

**WINOOSKI BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING MINUTES  
WEDNESDAY, April 12, 2017  
Learning Media Center**

Board Members Present: Michael Decarreau-President, Jen Corrigan-Clerk, Tori Cleiland, Matthew MacNeil, Julian Portilla, Alexander Do-Student Representative, Rainbow Chen-Student Representative

Board Members Absent: Julian Portilla

Administration Present: Sean McMannon-Superintendent

Others Present: See sign-in sheet on file

1. Meeting called to order at 6:31 pm by Michael Decarreau-President followed by the Pledge of Allegiance and Mindfulness led by Tori Cleiland.
2. **Agenda Review and Adjustments:** Move the Financial Management Report from the Consent Agenda to Executive Limitations 6a. Add 8e - Policy #5111, Prevention of Harassment, Hazing and Bullying of Students.
3. **Focus on Learning:** Sean McMannon-Superintendent introduced high school guidance counselor Tony Settel to begin the Guidance Program presentation. He began the presentation on what duties a high school guidance counselor performs ranging from mental health, career and college readiness and various testing throughout the school year. A goal is post-secondary preparation via career interest testing, mentoring, internships and college preparation. Middle school counselor, Amanda Spencer, continued with the responsibilities for a middle school counselor. The behind the scene pieces that take up a huge amount of time is consultation, supervision, collaboration and referral (indirect services). She would like to continue to be involved in co-teaching. A challenge with students has been cell phone usage from the moment the students come into the school until they leave. Cell phones distract students from their learning experience. Sarah Murphy, JFK Guidance Counselor, thanked the board for supporting the addition of a part-time school counselor. She shared her responsibilities as a counselor for kindergarten through 5<sup>th</sup> grades that range from direct student services, implementation of a school counseling core curriculum routed in social thinking, referrals for additional assistance, consultation and collaboration with parents, teachers, other educators and community organizations. Her challenges have included developing the program. Her goals for next school year is that weekly lessons increase, direct student services and to create a district wide guidance department mission and vision statement. Rainbow advocated for another high school guidance counselor due to the amount of students per one counselor. Tony Settel

thanked the board as this will be his last year. The board also thanked him for his services.

**4. Public Comments:** None.

**5. Consent Agenda:**

- a) Minutes of Meetings: March 8, 2017
- b) Policy Title: 2.3 Financial Condition and Activities
  - Approval of Bills
  - Quarterly Financial Management Report (**moved to 6a**)
- c) Policy Title: 2.6 Asset Protection
  - Accept Superintendent Monitoring Report
- d) Policy Title 2.8 Communication and Support to the Board
  - Superintendent Report
- e) Policy Title: 4.2.2 Board Job Description
  - Adopt Policy #1340, Tobacco Prohibition
  - Adopt Policy #4310, Alcohol & Drug Free Workplace

Motion made by Matt MacNeil to accept the Consent Agenda. Michael asked that the minutes from March 8<sup>th</sup> be corrected before they are put into final approval. This will include the misspelling of his last name and in Executive Limitations clarification of a comment by Supt. McMannon about the firewall. All approved.

**6. Executive Limitations (Policy Section II):**

- a) Policy Title: 2.6 Asset Protection
  - Approve Time Clock System Request for Proposal  
Sean McMannon-Superintendent shared that Instructional Assistants do not presently fill out time sheets. Due to new state regulations anyone that works hourly needs to be tracked. He is asking for the board to approve the new system. Jen Corrigan made a motion to approve the Time Clock System bid as presented. All in favor.
  - Quarterly Financial Management Report  
Board members received a revised page that included corrections. Discussion also included the fund balance.

**7. Board-Management Delegation (Policy Section III):**

- a) Policy Title: 3.4 Monitoring Superintendent Performance
  - Discuss/Accept Board Monitoring Report  
Discussion included non-compliance items that compares our current superintendent to other superintendents in the area. Tori Cleiland made a motion to accept Policy 3.4 Monitoring Superintendent Performance as presented. All in favor.

**8. Governance Processes (Policy Section IV):**

- a) Policy Title: 4.1.b Governing Style: Encouragement of a Diversity of Views
- Student Report to the Board  
Alex Do-Student Representative shared that a guest speaker from Champlain College spoke on Monday with students. On Wednesday, the ten students who attended the Youth Climate Conference spoke with Legislators at the state house on what changes can be made regarding the school climate. On Wednesday, there was a business trip to Boston. The students went to a Boston Celtics game and a haunted house along with a visit to Salem, Massachusetts. Rainbow Chen-Student Representative shared that there will be a half day tomorrow (Thursday) for parent/teacher conferences. A green up event is scheduled and students will clean up around the school. Friday is Spring into the Arts event that will include a jazz band performance. The new bagel company will be donating bagels. She shared that the new student representative process will be beginning next week with hopes to have a new student representative by June. She shared that a lot of senior students have made college commitments already. She is going to Brown University in the fall. The Grammy Foundation donated \$2,000. Students are going to be included in the process of what to purchase with the funds.
- b) Policy Title: 4.2.2 Create Written Governing Policies
- Discussion – 1<sup>st</sup> Reading, #4311, Privacy of Health Related Information (HIPAA)  
Board members suggested keeping as is.
  - Discussion – 1<sup>st</sup> Reading, #5118, Participation of Home Study Students in School Programs & Activities  
Sean McMannon said there is up to a dozen that do participate in activities. Home school families do come in and use the library and other resources that are available. Board members suggested keeping the policy as presented.
- c) Policy Title: 4.2.4 Legislative Update
- Discussion  
Act 46 is still in discussions and there is still a lot of education bills still pending including a possible change to ELL weighting. Construction Aid is still in play. Health care for school employees is being discussed and a study group was approved.
- d) Policy Title: 4.5 Agenda Planning
- Removal of SS/IA Contracts  
Support Staff and Instructional Assistant Contracts are not required by the board to approve.
  - Board Reflection & Review Forum  
Board members received a handout. Discussion included having a self assessment quarterly and have the clerk keep track of the results. The first assessment will begin next month. Michael will share the word document with board members to review.

- e) Policy Title: 5111 Prevention of Harassment, Hazing and Bullying of students

The board members want to take the opportunity to do a direct inspection of the data to include the way the policy is being enforced and procedures applied. Board members decided that two members would review the procedures and bring back the results to the board. Jen Corrigan offered to work on it and Julian has expressed interest in working on this. Jen offered to connect with Julian regarding his participation.

**9. Community Engagement (Policy 4.2.1):**

- a) Discussion: Recent community activities by board members

- Ends & GXs Community Forums

Michael Decarreau participated. Tori Cleiland and Jen Corrigan went to the Jazz Dinner. Tori Cleiland went to the Mosque Defense Dinner - they call themselves the Circle of Sisters. She shared that it is alarming to hear what Muslim women go through. Rainbow participated in the Jiu-Jitsu Tournament and the Women's Empowerment Martial Arts Class.

**10. Next Agenda: None.**

**11. Upcoming Important Dates:**

- Teacher Negotiation Meetings will be April 11<sup>th</sup> at 6:00 pm in Room 102
- Parent/Teacher Conferences will be held April 13<sup>th</sup> and 14<sup>th</sup>
- Spring into the Arts (SITA) will be on April 14<sup>th</sup> at 4:00 pm in the Main Lobby
- Talent Show will be April 14<sup>th</sup> at 6:00 pm, PAC
- Spring Recess will be April 24<sup>th</sup> through the 28<sup>th</sup>
- National Honor Society Induction will be held May 9<sup>th</sup>
- Next regular board meeting is May 10<sup>th</sup> at 6:30 pm, LLC

**12. Executive Session:**

Motion made by Matt MacNeil to enter executive session at 8:19 pm to discuss labor negotiations and student discipline. All in favor.

**13. Possible Action on Executive Session:**

- 14.** Motion to adjourn at 8:51 pm by T. Cleiland. All in favor.

Respectfully submitted by:

Brenda Steady  
Board Recorder

