

**WINOOSKI BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING  
WEDNESDAY, APRIL 11, 2012**

**MINUTES**

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

OTHERS PRESENT: M. Martineau, Superintendent  
J. Brown, 9-12 Principal  
S. Metivier, Board Secretary  
M. Nattress, Citizen  
D. Blanchard, Teacher  
J. Pape, WEA President  
M. Clark, Teacher  
Fran Huntoon, Math Consultant, K-8  
K.J. Helm, PK-8 Asst. Principal  
R. Goulet, Finance Manager  
S. Hamble, Director of Tchng/Learning  
N. Keller, Teacher  
R. Millar, Citizen  
R. Mellen, Teacher  
Kathy Lamphier, Math Consultant, 9-12  
Joe Zimmerman, VSBIT

1. Call to Order/ Pledge of Allegiance: M. Decarreau called the meeting to order at 6:30 p.m.
2. Presentation: Robert Millar, Past Board Member: M. Decarreau presented R. Millar with a plaque and gift certificate for his service on the school board.
3. Agenda Revision/Time Allocation: Delete from executive session personnel issues, as this has been resolved and add negotiations to executive session.
4. Consent Agenda (See attached – Accept/Adopt): Decarreau asked if Lambert still had a concern about the revision of the 2/22 meeting minutes. He is now okay with the way it reads. Lambert thought that at the 3/14 meeting we agreed on item 8a) that parents would be notified after a search regardless of outcome. Martineau said that the 2<sup>nd</sup> reading would be brought up in May after legal consultation. Lambert asked if there were new names on the list for contract recommendations. Martineau said these are renewals of current contracts. Lambert congratulated R. Goulet on a job well done on the audit. MOTIONED by T. Cleiland, second by J. Lambert to approve the consent agenda. Motion passed 5-0.
5. Administrative Reports: Lambert asked if the board could get a copy of the Technology Action Plan from K. Helm. Martineau stated the report will be shared at the May board meeting. Lambert asked for updates on the Nellie Mae Grant. Martineau said they are in the process of interviewing for a project manager. Matt Webb was awarded a fellowship. His long-term sub will be paid through the grant. Lambert said that old board meeting minutes and agendas on the web did not open. R. Goulet said she would check into this. Cleiland asked Principal Brown what a HUB leadership team is. He said it is a group of staff that reviews work that has been done by other staff members. Decarreau noted that he asked R. Goulet to consolidate the financial report for the board and reformat. Information will still be available if requested. MOTIONED by A. Booher, second by T. Cleiland to accept the reports. Motion passed 5-0.
6. Focus on Learning: Fran Huntoon presented the Math Program for K-8 and Kathy Lamphier presented the Math program for 9-12. Questions asked and answered were as follows:
  - What was learned from the program evaluation that was conducted in the spring of 2011?  
The report, done by Judi Laird of VMI, said the professional development should work on instructional strategies, assessment and the Common Core.
  - What is the professional development focus for 2011/12?  
In K-8, professional development have worked on establishing a common definition of proficiency by reading and discussing articles, engaging in problem solving, developed instructional strategies and identified key elements of the standards of mathematical practice. In grades 9-12 they have aligned NECAP to fit course sequence with a resource binder to help assess students' understanding, created pre and post assessments for IMP2, created quarterly reports to analyze progress, created high school placement test and adjusted course sequence as needed.
  - What are teachers doing with professional development and how are they changing their practice?

In K-8 they are creating protocols for math talk in grade levels with a self-assessment tool, increasing waiting time for answering and fostering perseverance. In 9-12 they are creating strong assessments, creating a curriculum outline for non IMP classes, working on classroom practice and starting work on aligning the common core with the IMP curriculum.

- Do the consultants model/coach and how does this get done?  
In K-8 grade level groups meet in sessions to discuss implementing new strategies, aligning program with the Common Core, developing new units and look at new resources for teaching. The coach has spent time in all classrooms observing math instruction. In grades 9-12, the coach has made 3 classroom visits this year with more scheduled.
- What interventions are happening because of this work?  
There is a need for consistent help for students who struggle in math.
- What is the focus for next year?  
In K-8 we will focus on effective instruction by lesson design, problem solving, progress monitoring and working with ELL students. In grades 9-12, the focus is to keep the course sequence in place where all students will be required to take IMP1 to graduate and use placement assessments for all new students coming in to the high school.

N. Keller –thanked the district for allowing her professional development time to be part of the Vermont Math Initiative. She received a scholarship from the National Science Education that targets teachers who teach in high poverty schools. She learned through her UVM program to have a deeper and more fundamental understanding of math.

7. Public Comments:

- a) General Public: M. Nattress commented that it appears that the district is into a lot of professional development for the teachers, but is concerned about the number, quality and age of subs that are being used when a teacher is not in the classroom. What are the requirements to become a sub? Martineau said that a sub need only be a high school graduate. All districts are experiencing a shortage. Decarreau said if she knows of any issues to speak with the school principal. Nattress also is confused by wording in the Criminal Records Check Policy, #4111a about the meaning of employees that are paid or unpaid. Martineau said this policy would be reviewed and updated in the near future.
- b) Winooski Education Association: J. Pape noted that as we are going into a negotiating year he hopes to start off on the right foot. This week's session for the index was not positive and the Association hopes that negotiations can be respectful in the future.
- c) Student Council Representative: Not present.

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

- a) VSBIT/VTNEA Presentation on VT Health Benefits Insurance Exchange Program: Joe Zimmerman, presented on the new health care reform at the state and federal level. The new health care reform signed into law in 2010 requires all states to do an insurance exchange where there would be a single payer system to cover all Vermonters. Vermont's insurance exchange currently has 3-4 insurance carriers. Vermont Education Health Initiative (VEHI) has access to many companies, but has chosen BC/BS because they are in all parts of the state. The new law could affect the school unless they request to be grandfathered because they like their insurance plan. By requesting to be grandfathered, it gives us time to understand what the new law is about and be aware of what is happening so we can advise our membership. Individuals can go to VEHI.org and/or VSBIT.org for more reading material on the law. If WSD wants to keep the current plan, the board cannot make any significant change to the health plan that is currently in place or we lose grandfather status.
- b) Approve Use of Facilities – Amateur Musicians Orchestra:
- c) Approve Use of Facilities – Burlington Concert Band
- d) Approve Use of Facilities – SPIRAL Program

MOTIONED by A. Booher, second by J. Corrigan to approve the Use of Facilities as requested by the above (a/b/c) groups. Motion passed 5-0.

- e) Request by Project Grad to Cover Event Under District Insurance: MOTIONED by J. Lambert, second by T. Cleiland to approve the request by Project Grad. MOTION passed 4-1 (Decarreau abstained).
- f) Request by Scholarship and Awards Committee to Continue Board of Directors Award: MOTIONED by J. Lambert, second by T. Cleiland to continue the award. Motion passed 5-0.
- g) Approve School Board Code of Conduct: Decarreau said that since we have a new board member, the Code of Conduct document will make sure that we are all on the same page. It is important to understand that as a board, we each bring our own opinions to the table, but a majority vote moves forward. This

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- document will also ensure that any items that are brought to board members individually are pushed back through the chain of command so as not to appear as making a decision. MOTIONED by A. Booher, second by J. Corrigan to approve. Motion passed 5-0.
- h) Approve Math League Advisor Job Description: Martineau noted that at the time that co-curricular job descriptions were developed, we did not have anyone filling that position. MOTIONED by J. Corrigan, second by J. Lambert to approve. Motion passed 5-0.
  - i) Approve Student Assessment Data Manager/Instructional Assistant Job Description: Martineau said this position will help us to move forward with a goal in the SIG to use student data. The VCAT system is a student data system used throughout the state to keep track of student information. We will need a person to build the system, enter data and assist teachers/staff in using the system. MOTIONED by J. Lambert, second by A. Booher to approve. Motion passed 5-0.
  - j) Transfer FY '11 Fund Balance to Capital Reserve Account: R. Goulet said that the FY '11 fund balance is \$520,124 and by Charter we can move that amount into a capital reserve account. MOTIONED by J. Lambert, second by J. Corrigan to transfer the FY '11 fund balance to the Capital Reserve Account. Motion passed 5-0. Board members requested a summary of where the money that is part of the fund balance came from. Hood noted that the Special Ed. audit would continue next week. They may find some problem areas, but feel we are in good shape and there shouldn't be any big surprises. The state will make us pay money back if it is not an approved expenditure.
  - k) Approve Funds for Parking Lot Paving/Marking from Reserve Account: R. Goulet said she has been working closely with Steve Palmer, city engineer. They do a yearly paving bid and put us in the RFP. We are asking for up to \$200,000 to pave and mark the lot (separate RFP) this summer. Lambert noted that there was a recommendation from the last NEASC accreditation to have an engineering study done, which should happen before the parking lot. After some discussion it was decided to put this project on hold to see what other large projects might be coming our way, especially with the NEASC accreditation happening soon. MOTIONED by J. Lambert, second by A. Booher to table this item pending the outcome of a site visit. Motion passed 5-0.
  - l) Approve Funds for JFK Unit Ventilators from Reserve Account: R. Goulet noted that last summer we replaced 12 units in JFK with grant money. This year we put out an RFP, and received 4 bids. Avonda Air was the lower bidder, as they were last year. Asking for money up to \$140,000 to replace a total 16 unit ventilators that will finish the JFK and LMC. MOTIONED by J. Lambert, second by T. Cleiland to approve the bid for 16 unit ventilators up to \$140,000. Motion passed 5-0.
  - m) Approve Security Upgrades from Reserve Account: R. Goulet said that one of the things that have come up during lockdown drills was the need for more security. At this time, the fire doors between JFK and the WM/HS, the PAC and cafeteria doors do not automatically lock during a drill or they need to be opened with a key that can slow down emergency personnel. The cost for this would be \$11,471. MOTIONED by J. Corrigan, second by J. Lambert to approve the request. Motion passed 5-0.
  - n) Appoint School Board Member to Review Bills and Sign Vouchers: MOTIONED by J. Lambert, second by T. Cleiland to appoint A. Booher as the 1<sup>st</sup> contact, with J. Corrigan as the 2<sup>nd</sup> person. Motion passed 5-0.
  - o) Appoint Board Member for Nellie Mae Steering Committee: MOTIONED by J. Lambert, second by J. Corrigan to appoint A. Booher to the committee. Motion passed 5-0.
  - p) Reschedule May 9<sup>th</sup> Board Meeting Due to All-State Parade: Martineau said we would need to reschedule the regular May 9<sup>th</sup> meeting because of the parade. Our parking lot and many streets will be closed off to traffic on that night. Suggestions included either Tuesday, May 8<sup>th</sup> or Thursday, May 10<sup>th</sup>. MOTIONED by J. Corrigan, second by T. Cleiland to change the date to May 8<sup>th</sup>. Decarreau said to make sure we get the information on the change out to the public. Motion passed 5-0.
9. Ongoing Business (Deliberation & Possible Action):
- a) 2<sup>nd</sup> Reading – Policy #4116(a), Prevention of Harassment of Students: MOTIONED by J. Lambert, second by A. Booher to approve Policy #4116(a). Motion passed 5-0.
  - b) Front Sign Options: R. Goulet said options would include repairing the old sign, purchasing a new sign or adding an electronic strip to the current large sign. After some discussion it was MOTIONED by T. Cleiland, second by A. Booher to purchase a new PTO sign for approximately \$2,000. Motion passed 4-1 (Corrigan abstained).
  - c) Winooski Pocket Guide Advertising: Martineau said that Jodi Harrington is asking if the board is interested in publishing 4 times/year at a cost of \$160/quarter for the year or \$200/quarter to publish when desired. Decarreau said he feels that we would be using taxpayers money meant for education to profit a business. Lambert feels it is good for community engagement. MOTIONED by J. Lambert, second by T. Cleiland to participate with the 4-times/year package at \$160/quarter. Motion passed 4-1 (Decarreau).
10. Future Agenda Items: Graduation rate data, graduation for special education. Lambert said he would like a monthly report on the Nellie Mae grant and also asked for the address of the Chairperson of the Operation

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Committee. Martineau responded that Amy Booher and the high school principal will be the people to provide updates as Steering Committee Members.

11. Correspondence:
  - a) Letter from The Abbey Food Service Group: Noted.
12. Executive Session (Title I, Section 313): MOTIONED by J. Corrigan, second by T. Cleiland to move into executive session at 9:05 p.m. to discuss the 6-12 principal search, negotiations and the superintendent evaluation. Motion passed 5-0.
13. Return to Open Session: The board returned to open session at 10:26 p.m. MOTIONED by J. Corrigan, second by T. Cleiland to offer a 3-year contract to Leon Wheeler for the 6-12 principal position. Motion passed 5-0.
14. Adjourn: The board adjourned at 10:27 p.m.

**CONSENT AGENDA  
WEDNESDAY, APRIL 11, 2012**

- I. Meeting Minutes: February 22, March 14, 2012
- II. Personnel Actions:
  - a) Retirement:
    - Susan Flahive, MS Teacher (as of 6/30/12)
    - Nancy Pecor, Elementary Teacher (as of 6/30/12)
  - b) Leave of Absence:
    - Deb George, EEE Special Educator (for 2012/13 SY)
  - c) Resignation:
    - S. Feiss, Math Teacher
  - d) Contract Approvals:
    - LT Sub for L. Graves on Maternity Leave (3/19/12 – end of year)
    - As Per Attached List for 2012/2013 Contracts
- III. Approve FY '11 Audit
- IV. Approval of Bills:

#1137	March Benefits	\$156,129.03
#1138	Accounts Payable	\$255,003.75
#23	Payroll (real checks)	\$15,040.46
#1139	941's(wire transf)	\$62,777.94
#1140	St.Vt.(wire transf)	\$7,491.37
#1141	Dir.Dep.(wire)	\$180,952.01
#1142	P/R Ded.	\$22,897.66
#1143	Food Service	\$79,875.61
#1144	Accounts Payable	\$46,869.10
#1145	Accounts Payable	\$13,193.84

Respectfully submitted,

Sandy Metivier  
Secretary to the Board

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