

**WINOOSKI BOARD OF SCHOOL TRUSTEES
REGULAR MEETING
WEDNESDAY, JUNE 12, 2013**

MINUTES

(corrected as per Bd. Action 7/10/13)

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

MEMBER ABSENT: J. Corrigan

OTHERS PRESENT: M. Lundeen, Superintendent
R. Goulet, Finance Mgr.
J. Helm, 6-12 Asst. Principal
L. Wheeler, 6-12 Principal
J. Ticehurst, District Treasurer
K. Brown, Teacher
S. Metivier, Board Secretary
R. Hood, Dir. of Spec. Ed/ELL
M. O'Rourke, PK-5 Principal
B. Kernoff, Teacher
J. Pape, WEA President

1. Call to Order – Review Focus of Meeting: M. Decarreau called the meeting to order at 6:33 pm. The Pledge was recited. Mary Lundeen was recognized for her years of service with words by Jay Lambert and presented gift certificates. Katherine Jennifer Helm was also recognized with words by Leon Wheeler and was presented a gift certificate. M. Decarreau read the graduation invitation to the board.
2. Approve Minutes of Meetings: MOTIONED by J. Lambert, second by T. Cleiland to approve the minutes of May 7 and 29, 2013 as written. Motion passed 4-0.
3. Governance Processes:
 - a) Annual Agenda Planning (Policy 4.5.1): M. Decarreau said he did a draft of what he thought should be on the annual agenda. Val and Ange warned Decarreau about not doing too many monitoring reports in the 1st year. After review and discussion of the draft, it was decided that the following changes would be made:
 - Take off Report on Town Meeting in March.
 - Add in June - approve food contract and MOU between City/School.
 - Move Superintendent evaluation from August to February.
 - Add in August under Advocacy any VSBA resolutions and legislative items that help schools.
 - Add teacher contracts in March and Administrator and other contracts in April.
 - Move planning staff appreciation to April.Decarreau noted that this document is a work in progress at all times. He will make changes to the document as discussed and resend to the board. J. Lambert said he would like to have an agreement between the board and superintendent on interpretation of the meaning of our policies, what is considered community engagement and what kind of board member training is needed.
4. Global Governance-Management Connection:
 - a) July Meeting on the 17th and/or August Retreat: The board agreed that a regular July meeting should be held on July 10th as it would be a good time to start discussion on community engagement, the August retreat and board training. A. Booher submitted a letter of resignation from the school board effective July 15th that the chairman read. Decarreau thanked her for her services and wished her the best. The board will need to appoint a replacement that will service until the March 2014 election. An announcement of the opening will be put on Front Porch Forum for letters to be submitted to Sandy Metivier by July 15th. A special meeting will be held to appoint a new board member so that person will be able to attend the August retreat.
 - b) Request to use Surplus FY '13 IDEAB funds for 1 year only SE Teacher: M. Lundeen said that Special Education has some extra funding and are requesting to use it to hire a one year only teaching position for the 13/14 SY. The teacher would help lower case loads. This past winter Robin asked if we could hire an extra teacher and the board approved it, but there was a limited number of candidates and we were not able to fill the position. MOTIONED by J. Lambert, second by A. Booher to approve. Motion passed 4-0.
5. ENDS Development: Policy 1.0
 - a) June Community Dinner was taken: Looking at July – Tori Cleiland said she has spoken with Kate Nugent about how Community Dinners are run. They do not do dinners in July and August, but the board can pull together one of their own. Lundeen said she met with Lindsey Cox, P4C and she is asking the board to be mindful about the graduate expectations document. This has been a yearlong process in gathering input and

she is asking that the board use these expectations to focus on. These include critical thinking and problem solving; cross-cultural understanding and community engagement, effective oral and written communication; engagement in learning, persistence; and physical, social and emotional well-being. A. Booher noted that statistically a lot more Burlington citizens have participated than Winooski and we want to make sure that the voices we are getting are Winooski stakeholders.

- b) For Community Dinner do we want to use a Facilitator to guide us? It was decided that a facilitator would be used and the person should not be associated with Partnership for Change. T. Cleiland will look into getting a facilitator (possibly Val Gardner?). J. Lambert said that possibly the facilitator could help to train the board on how to facilitate some of our own meetings for the future. It was noted that we are looking to have information from the community dinner to discuss at the August retreat.

6. Community Engagement:

- a) Public Comment (Policy 4.2.1): None.

7. Executive Limitations Monitoring:

- a) Calendar 2.0 Presentation: M. Lundeen showed a PowerPoint that reviewed Calendar 2.0 which is a new calendar being proposed for the 2014/15 school year. The calendar was created by CVSA with the rationale that this new calendar would preserve the current 175 student days while building blocks of times (intersessions) that could be used for multiple purposes for stakeholders. A comparison of our current calendar and the proposed calendar was done. The superintendent is to have conversations with groups, such as food service, PTO, etc. to explain the calendar. For more information on Calendar 2.0, visit the blog at schoolcalendar2.blogspot.com
- b) Approve FY '12 Audit: J. Ticehurst, district treasurer expressed concern on the audit. First, the audit was not completed until May, almost a year after the books were closed. Also, as district treasurer, his job is to make sure that the district reconciles with the bank and matches the general fund accounting of the district. In June 2011, Ticehurst did the bank reconciliation, but it did not balance with the district or the audit. He met with the auditor to discuss this and other issues. Exhibit E of the audit shows that nothing has changed. The general cash funds still do not match the district books. In Ticehurst's opinion the audit is not correct as it shows \$4,300 less than the bank statements. We have used the same auditor for last 15 years and the district has never bid out, breaking our own policy. We should have a new set of eyes every 4-5 years. Ticehurst feels the district has four choices: approve the way it is now, knowing it is not correct; not approve and request that it be corrected; table until a new report is received for approval; or invite the auditor to meet and explain the difference. Mary Lundeen recommends that we invite the auditor to a board meeting for an explanation in regards to Mr. Ticehurst's concerns, as there are no reportable conditions showing in the summary. There are procedures in place for payroll and accounts payable. MOTIONED by J. Lambert, second by A. Booher to table until such time as we can get a presentation by the auditor. Motion passed 4-0.
- c) Transfer Fund Balance from FY '12 to Capital Reserve: MOTIONED by J. Lambert, second by T. Cleiland to postpone until approval of the audit. Motion passed 4-0.
- d) Request Funds from Capital Reserve for Parking Lot: MOTIONED by A. Booher, second by J. Lambert to move up to \$6,000 for striping the parking lot from the capital reserve account. Motion passed 4-0.

8. Consent Agenda (see attached): **A. Booher asked if L. Muir would be on the same team as her husband.**

Mary O'Rourke said no. MOTIONED by T. Cleiland, second by A. Booher to approve the consent agenda. Motion passed 4-0.

9. Reports and Incidental Reports:

- a) Superintendent Report -Anything to add to the report?/Any questions about the report? (Policy 2.8) – Lundeen added that the Partnership for Change group encourages people to visit their website and summaries around mini-grants that have been awarded. Presently on the Steering Committee there is one parent opening and two open slots next year for students. There will be a celebration dinner on June 19th, held at the interval barn. An E-mail invite will be sent.
- b) Financial Reports (Policy 2.3)
- c) Other Incidental Information (Policy 2.9)

10. Board Self-Evaluation:

- a) Individual assessment of Current Meeting: There was some discussion on the general meeting behavior. Mike Decarreau will collect the evaluations for the monitoring report.

11. What should be on the Next Agenda:

- Discussion on what is community engagement and training for new/other board members
- FY '12 Audit – presentation by Bill Yacavoni, approval of audit and transfer of fund balance to capital reserve
- Update on Community Dinner for July – confirm date, facilitator to guide conversation
- Set date for August Board Retreat

- Set special meeting date to appoint new board member

Lundeen pointed out that administrators would only be present at a board meeting if they are invited by the board or during budget presentations.

12. Executive Session: MOTIONED by A. Booher, second by T. Cleiland to move into executive session at 8:59 p.m. to discuss personnel issues. Motion passed 4-0.
13. Adjourn: The board returned to open session at 9:52. MOTIONED by T. Cleiland, second by M. Decarreau to approve the request of family leave time for Lauren Gilhooley. The motion died as the vote was 2-2 (Lambert/Booher). The board adjourned at 9:55 p.m.

**CONSENT AGENDA
WEDNESDAY, JUNE 12, 2013**

1. Personnel Actions:
 - a) Contracts for 13/14 SY:
 - J. Willoughby, Elementary Teacher (replaces M. Steady)
 - L. Muir, Elementary Teacher (replaces A. Figdor)
 - H. Sales, Elementary Music (replaces D. Koplinka-Loehr)
 - S. Weiner, Elementary Teacher (1 year only for G. Willette)
2. Approve Professional Development Reports (Teachers/IA/SS):
3. 2nd Reading/Approval, Policy #3545, Transportation
4. Approval of Bills:

#1154	Accounts Payable	\$96,700.01
#1155	Accounts Payable	\$174,082.27
#24	Payroll	\$14,043.72
#1156	941's	\$74,126.94
#1157	St.Vt	\$8,433.59
#1158	Dir.Dep	\$192,925.16
#1159	P/R Ded.	\$24,923.08
#1160	Accounts Payable	\$83,595.36
#25	Payroll	\$789.95
#1161	941's	\$213.00
#1162	St.Vt	\$19.73
#1163	Accounts Payable	\$220,097.70
#26	Payroll	\$14,814.75
#1164	941's	\$78,878.95
#1165	St.Vt	\$9,091.54
#1166	Not Used	0.00
#1167	Dir.Dep	\$203,846.95
#1168	P/R Ded.	\$24,910.75
#1169	Accounts Payable	\$38,552.03
#1170	Reserve Acct	\$29,000.00
#1171	June Benefits	\$171,658.79
#1172	Accounts Payable	\$64,418.57

Respectfully submitted,

Sandy Metivier
Secretary to the Board