

**WINOOSKI BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING  
TUESDAY, MAY 7, 2014**

**MINUTES**

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

OTHERS: M. Lundeen, Superintendent  
R. Hood, Dir. of Spec. Ed./ELL  
J. Pape, WEA President  
R. Goulet, Finance Mgr.  
M. O'Rourke, PK-5 Principal

1. Call to Order – Review Focus of Meeting: M. Decarreau called the meeting to order at 6:32 p.m. Highlights of the meeting include:
  - Continue discussion developing ENDS
  - Policy 2.6 asset protection and tie to Charter
  - Board self-evaluation process
  - Contract acceptance for Sean McMannon
2. Approve Minutes of Meetings: April 4, 10 and 25, 2013: Jay Lambert requested that a correction be made to the April 25 minutes – for both executive session and adjourn, it should show that the vote was 4-0. MOTIONED by J. Corrigan, second by A. Booher to accept the minutes with the correction as noted above. Motion passed 5-0.
3. Community Engagement:
  - a) Public Comment (Policy 4.2.1): None.
4. ENDS Development:
  - a) How do we move forward to develop ENDS?
    - Rough draft to develop further?
    - Blank slate and start from scratch?
    - How do we engage the community? Who? (college professors/military recruiters/business owners)
  - b) Review several samples/craft mission statement
  - c) Discuss/develop high level ENDS
    - What does the school need to produce?
    - Contact other districts for skeletons for further discussion. Who?

After much discussion, the following was agreed upon:

- Would hold a forum at the June community dinner with guiding questions and start a discussion on ENDS. Tori to speak with Kate Nugent for the community dinner. Mike and Tori would start a draft outline for discussion purposes. Translators would be needed for the discussion. Need to get the word out for the dinner by different means.
  - A survey would be put together to pass out at the community dinner and various district functions to get feedback. Translation would be needed for the surveys.
  - All gathered information would be put together for a board retreat in August.
5. Executive Limitations Monitoring:
    - a) Use of facilities-tie to Charter:
      - Have we covered this in policy?  
Lundeen says this falls under 2.6 in PG. Can keep the procedures of the policy. Amendments to the procedures should include removal of #16 (Exception to this policy may only be granted by the School Board of Trustees). Remove the requirement that Groups III and IV needs board action. Remove procedure #26 (The School Board has the option of waiving or reducing facility rental/custodial fees at their discretion for groups that benefit Winooski students). Board agreed to delegate to superintendent. MOTIONED by J. Lambert, second by A. Booher to rescind the Use of Facilities Policy #1330 with procedures to be put in place as discussed. Motion passed 5-0.

- b) Special request report-tuition waiver requests: Lundeen said this is a request for 3 different families. As there are only 6 weeks left in the school year, it is in the best interest to let the students finish the school year at Winooski. MOTIONED by T. Cleiland, second by A. Booher to accept tuition waiver for the 3 families. Motion passed 5-0.

6. Governance Processes:

a) Board self-evaluation process definition (4.1.6):

- Multiple monthly evaluations to be used for annual monitoring report

Decarreau passed along some documents for the board to review that would ask questions to monitor our discussions during board meetings so we can measure ourselves on an annual basis. After some discussion, it was decided to use the 2-page form, as there is more detail. A comment section would be added to the form and the rating would change from a 5 point to a 4-point system using the same language as on the monitoring reports. Decarreau noted that we can evaluate two different ways: we can all do a report and average the scores or have a board member do the evaluation for a number of months, then alternating between members. It was the board consensus to have all members do an evaluation and take the average. Evaluations would be done the night of the meeting. S. Metivier is to make the changes on the form and have them available for meetings.

7. Global Governance-Management Connection:

- a) Accept contract for Sean McMannon (Policy 3.0): It was noted that board members did not get a copy of the contract. M. Decarreau to e-mail to board members and action can be taken after executive session.

8. Consent Agenda (see attached): MOTIONED by T. Cleiland, second by J. Corrigan to approve. Motion passed 5-0.

9. Reports and Incidental Reports:

a) Superintendent Report (Policy 2.8):

- Anything to add to the report?/Any questions about the report?

M. Lundeen added that she has spoken to the PTO/Boosters regarding the school Tax ID. An MOU was developed so we would be in compliance. The groups have decided to manage their own funds, so they are no longer on our account. This makes us in compliance. NECAP testing for 8 and 11<sup>th</sup> grade Science has taken place. Senior Project Exposition will be held on May 24 with presentations from 10-11 a.m., Open house from 2:30-3:30 and the awards ceremony from 3:30-4:30.

Winooski met AYP Indicator #3: Assessment Performance Indicator for Spec. Ed. meeting the SU and state targets for proficiency percentage for children with IEPs on reading and math assessments. (only district in VT to meet). This is a collaborative effort district-wide. Administrators attended a two-day training around bullying/harassment along with guidance personnel. P4C members made site visits to Noble High School in ME and a trip to RI with students for leadership activities.

b) Financial Reports (Policy 2.3):

c) Other Incidental Information (Policy 2.9)

10. What should be on the Next Agenda:

- ENDS Development
- Review annual outline for meetings
- Lundeen recommended a July board meeting because of the new superintendent coming on board.

11. Executive Session: MOTIONED by A. Booher, second by J. Corrigan to enter executive session at 8:02 p.m. for a negotiations update and the superintendent contract. Motion passed 5-0.

MOTIONED by T. Cleiland, second by J. Corrigan to approve the contract for superintendent Sean McMannon. Motion passed 4-1 (Booher).

12. Adjourn: The board adjourned at 8:46 p.m.

**CONSENT AGENDA  
TUESDAY, MAY 7, 2013**

1. Personnel Actions:
  - a) Resignations:
    - A. Figdor, Elementary Teacher (as of 6/30/13)
    - D. George, EEE Evaluator/Act 62 Coordinator (as of 6/30/13)
  - b) Contract Offers:
    - M. Lopez, EEE Evaluator/Act 62 Coordinator
    - G. Gallaher, Library Media Specialist
    - K. Blindow, Phys. Ed. Teacher (E)
    - K. Doherty, Assistant Principal (6-12)
2. Transportation Policy #3545 Reinstatement – 1<sup>st</sup> Rdg.
  - Does the board have enough evidence?

3. Approval of Bills:		
#21	Payroll	\$12,307.12
#1133	941's	\$71,971.87
#1134	St.Vt	\$8,146.28
#1135	Dir.Dep	\$190,280.65
#1136	P/R Ded.	\$24,600.59
#1137	Accounts Payable	\$500.00
#1138	Accounts Payable	\$105,603.93
#1139	Accounts Payable	\$75,003.23
#1140	Food Service	\$36,709.03
#22	Payroll	\$12,049.57
#1141	941's	\$75,281.84
#1142	St.Vt	\$8,619.23
#1143	Dir.Dep	\$197,275.52
#1144	P/R Ded.	\$25,264.17
#1145	Accounts Payable	\$104,575.56
#1146	Accounts Payable	\$4,018.44
#23	Payroll	\$11,044.64
#1147	941's	\$73,181.62
#1148	St.Vt	\$8,365.24
#1149	Dir.Dep	\$191,342.55
#1150	P/R Ded.	\$24,719.17
#1151	Accounts Payable	\$68,081.16
#1152	Food Service	\$42,170.53
#1153	Accounts Payable	\$15,077.00

Respectfully Submitted,

Sandy Metivier  
Board Secretary