

**WINOOSKI BOARD OF SCHOOL TRUSTEES
SPECIAL MEETING
MONDAY, JUNE 25, 2012**

MINUTES

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

MEMBER ABSENT: J. Corrigan

OTHERS PRESENT: M. Martineau, Superintendent R. Goulet, Finance Manager
M. O'Rourke, PK-8 Principal S. Metivier, Board Secretary
R. Hood, Dir. of Special Ed.

JOINT MEETING WITH CITY COUNCIL (City Hall) – See City Council Minutes

1. Introduce Community Services Director
2. City and School Action Plan as part of School's Strategic Plan
3. MOU Between City and School for 12/13 SY
4. Hydro Plant Discussion

WINOOSKI BOARD OF SCHOOL TRUSTEES MEETING (Learning Media Center)

1. Call to Order: M. Decarreau called the meeting to order at 8:00 p.m.

R. Goulet said she needs to add to the agenda a resolution for bank signature cards and provide an update on wireless internet.

2. Consent Agenda: M. O'Rourke said the body of the K-5 handbook is complete with a few minor changes needed. She requested any revisions be to her by July 13th so she can get it to the printers. MOTIONED by T. Cleiland, second by A. Booher to approve the consent agenda. Motion passed 4-0
 - a) Parent and Student Handbooks:
 - b) New Hires:
 - S. Hamble, Gr. 4 (replace N. Pecor)
 - S. Allen, Increase FTE from .5 to 1.0 – Math Interventionist Gr. 6-8
 - D. Gore, MS Alternative Room Teacher (Gr. 7-8)
 - K. Van Fossen, ELL Teacher (new position)
 - Nellie Maley, ELL Teacher (new position)
3. New Business:
 - a) Use of Facilities – Vermont Ravens Football: Paul Winters spoke on behalf of the group. He said all gate and concession receipts would be given back to the school. MOTIONED by J. Lambert, second by T. Cleiland to approve use of facilities as per policy. Motion passed 4-0.
 - b) Tax Anticipation Note: R. Goulet explained that we do this yearly to help with cash flow as our State Aid does not come in until mid-August. Received a bid from two banks – Peoples United and Merchant's Bank. The difference in the rate was 1/10 of a percent. As we currently do business with People's United, she recommends that we stay with them. MOTIONED by A.

Booher, second by T. Cleiland to approve a TAN with People's United in the amount of \$614,000. Motion passed 4-0.

- c) SEMP – School Energy Management: Goulet stated that the report was done free of charge through the Vermont Superintendents Association. After receiving the report, the facilities committee met to discuss. This will drive our strategic plan, but the biggest push is to review the boilers. Because of their age, we are having a hard time getting parts. This could impact education if we had to shut down for loss of heat. We hope to do an engineer study on the boilers in the early fall. Other recommendations in the study will be prioritized and worked on. Lambert noted that this would tie into the NEASC Evaluation. If they come up with facility issues, we will need to respond to their concerns. Martineau noted that she has asked for an extension to 2015 on the NEASC Evaluation because of a new principal coming on board and the Nellie Mae Grant work. Decarreau noted that the GMP lights in the parking lot seem redundant with all the new lighting from the parking lot project done last year.
- d) Presentation of Data from 11/12 Teacher Evaluation: M. O'Rourke had 20 teachers to evaluate at the JFK school. Her report looked at the 4 domains (Planning and Preparation; Classroom Environment; Instruction and Professional Responsibilities) for areas of strengths and areas needing growth. At least 75% of people were proficient or better. She will use these evaluations to focus on professional development for the following year. R. Hood had 12 teachers (Special Education/ELL) to evaluate. She also looked at the 4 domains for areas of strength and areas needing growth. She will be delivering more services in the classroom instead of pullout and hopes to see more alignment because all teachers (special education, ELL and mainstream) will be working with the kids. Martineau provided the board information on evaluations for Grades 9-12 (Justin Brown) showing areas of strengths and areas needing growth. Brown identified more professional development needed in questioning techniques, assessment work and communication with families.

Lambert expressed his dismay in receiving this information at the meeting tonight and not receiving it with the agenda material in advance. He feels that we have lots of children who are performing poorly and in multiple areas. He does not believe he is seeing the rigorous evaluation we should be doing and believes we have some major internal issues that need to be resolved. We need to be identifying teachers that are not performing and get them to leave or help them improve. As we go into the 3rd year of the SIG, we still are not seeing improvement in student outcomes. He would like to review the policy on evaluation again and tie student outcomes to them. Hood said she had put many hours of work and thought into the evaluation process and was offended by his comment. Hood stated she had planned a presentation on evaluation which is why the board did not receive information prior to the meeting. Cleiland said she believes administrators are calling teacher on areas that need improvement.

- e) Change Regular Meeting from August 8th to August 15th: There was board consensus to change the meeting to August 15th.
- f) 1st Reading, Policy #4111-Hiring of Professional Staff (Updated Procedures): Martineau said these procedures would follow the WEA agreement. We will post an opening internally for 5 days then post on SchoolSpring.Com. There was discussion on the difference between reassignment and hiring. No motion needed.
- g) 1st Reading, Policy #5132-Dress Code: Martineau said she checked other schools and most do not have a policy, but put the information in the student/parent handbook. MOTIONED by A. Booher, second by T. Cleiland to approve for the 1st reading. Motion passed 4-0.
- h) Approve Food Service Contract for 12/13 SY: Goulet said that by law we can renew the contract up to 4 times and this will be the 2nd renewal. She believes that everyone is happy with the service we receive from the Abbey. The state is working on the direct certification list and will be updating it more often. The state has suggested a price increase of 10 cents in the lunch prices and 15 cents in the breakfast meals. Guidelines are requiring more fruit and vegetables so there would be more cost. MOTIONED by J. Lambert, second by A. Booher to approve the FY '13 food service contract with the Abbey. Motion passed 4-0.

“Ensure student growth through continuous improvement”

- i) Discussion of CFP Allocations for FY 13: Goulet said we received more money than we anticipated in our Consolidated Federal Program allocations. Allocations are based on the Census. The state asked us to set 10% aside as a safety net. As we are a Tier I school we have certain requirements – need to put 20% aside for SES (tutoring) services, 10% for professional development, and 1% for parental involvement activities. We did put in an application to do SES services in the K-5 school. The administration discussed where we wanted to spend the funds and decided to pay for the coaches at the elementary school. Concern was expressed that there was nothing for the middle school. There was discussion about giving the professional development money to the middle school as the elementary school was getting two coaches and the high school has the Nellie Mae Grant.
- j) Capacity for Internet: Goulet said she will be meeting with consultant about increasing our bandwidth. As we will be getting more technology equipment in the building, we will need to increase our capacity. She wants to make the board aware that she may need to use some of the \$80,000 line item that was budgeted.
- k) Resolution for New Signature Card for Bank: Because a new treasurer will be coming on board July 1st, we need to change the signors on our bank accounts. We would have Jim Ticehurst (treasurer), Marc McCormick (asst. treasurer), Mike Decarreau (board chair), and Mary Martineau (superintendent) as signors. MOTIONED by J. Lambert, second by A. Booher to accept the resolution of signature cards. Motion passed 4-0.
- l) Confirm Date for Board Retreat: Martineau said that in a conversation with Val Gardner, it is her opinion that it doesn't make sense for the board to set separate goals if we are moving towards policy governance. Val could do a half-day overview of policy governance, a policy blitz, then schedule 2 more half days to finish training. She will be with us during initial board meetings for guidance. After some discussion it was decided to schedule a ½ day overview of policy governance and a discussion of ends. Martineau will contact Val Gardner for availability and send a meeting wizard out.

VFW letter (FYI in packet): Lambert noted that we did not give out the Landry Award this year at graduation. He will be contacting the VFW to make sure it gets done next year.

- 4. Adjourn: MOTIONED by T. Cleiland, second by A. Booher to adjourned at 10:02 p.m. Motion passed 4-0.

Respectfully submitted,

Sandy Metivier
Board Secretary