

Winooski School Board of Trustees  
Regular Meeting  
Wednesday, March 11, 2020  
Minutes

School Board Members Present: Michael Decarreau, Tori Cleiland, Alexander Yin, Matthew MacNeil and Margaret Bass, Student Representatives: Hiba Laaroussi and Sophia Do (arrived 6:51 pm)

School Board Members Absent: None

Administration Present: Sean McMannon - Superintendent

Others Present: See attendance sheet on file.

1. Meeting called to order at 6:39 pm by Michael Decarreau, President, followed by the Pledge of Allegiance followed by Mindfulness with Tori Cleiland.
2. Reorganization of Board:
  - a. Oath of Office given to Tori Cleiland by Margaret Bass. Margaret Bass gave the Oath of Office to Michael Decarreau.
  - b. Sean asked for nominations for President. Tori Cleiland made the motion to nominate Michael Decarreau for President. All in favor.
  - c. Michael Decarreau, President, asked for nominations for Secretary. Tori Cleiland made the motion to nominate Alexander Yin for Secretary. All in favor.
  - d. Code of Ethics: Board Members' Code of Conduct- Policy 4.7  
Michael asked all members to sign the Code of Ethics.
  - e. Adopt Robert's Rules for Small Boards  
Motion made by Margaret Bass to adopt Robert's Rules for Small Boards. All in favor.
  - f. Committee Assignments:  
Communications/Parent Engagement - Tori Cleiland and Margaret Bass  
Negotiations - Michael Decarreau and Matthew MacNeil  
Capital Project - Michael Decarreau and Alexander Yin  
Charter Commission - Tori Cleiland and Alexander Yin  
Finance Team - Alexander Yin and Michael Decarreau
  - g. Board photo - Sean took an updated board member photo.
3. Agenda Review and Adjustments: Michael Decarreau thanked, myself, for my 3.5 years of service as the Board Recorder for the district.  
Sean McMannon, Superintendent, updated the board members of what safety measures the school is

taking regarding the Coronavirus pandemic. With all the media it is creating quite a bit of interest and panic among staff, parents and students. He sent out a letter explaining if a child misses school that this will still need to be documented.

Another concern is events that are not being canceled. He will not make decisions without the advice of health professionals and will continue to work with the Department of Health. There are a few students that stayed in a motel over the weekend and were notified that two weeks proper someone with symptoms of the Coronavirus stayed at the hotel. Due to confidentiality (HIPPA) information to the public is limited. On the schools website there is a wealth of information for anyone to retrieve. He asked the board to follow the same procedures that are normally followed if contacted individually by community members.

Public Comments: None

#### 4. Consent Agenda:

- a. Minutes of Meetings
  - i. Regular Meeting: February 12, 2020
  - ii. Capital Project Executive Committee Meeting: February 12, 2020
- b. Policy Title: 2.3 Financial Condition and Activities
  - i. Approval of Bills
- c. Policy Title: 2.7 Compensation & Benefits
  - i. Approve Teacher Contracts for 2020/21
  - ii. Approve Administrative Contracts for 2020/21
- d. Policy Title 2.8 Communication and Support to the Board
  - i. Superintendent Report
- e. Policy Title: 4.2.2 Create Written Governing Policies
  - i. Discussion/Approval - 2nd Reading #4311 Privacy of Health Related Information (HIPAA)

Motion made by Tori Cleiland to accept the Consent Agenda as presented. Tori was pleased that Winooski school district staff won an award for Workplace Wellness. She also shared that today Sean and Michael attended the Pupil Weighting Factors testimony and Press Conference in Montpelier. Michael and Sean informed the board members that the weighting factors are hugely different from what has been used in the past. She is hoping the students have a voice in picking out the new uniforms from the grant monies. The International Peace Dinner seems to be going well. Alex Yin gave a shout out to the first official Pride Club meeting. All in favor.

#### 5. Executive Limitations (Policy Section II):

- a. Policy Title: 2.3 Financial Condition and Activities
  - i. Approve FY20 Audit Services Contract One-Year Extension:  
Motion made by Alexander Yin to approve a one year extension to the current audit. All in favor.
  - ii. District Treasurer Election and Charter Description discussion included that it has been about three years since the charter update. Due to missing the deadline for a treasurer Sean informed the board members that the next date to vote on a treasurer would be in

August at the next election. Michael said there needs to be information that needs to get out to the community regarding the open position of treasurer.

- b. Policy Title: 2.4 Financial Planning and Budgeting
  - i. Review of FY21 Budget Cycle  
Board members felt the budget buddies were very helpful and Alex saw the true value of having them.
- c. Policy Title: 2.6 Asset Protection
  - i. Accept Superintendent Monitoring Report  
Sean mentioned there are a few pieces missing on this and one is that there is no Finance Report due to extenuating circumstances at this time. The option would be to approve it as it stands and/or table it. Another suggestion would be to put an asterisk of what is missing in the report at the top of the document.  
Motion made by Matthew MacNeil to accept the Superintendent Monitoring Report contingent upon the added note regarding the Finance Report. All in favor

6. Governance Processes (Policy Section IV):

- a. Policy Title: 4.1 Governing Style
  - i. Review/Accept Board Monitoring Report  
Michael made a couple changes. 4.3 being the biggest change is in Policy 4.1.3 in Evidence. Preparations for meetings for the most part have gotten significantly better. Michael also pointed out Policy 4.1.6 has been updated.  
Motion made by Matthew MacNeil to approve the Board Monitoring Report with changes. All in favor.
  - ii. Student Report to the Board  
Sophia and Hibba believe that some students are struggling staying on top of their work and getting tutors for help. They said they can use Tutor.com through Upward Bound and Community College of Vermont and asked if there is a way that the school can partnership with these programs. Sean told the students that Mr. Berthiaume would be the best person to contact regarding the Tutor.com. They explained to the board members how the program works.
  - iii. Review of February Focus on Learning: Proficiency-Based Learning  
Michael and Sean watched the portion of the meeting on Proficiency-Based Learning due to not being able to attend the January meeting. Tori shared with Michael and Sean that it was a great presentation and that the board members' questions were based on the grading system. Sean felt it was hard watching the video due to not being able to actually see the board members. He did speak to the presenters. Alexander suggested having Stacey Kostell, CEO for Coalition for College, come to a board meeting. Sean suggested also having college admission representatives come to a board meeting to discuss transcripts and what they focus on when they review a student application. Board members shared their views of what they believe would be to the best interest of the students to help them get into a college. The student representatives gave their thoughts on their experiences. Michael suggested getting together an agenda item for October.
- b. Policy Title: 4.2.2 Create Written Governing Policies
  - i. Second reading of Policy #1340 Tobacco Prohibition. Sean took the references and added a clearer vaping language.  
Motion made by Margaret Bass to approve Policy #1340 Tobacco Prohibition. All in favor.

- ii. First Reading of #5118 Participation of Home Study Students in School Programs  
No changes proposed.
- iii. 1st Reading #8311 Board Member Conflict of Interest  
No changes proposed.

7. Community Engagement (Policy 4.2.1):

- a. Recent community activities by board members. Michael Decarreau attended the Pupil Weighting Factors testimony and Press Conference in Montpelier. Board members attended the Community Dinner to share information regarding the budget.

8. Next Agenda:

9. Upcoming Important Dates:

- a. JFK Fun Fair, March 13th, 4:30 pm - 6:30 pm
- b. Winooski Youth Wellness & Substance Use, March 18th, 6:00 pm - 8:00 pm
- c. WMHS Parent/Teacher Conferences, March 19th and 20th
- d. Talent Show, March 27th
- e. Regular Board Meeting, April 8th, 6:30 p.m.
- f. JFK Parent/Teacher Conferences, April 9th - 10th

10. Motion made by Matt MacNeil to enter Executive Session at 8:41 pm to discuss Labor Negotiations and personnel. All in favor.

11. Any action out of the Executive Session. No action taken.

12. Motion made by Tori Cleiland to adjourn at 9:02p. All in favor.

Respectfully submitted by:

Brenda Steady

Board Recorder