

**WINOOSKI BOARD OF SCHOOL TRUSTEES
REGULAR MEETING
WEDNESDAY, JULY 10, 2013**

MINUTES

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

MEMBER ABSENT: T. Cleiland

OTHERS PRESENT: S. McMannon, Superintendent S. Metivier, Board Secretary
B. Yacavoni, District Auditor J. Ticehurst, District Treasurer

1. Call to Order: Review Focus of Meeting: Mike Decarreau called the meeting to order at 6:35 p.m. The Pledge was recited. Decarreau requested that Item #4a on the agenda be moved up to the top of the agenda. M. Decarreau also presented a gift certificate to Amy Booher as the board's token of their appreciation for her work on the school board. She was also congratulated on her recent wedding. A thank you letter from Katherine Jennifer Helm was read. Decarreau commented that her service to the district was much appreciated.

2. Minutes of Meetings:

a. Action Item: Approve June 12, 2013 Regular Board Meeting Minutes: Decarreau requested a change in the motion of item 7d). The motion should read 4-0. Booher request that this be put in the minutes – when discussing the consent agenda on teacher contracts, she asked if Lauren Muir would be placed on the same team as her husband and she was told no by Mary O'Rourke. Sean McMannon said that he thought it was Mary Lundeen who answered no to that question. MOTIONED by J. Lambert, second by A. Booher to accept the minutes with corrections as discussed. Motion passed 3-1 (Corrigan abstained).

3. Governance Processes (Policy Section IV):

a. Discussion Item: Annual Agenda Planning (Policy 4.5.1):
i. Do we review the reports on the same evening as presented?
ii. Previous model showed a two-month lag while investigation completed

M. Decarreau noted that he made changes to the annual agenda document as discussed at the June 12th board meeting. He has spoken to Angelo Odato, Orange SWSU Board member whose board receives a monitoring report one month, then discusses it a few months later. He also spoke with Mark Andrews, Essex Town whose board is given material prior to a meeting so it can be reviewed and acted on at the meeting. The reports include both board and superintendent monitoring reports. There was discussion about what would happen if there are differences in opinion about interpretation or there are questions. Any questions can be e-mailed to the superintendent and if there is time, he would respond; otherwise we may need to work through issues at more than one meeting. A. Booher suggested that we use a visual of the monitoring reports at the meetings so the public knows what the board is discussing. M. Decarreau said he would work with Sean as to which policies will be worked on and when.

b. Discussion Item: Board education needs related to monitoring reports: M. Decarreau said he spoke with Harry Frank, VSBA who said there are some webinars that the board can view on writing and interpretation of monitoring reports. It is vitally important that we have an educated board. We will need to get the new board member a package of information.

c. Action Item: Set Special Meeting Date to Appoint New Board Member: Decarreau said we have received three letters of interest to fill the balance of Amy's term – August-February. The deadline for submissions is July 15th to send letters of interest to Sandy Metivier in the Superintendent's office. After some discussion, the date of July 24 @ 6:30 p.m. was set to interview interested candidates. Mike will contact candidates to let them know of the times. Mike asked board members to send their interview questions to him to consolidate. The interviews will be held in open session. A. Booher suggested having the interviews set up as a panel with common questions.

4. Global Executive Restraint (Policy 2.0):

- a. Action Item: Approve 2012 Audit: Decarreau thanked Bill Yacavoni for being here tonight to answer some questions that the board has. Jay Lambert asked the questions. Q: Why is the audit not balancing with the fund balance – off by \$4,300. A: Over years we have gone through different banks, treasurers and software. Jim Ticehurst found a few checks that did not show as cleared, but he received confirmation from the bank as being cleared under a different check #. Former treasurers never picked that up. As he did not have this info at the time the audit was done, it did not show in the audit. He does not have an issue of when the board wants to adjust the numbers. Q: Have adjusting entries been made in the general fund journal? A: He can't make those entries as they have to be done by Rebecca. He has asked her to make some entries, but according to J. Ticehurst as of 6/27 they had not been made. Sean McMannon will speak with Rebecca and report back to the board. Q: Have different student activity accounts been audited? A: Yes, he audited the JFK and WM/HS activity accounts. These are the only ones he is aware of. Q: The management letter says there are reportable conditions, which have been seen yearly. Should there be something stronger in the management letter that these conditions need to be fixed. A: There were no reportable conditions where we have an issue. There are some recommendations that are suggested. The letter written has to have that statement, but in the audit report there are no reportable conditions as shown in the summary. Yacavoni stated that he does a lot of detailed transactions. Millions of dollars are going through the books yearly, and he is not concerned if we are off by a few hundred monthly. The district has good controls and a staff that has been with the district for many years. Yacavoni noted that the district still has a lot of uncashed checks and we need to figure out if they have cleared at some point (possibly under the wrong check #) or we need to turn the money over to State Unclaimed Property. MOTIONED by J. Corrigan, second by J. Lambert to approve the FY '12 audit. Motion passed 4-0. Decarreau noted that on the board annual agenda he would have the auditor in for a discussion of findings.

5. Global Governance-Management Connection (Policy 3.0):

- a. Action Item: Schedule August Board Retreat: After some discussion about the need for the length, date/time, and content for a meeting it was decided that the Board Retreat would be held on Saturday, August 24th from 8am – 12pm – place to be determined. Sean McMannon said that we would have input from the community dinner and he would also bring some examples of “Ends” to help facilitate a good discussion. It is important that the administration take part in developing “Ends”.

6. ENDS/OUTCOMES Development (Policy Section I):

- a. Discussion Item: August Community Dinner to gather input on ENDS/OUTCOMES
- i. Date for August Community Dinner
 - ii. Facilitator to guide communication

Decarreau noted that the date of August 7th has been set and we have a facilitator – Susan McCormack. Susan would help prep for the meeting that will include Tori, Mike, Susan and Sean. We will also have interpreters. The cost for the dinner would be approximately \$550. A. Booher suggested childcare. Decarreau asked Jen Corrigan to work with Mary O'Rourke on making sure we have enough people for childcare. We hope to have examples ready for the meeting of what we are looking for, but need a good voice from the public. Publicizing the event – utilize a list from P4C (Winooski residents), church bulletins, FPF, etc.

7. Community Engagement (Policy 4.2.1): None

8. Reports:

- a. Superintendent Report (Policy 2.8): Booher stated that she was impressed with the report and thanked Sean for the effort put into it. Booher said she didn't believe there was representation of the kindergarten at the social thinking conference in San Francisco and suggested that a representative attend the same conference that will be coming to Boston.
- b. Financial Reports (Policy 2.3): None.
- c. Other Incidental Information (Policy 2.9): None.

9. Executive Limitations Monitoring: None.

10. Consent Agenda:

a. Action Items: please see attached supporting materials

- i. Transportation contract
- ii. Food Service contract

b. Approval of Bills:

#27	Payroll	15,012.22
#1173	941's	86,804.05
#1174	ST.VT	10,332.25
#1175	Accounts Payable	5,090.31
#1176	Dir.Dep	219,730.49
#1177	P/R Ded.	23,715.64
#28	Payroll	1,278.89
#29	Payroll	1,278.89
#30	Payroll	1,278.88
#1178	Dir.Dep.	115,439.88
#1179	Dir.Dep.	115,439.90
#1180	Dir.Dep.	115,439.90
#1181	941's	122,522.87
#1182	ST.VT	13,686.30
#1183	P/R Ded.	32,261.83
#1184	Accounts Payable	89,298.99
#1185	Accounts Payable	164,687.56
#1186	Food Service	33,989.67
#1187	Accounts Payable	214.70
#1188	Accounts Payable	210,489.75
#1189	Accounts Payable (TAN)	623,229.10
#1190	Not Used	.00
#1191	Not Used	.00
#32	Payroll	17,904.92
#1193	941'S	117,622.93
#1194	ST.VT	13,727.62
#1195	Dir.Dep.	300,232.09
#1196	P/R Ded.	39,959.20
#1197	Accounts Payable	162,145.85
#1198	Accounts Payable	71,707.60
#1199	Food Service	44,500.00
#1200	941's	2,879.88
#1201	Payroll	10,907.50
#1202	ST.VT	252.58
#1203	Accounts Payable	71,048.16
#1204	Accounts Payable	51,361.76
#1205	Reserve Account	59,245.00
#1206	Accounts Payable	51,876.08
#1	Medicaid-EPSDT	17,663.82
#1	Medicaid-IEP	55,881.53

MOTIONED by J. Corrigan, second by J. Lambert to approve. Motion passed 3-1 (Booher).

11. Next Agenda:

- Follow up with Sean on audit
- 7/24 meeting for board interviews
- Result of community dinner

12. Board Self-Evaluation (Policy 4.1):

a. Individual assessment of current meeting

Decarreau noted he was interested in touching on the general board behavior. Do we believe we are touching things that are board work? Decarreau will collect the evaluations and summarize.

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13. **Executive Session:** MOTIONED by A. Booher, second by J. Corrigan to move into executive session at 8:13 p.m. to discuss a personnel matter. Motion passed 4-0.
14. **Adjourn:** The board returned to open session at 8:45 p.m. MOTIONED by J. Lambert, second by M. Decarreau to rescind the action taken at the June 12, 2013 meeting regarding the family leave time request from Lauren Gilhooly. Motion passed 4-0. The board adjourned at 8:47 p.m.

Respectfully submitted,

Sandy Metivier
Secretary to the Board