

**WINOOSKI BOARD OF SCHOOL TRUSTEES
REGULAR MEETING
WEDNESDAY, APRIL 10, 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 Spec. Ed./ELL
R. Goulet, Finance Mgr.
S. Metivier, Board Secretary
S. Crowley, Teacher
Members of the Girls Varsity BB Team

M. O'Rourke, PK-5 Principal
L. Wheeler, 6-12 Principal
V. Gardner, PG Consultant
D. Blanchard, Teacher
G. Callahan, Winooski Bridge Reporter

1. Call to Order – Review Focus of Meeting: M. Decarreau called the meeting to order at 6:30 p.m. The Pledge was recited. The Board welcomed the members of the Lady Spartans basketball team and congratulated them on their win for the Division III state championship. A banner was presented to the team.

Decarreau noted that there is a change in the agenda format as we are now official working with the Policy Governance model. Highlights of the meeting will focus on the superintendent hiring update, evaluation discussion and development discussion. Changes to the agenda included a request by Superintendent Lundeen to add under 10c) a discussion of PTO and Boosters using our Federal ID. It was also requested that item 4a) be moved to after executive session.

2. Approve Minutes of Meetings: February 13, March 4 and 13, 2013. MOTIONED by J. Corrigan, second by A. Booher to approve the minutes as submitted. Motion passed 5-0.
3. Governance Processes:
 - a) Board Self-Evaluation Process Definition Policy (4.1.6). Decarreau noted that this is a discussion on the planning and self-evaluation process. There are a few ways we can monitor the board's performance against the standards. One is to do an evaluation at end of the meeting or do the evaluation at the next meeting. We have a form to use that has been provided by other boards that use policy governance. Val Gardner said the purpose of the evaluations is to reflect on the meeting for gathering of information to keep focused on the process. Each person can do a self-evaluation at end of the evening or you could have one person assigned to evaluate each meeting. After some discussion it was decided the evaluation process would be done at the end of each meeting.
 - Board Code of Conduct (Policy 4.7) Board consensus to sign the document. Decarreau asked the superintendent to review the Code with the PG policies for consistency.
 - b) Agenda Planning Process (Policy 4.5) – Decarreau said he has a template to follow and will get a copy to board members to start next month.
4. Global Governance-Management Connection:
 - a) Superintendent Hiring Update and Action (Policy 3.0) – This item was moved to executive session.
 - b) Use of Facilities-Friday Night Lights Rugby Tourney (Policy 3.0): Lundeen said she reviewed the district charter and ballot that states "in accordance with district policy." Lambert said we should revise the policy and turn workings of it over to the superintendent. The policy will be modified at the May meeting with all board members agreeing to revise the wording. MOTIONED by T. Cleiland, second by J. Corrigan to approve the requested use of facilities. Motion passed 5-0.
5. ENDS Development:
 - a) Review PG policies prior to meeting: A. Booher asked Sandy to send out a template of end policies (from Hazen) to each board member that she had gotten during PG training. Booher feels we need to put one in place until we develop our own. This will get discussion going. Decarreau said he would also like to get the template from Ange (Orange SWSU) to see what they have as this would give us a few to look at and discuss. We would also need the Partnership for Change rough outline of "ends" (graduation expectations)

- to review. Tori will get this. Lambert stated that we need to put our thinking cap on for how to engage the owners as well as be sensitive to the demands of time that is being made on them.
- b) Discussion – Setting the vision for Ends Development Process (discussed above)
- How do we begin moving towards Ends Policies?
 - How do we incorporate Partnership for Change Graduation Expectations?
6. Community Engagement:
- a) Public Comment (Policy 4.2.1): There were no public comments. T. Cleiland suggested this item be put at the beginning of the meetings.
7. Consent Agenda (see attached): MOTIONED by T. Cleiland, second by A. Booher to approve. Motion passed 5-0. Decarreau noted that each item would have a cover sheet for consistency.
- Does the Board have enough evidence?
 - Do we use a common Consent Agenda form?
8. Reports and Incidental Reports: There was discussion about whether the board still needs to have reports from each administrator. It was decided, that if something was important, the superintendent will make sure the board is informed, therefore there was board consensus that administrative reports were no longer needed. The superintendent is still asking for summaries to be submitted to her. The financial report is still required under PG.
- a) Superintendent Report (Policy 2.8)
- Anything to add to the report?/Any questions about the report?
- b) Other Administrative Reports (Policy 2.8)
- c) Financial Reports (Policy 2.3)
- d) Other Incidental Information (Policy 2.9)
9. Board Self-Evaluation: Discussed under 3a)
- Do we do evaluation for this meeting tonight or write it up for next meeting?
10. Executive Limitations Monitoring:
- a) Tuition Waiver Special Monitoring (Policy 2.3.14): MOTIONED by T. Cleiland, second by J. Corrigan to accept the request for a tuition waiver for the remainder of the 2012/13 school year. Motion passed 5-0.
- b) Parking Lot Paving (Policy 2.3.3): Lundeen said that we are requesting to use money from the capital reserve fund up to \$115,000 for paving of parking lot. This request does not include line striping, which will be brought up in May or June. MOTIONED by A. Booher, second by J. Corrigan to approve the request. 5-0
- c) Federal ID – Use by Boosters and PTO: Lundeen said that the district treasurer addressed this to board back in February. Outside groups should not be using our Federal ID and the two groups (Boosters and PTO) were given until April 11 to get their own. A request from PTO was received stating that both groups have their own Federal ID, but are still working on their non-profit status. This could take up to 6 months to get non-profit status. District treasurer recommends that we do not extend the deadline for liability purposes. Val Gardner said this situation could be handled two ways – the superintendent can say we are out of compliance and let the groups go on as they are or let the school handle the groups finances until they get their non-profit status. There was no action as it is the superintendent decision on how to handle this.
11. What should be on the Next Agenda:
- Any issues to be carried over to next month?
 - PTO/Booster Non-Profit report
 - Upgrading policies #1330, Use of Facilities and transportation Policies #3545 and 3545.5. (Val suggested we edit PG policy 2.6 rather than modifying policy #1330 and possible rescind it.)
 - Continue discussion on ends development
 - Develop ways to get community input
 - Agenda planning process
 - Actions on Agenda Planning Process discussion
12. Executive Session: MOTIONED by A. Booher, second by T. Cleiland to move into executive session at 8:09 p.m. to discuss negotiations and personnel. Motion passed 5-0.
- The board returned to open session at 9:13 p.m. MOTIONED by J. Corrigan, second by T. Cleiland to offer Sean McMannon a contract for the Winooski Superintendent of Schools. Motion passed 4-1 (Booher).
13. Adjourn: MOTIONED by T. Cleiland, second by J. Corrigan to adjourn at 9:15 p.m. Motion passed 5-0.

**CONSENT AGENDA
WEDNESDAY, APRIL 10, 2013**

1. Personnel Actions:

a) Resignations:

- K. Neopaney-.5 Math Teacher (as of 6/30/13)
- M. Lewis-1.0 PE Teacher (as of 6/30/13)
- D. Koplinka-Loehr-1.0 Elementary Music Teacher (as of 6/30/13)

2. Approval of Bills:

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|-------|------------------|--------------|-------|------------------|--------------|
| #1100 | Dir.Dep | \$190,617.96 | #20 | Payroll | \$530.98 |
| #1101 | P/R Ded. | \$24,744.95 | #1124 | 941's | \$268.15 |
| #1102 | Feb Benefits | \$169,260.66 | #1125 | St.Vt | \$8.12 |
| #1103 | Accounts Payable | \$57,743.00 | #1126 | not used | 0. |
| #1119 | Accounts Payable | \$86,625.85 | #1127 | P/R Ded | \$13.36 |
| #19 | Payroll | \$13,054.81 | #1128 | Dir.Dep | \$1,000.96 |
| #1120 | 941's | \$71,663.51 | #1129 | Accounts Payable | \$1,977.30 |
| #1121 | St.Vt | \$8,075.32 | #1130 | Accounts Payable | \$83,603.78 |
| #1122 | Dir.Dep | \$189,100.35 | #1131 | Accounts Payable | \$16,894.27 |
| #1123 | P/R Ded. | \$24,619.26 | #1132 | April Benefits | \$173,838.29 |

Respectfully submitted,

Sandy Metivier
Secretary to the Board