

**WINOOSKI BOARD OF SCHOOL TRUSTEES
REGULAR MEETING
THURSDAY, MAY 12, 2011**

MINUTES

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

MEMBER ABSENT: T. Cleiland, Member

OTHERS PRESENT: M. Martineau, Superintendent
R. Provost, Finance Mgr.
J. Brown, WHS Principal
J. Helm, Dir. of Student Learning
C. Mander-Adams, Teacher
L. Casier, Support Staff
A. Elston, citizen
R. Hood, Dir. of Spec. Ed.
S. Metivier, Board Secretary
M. O'Rourke, JFK/WS Principal
G. Mears, Dir. of Facilities
D. Blanchard, Teacher
D. Casier, Citizen

1. Call to Order/ Pledge of Allegiance: R. Millar called the meeting to order at 6:31 p.m. The Pledge was recited.
2. Agenda Revision/Time Allocation: MOTIONED by M. Decarreau, second by J. Lambert to make a change in agenda item 7g) to updating the policy. Motion passed 4-0.
3. Consent Agenda (See attached) – (Accept/Adopt): MOTIONED by J. Corrigan, second by J. Lambert to approve the consent agenda as submitted. Motion passed 4-0. D. Blanchard asked whom he should speak to if he had a question about the consent agenda. He was told to see the superintendent.
4. Public Recognition: Boys Varsity Basketball Team 2011 Division III State Champions (They will join us @ our June Meeting due to a baseball game tonight.) R. Millar said we will invite the team to the meeting of June 22nd as more players will be available to attend without conflicts from baseball. Decarreau suggested having a banner made recognizing players and coaches. Brian Gloyd coordinated the last banner that was done. M. Martineau is to check into this.
5. Focus on Learning: New England Association of Schools and Colleges (NEASC): A PowerPoint presentation was presented by Robin Hood and Mary Martineau who both had the opportunity to participate in a NEASC evaluation process on site visits recently. Hood was in a district with demographics like ours, and Martineau was in a wealthier district. The experience will help as the high school is up for accreditation in 2014. The presentation summarized the standards that NEASC focuses on when they do an evaluation and the indicators that are tied to each standard.
6. Public Comments:
 - a) General Public: L. Casier read a prepared statement regarding the Board's decision that was made to retain an employee that stole money from the district.
 - b) Winooski Education Association: No comments.
 - c) Student Council Representative : Not present.
7. New Business (Receive Information & Possible Action):
 - a) Approve Use of Facilities – Spiral International: MOTIONED by J. Corrigan, second by M. Decarreau to approve the use of facilities as requested. Motion passed 4-0.
 - b) Expand *District News!* To Include 4 More Pages, Discuss Possible Name Change: A. Elston, editor of the *District News!* said that she was approached by the city to add additional pages to the district newsletter. It would include information on city happenings and other businesses that provide services to Winooski residents. In working with Rebecca Provost, a basic page cost of \$160/page/month was established. Anne is asking if she should pursue a conversation with other interested parties without making commitments. Provost said she did not want the district to get into billing/receivables with any arrangement – we would

- set a flat rate payable up front. There was discussion about how to control content and who would have the final say. Lambert suggested that we update our media relations policy which would say how we would deal with content. As it is a district newsletter, we would have the final say. MOTIONED by J. Lambert, second by J. Corrigan to approve 4 extra pages for city input and that all content be approved by the superintendent prior to publication. Motion passed 4-0. Regarding the change of name, J. Corrigan said she prefers to keep the name the same. Board consensus to keep the name as *District News!* Elston asked if the board would consider including an August and September issue. R. Provost noted that we have only budgeted for 10 newsletters next year. Elston said we could keep the number of pages limited to keep the cost down. MOTIONED by J. Corrigan, second by J. Lambert to expand the *District News!* to 12 issues. Motion passed 4-0.
- c) Set Date for August Board Retreat: A date was tentatively set for Tuesday, August 16th from 8-3:30 at the Hampton Inn. Items for the agenda will be discussed at the June board meeting. Martineau will check with Tori Cleiland to see if that date will work.
- d) Eliminate Position of Director of Student Learning and Regulatory Compliance for Grades 9-12: MOTIONED by J. Corrigan, second by J. Lambert to eliminate this position effective 6/30/11. Motion passed 4-0.
- e) Approve K-8 Assistant Principal Job Description: MOTIONED by J. Corrigan, second by J. Lambert to approve as presented effective 7/1/11. Motion passed 4-0.
- f) Approve Changes to Director of Teaching and Learning Position: MOTIONED by J. Corrigan, second by J. Lambert to approve changes as submitted. J. Corrigan said that this job description looks a lot like the Assistant Principal job description. Martineau said that this person has a master's in curriculum and the position is not an administrative position. Although her current job description is for K-8, she is currently working with the high school as she sees that need for help. The change would reflect what she is already doing. Motion passed 4-0. C. Mander-Adams asked if the position of Director of Student Learning was being removed from the high school and if so would there be a replacement. Martineau said that the high school currently has 2 FTE administrators and it is not equitable with K-5. This change would make things equitable among the grade levels.
- g) Eliminate Purchasing/Bids Policy #3323: This has been changed to update on this policy. Martineau said this policy was questioned when we were reviewing the bids on the back parking lot. The policy is outdated as it does not follow Vermont law. However, a community member suggested that we not eliminate the policy, but update it with the law for transparency. Martineau recommends updating the policy to reflect changes in the current law. Procedures that need to be updated are changing \$500 to \$1,500 and #4 from \$10,000 to \$15,000. Martineau said she would like to work with Winton Goodrich from VSBA on policies about what policies are needed and where we just need procedures. M. Decarreau suggested we just reference the statute regarding money amounts where needed. MOTIONED by J. Lambert, second by J. Corrigan to accept policy #3323 with suggested changes for a 1st reading. Motion passed 4-0.
- h) Strategic Planning Bids: Martineau said that two bids were received – one from VSBA and the other from Systems In Sync. It is her recommendation that we go with Systems In Sync. Even though the quote was higher, they outlined the process, timeline, and focus along with a suggestion for a Strategic Planning Retreat which could be a focus for the board retreat in the summer of 2012. MOTIONED by M. Decarreau, second by J. Corrigan to approve the bid of \$11,196 from Systems In Sync. Motion passed 4-0.
- i) Out of Country Field Trip to Montreal: MOTIONED by J. Corrigan, second by M. Decarreau to approve the trip as submitted. Motion passed 4-0.
- j) Change of Date for June 8th Board Meeting: Martineau said that we received a request from board member Tori Cleiland to change the June 8th board meeting as she has a conflict and will not be able to attend. Board consensus was that we should be careful on changing our meeting nights as the community is expecting a set schedule to participate. The meeting will take place on June 8th as scheduled.
8. Ongoing Business (Deliberation & Possible Action):
- a) Approve Green Board Meetings Beginning June 22, 2011: Martineau said that the board will receive computers prior to the meeting to get familiar with them sometime during the last week in May or early June. June 22 will be the first non-paper meeting. MOTIONED by J. Corrigan, second by M. Decarreau to start electronic Board meetings. Motion passed 4-0.
9. Future Agenda Items: Suggestions for future board agendas included:
- Discussion of procedures for consent agenda (Policy #1120).
 - Discussion of Board Code of Conduct and Ethics.
 - Board Presentation on Average Yearly Progress status.
 - Status of PIRC Committee progress.

“Ensure student growth through continuous improvement”

- Discussion of electronic sign for front of parking lot (joint meeting with City on 6/22).
10. Correspondence: None.
 11. Executive Session (Title I, Section 313): MOTIONED by J. Corrigan, second by M. Decarreau to move into executive session at 8:20 p.m. to discuss administrator contracts. Motion passed 4-0.
 12. Adjourn: MOTIONED by J. Lambert, second by M. Decarreau to adjourn at 9:40 p.m.

CONSENT AGENDA THURSDAY, MAY 12, 2011

- I. Meeting Minutes: April 13, 27, 2011
- II. Administrator Written Reports:
- III. Personnel Actions:
 - a) Retirement:
 - Charles O'Connor, Guidance Counselor (as of 6/30/11)
 - Ellen Goodrich, Pre-School Teacher (as of 6/30/11)
 - b) Resignations:
 - Noah Everitt, Special Educator (effective 6/30/11)
 - Sarah Carroll, ELL Teacher (effective 6/30/11)
 - Richard Lansing, Driver Ed. Teacher (effective 6/30/11)
 - Cory Payson, Varsity Boys Soccer Coach
 - c) Leave of Absence:
 - Melinda Fuller, Team OMNI Teacher (for 2011/12 SY)
 - d) RIF Recall/Issue Contracts:
 - Business Education (.50 to 1.0 FTE)
 - Choral Music (.50 to 1.0 FTE)
 - Spanish (1.0 FTE)
- IV. Approval of Bills:

#21	Payroll	\$13,530.91
#1144	941's	\$612,823.64
#1145	St.Vt	\$7,431.31
#1146	Dir.Dep.	\$178,736.61
#1147	P/R Ded.	\$22,519.57
#1148	April Benefits	\$151,209.90
#1149	Food Service	\$5,313.14
#1150	Accounts Payable	\$79,044.22
#1151	Food Service	\$30,867.70
#1152	Accounts Payable	\$28,766.13
#22	Payroll	\$14,188.55
#1153	941's	\$65,361.25
#1154	St.Vt	\$7,894.91
#1155	Dir.Dep.	\$186,764.21
#1156	P/R Ded.	\$23,257.01
#1157	Accounts Payable	\$89,640.30
#1158	Food Service	\$43,940.96
#1159	Accounts Payable	\$39,509.42
#23	Payroll	\$13,391.34
#1160	941's	\$61,238.93
#1161	St.Vt	\$7,359.41

“Ensure student growth through continuous improvement”

#1162	Dir.Dep.	\$175,984.85
#1163	P/R Ded.	\$22,292.07
#1164	Accounts Payable	\$19,703.36
#1165	Accounts Payable	\$28,488.30
#1166	Accounts Payable	\$181,389.18
#1167	May Benefits	\$147,707.15

V. Award Paving Bid to SD Ireland for Back Parking Lot:

Respectfully submitted,

Sandy Metivier
Secretary to the Board