

**WINOOSKI BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING  
WEDNESDAY, APRIL 13, 2011**

**MINUTES**

MEMBERS PRESENT: R. Millar, President  
J. Lambert, Secretary  
M. Decarreau, Member  
J. Corrigan, Member  
T. Cleiland, Member

OTHERS PRESENT: M. Martineau, Superintendent  
M. O'Rourke, JFK/WMS Principal  
J. Helm, Dir. of Student Learning  
J. Brown, WHS Principal  
B. Corrigan, Citizen  
J. Lynch, Teacher  
K. Decarreau, City Manager  
M. Ryan, Citizen

R. Provost, Finance Manager  
G. Mears, Director of Facilities  
S. Metivier, Board Secretary  
R. Hood, Special Education Director  
E. Mukuluwa, Student Representative  
C. Brosnan, Teacher  
A. Elston, Citizen  
Middle School Students

1. Call to Order/ Pledge of Allegiance: R. Millar called the meeting to order at 6:30 p.m.
2. Presentation: Brian Corrigan, Past Board Member – R. Millar presented a plaque and gift certificate for his years of service on the school board.
3. Accept Meeting Minutes: March 9<sup>th</sup> and March 29<sup>th</sup>: MOTIONED by J. Corrigan, second by M. Decarreau to accept the minutes as submitted. Motion passed 5-0.
4. Consent Agenda (see attached): MOTIONED by J. Lambert, second by T. Cleiland to move contract approvals on the Consent Agenda to Executive Session. Motion passed 5-0.  
  
MOTIONED by J. Lambert, second by J. Corrigan to move action items **c, d, h, i, and n** to the Consent Agenda. Motion passed 5-0. MOTIONED by J. Lambert, second by J. Corrigan to accept the revised consent agenda. Motion passed 5-0.
5. Public Comments:
  - a) General Public: None.
  - b) Winooski Education Association: None.
  - c) Student Council Representative: Emilee Mukuluwa said the student/faculty basketball game was held last month and the teachers won. The Student Council is currently planning Spring Fling that will be held on the Friday before Memorial Day, May 27th.
6. Focus on Learning: Facilitated School Leadership Presentation (Grades 6-8): Middle School students gave a summary of what the group is about and what they do. They have worked with groups of teachers to see what makes a respectful school and they also work on problems and try to fix them. They demonstrated Ti Chi and spoke about the relaxation benefits it can bring.
7. Reports:
  - a) Superintendent: R. Millar asked M. Martineau to talk about the New Americans Group. Martineau said that the city manager, Robin Hood and herself are part of a group whose purpose is to bring people together and talk about what is in place for new Americans and where there are learning gaps. About a month ago, a sub committee was formed to work on developing workshops to help different populations to understand our culture and resources such as the justice department. Martineau believes the group has a lot of benefits as some parents feel that students know more and tend to have more power over the family with their knowledge of our culture because they are immersed in the English language, whereas parents are not as familiar.
  - b) Administrators: **Helm** - Decarreau asked for a short summary of the meaning of her report. She said each horizontal line is an individual student – a “1” means not proficient and that student will be tracked for the remainder of the year. Our goal is to have “1” changed into “0” which means a student is proficient.

Formative assessments (such as teaching how to determine how many degrees an angle is) are provided by teachers. Evaluations are done on a daily or weekly basis to see if the student is learning. Lambert commented that the Board is looking for a district-wide testing tool where everyone will be tracking student progress. **Brown** – Curriculum mapping should be complete by June 1<sup>st</sup>, not May 1<sup>st</sup> as indicated in the report. He has begun interviewing for 2 positions that have opened up and has nearly completed interviewing for a 3<sup>rd</sup> position. Cleiland asked what the timeline for change of the math indicators would be. Brown said he has contracted with VT Math Partnership to do an audit and we are waiting for results. We would like to have this fully in place by the end of next year, but not sure if it realistic. Millar asked why Parent/Teacher conference attendance was lower at the high school than in the fall. Brown said that typically spring attendance is lower; however we need to work on connecting with parents before the conferences throughout the year. J. Corrigan asked what the format at the HS level is for Parent/Teacher Conferences and Brown said there really is not one. Brian Corrigan asked if the district has a way of knowing who is checking the Web2School site on a regular basis. **Hood** – handed board a corrected report because of some errors. Decarreau said he would be looking for a brief summary of the NEASC visits that both Mary Martineau and Robin Hood attended and how their experience will help us. There was discussion about the Read 180 program. **O'Rourke** – nothing to add.

- c) Director of Facilities: Nothing to add.
- d) District Fiscal Summary: Nothing to add.

8. Discussion Items:

- a) Changes to Format and Content of Administrator Reports: Martineau explained that the way the reports are currently written are from the board goals that were adopted at the summer retreat. T. Cleiland asked if the reports could give the board a map of where we are heading. J. Helm is to forward a copy of the minutes of the summer retreat to board members. Martineau said we will again review goals during this summer's retreat, but believe we should continue with our format for the remainder of this year. A summative report will be provided in June to the board of our goals and evidence. Martineau also noted that typically administrative reports are on the consent agenda as they are presented in advance and there should be nothing to act on. This would streamline our board meetings. A. Elston commented that it would be helpful to archive the board reports so they can be referred to at any time. Martineau said we would start posting monthly reports with this month going forward.
- b) Update on City Strategic Planning Proposal (City Manager): K. Decarreau said she is looking for a volunteer to be on the City Strategic Planning Committee. She needs to understand who the stakeholders are as the group will start in September. M. Decarreau will be board representative and M. Martineau will be the administrator, or M. O'Rourke if she is not available. K. Decarreau thanked the VKAT students for their presentation at city hall on Monday, April 11th.
- c) Expand District News! To include 4 pages of City News: A. Elston said she had nothing to present, as she was not able to get a past history cost from Rebecca as she was on vacation. Currently there is 1 page allotted for the city, but there is need for more. The goal would be for there to be no cost to the district. CCV, Opportunities Credit Union and others would fund any increase with advertising. Millar asked that a report be prepared for the board in advance and put on as a discussion item for the May agenda. There will be discussion at the May meeting, and also with the City at a joint meeting with the city and school at the June 22nd meeting.
- d) "Going green" for Board Meetings: Martineau said in a discussion between R. Millar and herself it was decided to look into the cost of getting board members a Net book for board meetings instead of using paper copies for everything. There is a tremendous amount of paper, preparation time and delivering of board agendas. Having everything sent electronically would save on time. The cost would be around \$1,630 for 5 Net books. The board asked that other options be checked for efficiency and to have this item on the June agenda for action.

9. Action Items:

- a) Approve Guidance Counselor Job Descriptions (K-5; 6-8; 9-12): MOTIONED by J. Corrigan, second by M. Decarreau to approve the job descriptions as written. Motion passed 5-0.
- b) Approve Superintendent to Write Letter to WHS re: Hawthorne Field Entrance (this item was moved up on the agenda to accommodate M. Ryan): Martineau reviewed what has been happening with the project, the proposed installation of a gate system, and who will be in charge. Martineau said that it would be hard to keep track of an area when there are multiple activities happening at the same time. The WHA will not be participating in directing traffic but will only be putting up a chain after the district sends a letter to them requesting such. Keys would be given to Gary Mears, Dennis Barcomb and Kevin O'Neil and one to outside organizations using the field. Outside groups would need to identify who would be in charge of parking. Only coaches, refs and handicap marked vehicles would be allowed to

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use the parking lot – all others would be directed to the front parking lot. It is a matter of redirecting and retraining people on where to park. Marcy Ryan (speaking for people of Franklin St. Project) said the sign that points people to Hawthorne Field is gone by the access road and it is confusing for people on where to enter the field. People trying to access the park are parking in the project. Martineau said that if there is a problem with unauthorized cars in the project; they need to speak with WHA, as they are the only ones that have jurisdiction to tow cars. MOTIONED by T. Cleiland, second by J. Corrigan to authorize the superintendent to write a letter to WHA requesting a chained fence. Motion passed 5-0.

- c) Accept Audit for Fiscal Year Ending June 30, 2010: Item moved to Consent Agenda.
  - d) Approve Transfer of FY '10 Fund Balance to the Capital Reserve Account: Item moved to Consent Agenda.
  - e) Award Bid for Unit Ventilators: MOTIONED by J. Lambert, second by J. Corrigan to award the bid to Avonda Air in the amount of \$94,950. Motion passed 5-0.
  - f) Approve to Spend \$ from the Capital Reserve Fund for the Unit Ventilator Project: MOTIONED by J. Corrigan, second by T. Cleiland to spend up to \$94,950 out of the reserve fund for the ventilator project. Motion passed 5-0.
  - g) Change May 11<sup>th</sup> Board Meeting to May 12<sup>th</sup> Due to National Honor Society Induction: MOTIONED by M. Decarreau, second by J. Corrigan to move the meeting to May 12<sup>th</sup>. T. Cleiland said she would not be able to attend. Motion passed 5-0.
  - h) Approve 2011-2012 Calendar (See summary of delayed start from Mary O'Rourke): Item moved to Consent Agenda.
  - i) Approve Superintendent Recommendation to Keep Schedule of Rates/Fees for Facility Use As Is: Item moved to Consent Agenda.
  - j) 2<sup>nd</sup> Reading, Policy #1314 – Recognition for Accomplishment: MOTIONED by J. Lambert, second by J. Corrigan to approve Policy #1314 for the 2<sup>nd</sup> reading. Motion passed 5-0.
  - k) Approve Board of School Director's Award for June 2011 graduation: MOTIONED by M. Decarreau, second by J. Corrigan to donate from budget money for this award. Motion passed 5-0.
  - l) Accept Development Guidelines for Non-Confidential and Non-Instructional Support Staff: MOTIONED by J. Lambert, second by J. Corrigan to accept. Lambert asked if this takes care of everything contractually for the support staff. Martineau said yes. Motion passed 5-0.
  - m) Set Date for Joint School Board/City Council Meeting: It is the District's turn to host. A date of June 22<sup>nd</sup> was set.
  - n) Accept Donation of \$1,000 for JFK School from Anonymous Donor: Item moved to Consent Agenda.
  - o) Approve Use of Facilities – Burlington Concert Band: MOTIONED by T. Cleiland, second by J. Corrigan to approve the use of facilities as requested. Motion passed 5-0.
  - p) Tuition Waiver Requests:
    - Kindergarten Student: MOTIONED by J. Corrigan, second by T. Cleiland to allow the student continue for the remainder of the year tuition free. Motioned passed 5-0.
    - 4<sup>th</sup> Grader and 10<sup>th</sup> Grader: MOTIONED by T. Cleiland, second by M. Decarreau to allow the students to continue for the remainder of the year tuition free. Motion passed 5-0.
10. Correspondence:
- a) Letter from David Quinlan, Martial Way: Martineau explained that Mr. Quinlan is requesting a reduction in fees for use of facilities for his Martial Arts Tournament. He is classified as a Group IV-Commercial, but in the past he has received a special rate and has given the district and students a reduced rate for entry into tournaments and reduced the rate he charges for classes that he does here. After some discussion it was MOTIONED by J. Corrigan, second by M. Decarreau that he gets the discount as requested - \$37.50 for rental and \$25 for custodial coverage and that we grandfather him permanently. Lambert cautioned that there are others groups/individuals who are worthy in their eyes and we may be setting precedence. Motion passed 5-1 (Millar).
11. Executive Session (Title I, Section 313): MOTIONED by J. Lambert, second by M. Decarreau to move into executive session @ 8:26 p.m. to discuss the following:
- a) Terms of Individual Employee Contract
  - b) Administrator Contracts
  - c) Change of Career Request
  - d) Contract Approvals (moved from consent agenda)
- Motion passed 5-0.

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12. Return to Open Session:
- a) Action taken on Individual Employee Contract: MOTIONED by M. Decarreau, second by J. Corrigan to approve an individual contract as requested by S. Metivier. Motion passed 5-0.
  - b) Action Taken on Administrator Contracts: MOTIONED by M. Decarreau, second by J. Corrigan to approve the increase for administrative contracts as requested. Motion passed 5-0.
  - c) Action Taken on Change of Career Request: MOTIONED by T. Cleiland, second by M. Decarreau to approve the waiver of timeline for the Change of Career Request for N. Pecor. Motion passed 5-0.
  - d) Contract Approvals (moved from consent agenda): MOTIONED by M. Decarreau, second by J. Corrigan to approve the contracts as submitted. Motion passed 5-0.
13. Adjourn: The meeting adjourned at 9:47 p.m.

**CONSENT AGENDA  
WEDNESDAY, APRIL 13, 2011**

1. PERSONNEL ACTIONS:

- a) Resignations:
  - Yu, Htar Htar, Burmese Translator (effective 3/23/11)
  - Bilodeau, Christina, Nurse (effective 6/30/11)
- b) Retirement:
  - Cindy Orfe (as of June 30, 2011)
- c) Contract Approvals:
  - As Per Attached List for 2011/2012 Contracts
  - Bristow-Johnson, Phyllis – IA, Special Education (E)
  - Oetjen, William – IA, Special Education (S)
- d) Volunteer Coaches:
  - Belisle, Douglas (Football)

2. APPROVAL OF BILLS:

#19	Payroll	\$11,15.92
#1130	941's	\$61,343.99
#1131	St.Vt	\$7,407.01
#1132	Dir.Dep.	\$177,609.63
#1133	P/R Ded.	\$22,931.60
#1134	Food Service	\$38,000.00
#1135	March Benefits	\$148,432.74
#1136	Accounts Payable	\$108,791.64
#1137	Accounts Payable	\$42,864.84
#1138	Accounts Payable	\$79,116.51
#20	Payroll	\$12,698.30
#1139	941's	\$62,783.18
#1140	St.Vt	\$7,591.58
#1141	Dir.Dep.	\$180,854.78
#1142	P/R Ded.	\$22,840.62
#1143	Accounts Payable	\$78,036.84

Respectfully Submitted,

Sandy Metivier  
Board Secretary