

**WINOOSKI BOARD OF SCHOOL TRUSTEES
SPECIAL MEETING
WEDNESDAY, JUNE 22, 2011**

MINUTES (corrected 7/27/11)

MEMBERS PRESENT: Robert Millar, President
Jay Lambert, Secretary
Jen Corrigan, Member
Tori Cleiland, Member
M. Decarreau, Member

OTHERS PRESENT: J. Brown, WHS Principal
R. Hood, Dir. of Special Ed.
R. Provost, Finance Manager
M. O'Rourke, JFK/WMS Principal
Sarah Robinson, Council Member
John Little, Council Member
Steve Palmer, City Engineer
Tammy Cusson, PTO/citizen
Lori Lambert, Citizen
Rebecca Lambert, Student
K. Helm, Dir. of Student Learning, WHS
M. Martineau, Superintendent
S. Hamble, Dir. of Student Learning, JFK/WMS
Sally Tipson, Council Member
Mike O'Brien, Mayor
Katherine "Deac" Decarreau, City Mgr.
Megan Moir, Council Member
Anne Elston, Citizen
Ashley Bushey, Student
Sr. Pat McKittrick

1. Call to Order/ Pledge of Allegiance: R. Millar called the meeting to order at 6:32 p.m. The Pledge was recited.
2. Public Recognition: Varsity Boys Basketball Team - Tom Obaggy thanked the Board, the Boosters, the Friends of WHS, and community for their support.
3. Joint Meeting Between Winooski City Council and School Board
 - a) Memorandum of Understanding: "Deac" stated that the city is looking for a full-time officer to serve as the School Resource Officer (SRO), and is hoping to have someone that will also work during the summer. Discussed policy around the SRO. The administrative team meets with the SRO to set boundaries. Mike O'Brien stated that the Chief of Police and Superintendent work together with SRO. The role of the SRO is still a police officer. Jay Lambert stated that Ron Jackson would be missed. "Deac" said that Mary Martineau would be part of the hiring process for an SRO. City officials notice that the Elm Street property is still in limbo but thinks that the city can sell it and will move to sell it as soon as it can. History of property is that the IRS had a lien, but legal documents state the city can sell the property, but no sure what happens to the money. This has been an ongoing issue for 8+ years. Lambert feels the city has done a good job cleaning up the abatements. M. O'Brien said delinquent taxes are down. Snow plowing will continue as is. MOTIONED by T. Cleiland, second by M. Decarreau to accept the MOU with the city. Motion passed 5-0. MOTIONED by M. Moir, second by S. Robinson to accept the MOU with the school. M. O'Brien thanked the school for use of the building. Motion passed 5-0.
 - b) District News! Expansion: Anne Elston said that adding to the District News! Would cost approximately \$170.00 per page. Initially it was thought that other "entities" might want to jump on board. "Deac" stated that she does not currently have funding to commit to this at this time. M. O'Brien feels that the Council needs to have the conversation about how to use the letter.
 - c) Parking Lot Bids/MOU for Parking Lot: Steve Palmer said the project went out to bid two months ago and we received 3 bids. Federal Law states you must take the lowest responsible bidder, and it was recommended to accept the bid from Don Weston. The contract will be between the city and the contractor. The school portion will be 55% of the project (estimated at \$360,000). The estimate is higher than the original estimate of \$300,000, because the light pole bases and front walkway were included. The City and the School will enter into an MOU that will outline the terms and conditions of the project.

MOTIONED by J. Lambert, seconded by J. Corrigan to agree to the Parking Lot MOU with changes to be solved between the Chair of the school board and the City Mayor, pending funding by the school district. Motion passed 5-0.

MOTIONED by S. Robinson, second by J. Little to approve the Parking Lot MOU. Motion passed 5-0.

- d) Update on Strategic Plan for City: Mike Decarreau (board represented on committee) stated they have been meeting for the last few months. Initial conversations have been around what we would like the community to look like in 5 years. We looked at groups around the city. We hope to get groups together and get feedback from them. A survey will be sent out to get sub groups to answer harder questions. There was discussion about how to sort data and do something with it. Sarah Robinson said we would be asking people to look at things in a different way.
 - e) Discussion on Electronic Sign for Front Parking Lot: At this time, it might be a mute point because of finances.
4. Agenda Revision/Time Allocation: MOTIONED by M. Decarreau, second by J. Corrigan to move the Roof Bid from the consent agenda. MOTION passed 5-0.
 5. Consent Agenda (See attached – Accept/Adopt): MOTIONED by J. Corrigan, second by M. Decarreau to approve the items on the consent agenda with the revision noted above. Motion passed 5-0.
 6. Focus on Learning:
 - a) Winooski Coalition for a Safe & Peaceful Community (WCSPC)-Kate Nugent: Kate Nugent explained that WCSPC is an independent, non-profit organization located in Winooski. The group is excited about the Nellie Mae grant and hopes to be able to be a resource with the grant work. Nugent stated that they have a list serve of 200+, and actively used Face book and twitter to get messages out to the community. The group is also available to help write grants and put together resources directories. A Culture Hop scheduled for 9/16/11 includes a diversity fair that includes information, films, fashion show, and food will represent all groups that live in Winooski.
 - b) Overview of 2010/11 Initiatives (K-12): A Board Visual for the 2010-2011 Initiatives were presented and briefly discussed. Many of these initiatives will be ongoing as we enter the next school year. We will revisit this visual at the board retreat. Stefanie Hamble reported that the Science and Social Studies Curriculum Maps are in place. K-8 teachers worked in vertical teams to look at the standards and see which ones were being covered by whom. The team then took the standards and plugged them into a template, to create the maps. The map is an outline, which can be used to develop assessments and instruction. Justin Brown stated that the High School has the Science and Social Study Maps in place as well and used the same process as the K-8 teams.
 7. New Business (Receive Information & Possible Action):
 - a) Tax Anticipation Note (Due 6/21/11): MOTIONED by J. Lambert, second by T. Cleiland to approve the TAN in the amount of \$872,000 by the People’s United Bank. Motion passed 5-0.
 - b) 1st Reading, Policy 8312-Media Relations: Language was added for the District News! that is we have info coming in from outside sources, the Superintendent would have the final say in what gets printed. MOTIONED by J. Lambert, second by J. Corrigan to approve Policy #8312 for the 1st reading. Motion passed 5-0.
 8. Ongoing Business (Deliberation & Possible Action):
 - a) Discussion/Acceptance of Board Code of Conduct and Ethics: MOTIONED by J. Corrigan, second by J. Lambert to accept the Code of Ethics and have it posted in the lobby. Motion passed 5-0.
 - b) Roofing Project-R. Provost stated that while we had received the bids back for the roof repairs, there is not currently enough money in the reserve account to cover the costs. It was suggested that Provost talk with the roofing contractor and look at alternative repairs/costs and report back to the board on July 27, 2011.
 9. Future Agenda Items:
 - a) July 27th Board Meeting: The following items will be on the agenda - Strategic Planning Committee, review of 10/11 goals, review of 12 required policies, set goals for 2011/12, discussion of roof, food service and electronic sign for 11/12 SY.
 10. Parking Lot Bids: MOTIONED by J. Corrigan, second by T. Cleiland to approve the bid for the Parking Lot Project and use \$360,000 from the Reserve account to fund the project. M. Decarreau stated he doesn’t feel this process will take care of the problem. Motion passed 4-1 (Decarreau).

“Ensure student growth through continuous improvement”

11. Executive Session (Title I, Section 313): MOTIONED by T. Cleiland, second by M. Decarreau to move into executive session at 9:43 p.m. to discuss administrative contracts and a personnel issue. Motion passed 5-0.
12. Adjourn: The Board returned to open session at 10:50 p.m. and adjourned.

CONSENT AGENDA
Wednesday, June 22, 2011

- I. Meeting Minutes: June 8, 2011
- II. Administrator Written Reports: None for this meeting
- III. Personnel Actions:
 - a) Resignations:
 - Karla Kennedy, Music Teacher K-5
 - b) Contract Approval:
 - Charlie O'Connor, K-5 Guidance Counselor
- IV. Approval of Bills:

#1180	Accounts Payable	\$77,956.68
#1181	June Benefits	\$148,753.47
#1206	Accounts Payable	\$12,535.05
- V. Award Bids:
 - Roof
- VI. Professional Development (PDC) and Staff Development Committee (SDC) Finance Reports

Respectfully Submitted,

Rebecca Provost
Finance Manager