

**WINOOSKI BOARD OF SCHOOL TRUSTEES
REGULAR MEETING
TUESDAY, MAY 8, 2012**

MINUTES

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

OTHERS PRESENT: M. Martineau, Superintendent
J. Brown, 9-12 Principal
R. Hood, Dir. of Spec Ed/ELL
S. Metivier, Board Secretary
K. O'Neil, Maintenance Supervisor
R. Goulet, Finance Manager
J. Helm, K-5 Assist. Principal
M. O'Rourke, PK-5 Principal
D. Blanchard, Teacher
Atty. H. Joseph Gamache

1. Call to Order/ Pledge of Allegiance: M. Decarreau called the meeting to order at 6:34 p.m. The Pledge was recited.
2. Agenda Revision/Time Allocation: Martineau requested an addition to new business - 3 student tuition waivers. Decarreau requested to have a discussion on the Technology Plan so it needs to be removed from the consent agenda. MOTIONED by J. Lambert, second by J. Corrigan to revise the agenda as requested above. Motion passed 5-0.
3. Consent Agenda (See attached – Accept/Adopt): Lambert made a correction to the 4/11 minutes – Under #5, 2nd sentence should be corrected to read “Martineau stated the **plan** will be shared . . .” Also, on 4/25, #1, the motion should read passed 4-0. MOTIONED by J. Lambert, second by T. Cleiland to approve the consent agenda with corrections as noted above. Motion passed 5-0.
4. Administrative Reports: Decarreau had several questions: for M. O'Rourke – Do we do internal assessments for reading proficiency? O'Rourke said we have been doing these since we entered school improvement. They are done at quarterly intervals and we are using the same assessments yearly with minor changes. Math assessments are end of unit assessments and we also pre-assess students. Continuous growth is expected throughout the year. Decarreau said that the VT Center for Afterschool Excellence Grant seems to be a validation of things we are doing in K-5. O'Rourke said the afterschool program in K-5 has been phenomenal with the credit going to Barb Russ. The grant is recognition for the academic component of our afterschool program. Decarreau questioned the in-home tutoring chart – tutoring hours say 100, but chart shows 300 hours? Helm said that was an error on her part and should show 100 hours. Up until this year Club Z has taken most of our students as the tutors go to the homes of children. Club Z was experiencing difficulty earlier this year finding qualified tutors so students were going to Sylvan Services which made it difficult because of transportation. Club Z came back on board in February and our numbers have increased. Decarreau asked if the internships that students were placed in by the job coach were local? Brown said they were widespread. Corrigan asked about the high school changing the schedule back to block scheduling and asked if there was problem with the regular schedule we have been using. Brown said the intention of going back to block scheduling would be to expand learning time. Current schedule allows for 8,000 teaching minutes while block scheduling allows for 11,000 minutes over the course of a year. The new schedule will have core instruction daily as well as expanded instruction. Paired learning with English/Social Studies will take place daily. The schedule also allows for team planning time and core subject planning time. Lambert asked about a SIG update on the teacher/administrator evaluation waiver process. Martineau said that next year will be a pilot year and the state will look at a model for Tier I schools only. Lambert asked if K-12 teachers are all being evaluated the same. Martineau said the requirement is for Tier I schools only. Basic competencies require us to look at NECAP scores. Lambert said he would like to see some information on this issue and would like it as a discussion at the Board retreat this summer.
5. Focus on Learning: K-5 Literacy Program – Mary O'Rourke noted that the literacy program is a strength at JFK and we make a concerted effort to train new people to bring them up to speed. Teachers are willing to do what

they need to do to get better results. The program is consistent and structured and leaves no room for gaps from one grade to the other. Reading blocks are 1.5 hours daily and all classroom teachers are the first point of instruction. Grades K-2 are learning to read and Grades 3 on are reading to learn. The main components of literacy are phonemic awareness, phonics/decoding, fluency, comprehension, vocabulary and motivation. We have started looking at new programs, but have been cautioned because nothing is truly aligned to the common core.

6. Public Comments:

- a) General Public: None
- b) Winooski Education Association: None
- c) Student Council Representative: None

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

a) Approve New Job Descriptions:

- School & Community Based Training Assistant
- ELL Teacher
- Speech Language Pathologist (SLP)

Lambert asked if all the job descriptions were aligned with the Danielson model for evaluation, and if so it should be noted on the job description. Martineau said they are aligned but it is not noted. Lambert would like to see it done. Lambert also questioned if there would be a problem with the ELL teacher position having two different supervisors. Martineau said the teacher belongs to the principal, but Robin does evaluations in conjunction with the principal. It has not been a problem in the past serving two administrators. Under evaluation, it says “. . . in accordance with provisions of the board’s policy . . .” Martineau said it should say “. . . in accordance with provisions of the board’s evaluation tool . . .” and there needs to be collaboration with administrators when there is more than one person that is being reported to. All job descriptions are signed by individuals and put in their personnel files. Decarreau asked if the School & Community Based Training Assistant was an effort to move away from using personal vehicles. Hood said we will not be able to totally move away from private vehicles, but this position will help tremendously. We would be reallocating someone we already have; it is not an added position. MOTIONED by T. Cleiland, second by J. Lambert to approve the job descriptions with noted changes on the form. Motion passed 5-0.

b) Approve Amended Job Descriptions:

- Behavior Interventionist – This is only a change of category from teacher to support staff. It was meant to be support staff, but was missed in the original job description. This does not change the job. MOTIONED by J. Corrigan, second by T. Cleiland to approve the change. Motion passed 5-0.
- Head Custodian – Martineau said this is a change on who this position reports to which will now be the 6-12 principal. This position will also act as the point person for facilities with Sandy Metivier. K-5 custodians would remain under the principal’s direction and 6-12 custodians will be under the head custodian working with the principal. A. Booher noted that #6 should read “**rags**”. Booher asked if the supervisor of maintenance is the same position. They are different positions. MOTIONED by A. Booher, second by J. Corrigan to approve with change. Motion passed 5-0.
- Special Educator: These positions are separated from teacher job description.
- Teacher: MOTIONED by J. Lambert, second by A. Booher to approve both the Special Education and teacher job descriptions. Motion passed 5-0.

c) Delete Job Descriptions:

- Special Educator for Self-Contained Classroom – now incorporated into special educator job description
 - Intensive Needs Special Educator – have not had this position for many years
 - Special Educator-Resource Room/Learning Lab – now incorporated into special educator job description
- MOTIONED by A. Booher, second by J. Corrigan to approve. Motion passed 5-0.

d) Approve 1st Reading, Policy #3545, Transportation: Martineau said this is a required policy. She has added legal and cross-references. MOTIONED by J. Lambert, second by T. Cleiland to approve for 1st reading. Motion passed 5-0.

e) New Floor in Front Main Lobby: Lambert noted that he saw the e-mail and questioned whether there is a conflict of interest in him voting on the topic just because he is on the committee that is recommending the new floor. He would not gain anything other than what a regular citizen would. Martineau said it gives the appearance of conflict. Joe Gamache, when asked for his opinion, said that as long as there is not financial gain, voting should be allowed on the issue. Corrigan asked why we had money to change a floor when we didn’t have the money to pave the parking lot. We should finish a project that we have already started. R. Goulet said the floor request is being brought forward by the Parent Welcoming Committee.

“Ensure student growth through continuous improvement”

Decarreau said the reason the parking lot is on hold is not necessarily because we don't have money, but to wait to see if other more urgent maintenance needs to be done on the buildings. The Welcoming Committee is requesting some painting and a Spartan head to be put into the floor at a cost of between \$11,000-13,000. As it is a large cost item, we are looking for board approval out of this year's regular budget. Goulet said we are waiting on a 3rd quote. MOTIONED by J. Corrigan, second by T. Cleiland to approve the upgrades as suggested. Motion passed 5-0.

- f) Water Pipes in Middle/High School: R. Goulet said a cold water pipe was damaged because it was leaning against a stone for many years. We did find a hot water pipe that was not in good shape and asked for a report from the contractor on the condition of the pipes. The report shows that the hot water pipes are deteriorating and should be replaced and moved above the ceiling for better access. Cold water pipes would be included in the job. We are looking at an approximate cost of \$30,000. Should we continue to explore and develop an RFP to be brought back to the board? It was the Board consensus to move forward with an RFP.
- g) High School Graduation Rate: J. Lambert said he asked for this information as he is seeing children with IEPs that are not dropping out, but not getting a diploma either. Is our special education program rigorous enough for our students? R. Hood said that in looking at the local annual performance report for 2009/10 – there were 17 students on IEPs. Some graduated, some are on multi-year plans and some ended up not graduating. Some reasons for students not graduating could be because of the rigor of our program or it could have something to do with how we motivate them. One error was found in the SE group making a 7% difference increase in the graduation rate.
- h) Tuition Waiver: O'Rourke said there is a request for 3 students from the same family, one in 6th grade and 2 in 8th grade. There are only five weeks left in the school year. MOTIONED by T. Cleiland, second by A. Booher to approve the tuition waiver for the remainder of the 2011/2012 school year. Motion passed 5-0.
- i) Technology Plan: M. Decarreau proposed a change in Goal #2, Leadership in Student Centered Learning Environment - 1st sentence expand statement to extend outside of school. Goal #3, Flexible Learning Environments – for on-line course instruction feels participation is way to passive and we could service students by actively targeting instruction to those students. Martineau suggested that on Goal #5, Engaged Community Partners – Step 4 take out the name Ann Linton. MOTIONED by A. Booher, second by T. Cleiland to accept with changes as discussed. Motion passed 5 -0.

8. Ongoing Business (Deliberation & Possible Action):

a) Discussion:

- Policy #5114(e) Search and Seizure: Joe Gamache suggested in the future if there are many changes or discussion needed on a policy, that it gets puts on the agenda under discussion and not as a 1st reading. After discussion, the following changes were requested on Policy #5114(e): Procedure #2 – add that designees will be identified in August of each year; and in Procedure #4 – add that students will be asked to empty their pockets. Joe Gamache also suggested that the handbooks be reviewed with all students in the matters of discipline and put a signature page in the student handbook. Follow-up will be needed to make sure all parent signatures are collected.

-Policy #5114(f) Interrogation: Joe Gamache initially thought this policy may not be needed, but an administrator might want to use this as a form of guidance. After discussion, it was noted that SRS should now be DCF (Department of Children and Families). It was suggested by A. Booher that administration review with students that lockers, computers issued by the school, etc. are property of the school district and can be searched at any time. She also suggested that a message be put on the computers to this effect when they are turned on.

9. Future Agenda Items: Hawthorne field update; discussion on hiring policy and policy on substitutes

M. Decarreau noted for board members that he needs superintendent evaluation write-ups one week prior to the June 13th board meeting.

10. Correspondence:

11. Adjourn: MOTIONED by J. Lambert, second by T. Cleiland to adjourn at 9:45 p.m. Motion passed 5-0.

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**CONSENT AGENDA
TUESDAY, MAY 8, 2012**

- I. Meeting Minutes: April 11 and 25, 2012

- II. Personnel Actions:
 - a) Teacher Resignations:
 - Eric King, Special Educator (effective 6/30/12)
 - Melinda Fuller, OMNI Teacher (Effective 6/30/12)
 - b) Leave of Absence:
 - Stefanie Hamble, 2012/13 SY (Article 10.52)
 - c) Amendment to Maternity Leave:
 - Deb George

III. Approve Technology Plan

IV. Approval of Bills:

#24	Payroll	\$16,776.94
#1146	941's	\$64,804.73
#1147	St.Vt	\$7,763.48
#1148	Dir.Dep.	\$185,902.59
#1149	P/R Ded.	\$23,269.91
#1150	Accounts Payable	\$1,652.29
#1151	April Benefits	\$156,668.46
#1152	Accounts Payable	\$139,135.11
#25	Payroll	\$15,831.47
#1153	941's	\$66,488.42
#1154	St.Vt	\$7,957.57
#1155	Dir.Dep.	\$193,009.38
#1156	P/R Ded.	\$24,094.12
#1157	Food Service	\$33,000.00
#1158	Accounts Payable	\$79,903.79
#1159	Accounts Payable	\$180,738.27
#26	Payroll	\$15,456.84
#1160	941's	\$64,452.06
#1161	St.Vt	\$7,765.26
#1162	Dir.Dep	\$185,397.53
#1163	P/R Ded.	\$23,341.42
#1164	Accounts Payable	\$21,800.15
#1165	Accounts Payable	\$44,280.58

Respectfully submitted,

Sandy Metivier
Secretary to the Board