

**WINOOSKI BOARD OF SCHOOL TRUSTEES
REGULAR MEETING
WEDNESDAY, MARCH 9, 2011**

MINUTES

MEMBERS PRESENT: J. Lambert, President
T. Cleiland, Member
J. Corrigan, Member
R. Millar, Member
M. Decarreau, 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 Representative
G. Cross, Citizen
A. Elston, Citizen
D. Bray, Citizen,
D. Blanchard, Teacher
L. Lambert and daughter
M. O'Brien, City Mayor

R. Provost, Finance Manager
J. Brown, WHS Principal
G. Mears, Facilities Director
C. Brosnan, Teacher
S. Hamble, Dir. of Student Learning, JFK/WMS
K. Decarreau, City Manager
B. Bennett, Staff Member
J. Little, Council Member
R. Hanish, Citizen

1. Call to Order/ Pledge of Allegiance: J. Lambert called the meeting to order at 6:30 p.m. The Pledge was recited.
2. REORGANIZATION OF BOARD:
 - a) Swearing in of New Board Members: Clerk/Treasurer, J. Read, swore in new board members Tori Cleiland and Michael Decarreau.
 - b) Election of President: M. Decarreau nominated R. Millar for president. Second by J. Corrigan. There were no other nominations. J. Lambert commented that there seems to be some discontent on the board over the chair position and he would like to know what that is. He congratulated Robert, and noted that he has no doubt that he will some day make a great chair, but doesn't believe that time is now. However, he will support the chair. R. Millar nominated.
 - c) Election of Secretary – J. Lambert was nominated for secretary by J. Corrigan. Second by M. Decarreau. There were no other nominations. J. Lambert nominated.

Lambert suggested that we go over Robert's Rules of Order for new members. M. Martineau read the rules from VSBA handbook, but noted that we plan to do a formal training though VSBA in the near future.

Lambert asked if it is appropriate to consider committees at this time. Negotiations committee is time sensitive and needs to be in place for April. This was put under action items.
3. Approve Minutes of Meetings: MOTIONED by J. Corrigan, second by T. Cleiland to approve the minutes of February 1, 2011 as printed. Motion passed 5-0.
4. Public Comments:
 - a) General Public: A. Elston – congratulated and welcomed the new members. Comment on action item regarding the 2011/12 School Calendar - there seems to be a lot of professional development at the high school and she is concerned for students having a lot of time out of the building. Is there any option of having an afterschool program for students to catch up on work during that time period? Also, as Editor of the District Newsletter she would like to start a conversation with the board about a partnership with the city to expand the offerings. Martineau said they could have a conversation and come back to the board with a more formal presentation.
 - b) Winooski Education Association: WEA welcomed new board members and the association looks forward to working with them.
 - c) Student Council Representative: Emilee Mukuluwa congratulated the new board members and welcomed them. She explained the purpose of the student council was to make a better place for students. The

group meetings two times/week. There will be a Faculty/Student basketball game on 3/22. All are welcome to come and watch.

5. Consent Agenda (see attached): MOTIONED by J. Corrigan, second by M. Decarreau to approve the consent agenda as submitted. Motion passed 5-0.
6. Focus on Learning: None.
7. Reports:
 - a) Superintendent: Martineau commented that the fundraiser at the O'Brien Center was successful and they raised approx. \$4,000 and about ¼ of that was from the baskets that were donated by the school. Staff has finished training around the Danielson evaluation model. We will be working to set up a meeting with WEA. The 1st meeting will be collecting information from the group that will drive our action plan. The proposed calendar for FY '12 has some changes from past years. NEA no longer will offer a two-day statewide teacher training in October, so one day will be a regular student day and the other day will not be a school day. We are still recommending ½ day releases for Grades 6-12 as we still have a lot of work to do in professional development according to the SIG grant. In response to A. Elston's inquiry about having a study hall during ½ day releases, it comes down to a staffing issue. We need teachers to focus. We are proposing a delayed start time for elementary to work on curriculum. The cafeteria will be open at 8 a.m. on those days and we will use IA's for supervision on the playground and in cafeteria. There was discussion about having some type of a structured time for elementary school children during delayed starts and the need to get community input.
 - b) Administrators: **Brown** welcomed the new board members. R. Millar asked if Justin could talk a bit about VMI. We have a member of our math department that has been taking professional development through VMI to get his master's degree. VMI has agreed to share support beyond the one faculty member helping to map math curriculum K-12. **Hood** – J. Lambert asked what plan will be integrated to engage parents. Hood said this is in reference to the PIRC group. WIDA assessments have started and are in progress. **Helm** welcomed new members. For clarification on her report, the attachment is a record of students that have been identified as not proficient. Each line is a unique student based on formative assessments in the classroom. It is her feeling that kids are being assessed at a greater extent and she has seen some areas of significant growth. Decarreau asked if there is a plan for programs that have a lot of non proficient students. This is our 1st year charting progress. The high school offers a Recovery Time, which is structured time to make up academic work that a student has missed. Corrigan asked how the virtual high school system is working. Kids that took classes last semester were high performers. This semester, we still have the same high performers, but a number of students decided to try to make up lost credits through VHS. As it is very rigorous work about half of the students are currently failing. This year we have 25 seats to fill, and anticipate 50 seats for next year. Cleiland asked what other measures are used for student engagement. The high school is working with TASS to address student engagement. **O'Rourke** welcomed new board members. She reviewed data K-8, which is required by the state as we are on a school improvement plan. Teachers meet in data teams at grade levels, take data and use information to discuss who might have done what and what teacher was more successful. The middle school is in the earlier stage of collecting data. It was implemented last year and we are refining core support (literacy or math intervention) this year.
 - c) Director of Facilities: Mears said that the walkway that has lifted in front of the main lobby would need to wait for summer to assess the situation.
 - d) District Fiscal Summary: Provost said that as we are getting closer to the end of the year we are starting to wrap up purchase orders and grants. Cleiland asked if there was a priority list of what capital reserve money gets spent on. The Strategic Plan usually drives the spending of that money and it can only be spent with board approval. There was discussion about what is happening with the parking lot. We will explore using Safe Routes to School money for the parking lot.
8. Discussion Items:
 - a) School Board Code of Ethics: Martineau said there is a reference book from VSBA which talks about setting norms for type of behavior expected at meetings making them efficient and respectful and also includes information on roles and responsibilities of the board members. Administrators take care of the day/day issues and report back to the board.
 - b) Board/Superintendent Roles and Responsibilities. Discussed above. Martineau said that the board had previously discussed moving towards policy governance, which is a different way of running a board meeting. We did not move forward because of all the initiatives we had going on. This will take a lot of training time, but should be considered.

“Ensure student growth through continuous improvement”

- c) Strategic Planning With City: The city will begin their strategic planning soon and would like to collaborate with the school by having an administrator on the city board as well as having a city person on the school strategic planning committee. Hopefully, we can coordinate our efforts. City Manager “Deac” Decarreau said a vision for the city needs to be defined as to what Winooski will look like in the future. We hope to set up a Steering Committee to start in April designing a process and 5 goals that we can work on - where we need to be and what are key things needed to get there. Think about an appointment from the Board on the City Strategic Plan Committee and let her know.
- e) Update on Hawthorne Field: Martineau said that a meeting was held with G. Mears, R. Provost, Steve Palmer and the Winooski Housing Authority to review the brief that was prepared by Atty. Gamache. Martineau summarized information received from Atty. Gamache. Basically the school obtained ownership 5/1/2000 by deed. WHA owns the access property and the district has easement into Hawthorne Field. The deed indicates that the City and WHS knew there was a problem between boundaries; therefore creating the easement. At issue are complaints of traffic when that field is used, as there are problems with safety. People are ignoring no parking signs, parking in non-parking areas, etc. Solutions include the city removing signs that direct people to Hawthorne field and indicate there will be no parking near the Franklin St. Complex. WHA is willing to put up a chain on Franklin St., but the WHA will need a letter from us requesting this. When outside organizations use the field, they will need to have a security person responsible for the chain and parking (keys will be given to only select people). The only cars allowed would be officials, coaches, and people with a handicapped parking sticker. All others will be directed to either to George St. or the front parking lot. Atty. Gamache said that if someone would get hurt, the city, school and WHA would be liable because we are all aware of issue. We would need to notify the public about the proposed changes through the district news, Front Porch Forum and making sure other Athletic Directors are aware of the changes. On-site administrator would control traffic for the district events and an outside group would have to have a traffic controller. Martineau said she would be looking for an action on this at the April meeting. There was discussion about the need to communicate with groups prior to us taking any action about what is expected of them. Cross suggested a large sign at the end of Normand St. directing people into the parking lot. The City Manager said she would work with the school; just let her know what is needed.
- f) Update on Smoking Issues Near School Policy: Martineau summarized for new board members that at a previous board meeting students approached the board that they do not want to see smokers. Mears contacted the Town of Colchester – there are no guidelines for putting up a fence, but we need to make sure it is on our property line. He also contacted zoning and there is no charge for a permit but there is a 15-day waiting period and they want a map showing the position and type of fence that will be erected.
- g) Nothing.

9. Action Items:

- a) Accept IA/SS Negotiated Agreement. MOTIONED by J. Corrigan, second by T. Cleiland to accept the agreement as presented. Lambert noted that as one of the negotiators, it was a pleasure to negotiate with them – 3 sessions and we were done. Motion passed 5-0.
- b) Adopt 2011/2012 School Calendar with Half-Day Release for Gr. 6-12 Monthly: This item was tabled until April.
- c) Approve RIF (Reduction I Force) Notices: Martineau said the reason for doing this is Challenges for Change and the uncertainty of the Education Fund. This is a precaution in case money does not come through as anticipated. Because of contractual obligations, we need to notify the association by March 30th. MOTIONED by J. Lambert, second by J. Corrigan to approve the RIF list as recommended. The Theatre Arts position will not be brought back as it is not in the budget because of student enrollment. Motion passed 5-0.
- d) Change Time of Monthly Board Meetings to 6:00 p.m: MOTIONED by J. Lambert, second by J. Corrigan to leave the start time for regular board meetings at 6:30 p.m. Motion passed 5-0.
- e) Appoint Board Member to Review District Warrants: Provost said we need at least one signature to send out checks. T. Cleiland said she is available on Monday, Wednesday and Friday and Jen Corrigan said she could be a second contact or any available board member that can be reached.
- f) Continue Board of School Directors Award at Graduation: Martineau said that in the past the school board has awarded a scholarship at graduation and we are being asked again if we want to continue the award and/or change any of the criteria. This item was tabled for more information on the award.
- g) 1st Reading of Policy #1314 – Recognition for Accomplishment: Martineau said this policy is brought forth as a result of discussion at last month’s meeting. Changes to the policy are in bold. Some board members felt that if it is a board award, they should get to decide who is to receive it. Martineau said that if a person has something in their evaluation that administrators are working on with them, and if the board gives that person an award, it would negate what the administrators are trying to do. If all evaluations are based on evidence, why not have for this award? O’Rourke feels that it can create feelings of discontent

“Ensure student growth through continuous improvement”

from other people if there is no clear criteria. The award should be for work done above and beyond their normal job. NO MOTION was made. Administrators will bring in examples of criteria.

- h) Committee Assignments: It is the board consensus that J. Corrigan and R. Millar are on the negotiations committee with Robert as chief negotiator. T. Cleiland is on the PIRC Committee and R. Millar will come off. M. Decarreau will be the member on the City Strategic Plan Committee.
10. Correspondence: None.
11. Executive Session (Title I, Section 313): MOTIONED BY J. Corrigan, second by M. Decarreau to move into executive session at 9:07 p.m. to discuss a personnel issue. Motion passed 5-0.
12. Adjourn: The Board returned to open session at 9:32 p.m. and adjourned.

CONSENT AGENDA WEDNESDAY, MARCH 9, 2011

1. PERSONNEL ACTIONS:

- a) Contract Approvals:
- Patrick Weise, Assistant Track Coach
- b) Volunteer Coaches
- Jason Gamelin, Baseball
 - Bryan Ravlin, Spring/Fall Football

2. APPROVAL OF BILLS:

#17	Payroll	\$13,532.74
#1116	941's	\$62,527.54
#1117	St.Vt	\$7,494.71
#1118	Dir.Dep.	\$181,200.75
#1119	P/R Deduction	\$23,055.94
#1120	Feb.Benefits	\$147,962.71
#1121	Accounts Payable	\$33,026.19
#1122	Reserve	\$25,336.31
#1123	Accounts Payable	\$41,727.59
#1124	Accounts Payable	\$69,274.15
#18	Payroll	\$21,929.72
#1125	941's	\$70,367.05
#1126	St.Vt	\$8,717.77
#1127	Dir.Dep.	\$188,807.05
#1128	P/R Deduction	\$23,495.48
#1129	Accounts Payable	\$8,072.92

Respectfully Submitted,

Sandy Metivier
Board Secretary