

**WINOOSKI BOARD OF SCHOOL TRUSTEES
REGULAR MEETING
WEDNESDAY, JUNE 13, 2012
Learning Media Center**

MINUTES

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

OTHERS PRESENT: M. Martineau, Superintendent
R. Hood, Dir. of Special Ed.
M. O'Rourke, PK-8 Principal
S. Metivier, Board Secretary
J. Szilva, Citizen
B. Clark, Teacher
J. Szilva, Citizen
L. Curry, Nellie Mae
A. Shaw, Citizen
B. Perez, Citizen
K. Ead, Career Dev. Coord.

R. Goulet, Finance Manager
J. Helm, PK-8 Asst. Principal
J. Brown, 9-12 Principal
D. Blanchard, Teacher
G. Page, Citizen
L. Cox, Nellie Mae
B. Ahrens, Citizen
P. McConville, Nellie Mae
K. Hier, Citizen
A. Bronze, Citizen

1. Call to Order/ Pledge of Allegiance: M. Decarreau called the meeting to order at 6:33pm. The Pledge was recited.
2. Agenda Revision/Time Allocation: Focus on Learning was moved before Administrative Reports.
3. Consent Agenda (See attached – Accept/Adopt): Lambert said he would like a breakdown of CFP programs for the 6/25 meeting. MOTIONED by T. Cleiland, second by A. Booher to approve the consent agenda. Motion passed 5-0.
5. Focus on Learning:
 - a) Nellie Mae Grant Update: Martineau introduced Lauren Curry, Lindsey Cox and Peter McConville who presented where we are in the hiring process for the Director search. A national search was conducted with 18 applicants from around the country applying. Six were chosen for interviews and three were invited back for a 2nd interview. One candidate withdrew for another position with the Department of Education. After reviewing the process, the group did not move forward with either candidate, as there were four things that the group was looking for in a candidate and were non-negotiable. Next steps include formation of a steering committee, fellows have been selected with a 2-day retreat planned for next week, and technology has been purchased for districts. They will not rush into finding another director and they feel confident that the work will proceed until one is found. Decarreau offered any help to the group on behalf of the board. Lambert asked for a list of who is working on committees and what group they are part of and a fiscal breakdown. Lauren said the board representative would be the communicator for any information.
 - b) OMNI Student Presentation: Kim Ead, Career Development Coordinator, and students Skylar, Matt and Jillian presented on a project that they have worked on. The project selected was how to fix racism in our school. The students spoke to different school groups and asked for names of people that they feel were affected by racism. Fundraising efforts were tried but were not very successful. A grant was written and eventually the group raised \$1,700 and used this to take a trip to Northern Lights with students whose names were submitted that may have been affected by racism. A video was shown of the field trip and it was felt that it was a success. They will continue with their goals with left over money for next year.
4. Administrative Reports: Decarreau asked K. Helm why there were no students from St. Francis on this report for tutoring. She said there is a limit on the amount of money allowed to spend on each child and that was reached with the 3 students from St. Francis. Decarreau noted that the proficiency in grades 6-8 seems to be stronger and asked if that group is much different than others. O'Rourke said that we have lost some strength in our student base, but we need to look at assessments. Decarreau asked J. Brown what "Pacemaker" books were. He said they are workbooks for students to work at their own pace. Pacemaker includes a wide array of

courses and sometimes parallels courses. We are happy with our Read 180 growth results for the 1st year of implementation. Forty-eight students completed Read 180 over the course of the year. A. Booher asked M. O'Rourke when we would be looking at hiring the literacy and math coaching positions? O'Rourke said we would hire as quickly as possible. We are looking at shifting two people on staff to move forward with Jensen Training and hire a replacement for those 2 people using CFP money.

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) 1st Reading: Policy #5114(a), Student Conduct and Discipline: Martineau said she updated and removed harassment pieces because we have that policy. Lambert said there needs to be a definition for the term suspension and expulsion. Suspension – may provide services to students; Expulsion – ties are severed with the student. Cleiland asked if we have a signed student contract. Martineau said no, but they sign the student handbook. We need to have a clear definition of what student/staff is agreeing to. MOTIONED by J. Corrigan, second by A. Booher to approve the 1st reading with added definitions. Motion passed 5-0.
- b) 1st Reading: Policy #5114(e), Search and Seizure: Martineau said this policy was reviewed and discussed with the board by Atty. Joe Gamache. Lambert wants to make sure that the board is all in agreement that the designee referred to in Procedure #2 will not be changed after a search is conducted. All agreed. A. Booher asked about having a student signing an agreement that school property can be searched (desk, lockers, computers, etc.). Searching of computers should be under the technology policy and search of other school property would be done on the emergency cards that must be turned in yearly. MOTIONED by T. Cleiland, second by J. Lambert to accept the 1st reading with changes as discussed. Motion passed 5-0.
- c) 1st Reading: Policy #5114(f), Interrogation: This policy was also reviewed and discussed with Atty. Gamache. MOTIONED by J. Lambert, second by A. Booher to approve the 1st reading. Motion passed 5-0.
- d) 1st Reading: Policy #5141, Immunization: Martineau said there has been some changes in the law regarding dosing and age and for parents who do not want children to be immunized they now have to sign off annually. If there is no waiver form and student not up to date on immunizations, than the student cannot be in school. The waiver form will be available after August 1st. There was discussion about what happens when a child has a compromised immune system and it was agreed that we would have to rely on the pediatrician recommendation. MOTIONED by T. Cleiland, second by A. Booher to accept the 1st reading. Motion passed 5-0.
- e) Update to Procedures, Policy #4122, Substitute Professional Staff Employment: T. Cleiland and M. Decarreau had a discussion with a group of teachers around substitutes and decided the procedures needed updating. Changes recommended by the administration include upgrading the salary and establishing a tier system. 1st sentence and last done line up. Decarreau noted that for unlicensed teachers, the 1st sentence and last sentence are confusing. It was suggested that we strike the 1st and keep the last sentence. Cleiland said the bolded, last sentence under Licensed Educators should be moved to the top. There was discussion that the pay tiers do not match the wording. Booher said she disagreed with the “full-time” enrollment status as many part-time students have many credits towards a degree. Lambert suggested that the administrators make revisions/clarification and bring back to the board. MOTIONED by J. Lambert, second by T. Cleiland to table the policy, to be reviewed by administrators and brought back before the board before the beginning of the school year. Motion passed 5-0.
- f) Appoint Truant Office for 2012/2013 SY: Martineau said that the SRO appointment for next year has not yet been made, but that is usually the person we would appoint. MOTIONED by A. Booher, second by J. Lambert to table until we have a name. Motion passed 5-0.
- g) Set Date for Annual Board Retreat: Martineau suggested the week of July 30th. Lambert requested either a Friday or Saturday and others agreed. Martineau said she would like to bring this back after checking with other administrators schedules. MOTIONED by A. Booher, second by T. Cleiland to table until the June 25th board meeting. Motion passed 5-0.
- h) Amend Job Description of Administrative Assistant to the Elementary School Principal: O'Rourke said this revision really defines all aspects of that job. Cleiland suggested adding, “Create a welcoming climate in the office and on the phone”. MOTIONED by J. Lambert, second by T. Cleiland to approve with amendment. Motion passed 5-0.
- i) Accept Cash Donation from the WEA for Parent/Community Engagement Committee Work: Goulet said the WEA asked if they could contribute to some of the changes going on in the facilities by donating \$1,000

“Ensure student growth through continuous improvement”

towards that work. This needs board approval. MOTIONED by T. Cleiland, second by J. Corrigan to accept with thanks. Motion passed 5-0.

- j) Technology Purchase for Nellie Mae (D. Blanchard): Decarreau said there is confusion over what was purchased and its intended use. It was thought that the line item of \$80,000 was for technology as a matching fund for the Nellie Mae Grant. J. Brown said he put in the line item to make sure money was put into the budget regardless of whether we received the Nellie Mae grant. Martineau said the public was told we had \$80,000 in the budget for the Nellie Mae Grant. When the budget passed the administrators decided to go ahead and purchase the technology to go up another grade level. Drew Blanchard explained that with the \$80,000 he was able to purchase enough technology for not only the freshmen class, but also the sophomore class and core teachers as well. Only spent \$64,000 to make sure we have enough for students. There was discussion about the types of technology that was purchased and why we made the decision to buy what we did. We wanted devices that do not have inherent limitations but also need other types for learning options. Martineau said we are also looking at a course around pedagogy paid for by SIG money to use as an instructional goal. Lambert said there is a need for better communication regarding the Nellie Mae Grant. Martineau said that once the Nellie Mae steering committee is formed, Amy Booher would be the communicator.
 - k) Award Trash Removal Bid: Goulet said she sent out an RFP to local companies and also advertised as required. We received 3 bids. She recommends going with Myers Container Service Corp., as this will save us about \$300/year. MOTIONED by J. Lambert, second by T. Cleiland to go with Myers Container Service Corp for a total of \$6,600 for a two-year contract. Motion passed 5-0.
 - l) Award Domestic Water Line Replacement Bid: Goulet said she sent out an RFP to local companies and also advertised as required. There was a mandatory walk-thru so they would know what our expectations were. We received only two bids and they differed by \$10,000. The lower bidder was talking about doing only the cold-water return. Goulet called the state to see what options we had and were told that we could throw both bids out and start over or ask for more clarification. We can choose any vendor that we want even if the cost is higher, but would need to get a waiver. We have not done business with the lower bidder, but have done a lot of work with the higher bidder and feel comfortable working with that company. The state will support our decision either way we go. MOTIONED by T. Cleiland, second by A. Booher to award the bid to Avonda for \$32,595 and allocate up to \$35,000 from the capital reserve funds and obtain a waiver from the state. Motion passed 5-0.
8. Ongoing Business (Deliberation & Possible Action):
- a) 2nd Reading: Policy #3545, Transportation: There were no changes from the 1st reading. MOTIONED by J. Lambert, second by J. Corrigan to approve Policy #3545 as written. Motion passed 5-0.
 - b) F-35 Discussion: Decarreau opened this item up for discussion. Several citizens including Jean Szilva, Arica Bronze, Bobbi Perez, Bridget Ahrens and administrators spoke about the negative impact having the F35s stationed at the Burlington airport would have on our community. These things included increase in noise, impact on learning and the possible loss of financing for homes in Winooski. After some discussion it was decided that a resolution would be drafted against the F35s that would not be political, but based on educational reasons only. The board asked that Martineau ask a lawyer to draft a resolution and schedule a special meeting to approve prior to the deadline of June 20th.

Decarreau, on behalf of the board, congratulated the track team on their accomplishments:

- Jarren Miller, State champ – High Jump/Hurdles
- Alicia Russell, State champ – High Jump
- Moriah Leary, State champ – Long Jump
- John Truong, 1st time Winooski athlete placed in all 3 jumps (high, long, triple)

He also congratulated the baseball team on making the finals.

9. Future Agenda Items: Hiring policy for professional staff discussion for 6/25; Truant officer by July 1st; Student/Parent handbooks; dress code discussion; tax anticipation note; census report on energy; and teacher policy on evaluation information (where we are on the scale, i.e. proficient). Joint items to include introducing community service director; share strategic plan; MOU and Hydro.

It was brought to the attention of the board that we did not need to appoint a truant officer by name, but it could be done by position. MOTIONED by J. Lambert, second by A. Booher to bring this item back to the table and appoint the SRO as truant officer for the 12/13 SY. Motion passed 5-0.

10. Correspondence: None.

“Ensure student growth through continuous improvement”

11. Executive Session (Title I, Section 313): MOTIONED by A. Booher second by T. Cleiland to move into executive session to discuss personnel issues at 9:19 pm. Motion passed 5-0.

The board returned to open session at 10:13 p.m. MOTIONED by J. Corrigan, second by T. Cleiland to accept the resignations of Amanda Dall and Stefanie Hamble. Motion passed 5-0.

12. Adjourn: MOTIONED by A. Booher, second by J. Lambert to adjourn. Motion passed 5-0.

**CONSENT AGENDA
WEDNESDAY, JUNE 13, 2012**

- I. Meeting Minutes: May 8, 2012
- II. Personnel Actions:
 - a) Contract Recommendations:
 - Christina Lauterbach, English Language Arts, 9-12 (1 year)
 - Thomas Payeur, Math Interventionist, 9-12
- III. Approve Teacher and Staff Professional Development Reports
- IV. Approve Federal Grants for SY 2012/2013:
 - LEAP
 - CFP
- V. Approval of Bills:

#1166	May Benefits	\$166,545.44
#1167	Accounts Payable	\$84,236.25
#27	Payroll	\$14,735.04
#1168	941's	\$65,111.41
#1169	St.Vt.	\$7,869.64
#1170	Dir.Dep.	\$187,349.45
#1171	P/R Ded.	\$23,273.98
#1172	Food Service	\$4,499.32
#1173	Accounts Payable	\$87,176.30
#1174	Food Service	\$32,000.00
#1175	Reserve Account	\$11,471.00
#1176	Accounts Payable	\$146,970.52
#28	Payroll	\$15,736.54
#1177	941's	\$68,737.89
#1178	St.Vt.	\$8,424.99
#1179	Dir.Dep.	\$195,563.42
#1180	P/R Ded.	\$23,280.16
#29	Payroll	\$2,921.89
#30	Payroll	\$2,921.89
#31	Payroll	\$2,921.89
#32	Payroll	\$2,921.90
#1181	941's	\$46,090.40
#1182	St.Vt	\$5,600.40
#1183	Dir.Dep.	\$126,435.54

Respectfully submitted,

Sandy Metivier
Secretary to the Board