get a new sign, the PTO sign needs to get fixed and put back up. It was decided that J. Corrigan would meet with Rebecca to explore options.
 - d) Approve Superintendent Evaluation and Procedures for Implementation: Board members thanked M. Decarreau for all his hard work on this project. Lambert said that under Implementation Procedures, it should say a comment is required when "rudimentary" is checked, not "unacceptable". Decarreau will make that adjustment. Lambert said that it is his understanding that we can ask for documentation of proof. MOTIONED by T. Cleiland, second by J. Corrigan to approve with change. Motion passed 5-0.
 - e) Revision of 2012-13 School Calendar: Decarreau noted that a correction needed to be made for the winter recess – should have dates of 25-28. Rob Millar noticed that we added March 4-5 as student days, which is different from past years. He is concerned that students need to be involved in Town Meetings. Martineau said that because Winooski does not hold a traditional town meeting in the school during the day and the fact that it gets hot in June, the administration decided to have those as school days. Because of the Nellie Mae Grant we also had to share some common in-service with Burlington. Corrigan said that families traditionally travel out of town during that break and there may be some angry parents. Administrators feel that it is a long break for some of our student population, especially the ones who get lunch. Lambert said we should start a discussion in January about getting kids involved in Town Meeting and tie it into government class. MOTIONED by J. Lambert, second by A. Booher to approve the SY 12/13 calendar with March 4-5 as school days and correct the dates on the winter recess. Motion passed 5-0.
 - f) VSBA Policy Governance Proposal: The proposal is a follow-up on the presentation done in November and board action to move forward with policy governance. Val Gardner and Marty Jacobs are the ones that are available. Last fall Val stated we might want to explore working with other facilitators since she was our School Improvement Grant coach. Marty is the one who submitted the proposal. Timeline for implementation is approximately 18 months from start to finish. Board requested that Val consider submitting a proposal. Martineau will contact VSBA.
 - g) Strategic Planning Retreat – April 4th and Update: Committee met on last Thursday and discussed next steps. We will schedule Bill Smith to do some enrollment data for the retreat. We also need another board member to have a quorum. Jay Lambert said he could attend. We are looking at the O'Brien Center for the place. The meeting will focus on data analysis from the 1/28 community forum. Will discuss and identify 3-5 goals and break into sub-committees to work on goals. Sub-committees will come up with their own schedule and strategies to meet goals. Information will be gathered from sub-committees and pulled into one document. Need to update our Mission. Hope to have final document done by end of summer. All board members are welcome.
10. Future Agenda Items: AYP update; follow up on assessment of pre-schools on EEE (community assessments); principal search – Martineau said the committee met on Monday and voted to move 1 candidate forward. J. Corrigan is concerned about only 1 going forward when we started with 4 candidates and believes we should bring more forward. Lambert asked for a copy of who is on the principal search committee.
11. Correspondence: None.
12. Executive Session (Title I, Section 313): MOTIONED by J. Corrigan, second by T. Cleiland to enter into executive session at 9:07 p.m. to hold a student discipline hearing and discuss administrator contracts. Motion passed 5-0.
- The board returned to open session at 11:55 p.m. and made the following decision regarding student 12-01. For violating the School District's policy on student conduct and discipline, 5114(a), student 12-01 is hereby suspended from school for the remainder of the 2011-2012 school year. During this time, the student is encouraged to access Vermont Adult Learning to progress towards obtaining his high school diploma. Motion passed 4-1 (Lambert).
13. Adjourn: The board adjourned at 12 midnight.

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**CONSENT AGENDA
WEDNESDAY, MARCH 14, 2012**

- I. Meeting Minutes: February 8 and 22, 2012
- II. Personnel Actions:
 - a) Contract:
 - LT Sub for (Donovan-Maternity Leave) – K. Osha
 - New Position (2nd Grade) – J. Willoughby
- III. Approval of Bills: *(not available at this time)*

Respectfully submitted,

Sandy Metivier
Secretary to the Board