

**WINOOSKI BOARD OF SCHOOL TRUSTEES
SPECIAL MEETING
THURSDAY, August 23, 2012**

MINUTES

PRESENT: Val Gardner, Policy Governance Trainer Angelo Odató, Orange SW SU Board member
R. Hood, Director of Spec. Ed/ELL M. Martineau, Superintendent
R. Goulet, Finance Manager M. O'Rourke, JFK Principal
J. Helm, M/H School Asst. Principal M. Decarreau, Board President
L. Wheeler, MH School Principal J. Corrigan, Board Member
A. Booher, Board Member T. Cleiland, Board Member
J. Lambert, Board Secretary S. Metivier, Board Secretary

1. Call to Order/ Pledge of Allegiance: M. Decarreau called the meeting to order at 6:36 p.m. The Pledge was recited

2. Policy Governance Training:

Val Gardner and Angelo Odató reviewed the process of starting policy governance. The board must start with an "End Goal" that they will need to start discussing. In starting the policy blitz the board reviewed Setting Executive Limitations and came up with the following statements:

Policy Title: 2.0 Global Executive Constraint

The superintendent shall not cause or allow any practice, activity, decision, or organizational circumstance that is unlawful, unsafe, imprudent, or in violation of commonly accepted educational and professional ethics and practices.

Policy Title: 2.1 Treatment of Students, Parents/Guardians and Community

With respect to interactions with Students, Parents/Guardians Community or those applying to be Students, Parents/Guardians and Community, the superintendent shall not cause or allow conditions, procedures, or decisions that are arbitrary or capricious, untimely, unclear, undignified, or unnecessarily intrusive.

Further, without limiting the scope of the foregoing by this enumeration, the superintendent shall not

1. Elicit information for which there is no clear necessity
2. Use methods of collecting, reviewing, transmitting, or storing student/ family information that fail to protect against improper access to the material elicited
3. Operate facilities without appropriate accessibility and privacy
4. Allow Students, Parents/Guardians and Community to be unaware of what may be expected and what may not be expected from the district
5. Leave Students, Parents/Guardians and Community uninformed in writing of this policy or without a way to be heard for persons who believe they have not been accorded a reasonable interpretation of their protections under this policy
 - a) Discourage persons who believe they have not been accorded a reasonable interpretation of their protections under policy from airing a complaint and being heard

Policy Title: 2.2 Treatment of Staff

With respect to the treatment of paid and volunteer staff, the superintendent shall not:

1. Operate without written personnel rules that (a) clarify rules for staff, (b) provide for effective handling of grievances, and (c) protect against wrongful conditions.
 - a. Permit staff to be uninformed regarding the performance standards by which they will be assessed.
2. Discriminate against any staff member for nondisruptive expression of dissent
3. Allow staff to be unprepared for emergency situations
4. Violate any provisions of any negotiated contract

Policy Title: 2.3 Financial Condition and Activities

With respect to the actual, ongoing financial condition and activities, the superintendent shall not cause or allow the development of financial jeopardy or material deviation of actual expenditures from board priorities established in Ends policies.

Further, without limiting the scope of the foregoing by this enumeration, the superintendent shall not

1. Expend more funds than have been received in the fiscal year to date.
2. Expend more funds than have been budgeted.
3. Spend any surplus revenues.
4. Use any long-term reserves.
5. Allow for practices that do not comply with Generally Accepted Accounting Procedures.
6. Receive, process or disburse the organization's assets under internal controls that are insufficient to prevent and detect significant deficiencies or material weaknesses.
7. Operate without internal controls that prevent and ensure against tardy, inaccurate, specious or misleading finances reporting.
8. Incur debt in an amount greater than can be repaid by certain otherwise unencumbered revenues within sixty days.
9. Conduct interfund shifting in amounts greater than can be restored to a condition of discrete fund balances by certain otherwise unencumbered revenues within thirty days.
10. Allow debts to be settled in an untimely manner.
11. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
12. Allow receivables to be unpursued after a reasonable grace period.
13. Operate without internal procedures that detect, deter and prevent fraud.
14. Accept non-resident students unless tuition is being paid by another Vermont school district or the state (This needs to be researched)

Policy Title: 2.4 Financial Planning and Budgeting

The superintendent shall not cause or allow financial planning/budgeting for any fiscal year or the remaining part of any fiscal year to deviate materially from the board's Ends priorities, risk financial jeopardy, or fail to be derived from a multiyear plan.

Further, without limiting the scope of the foregoing by this enumeration, there will be no financial plans/budgets that

1. Risk incurring those situations or conditions described as unacceptable in the board policy "Financial Condition and Activities"
2. Omit credible [conservative] projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions
3. Provide less for board prerogatives during the year than is set forth in the Governance Investment Policy
4. Omit disclosure of anticipated impact(s) of proposed plan/budget on students and taxpayers.

Policy Title: 2.5 Emergency Superintendent Succession

To protect the board from sudden loss of superintendent services, the superintendent shall not permit the administrative team to be unprepared to take over with reasonable proficiency until a successor is found.

Policy Title: 2.6 Asset Protection

The superintendent shall not cause or allow district assets to be unprotected, inadequately maintained, or unnecessarily risked.

Further, without limiting the scope of the foregoing by this enumeration, the superintendent shall not

1. Allow board members, staff and the organization itself to be inadequately insured against theft and casualty losses to at least 80 percent of replacement value and against liability in an amount at least equal to the average for comparable organizations.
2. Allow uninsured personnel access to material amounts of funds
3. Subject facilities and equipment to improper wear and tear or insufficient maintenance.
4. Unnecessarily expose the organization, its board, or its staff to claims of liability.
5. Make any purchase (a) wherein normally prudent protection has not been given against conflict of interest; (b) of over \$ 15,000 without having obtained comparative prices and quality; Orders shall not be split to avoid these criteria.
6. Allow information, and files to be exposed to loss or significant damage.
7. Allow for practices that do not comply with Generally Accepted Accounting Procedures.

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8. Compromise the independence of the board's audit or other external monitoring or advice, such as by engaging parties already chosen by the board as consultants or advisers.
9. Endanger the organization's public image, its credibility, or its ability to accomplish Ends.
10. Close any buildings as public schools.

Policy Title: 2.7 Compensation and Benefits

With respect to employment, compensation, and benefits to non-unionized employees, consultants, contract workers, the superintendent shall not cause or allow jeopardy to financial integrity or to public image.

Further, without limiting the scope of the foregoing by this enumeration, the superintendent shall not

1. Change the superintendent's own compensation and benefits.
2. Promise or imply permanent or guaranteed employment.
3. Establish or change compensation and benefits that deviate materially from the geographical or professional market for the skills employed.
4. Create obligations over a longer term than revenues can be safely projected, in no event longer than one year and in all events subject to losses in revenue.
5. Establish or change pension benefits so as to cause unpredictable or inequitable situations.

Policy Title: 2.8 Communication and Support to the Board

The superintendent shall not cause or allow the board to be uninformed or unsupported in its work.

Further, without limiting the scope of the foregoing by this enumeration, the superintendent shall not

1. Allow the board to be without adequate information to support informed board choices, including relevant environmental scanning data, a representative range of staff and external points of view, significant issues or changes within the external environment which may have a bearing on any existing board policies, along with alternative choices and their respective implications.
2. Neglect to submit monitoring data required by the board (see policy 3.4 on monitoring superintendent performance) in a timely, accurate, and understandable fashion, directly addressing the provisions of board policies being monitored
3. Allow the board to be unaware of any actual or anticipated noncompliance with any Ends or Executive limitations policy, regardless of the board's monitoring schedule.
4. Let the board be unaware of any significant incidental information it requires, including anticipated media coverage, threatened or pending lawsuits, and material/publically visible internal and external changes.
5. Let the board be unaware if, in the superintendent's opinion, the board is not in compliance with its own policies on Governance Process and Board-Management Delegation, particularly in the case of board behavior that is detrimental to the work relationship between the board and the superintendent
6. Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and incidental.
7. Allow the board to be deprived of a workable mechanism for official board, officer, or committee communications
8. Deal with the board in a way that favors or privileges certain board members over others except when responding to officers or committees duly charged by the board.
9. Allow the board to do its work without the necessary items on its consent agenda. Necessary items are those decisions delegated to the superintendent yet required by law, regulation or contract to be board-approved, along with applicable monitoring information
10. Allow the board to be without reasonable administrative support for board activities.
11. Allow the board to be uninformed of all gifts accepted with an estimated value of more than \$500.
12. Allow the board to be unsupported and uninformed in its role as a quasi-judicial hearing body.

The next step in policy governance is to finish the policy blitz and begin practice at meetings.

3. Adjourn: The meeting adjourned at 9:31 p.m.

Respectfully Submitted,

Sandy Metivier
Board Secretary

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