

**WINOOSKI BOARD OF SCHOOL TRUSTEES
REGULAR MEETING
WEDNESDAY, SEPTEMBER 14, 2011**

MINUTES (corrected 10/12/11)

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

OTHERS PRESENT:	M. Martineau, Superintendent	R. Hood, Director of Special Ed.
	R. Provost, Finance Manager	J. Brown, WHS Principal
	J. Helm, Assistant Principal K-8	M. O'Rourke, Principal K-8
	S. Palmer, City Engineer	D. Blanchard, Teacher
	M. Nattress, Citizen	J. Pape, Teacher
	L. Lambert, Citizen	T. Nattress, Citizen
	C. Robare, Citizen	R. Bennett, Support Staff
	K. O'Neil, Support Staff	S. Messier, Teacher
	S. Trefry, Nurse	L. Casier, Support Staff
	M. Ryan, Citizen	K. Atkins, Citizen
	T. Cusson, Citizen	J. Carter, Former Teacher
	C. Leary, Citizen	D. Trainque, Citizen
	M. Trainque, Citizen	B. Trainque, Citizen

1. Call to Order/ Pledge of Allegiance: R. Millar called the meeting to order at 6:31 p.m. The Pledge was recited.
2. Agenda Revision/Time Allocation: R. Millar would like to move agenda reports out of consent agenda for questions. Lambert noted that he would reference other policies during discussion on readings of policies that are on the agenda. MOTIONED by T. Cleiland, second by J. Corrigan to accept the change in agenda. Decarreau asked about the ½ time math teacher that is on the agenda. The person's name to accept on the agenda is for the middle school position. This person is licensed. The high school currently is employing a person as a sub who is in the process of taking her praxis for math to be licensed. Motion passed 5-0.

Questions asked regarding administrative reports included:

Millar asked M. Martineau to summarize the training that took place today on Common Core English Language Arts Standards. Martineau explained that today was the roll out for the state and included R. Hood, M. O'Rourke, S. Hamble and others from our district. Thirty states have decided to move forward with using the common core as the national standard for learning. The new test will replace NECAP in the spring of 2014. There will be 3-4 more trainings during the remainder of this year. We are already looking at mapping and assessment pieces so a lot of the work will already be done. Decarreau would like an update on the evaluation format on the next agenda. Cleiland asked if there were going to be signs directing parents on how to use the restructured parking lot. Provost said that signs have been ordered. We have had a discussion of angled parking and have decided to wait until the spring. Cleiland asked that we update the web on the flow of traffic. Millar asked Martineau to talk more about the city roundabout project. Martineau said she is on the city steering committee for planning. Working with councilman John Little, we are trying to get input from stakeholders from different sections of the city on the downtown area. We are looking to have a contest with kids to get their ideas of what to do with the center area of the roundabout. Input can be from individual students, classes or TA's. Entries are due by November 15th to M. Martineau. The winner would work with the city council and engineers on the project. Millar asked about the progress on the roof project. Provost said that the goal is to finish by this Friday. Decarreau noted that the financial report is near impossible to read because of the size and could we try another format? Millar asked about the New Americans Meeting. Robin Hood said that this meeting will take place this coming Saturday in Burlington. She will summarize on her next board report. Decarreau asked if the Hydro One would have any impact to the school district in 2013. Martineau said she is not sure how it will affect the school. We are looking for clear guidance from the tax department. Decarreau requested that the board be kept informed. Martineau said it would be a good topic for a joint meeting with the city.

3. Consent Agenda (See attached – Accept/Adopt): MOTIONED by T. Cleiland, second by J. Corrigan to accept the consent agenda. Motion passed 5-0.
4. Focus on Learning: Nellie Mae Update (J.K. Helm): Winooski School District and Burlington School Districts are co-applicants in a distance learning grant. The grant will concentrate on student centered learning and community-parent involvement with the thought that education should also take place outside of school walls with external learning, internships, etc. Receiving the grant could mean up to \$1 million a year for up to 7 years. We

won the planning grant last January and were 1 of 7 applicants. Winooski and Burlington are the only districts that are co-applicants. Both districts have a high free and reduced lunch and ELL population and we are looking at how we can change education for all populations. Our 25-page proposal is due October 31st. Helm believes that we will get this grant as examples of our work are used for other groups. Site visits by Nellie Mae Foundation will be conducted this month and next. We will hear in January if we are awarded the grant. All work being done for the Nellie Mae grant is also being done for the DOE, so this dovetails with what we are already doing. Money will make it easier to obtain our goals.

5. Public Comments:

a) General Public:

- Sharonlee Trefry spoke about the ADHD grant that she worked on with a local pediatrician, Dr. J. Ward Stackpole. The project focused on better communication between families, schools and pediatricians around ADHD treatment. One finding is that parents want to be included in any meeting about their children even if they can't attend. Sharonlee needs to meet with building principals and guidance personnel to review tools to assess children for ADHD. Sharonlee also mentioned that the 2nd annual culture hop would be held this weekend at the O'Brien Center.
- Melanie Nattress asked who would be taking the place of Gary Mears? What is happening with Web2School as her daughter is not on? What is happening with recycling in the school, as she doesn't see it happening in the buildings? Martineau said there are currently no plans to replace Gary. Presently, principals will work with custodians and K. O'Neil consults with Rebecca Provost over maintenance projects. We are waiting to see if we need another administrator or if we can we take care of things without. Nattress said Gary was a great asset to the district and we have seen improvements. Who will be the contact person for facilities usage? Martineau said that would go through Sandy to organize and any needs that an organization would have should be listed on the application. Nattress said she doesn't believe that she needs a custodian on duty when she feels she can run the events without taxing custodians as long as she has access. J. Helm said that in regards to Web2School – when her daughter moved up we changed the passwords, it just needs to be reset. Recycling will be put on a future agenda for discussion.
- Cindy Robare – requested that all computers used for virtual online courses are up to date as her daughter was not able to complete an assignment because of this issue.
- Steve Palmer – said that he has worked very close with Rebecca Provost on the parking lot project and noted that she has gone way above and beyond for this project, working nights and weekends in her efforts to have this project run smoothly.
- Marcy Ryan – requested that the automatic front door for handicapped be checked as it has not worked for months. Provost said this would be addressed with maintenance.
- Colleen Leary – concerned about incident that took place last spring where an instructional assistant was found stealing money from the school. She is appalled that this woman has retained her job here and is still working with students. A lot of students that attend here come from low-income families or one-parent families – what kind of example does that set for our students? R. Millar said this is a personnel issue and cannot be discussed.
- Jim Carter – explained that he was a long time teacher/baseball coach for Winooski. He is now involved in the UVM Club Baseball team which is presently without a field. He has put in the paperwork to use Hawthorne Field, but we are on a very limited budget. We were grouped in Category III, but he is asking to be changed to Category II to reduce any cost to the club. Millar said this was on the agenda, and would be discussed at that time.

b) Winooski Education Association: James Pape, president introduced himself and said he hopes to be a cooperative partner.

c) Student Council Representative: Not present.

6. New Business (Receive Information & Possible Action):

- a) Adopt Robert Rules of Order for Small Boards: Martineau said this came up for discussion at the last meeting. MOTIONED by T. Cleiland, second by J. Corrigan to adopt Robert's Rules of Order for Small Boards. Lambert clarified that the only change we are making is the number of board members needed to take and item off the consent agenda. Motion passed 5-0.
- b) 1st Reading of Policy #1120, Board Meeting Agenda Preparation and Distribution: Martineau reviewed changes, which were basically to clean up language. It was suggested that the last sentence on Agenda Preparation be reworded to “. . . consent agenda as long as one other board member requests it”. Martineau said that we would be sending out all board materials and agendas electronically. Decarreau suggested that we check with the City Clerk to make sure it gets posted at city hall. MOTIONED by T. Cleiland, second by M. Decarreau to approve Policy #1120 for a first reading with the change in wording as suggested. Motion passed 5-0.

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- c) 1st Reading of Policy #3517, Distribution of Keys: Martineau said this policy is to be reviewed annually by the superintendent. It was discovered that the Access key system was a nightmare – badges issued over last few years that should not have been given out, people who had left still had access and other problems. In reviewing the policy and in a conversation with Atty. Gamache about the district's liability, I was told that people who are not employees of the district and who have keys to the building, if they get hurt, the district is liable. Martineau also checked with other area Superintendents and found that no keys are issued to non-employees. When an event takes place, a custodian is assigned to cover the event because of liability. Martineau said she spoke with George Cross and he stated that the policy was implemented when he was superintendent and there was always a custodian present during events. Cleiland asked if we would be assuming liability if a group signed out keys and returned them after an event. Martineau said that she would want advice from an Attorney to see if preparing a document would relieve us of liability.

M. Nattress said she received an e-mail from Mary Martineau asking her to bring in all keys. She feels that as a volunteer and all that she does for the district, she has earned the right to have those keys. The problem needs to be addressed within the system, not taking keys away from volunteer groups. R. Millar said he does not want people to take this personally, the district saw a problem and we are trying to address the situation. The district respects and appreciates the work that everyone does.

Ken Atkins asked if we looked into getting a liability rider on our insurance to alleviate liability.

C. Robare says she understands about the keys, but even if all keys are returned, there are still a number of keys that are floating around that were never returned. Most of the time a person does not need access to get in as usually one can find doors propped open and gain access that way. Friends, PTO, and Boosters use the buildings heavily and need access to get merchandise and set up games. T. Cusson noted that because of everyone's busy lives, there are occasions when we need to have access to the building during odd hours and not having access when needed, just gives something else to juggle in our busy lives.

Colleen Leary said the board is concerned about liability in the school, but what about the person who committed a felony? Does that person have an access badge?

M. Decarreau summarized what he felt he was hearing. We need to clean up the system, and the district respects volunteer groups. J. Corrigan said that if what Cindy Robare says is true about keys being out there, then we should look at changing all the locks. J. Lambert brought up Policy 4147 for doing criminal record checks on volunteers which says that building principals are to decide who would have access to the school and who would be required to do background checks. Martineau clarified that all people get a background check with few exceptions of some volunteers.

M. Martineau stated that she needs to go on record that if something happens by giving access to non-employees, the board is liable.

Decarreau suggested that we get a committee together and come back to the board with a recommendation. MOTIONED by J. Lambert to table this issue. Second by J. Corrigan to table and do more research by a committee. Motion passed 5-0.

NOTE: In the absence of a board approval of a reading, the policy reverts to what is currently in existence.

- d) Approve Updated Job Description, School Psychologist: Martineau said that the job description was old and it needed to be cleaned up. MOTIONED by J. Corrigan, second by M. Decarreau to approve. Motion passed 5-0.
- e) Approve Updated Job Description, Custodian/Crossing Guard: Martineau said that we now have a custodian who is also doing crossing guard duties. We updated the job description to match his current duties. MOTIONED by T. Cleiland, second by J. Corrigan to approve. Motion passed 5-0.
- f) Approve RFP on Parking Lot Lighting: R. Provost said there was no money put in the parking lot budget for lighting. We went out to bid and she recommends Northeast Electrical distributors for purchase of material at a cost of \$23,733.60 and Neil McKee for installation at a cost of \$9,000.00. Provost is recommending the money come from G. Mears salary/benefit budget line and that we would also apply to Efficiency VT for a rebate in the amount of \$5,800. She would like to order by the end of this week. MOTIONED by J. Corrigan, second by T. Cleiland to approve the purchases as recommended. Decarreau asked if approving this means that Mears position would not be filled. Provost said we would still have money left in that line item. There was discussion on the possible loss of that position. Motion passed 4-1 (Decarreau.)

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- g) Approve Budget Timeline for FY '13: MOTIONED by J. Corrigan, second by T. Cleiland to approve the timeline as submitted. Motion passed 5-0.
 - h) Approve Use of Facilities, Martial Way: MOTIONED by M. Decarreau, second by J. Corrigan to approve the use of facilities. S. Messier requested that the group disinfect the mats after use. Motion passed 5-0.
 - i) Approve Use of Facilities, UVM Baseball Club: This group is requesting use of field for practice and game time, but is asking to be moved to group II as they are non-profit. MOTIONED by J. Corrigan, second by M. Decarreau approve the use of facilities and move to group II. Motion passed 5-0.
 - j) Approve Field Trip Request – New York City: MOTIONED by T. Cleiland, second by M. Decarreau to approve. Motion passed 5-0.
7. Ongoing Business (Deliberation & Possible Action):
- a) Hawthorne Field Parking: Martineau reviewed the timeline of events and how we got to where we are now. Many groups have discussed the issue of Hawthorne Field many times, over the last year. Marcy Ryan, resident of 181 Franklin St. said it was not her intention of closing down the park to traffic completely, just to make it safe for residents. After much discussion and offers of volunteers to man the gate during games and a suggestion by Ken Atkins to move the entrance back to the way it was years ago (directly off Franklin St.), it was MOTIONED by M. Decarreau to have the lot manned by volunteers to monitor parking for officials and handicapped only and to meet with all parties involved to come up with a long term solution. Second by J. Corrigan. Motion passed 5-0.
 - b) 2nd Reading Policies: Lambert request that Policy #6160 be discussed separately. MOTIONED by J. Lambert, second by J. Corrigan to approve the policies as listed below. Lambert request that curriculum be presented to the board before it is implemented should there be a complaint. Motion passed 5-0.
 - #4122, Substitute Professional Staff Employment
 - #4310, Alcohol ad Drug Free Workplace
 - #5110, Student Attendance
 - #5114(b), Student Alcohol and Drug Abuse
 - #6141(a), Curriculum Program Additions and Deletions
 - #6144(a), Animal Dissection
 - #8311, Board Member Conflict of Interest
- Lambert still feels that the review section is too vague. MOTIONED by J. Corrigan, second by T. Cleiland to approve policy #6160, Educational Support System as written. Motion passed 4-1 (Lambert).
8. Future Agenda Items: Hawthorne Field; Update on Negotiations; Update on PIRC; PTO sign were items that the board wished to see on the agenda for the next regular meeting.
9. Correspondence:
- a) Letter from Michelle Steele, Former WHS Teacher: Decarreau stated he has concerns regarding the letter about if the number of students in a class is less than 10 kids, the course is cancelled. Martineau said that this was a mandatory policy that was discussed at a previous meeting. Students have other alternatives, such as CCV and on-line classes. Millar suggested this be put on the next board agenda for discussion.
10. Executive Session (Title I, Section 313): There was no Executive Session.
11. Adjourn: MOTIONED by J. Lambert, second by M. Decarreau to adjourn. Motion passed 5-0 and the board adjourned at 10:11 p.m.

**CONSENT AGENDA
WEDNESDAY, SEPTEMBER 14, 2011**

- I. Meeting Minutes: July 27, 2011
- II. Administrator Written Reports:
- III. Personnel Actions:
 - a) Contract Approvals (Teachers):
 - Gray, Chelsea (EEE Teacher)
 - Allen, Schuyler (MS Math Teacher, .50 FTE)
 - Moran, Kaitlin, (OMNI Teacher, 1 year replacement)
- IV. Approval of Bills:
 - #1234 Accounts Payable \$7,376.74 (FY11)

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#1	Payroll	\$31,282.14(FY12)
#1000	941's	\$7,078.47
#1001	St. Vt	\$993.14
#1002	Dir.Dep.	\$18,578.23
#1003	P/R Ded.	\$2,827.64
#2	Payroll	\$8,937.46
#1004	941's	\$41,100.70
#1005	St. Vt	\$6,574.88
#1006	Dir.Dep.	\$79,325.44
#1007	P/R Ded.	\$5,538.68
#1008	Accounts Payable	\$38,028.92
#1009	July Benefits	\$150,113.08
#3	Payroll	\$9,853.17
#1010	941's	\$15,783.86
#1011	St. Vt	\$1,982.55
#1012	Dir.Dep.	\$40,218.23
#1013	P/R Ded.	\$5,963.81
#1014	Accounts Payable	\$83,048.00
#1015	Accounts Payable	\$201,496.67
#4	Payroll	\$9,687.65
#1016	941's	\$13,580.68
#1017	St. Vt	\$1,739.49
#1018	Dir. Dep.	\$31,434.22
#1019	P/R Ded.	\$5,267.46
#1020	August Benefits	\$153,228.00
#1021	Accounts Payable	\$166,707.54
#1022	Accounts Payable	\$1,161.84
#1023	Reserve Acct	\$81,886.16
#5	Payroll	\$24,776.76
#1024	941's	\$65,729.44
#1025	St. Vt	\$8,167.90
#1026	Dir.Dep.	\$175,087.57
#1027	P/R Ded.	\$19,667.89
#1028	Not Used	
#1029	Accounts Payable	\$36,327.44
#1030	Accounts Payable	\$14,822.65
#6	Payroll	\$16,303.20
#1031	941's	\$64,722.13
#1032	St. Vt	\$7,942.53
#1033	Dir.Dep.	\$181,818.58
#1034	P/R Ded.	\$22,629.22
#1035	Food Service Acct	\$25,403.02
#1036	Accounts Payable	\$8,169.10
#1037	Sept.Benefits	\$141,719.13
#1038	Reserve Acct	\$10,955.40

- V. ADHD Project Talking Points:
- VI. Concussion Guidelines:

Respectfully submitted,

Sandy Metivier
Board Secretary