

**WINOOSKI BOARD OF SCHOOL TRUSTEES ANNUAL RETREAT
DOUBLETREE HOTEL
Carriage Room
WEDNESDAY, JULY 27, 2011
(8:00 AM - 4:30 PM)**

MINUTES

MEMBERS PRESENT: R. Millar, President
J. Lambert, Secretary
M. Decarreau, Member
T. Cleiland, Member

MEMBER ABSENT: J. Corrigan

OTHERS PRESENT: M. Martineau, Superintendent
J. Helm, Assistant Principal, JFK/WMS
R. Hood, Dir. of Spec Ed.
M. Jacobs
M. O'Rourke, JFK/WMS Principal
J. Brown, WHS Principal
R. Provost, Finance Mgr.
S. Hamble, Dir. of Teaching/Learning

1. Winooski Strategic Planning Process Overview: Marty Jacobs reviewed the process for the upcoming Strategic Planning meetings for the 11-12 SY.
2. Reviewed 10/11 Board Goals and Initiatives (Year in Review)
3. Reviewed and discussed results of School Climate Survey
4. Set Goals for 11/12 School Year
 - Format for Administrative Reports

Vision: Ensure Student Growth Through Continuous Improvement

Board Goals 2011-12

- Goal 1: **Increase student learning and growth**
- Quarterly data in Literacy (Basic Rdg., Rdg. Comprehension, and Written Language) and Math will be presented to the Board. Information will be presented using bar graphs (below, proficient, and exceeds)
- Goal 2: **Increase student engagement through best instructional practices** (a measure of how teachers are doing)
- Administrators will report out behavior data in percentages
 - The Administrators will discuss at their August retreat how to report out the data teacher evaluation (brain research strategies, brain/poverty research strategies, domains in the Danielson framework).
- Goal 3: **Increase Parent/Community Engagement (PreK-12)**
- The action plan created by the PIRC-VT groups will be used to monitor our progress.
- Goal 4: **Collaboration and Communication**
- We will add the parent organization groups to the board agenda under public comment.
 - Data will consist of joint city/school mtgs., board representation at community events, admin. board reports summarizing activities/committees.
 - Paste Ch. 17 Board mtgs. on website.

The Administrative Board Reports will report out on the goals by summarizing activities related to the goals.

Quarterly Data will be presented in bar graph form for goal 1 and 2.

Principals will share truancy data and school discipline data monthly.

**WINOOSKI BOARD OF SCHOOL TRUSTEES
SPECIAL MEETING
WEDNESDAY, JULY 27, 2011
Learning Media Center**

MINUTES

MEMBERS PRESENT: R. Millar, President
J. Lambert, Secretary
J. Corrigan, Member
M. Decarreau, Member
T. Cleiland, Member

OTHERS PRESENT: M. Martineau, Superintendent
J. Helm, Assistant Principal, JFK/WMS
R. Hood, Dir. of Spec Ed.
S. Metivier, Board Secretary
M. Nattress, Citizen
R. K. Metivier, Citizen
M. O'Rourke, JFK/WMS Principal
J. Brown, WHS Principal
R. Provost, Finance Mgr.
T. Cusson, Citizen
E. Andreoli, Citizen
R. Little, Citizen

1. Call to Order/ Pledge of Allegiance: R. Millar called the meeting to order at 5:06 p.m. The Pledge was recited.
2. Agenda Revision/Time Allocation: No revisions.
3. Consent Agenda (See attached – Accept/Adopt): J. Lambert asked if all teaching staff being hired on the consent agenda are HQT for their position. M. Martineau said they are. R. Millar said that the minutes of 6/22/11 7a) should read People's United, not Chittenden Bank. MOTIONED by J. Corrigan, second by T. Cleiland to approve the consent agenda with correction as noted above. Motion passed 5-0.
4. Public Comments:
 - a) General Public:
 - Hawthorne Field Parking Lot: T. Cusson said she wanted to speak about the closing of the back parking lot. Closing off the lot is not working for people who use the back fields and she hopes the board can come up with another solution. M. Nattress commented that elderly grandparents having to walk so far to the field is a hardship. It was also suggested that the gate could have an opening to allow pedestrians and bicyclers to walk through rather than climbing over the gate. Martineau said the decision to close it off was because if someone got hurt we would be liable. It was a decision made by three parties who have a stake in the issue – Winooski School District, Winooski Housing Authority and the City of Winooski and has been an ongoing issue. Cleiland suggested that people who see the problems suggest ways that we can solve the issue. Lambert said the lot improvement was part of a previous strategic plan and the public wanted to make it safer – the issue needs to be addressed sooner rather than later. Provost said any changes would be a budgetary cost, which would need to be built into for next year. It could possibly be a special article on a ballot.
 - Trees in Main Parking Lot: Andreoli said she heard rumors about trees being taken down during work on the parking lot this summer. She is wondering if they can be relocated. Provost said this was discussed with Steve Palmer and an arborist about the possibility of moving the trees, but this time of year they would not survive and the cost to purchase new trees compared to moving the trees was not worth it. The Board asked if we could put the drawings of the parking lot on the web so people could see what is happening.
 - Agenda on Front Porch Forum: Andreoli asked again if we would consider a way of putting the full agenda on Front Porch Forum rather than having to go to another site. The Board said we would look into it.
 - b) Winooski Education Association: Not present.
 - c) Student Council Representative: Not present.
5. New Business (Receive Information & Possible Action):

“Ensure student growth through continuous improvement”

- a) NCLB Regulatory Relief: R. Millar read the Resolution. Martineau said that the reauthorization of NCLB is critical for funding. MOTIONED by J. Lambert to accept and sign resolution and that the date of approval be placed on it with the Chair signing. Second by T. Cleiland. Motion passed 5-0.
- b) 1st Reading of Policies:
 - Policy #1120, Board Meeting Agenda, Preparation and Distribution: J. Lambert noted that VSBA says that the entire board be in full agreement to pull something off a consent agenda and there should be at least two people asking to pull an item off. After some discussion R. Millar said he didn't believe that we have limited anyone's opinions and asked other board members how many members they wanted to agree to pull off an item from the agenda. This policy will be on the September agenda to take official action on the way we run meetings (small boards). The policy will give us transparency and keeps the way meetings are run static. MOTIONED by J. Lambert, second by J. Corrigan that a minimum of two board members are required for items to be taken off the consent agenda. Motion passed 5-0. Lambert suggested the policy be updated annually so that new board members will be on line.
 - Policy #4122, Substitute Professional Staff Employment (REQUIRED): Changes were reviewed to that brings the policy in compliance.
 - Policy #4310, Alcohol and Drug Free Workplace (REQUIRED): Changes were reviewed.
 - Policy #5110, Student Attendance (REQUIRED): There was discussion about the entrance age for kindergarten of being 5 before December 31st. Given our demographics this age makes sense. T. Cleiland said she would like to see data supporting preschool prior to age 4. M. O'Rourke said that this data was reviewed years ago and there is a difference between older vs. younger students. It was the board's consensus that the administration would research running our own pre-school (cost, staffing, etc.).
 - Policy #5114(b), Alcohol and Drug Abuse (REQUIRED): Changes were reviewed. A step was added where a student needs to come before the superintendent, then on to the board if necessary. R. Hood asked that the special ed. department be informed by principals of a situation. This is to be added to the policy.
 - Policy #6141a, Curriculum Program Additions and Deletions (CURRICULUM REQUIRED): Changes were reviewed.
 - Policy #6144a, Animal Dissection (REQUIRED): No changes were made.
 - Policy #6160, Educational Support System (REQUIRED): J. Lambert - under procedures, #2i) procedures should be reviewed on a set time schedule. After some discussion it was decided to change the wording to "periodically as written into the plan". Lambert also said that this policy is supposed to have parental input when developing this policy. Martineau said that it was warned and published that this policy would be discussed. Lambert requested that this policy be voted on separately.
 - Policy #8311, Board Member Conflict of Interest (REQUIRED): Changes were reviewed.

MOTIONED by M. Decarreau, second by T. Cleiland to approve Policies #4122, 4310, 5110, 5114(b), 6141(a), 6144(a) and 8311 with any changes as discussed. Motion passed 5-0.

MOTIONED by T. Cleiland, second by M. Decarreau to accept except Policy #6160 for a 1st reading as discussed. Motion passed 4-1 (Lambert).

6. Ongoing Business (Deliberation & Possible Action):
 - a) 2nd Reading/Approval – Policy #8312, Media Relations: MOTIONED by T. Cleiland, second by M. Decarreau to approve as written. Motion passed 5-0.
7. Future Agenda Items: Next meeting is scheduled for September 14th. Send any request for agenda items to Mary Martineau.
8. Correspondence: None.
9. Executive Session (Title I, Section 313): MOTIONED by M. Decarreau, second by T. Cleiland to move into executive session at 6:55 p.m. to discuss a personnel matter. Motion passed 5-0.
10. Adjourn: The board returned to open session at 7:15 pm and adjourned.

“Ensure student growth through continuous improvement”

**CONSENT AGENDA
WEDNESDAY, JULY 27, 2011**

- I. Meeting Minutes: June 14, 22, July 11, 2011

- II. Personnel Actions:
 - a) Release from Contract:
 - Michele Steele (for 11/12 SY)
 - b) Issue Contracts:
 - Bruce, Jessica – Art Teacher (6-12)
 - Charron, Emmy – Guidance (9-12)
 - Murphy, Sarah – Guidance (K-5)
 - Saffo, Veronica – French Teacher (9-12)

- III. Reauthorize Food Service Contract for 11/12 SY

- IV. Approval of Bills:

#26	Payroll	\$5,463.95
#1182	941's	\$15,663.07
#1183	St.Vt	\$1,885.76
#1184	Dir.Dep.	\$41,921.74
#1185	P/R Ded.	\$4,364.55
#27	Payroll	\$5,463.95
#1186	941's	\$15,663.07
#1187	Vt.Vt	\$1,885.76
#1188	Dir.Dep.	\$41,921.74
#1189	P/R Ded.	\$4,364.55
#28	Payroll	\$5,463.95
#1190	941's	\$15,663.07
#1191	St.Vt	\$1,885.76
#1192	Dir.Dep.	\$41,921.74
#1193	P/R Ded.	\$4,364.55
#29	Payroll	\$5,463.96
#1194	941'S	\$15,663.10
#1195	St.Vt.	\$1,885.75
#1196	Dir.Dep.	\$41,921.70
#1197	P/R Ded.	\$4,364.54
#30	Payroll	\$17,277.52
#1198	941's	\$73,339.63
#1199	St.Vt	\$9,193.65
#1200	Dir.Dep.	\$203,172.45
#1201	P/R Ded.	\$21,266.41
#31	Payroll	\$1,026.02
#1202	941	\$31,615.10
#1203	St.Vt.	\$3,807.03
#1204	Dir.Dep.	\$98,146.11
#1205	P/R Ded.	\$8,503.77
#1206	Accounts Payable	\$12,535.05
#32	Payroll	\$1,026.02
#1207	941's	\$31,615.10
#1208	St.Vt.	\$3,807.03
#1209	Dir.Dep.	\$98,146.11
#1210	P/R Ded.	\$8,424.77
#33	Payroll	\$1,026.02
#1211	941'1	\$31,615.10
#1212	St.Vt.	\$3,807.03
#1213	Dir.Dep.	\$98,146.11
#1214	P/R Ded.	\$8,424.77

“Ensure student growth through continuous improvement”

#34	Payroll	\$1,026.02
#1215	941's	\$31,615.29
#1216	St.Vt.	\$3,807.07
#1217	Dir.Dep.	\$98,146.11
#1218	P/R Ded.	\$8,424.77
#1219	Accounts Payable	\$716,670.42 (TAN payment)
#1220	Accounts Payable	\$212,018.00
#1221	Accounts Payable	\$194,998.74
#35	Payroll	\$8,528.51
#1222	941's	\$5,368.27
#1223	St.Vt.	\$580.61
#1224	Dir.Dep.	\$10,434.39
#1225	P/R Ded.	\$2,093.77
#1226	Accounts Payable	\$93,440.46
#1227	Accounts Payable	\$165,538.70
#1228	Accounts Payable	\$21,053.90
#1229	Accounts Payable	\$81,477.35
#1230	Food Service	\$43,449.43
#1231	Not Used	
#1232	Accounts Payable	\$7,218.92
#1233	Accounts Payable	\$108,858.39
#1	Medicaid IEP	\$93,818.71
#2	Medicaid IEP	\$31,333.83
#3	Medicaid IEP	\$44,068.85
#1	Medicaid EPSDT	\$5,420.14
#2	Medicaid EPSDT	\$3,238.56
#3	Medicaid EPSDT	\$18,101.45
#1008	Accounts Payable	\$38,028.92 (FY12 expenses)
#1009	Accounts Payable	\$150,113.08 (FY12 expenses)

Respectfully Submitted,

Sandy Metivier
Board Secretary