

**WINOOSKI BOARD OF SCHOOL TRUSTEES
REGULAR MEETING
WEDNESDAY, OCTOBER 10, 2018**

MINUTES

School Board Members Present: Michael Decarreau-President, Matthew MacNeil, Tori Cleiland, Alexander Yin, Student Representatives Destiny Syharaj and Sophia Do

School Board Member Absent: Jennifer Corrigan

Administration Present: Sean McMannon, Superintendent, Rebecca Goulet, Finance Manager

Others Present: See attendance sign-in sheet

1. Meeting called to order at 6:30 pm by Michael Decarreau-President followed by the Pledge of the Allegiance and Mindfulness led by Tori Cleiland.
2. Agenda Review and Adjustments: Move Section 6c before a. Add to Consent Agenda F. Ballot change and Budget Schedule for FY20 and in section (c) Long-Term Sub Recommendation for Deborah George.
3. Focus on Learning: Sean McMannon, Superintendent opened the Technology presentation by introducing Ron Mack the Network Administrator. Ron let the board know what he came into when he began as the Network Administrator one year ago and where he and his team are now with the work that has been completed. He explained there have been many changes. When he first arrived he assessed the deficiencies across the facility and developed a three to five year plan to meet needs. When he began, the server room was out of date. His IT Team took out a lot of e-waste and there is still some more that needs to go. He checked out the wiring closets, cabling issues and problems with the amount of wiring. There were no track systems in place. Physical access, insufficient space and lack of venting and cooling were high-priority issues identified. The wiring closets do not have any cooling systems in place at this time. The teachers depend on the network to run their classrooms efficiently. The servers were not designed for the amount of desktops, tablets and phones accessing the network on a daily basis but that has been remedied. The IT team did a lot of clean up in the closets. The middle and high school has no more room for additions. Completion work includes a new firewall, with backup unit, all wiring in closets, reprogramming of wireless network, improved Wi-Fi signal, phasing-out Apple devices for Dells, established central server for department use, reduced need to outsource services, new website and new Web2School & HVAC servers. Future plans include converting the remaining desktop computers to servers, complete server room build, establish improved data backup systems, and establishing a more secure user environment. He then shared a video about technology in the future. Michael asked about the security of data. Ron agreed the importance of security of data and that there has been a firewall protection update and there is always more that can be done. Alexander Yin thanked Ron and his team for the hard work they have done. Michael asked teachers and staff present if they have seen an improvement in the last year and they unanimously said yes. Michael asked about the fiber optic line that comes into the school and Ron said that is included in the three to five year plan.
4. Public Comments: None.
5. Consent Agenda:
 - a) Minutes of Meetings: September 15th and 17th, 2018
 - b) Policy Title: 2.3 Financial Condition and Activities
 - Approval of Bills
 - c) Policy Title: 2.7 Compensation and Benefits
 - Approve Contract Recommendation: O'Brien, Katie - LTS, Grade 1
 - Approve Contract Recommendation: George, Deborah - LTS,
 - d) Policy Title 2.8 Communication and Support to the Board
 - Superintendent Report

- e) Policy Title: 4.2.2 Board Job Description
 - Adopt Policy #4115: Alcohol & Drug Testing: Transportation Employees
 - Adopt Policy #5145: Pupil Privacy Rights
- f) Hard copy of the ballot change and the budget schedule for FY20
Motion made by Tori Cleiland to accept the Consent Agenda with the additions presented during the agenda review.
All in favor.

6. Executive Limitations (Policy Section II):

- c) Policy Title 2.6 Asset Protection –
Sean opened the WSD Capital Project Committee Update by having each member of the committee introduce themselves.
Katharine Monje – School Nurse
David Epstein – TruexCullins
Ron Mack – Network Administrator
Catherine Lavigne – Speech Language Pathologist
Matt Gile – School Librarian
Nellie Maley – WHS ELL Teacher
Cam Featherstonhuagh – TruexCullins
Matthew Webb – GX Coordinator
Rebecca Goulet – Finance Manager

Catherine Lavigne shared that teacher retention has been at 100% at JFK this past school year. More students are attending preschool and are ready for kindergarten and are consistently meeting reading and math standards. Matt Webb spoke about the pride in the district and that this is being noticed outside the district. The VSBA awarded the school board the Governance Award, Rainbow Chen (a past student) served as a student representative to the Vermont Board of Education, Tom Payeur, 2019 VT Teacher of the Year, Senator Sanders Essay Contest Awards and Winooski's Got Talent. The current challenges in the district are the overcrowding that makes for insufficient space for essential interventions. Catherine shared a projected enrollment for the district that was created by the New England School Development Council (NESDEC) which showed an increase in the student population. She also informed the board about the leaky roofs, heating, cooling and ventilation issues along with aging furniture. Matt continued with the various constructions from 1957 – 2000. David Epstein from TruexCullins gave an update on the project schedule and the steps that have taken place to this point. The visioning statements on Wellness, Learning and Engagement helped to create the building space design. The concept design is the culmination of the great progress that has been made. Cam, from TruexCullins, presented the costs involved in the project. Sean recognized Rebecca Goulet for the work she has done. The Capital Project Committee was charged with coming up with a prioritized list of needs and wants and provide feedback. David and Cam joined the board members at the table to discuss the project and if it will move forward. Board members asked the student representative their thoughts. The representatives realized this is something that will not happen during their time at WSD but were excited about it and the need for it. After discussion regarding bringing down the costs, the board decided to move forward and let the community decide. The next steps will be to develop a community engagement plan, bring the information to the public and potentially bring a bond vote to the voters in May or June of 2019.

Motion made by Alexander Yin to have the Capital Project Committee develop a community engagement plan and a timeline with the plans as presented and continue to explore cost reduction options. All in favor.

- a) Policy Title: 2.3 Financial Condition and Activities
 - Quarterly Financial Management Report:
Both board members and Sean agreed that the first quarterly report is fine.
- b) Policy Title: 2.4 Financial Planning and Budgeting
 - Superintendent Monitoring Report 2.4:
Board members agreed the report is very thorough. The only concern is the process of keeping track of what happens during the year to be able to monitor a superintendent's performance. An example is the material weakness that came out of the audit.
Motion made by Tori Cleiland to approve the Superintendent Monitoring Report 2.4 as presented. All in favor.

7. Governance Processes (Policy Section IV):

- a) Policy Title: 4.1.b Governing Style: Encouragement of a Diversity of Views
 - Student Report to the Board

Destiny and Sophia shared that the Advisory Representative Retreat took place in Burlington last weekend. The Advisory groups are creating flags during next week's Wednesday half day. Clubs have started meeting. The Yearbook, Galaxy and Prom Committees have started up. The students in Peace Jam brought information to a new family. About 20 students attended a Sunday SAT class. Sophia updated the board on the new Capstone Class and that students are concerned about the grading due to it being new.

- VSBA Resolutions: Board members received a current hard copy of the 2018-2019 VSBA Board Resolutions Report to review. Michael and Tori will be attending the Leadership Conference at Lake Morey.
- Side Letter of Agreement with WEA (Winooski Education Association): Tim Rich has been volunteering and it has been decided to make this a paid position. Motion made by Tori Cleiland to approve the Side Letter of Agreement as presented. All in favor.

a) Policy Title: 4.2: Board Job Description

- Appoint New Clerk: Michael explained to board members that Jennifer can no longer review and sign the warrant on Thursday mornings and that a new clerk needs to be nominated. After discussion Michael nominated Alexander Yin. Motion made by Matthew MacNeil to appoint Alexander Yin as the Clerk of the Board. All in favor.

c) Policy Title: 4.2.2 Create Written Governing Policies

- Discussion – 1st Reading, Policy #4127, Volunteers, Work Study Students and Student Teachers
Board members agreed that the policy is fine as it is written.
- Discussion – 1st Reading, Policy #5114a, Student Conduct and Discipline
Michael expressed concern with the section regarding administrative responsibilities regarding “the welfare of the school” and if this includes the students and all aspects of the school. The board members agreed that this covers anything or anyone on school grounds. Alexander expressed concern regarding page three in the procedures about the practices and if there is follow-up. Sean said that there is an administrative letter.

d) Policy Title: 4.3 Handling of Operational Complaints

- Board Monitoring Report 4.3, Specifically 4.3.3:
Motion made by Tori Cleiland to accept the Board Monitoring Report 4.3 as revised and discussed. All in favor.

e) Policy Title: 4.8 Governance Investment

- Discussion of budget and topics for education
Board members decided to keep the \$3,000 line item in the budget. Topics for Education are special education and to invite Val back. Sean suggested two board members to meet with her beforehand. Alexander suggested we form a vision of how to communicate and how does the Governance Policy fit in.

8. Community Engagement (Policy 4.2.1):

- a) Recent community activities by board members with focus on Communications Plan discussion included _____
Alexander Yin shared that September 15th – October 15th was Latino Hispanic Heritage month.

9. Next Agenda:

10. Upcoming Important Dates:

- VSBA/VSA Fall Conference will be held October 18th and 19th.

11. Executive Session: None.

12. Possible Action on Executive Session: None.

13. Motion made by Matt MacNeil to adjourn at 9:47 pm. All in favor.

Respectfully submitted by:

Brenda Steady
Board Recorder