



Winooski School Board of Trustees  
Regular Meeting  
Wednesday, March 13, 2024, 6:00pm  
WSD Library Learning Commons or via Zoom  
Google Meet Link: [meet.google.com/szx-gwkh-oee](https://meet.google.com/szx-gwkh-oee)

Policy Title 1.0 Ends Statement: All students will graduate from the Winooski School District (WSD) college and career ready at a cost supported by a majority of the Winooski community. WSD students will lead healthy, productive and successful lives and engage with their local and global community.

***Attendees: Wilmer Chavarria, Robert Millar, Isaiah Donaldson, Kamal Dahal, Nicole Mace, Elom Essiba, Matt Gile, Maybeline Lopez, Michael Eppolito, Jean Berthiaume, Allyssa Ravelin (Board Recorder).***

**Call to Order:**

\*Wilmer Chavarria calls the meeting to order @ **6:02pm**

1. **Reorganization of Board:** (20 Minutes)
  - a. Oath Completion Verbal Verification for New Members
    - i. Wilmer asks for a verbal confirmation
  - b. Election of President\*
    - i. **Isaiah Donaldson nominates Robert Millar for Board President**
    - ii. **Unanimously Passes.**
  - c. Election of Vice President
    - i. Robert Millar looks for nominations for Vice President
    - ii. Nicole Mace nominates Kamal Dahal
    - iii. Robert asks for further nominations.
    - iv. None submitted.
    - v. Robert Millar looks for a motion.
  - d. Election of Secretary/Clerk
    - i. Robert Millar explains the role of secretary/clerk. Some organizations use secretary and some use clerk.
  - e. Discussion/Approval: Policy Governance as the Board's Governance Model
    - i. "The board will govern lawfully, observing the principles of the Policy Governance model, with an emphasis on (a) outward vision rather than an internal preoccupation, (b) encouragement of diversity in viewpoints, (c) strategic leadership more than administrative detail, (d) clear distinction of board and superintendent roles, (e) collective rather than individual

decisions, (f) future rather than past or present, and (g) proactively rather than reactive.” (WSD Policy Title: 4.1 Governing Style)

- ii. Robert Millar Read the Governance Model.
- f. Discussion/Approval: Robert’s Rules for Small Boards
  - i. Robert Millar recognizes the Robert's Rules for Small Boards:
    1. Board members do not have to stand or be recognized by the chair in order to speak or make motions.
    2. Motions need not be seconded.
    3. A board member may speak any number of times on a question, and motions to close or limit debate are generally not permitted.
    4. A motion does not have to be pending in order to discuss a subject informally.
    5. Votes can be taken initially by a show of hands.
    6. If a proposal is perfectly clear to everyone it may be voted on even though no formal motion has been made.
    7. In putting questions to a vote, the chairman/president need not stand.
    8. The chairman/president can participate in debate just as any other board member. ([Robert's Rules for Small Boards — HARKER | LEPORE](#))
  - ii. Robert Millar asks for further questions of discussions
  - iii. Nicole Mace adds some clarifying information regarding where the rules came from and why they exist. These are designed to be a little more informal, but also to have structure.
  - iv. Kamal Dahal asks about asking for the public comments, because they aren’t in the rules.
    1. Nicole Mace clarifies that we do have a policy for the public to engage.
  - v. Robert Millar looks for a motion to accept Robert’s Rules for Small Boards.
    1. Isaiah Donaldson- “So moved.”
    2. Robert Millar asks for any further discussion, none provided.
- g. Assignment of Members to Committees
  - i. Finance Committee
    1. Robert Millar states Nicole Mace and Kamal Dahal are current members of the finance committee. He asks them to continue.
      - a. Kamal Dahal and Nicole Mace accept to continue serving on this committee.
      - b. Nicole Mace asks Robert to explain more of what the committee does.
      - c. **To hear more about this and other roles- Winooski School District Board Meeting 03/13/24**
  - ii. Negotiations Committee
    1. Robert Millar states that currently, himself and Isaiah Donaldson are currently on the committee and explains that we have two

negotiations, support staff and teachers, which run on opposite years.

2. Nicole Mace states that it doesn't seem like a good idea to change this committee while we are in negotiations.
    - a. Everyone agrees.
  3. Isaiah Donaldson and Robert Millar accept the responsibility to continue on the committee.
- iii. Antiracism Steering Committee (External)
1. Robert Millar shares that this isn't a board committee, it is made up of students and faculty.
  2. Isaiah Donaldson shares what the committee does and that he would encourage other board members to be involved. Elom Kpessa states that she is interested.
  3. Robert Millar states that Isaiah Donaldson currently is on the committee
  4. Isaiah accepts the role to continue on the committee.
- h. Appointment of the voting delegate for statewide health insurance
- i. Robert Millar asks for clarifying information
  - ii. Wilmer Chavarria shares that we have to send a name to the state by April 1st to VSBA. If you are the delegate, you will receive instructions. It is a formality for negotiations.
    1. Nicole Mace asks for information. School employee benefits are negotiated by school board representatives and state representatives. If an agreement is made, this person would be in charge of ratifying this.
    2. Robert Millar asks if anyone is interested in this position, Isaiah Donaldson volunteers.
- i. Discussion/Approval: Regular meeting schedule, time, and warning
- i. Robert Millar states that the meeting is the second Wednesday of every month at 6pm. During budget times, we meet weekly during November and December. We get the agenda on Monday, giving staff time to get information together.
  - ii. Robert Millar asks if everything with our meeting schedule works.
    1. No complaints from the school board.
    2. Nicole Mace states that she asks for the board agenda to be given on Fridays to allow people to be prepared. The packets have a lot of information and give people the weekend to truly understand the materials.
    3. Robert Millar asks how everyone feels about Friday?
    4. Isaiah Donaldson agrees.
    5. Robert Millar - Notes that the packet will now go out on the Friday before a board meeting.
    6. Wilmer Chavarria distributes "The Board Member's Playbook" to all members of the board..

**\*Elected Board President will facilitate the rest of the meeting**

**2. Agenda Review and Adjustments:**

- a. Robert Millar asks to remove Administrative Contracts -5C (i) for further discussion and Approval of Bills- Policy 5B (i), memo was not in board packet and will be approved at the next board meeting.

**3. Recognition of Women's History Month**

**4. Public Comments:**

- a. Matt Gile, Librarian, thanks the board for the passing of the budget and welcomes the new board members and newly elected board positions.

**5. Consent Agenda: (5 Minutes)**

- a. Minutes of Meetings
  - i. Regular Board Meeting: February 14, 2024
- b. Policy Title: 2.3 Financial Condition and Activities
  - i. Approval of Bills
- c. Policy Title: 2.7 Compensation and Benefits
  - i. Approval of Teacher and Administrative Contracts for 202-24
- d. **Robert Millar asks for a motion to approve the Consent Agenda without the approval of bills or Administrative Contracts.**
- e. **Nicole Mace "So moved."**
- f. **Passed unanimously.**

**6. Community Engagement (Policy 4.2.1): (5 Minutes)**

- a. Discussion: Recent Community Activities by Board
  - i. Nicole Mace- Budget Presentations. Being part of the Financial Reality Fair at the school, Thursday 03.14.24
  - ii. Robert Millar wants to acknowledge the overwhelming support of the community, as other school budgets did not pass.
  - iii. Acknowledging Nicole Mace and Robert Kamal for explaining the complicated information
  - iv. Nicole Mace asks to revisit the community engagement calendar for the next meeting. Also, acknowledges the community meetings for the budget that were held and the engagement from the public– hopes it continues.
  - v. Isaiah Donaldson- Waking Windows is coming in May.
  - vi. Nicole Mace asks if we can have a table there, not necessarily for the school board, but the school.
- b. Discussion: Newsletter Assignment
  - i. Robert Millar brings up the next newsletter.
  - ii. Isaiah Donaldson confirms that it is submitted, with a photo of the newly sworn in members.
  - iii. Robert Millar shares that the next board member due was the seat that was recently filled by Elom Kpesse.

- iv. The School Board shares what it is, ideas of what can be submitted. Offer support for the new board member to help complete by April 12, 2024.

7. **Executive Limitations (Policy Section II):** (15 minutes)

- a. Policy Title: 2.6 Asset Protection
  - i. Discussion/Action: Internal Monitoring Report
    1. Robert Millar asks if there is anything that Wilmer Chavarria would like to share.
    2. Wilmer Chavarria states that he doesn't have anything to share. A great deal of time was spent explaining this and asks if there are any questions.
    3. Nicole Mace inquires about IT staff and a preventative maintenance plan, do we have clear plans in place for ensuring that the investment the community has made is being maintained.
    4. Wilmer will follow up with the directors of IT and provide more information around maintenance.
    5. The School Board enters a discussion with Wilmer Chavarria regarding this Winooski School Board Meeting 03/13/24
    6. **Robert Millar asks for a motion to accept the Internal Monitoring Report**
    7. **Nicole Mace "Moved."**
    8. **Robert Millar asks for further discussion, None Provided.**
- b. Policy Title: 2.8 Communication and Support to the Board
  - i. March Superintendent's Report to the Board
    1. Robert Millar invites Superintendent Wilmer Chavarria to review the report..
    2. Wilmer Chavarria shares that we have a Principal of the Year with us, Jean Berthiaume.
    3. Congratulations from the board!
    4. Jean Berthiaume shares that he is humbled and looking forward to seeing what positive press that can come from this for our school.
    5. Maybeline Lopez has been working for over a year to get her staff ready with licensure and prepare applicants and staffing for the two new preschool classrooms.
    6. Isaiah Donaldson- Enrollment that is happening soon, that is exciting.
    7. Maybeline Lopez- We take the whole day Friday and partner with our district registrar, Sean Pagal and our multilingual department.
    8. Elom Essiba - What is the age?
    9. Maybeline Lopez- Three by September 1st but she notes that when working with students who need supports, early intervention, they can come when they turn 3.
    10. **Robert Millar looks for a motion to accept Wilmer's Monitoring Report.**
    11. **Isaiah Donaldson "So Moved."**

**12. Robert Millar asks for those who are in favor.**

**13. Passes unanimously.**

ii. 2024-2025 School Calendar and Start of the School Day

1. Wilmer Chavarria Biggest change, we are doing it together with the region. I believe at least 20 districts are using a similar calendar- Don't quote me. School starting August 26th, 2024 and ending Jun 11, 2024 . (Shared Days required by teachers, staff and students). Including a couple of other holidays, such as MLK.
2. Kamal Dahal- There are 176 days on our calendar, requiring 175. What happens if we have unforeseen circumstances?
3. Wilmer Chavarria as long as we don't go below 175, we don't need to go to the state. Otherwise, we add days to the end of June.
4. Robert Millar shares that Apr 8, 2024 is now a day off.
5. Wilmer Chavarria We are doing this in conjunction with our neighbors.
6. Wilmer asks since there is a changing of date, that the board approves the change
7. Nicole Mace shares that with losing a day and starting later that we need to be mindful of student contact time. Is it a variable that we might have control over in future years?
8. Wilmer Chavarria There are no early release days anymore.
9. Nicole Mace Time is a variable that we have control over for events.

**10. Robert Millar asks for a recess before voting on the motion @ 7:25am**

**11. Robert Millar calls meeting back to order @ 7:33pm**

12. Robert Millar asks for further discussion about the calendar as presented, none provided.

**13. Robert Millar asks for a motion to accept the calendar as presented.**

**14. Isaiah Donaldson makes a motion to accept the calendar as presented.**

**15. Passes unanimously.**

16. Wilmer Chavarria shares slides regarding the start time of 8:15am.

- a. Building opening is the same (7:30am).
- b. Dismissal is the same (3:00pm)
- c. What will we do with that extra 15 minutes?
  - i. Allow teachers and staff to share their craft, share students' work and examples. Our organization is about learning. Our primary responsibility is learning. It makes sense we would provide teachers time to polish their craft. Bi-weekly meeting to come together to review student work, research, data. Our staff meetings currently are rushed, adding more time can make a difference. It can

make people feel like they had a staff meeting and not rushed. It also allows for meetings for family members, where they aren't rushed because students are already at the door to start the day.

Giving time back to staff and teachers.

17. Isaiah Donaldson- 15 minutes seems like not a lot, but a minute can get a lot done, clarity and mindset– I am all for this, I think it is amazing.
18. Nicole Mace I am really excited for personal development time. I think it is the right place to start. I am not sure if 45 minutes is enough, but it's the right place to start.
19. Wilmer Chavarria You can give people 2hrs and if it isn't done well, it can be less effective than the extra 15 minutes we are giving staff
20. Kamal Dahal- While you were preparing this slide, have you found any other districts that are doing this?
21. Wilmer Chavarria- We are by far, the highest district with sitting time. I did a lot of research! We are supposed to have 5.5 hrs, right now we have 6.5hrs. So this takes us to 6.25hrs. We are still providing good contact time.
- 22. Robert Millar asks for a motion to delay the start of a student day to 8:15am for next school year.**
- 23. Isaiah Donaldson makes a motion, no further discussion**
- 24. Passes unanimously.**

iii. City-WSD MOU

1. Robert Millar introduces the MOU with The City and gives background about the document. The board notes that the document is up for discussion and has already been approved by The City Manager and Superintendent Chavarria.
2. Nicole Mace- Inquire about the School Resource officer and the expense related to that piece of the MOU as it was her understanding there would be a reduction in this expense.
3. Wilmer explains that he did not believe a reduction in the expense was the end goal but instead a change in how the SRO was utilized would be changed. The SRO will be spending less time in the school and more time in the Police Station under this MOU with the understanding that the school is his priority
4. Nicole notes that because of The fiscal years don't line up the budgeting is slightly confusing. Nicole notes that the board talked about incorporating housing with the meeting that was had with The City and is disappointed to see that there isn't anything in the MOU about housing and table- regular planning, community wide, response group. Some formal channels, the city has information that could support and affect our families.
5. Wilmer Chavarria I am happy to review that. We can always develop a new MOU.

\*Please follow this link, ([Winooski School District School Board Meeting 03/13/24](#)), for additional details around the School Board discussion with Superintendent Chavarria

iv. Parking Lot Agreement

1. Wilmer Chavarria- Just for The Board's information we have a Parking Agreement with the daycare across the parking lot from the school. This agreement is in respect to 4 parking spots that they are able to use. There were some errors in the document that will be fixed and a new agreement will be issued. Once the newly updated agreement comes my way we will operate as we have in the past.
2. Nicole Mace Talks about the parking being tight already.
3. Kamal Dahal asks for clarifying parking regarding location.
4. The School Board enters a discussion with Wilmer Chavarria ([Winooski School District School Board Meeting 03/13/24](#))

8. **Governance Processes (Policy Section IV):** (45 Minutes)

a. Policy Title: 4.2.2 Create Written Governing Policies

i. Discussion/Action: Policy Second Read and Approval for Adoption

1. D22 Selection of Library Materials

- a. Robert Millar This read is up for potential approval.
- b. Wilmer Chavarria No changes in D22 were requested. Just up for you to approve for adoption.
- c. **Nicole Mace “I move to accept for adoption policy D22 Selection of Library Materials.”**
- d. **Robert MillarWe have a motion. Any further discussion, none provided.**
- e. **Motion passes unanimously.**

2. C70 Use of Restraint and Seclusion

- a. Wilmer Chavarria states that formatting was the only thing changed.
- b. Robert Millar asks for a motion to approve C70 Use of Restraint and Seclusion
- c. **Isaiah Donaldon “I move to approve C70 Use of Restraint and Seclusion.”**
- d. **Robert Millarasks for further discussion of questions, none provided.**
- e. **Passes Unanimously.**

3. C15 Student Conduct and Discipline

- a. Robert Millar notes that this is a policy coming back to us from earlier in the year..
- b. Wilmer Chavarria notes that the document is color coded, with green showing things that have changed. This is back for a second read and hope for approval of adoption. It has been reviewed by differing groups of stakeholders including administrators and students.



- c. Robert Millar opens up the discussion
  - d. Nicole Mace I really liked a lot of the language changes that were made. It is both clearer and less punitive sounding. What was the process for incorporating #5-12 in the policy? They are additional pieces that were not in the original.
  - e. Wilmer Chavarria There were multiple things but the genesis of it was actually a convening of some professional staff, and teachers that deal with discipline often. I reached out to Matt and the association and asked for input, as they are part of the stakeholder group. They were very supportive and gave good feedback. A good chunk of those ideas came out of a lot of feedback from their own experience in the classrooms, in the schools. There were some special educators, behavior specialists, teachers. Then it was all reviewed by other stakeholders, including students. It was a collaborative collective.
  - f. Nicole Mace states that the language used is consistent with the language we use in everyday life. What can be hard with school policies is that it is written for the state but doesn't reflect the reality of how people talk about things.
  - g. Robert Millar asks for other concerns or questions?
  - h. Nicole Mace asks about student's feedback?
  - i. Wilmer Chavarria stated that they appreciated peer to peer accountability, follow through and clear procedures and consequences for not meeting expectations and community guidelines.
  - j. Robert Millar shares his thoughts about discipline and the information we receive from the youth risk surveys, asks for a motion?
  - k. **Nicole Mace makes a motion to approve C15 Student Conduct and Discipline.**
  - l. **Passes unanimously.**
4. D1 Graduation Requirements
- a. Wilmer Chavarria welcomes Michael Eppolitto and Jean Berthiaume to answer any questions regarding the D1 Graduation requirements.
  - b. Nicole Mace is interested in more of the procedures. The policy is clearer than it was, I am interested in #2. "Students are reaching proficiency in a comprehensive set of board-adopted PBGRs set forth in this policy prior to their receipt of a high school diploma." It is no surprise that you are Principal of the Year, given the amount of time you have put into your staff in creating this. But the concern I hear from parents is regarding a diploma here not holding

the same value as other schools. How do we know that our students are graduating “college and career ready,” based on our end statement. On going conversation.

- c. Michael Eppolito we have been working quite a bit, setting goals, and some have been done. The GPs that are set to standards nationally. That has been done. Part of the on-going work, just because you say you have to be able to read a text and write a summary about it. We have to develop what that looks like. That is ongoing work. We are going through the Barr Foundation, they have been clear that we have to have a way to clearly document. We are working with teachers to see what high quality assessments look like. Giving time for teachers to be sure they are meeting this. It is ongoing work, doesn't get done- just gets better.
  - d. Jean Berthiaume We have a math curriculum that goes through grade 12.
  - e. Robert Millar asks for other questions and confirms everyone feels their questions were answered.
  - f. Nicole Mace states that she just hopes there is a way for monitoring ongoing progress.
  - g. Jean Berthiaume states that it is ongoing work.
  - h. Isaiah Donaldson- Have other districts in the area looked at what you are implementing and see it as more positive than what they are implementing?
  - i. Jean Berthiaume Curriculum directors get together regionally. I am working with principals to have a monthly meeting to engage with AOE
  - j. The School Board enters a discussion with Jean Berthiaume, Michael Eppolito & Wilmer Chavarria ([Winooski School District School Board Meeting 03.13/24](#))
  - k. Robert Millar asks for a motion to approve D1 Graduation Requirements**
  - l. Kamal Dahal “So Moved.”**
  - m. Robert Millar Any further questions? None provided.**
  - n. Passes Unanimously.**
- ii. Discussion/Action: Policy First Read
1. A30 Role and Adoption of School Board Policies
    - a. Robert Millar asks Wilmer Chavarria if he has anything to say regarding this policy?
    - b. Isaiah Donaldson shares that he sees strikeouts on the first reads.
    - c. Wilmer Chavarria shares that the strikes are the things that I am proposing to change because either we don't need them or they don't apply to us, from the DSB policy- like

adjusting language. There really are no other changes other than adding directives to members of Leadership/management that will execute these procedures. To hear the full discussion of this First Read ([Winooski School District School Board Meeting 03.13/24](#))

2. C21 Search and Seizure of Students by School Personnel
  - a. Robert Millar opens the discussion
  - b. Isaiah Donaldson asks if the policy is being presented to the board as is because there are no strikeouts in any language
  - c. Wilmer Chavarria states that what is underlined is a WSD addition.
  - d. Nicole Mace I like that addition.
  - e. Robert Millar asks about the footnote in light and possibly removing it
  - f. Kamal Dahal asks about privacy regarding searching and Wilmer states that we can add more clarification. As of now, it is about devices.
  - g. Kamal Dahal clarifies that if a student is subject to being searched that it would be kept confidential.  
Wilmer Chavarria acknowledges Kamal's request for more specificity on how we ensure confidentiality to the extent possible, unless an emergency. Full discussion can be viewed ([Winooski School District School Board Meeting 03.13/24](#))

b. Policy Title: 4.8.1 Governance Investment

i. Discussion: Board Member Orientation Schedule

1. Robert Millar states that Wilmer gets full credit for this schedule. We talked about the need to have more professional development and Wilmer put together a potential schedule.
2. The board discusses the training, formal vs. informal, schedule and location. They note any times that may pose a problem for board members and perhaps a survey of what times might be best could be shared with the board.

ii. Discussion: Approved Budget and Legislative Update

1. Robert Millar Welcomes Wilmer and asks him to share his update.
2. Wilmer Chavarria Notes that he is seeing a shift in what some are saying and that it points to inequity instead of equity. He will continue to speak up for what he feels is right and reiterates that it is a time for celebration! Solid outlook for the time being.

iii. Discussion/Action: School Board Scholarship

1. Robert Millar Received a letter from Karen Greene. I am not, not supporting this, but feel I need more information.
2. The board discussed the need for understanding where the funds come from as well as the selection process for the scholars

3. Wilmer Chavarria will get more information and bring it back to the board.

9. **Next Agenda:**

- a. Robert Millar asks if there is anything else for next agenda
  - i. *None provided.*
- b. Nicole Mace What about Admin contracts that we pulled from the agenda?
- c. Revisited Approval of Teacher and Administrative Contracts for 2023-24
- d. Robert Millar I pulled them out because some of them had TBD .
- e. Nicole Mace I think that it is normal to not have it because we don't set salaries for 2 years.
- f. Wilmer Chavarria It did seem a little odd to me, to have a contract for 2 years. Either a one year contract or a two year contract with salaries. I would feel comfortable for a year with an agreed upon salary.
- g. **Robert need a motion to approve Approval of Teacher and Administrative Contracts for 2023-24**
- h. **Nicole Mace "So Moved."**
- i. **Passes Unanimously.**

10. **Upcoming Important Dates:**

- a. 3/14: Early Release at 12:15, No School for Pre-K
- b. 3/10-4/14: Ramadan Observed
- c. 4/8 No School (Solar Eclipse)
- d. 4/9: School Recess, No School Pre-K – 12. No afterschool activities (Eid-al-Fitr)
- e. 4/18-19: JFK Parent Teacher Conferences, Early Release at 11:00 am, MHS  
In-service
- f. 4/22-26: School Recess – No School Pre-K -12

11. **Executive Session:**

- a. Not applicable.

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

- a. Not applicable.

13. **Adjourn:**

- a. **Robert Millar ask for a motion to adjourn**
  - i. Isaiash Donaldson "So moved."
    1. **Passes Unanimously.**
    2. **Adjourned @ 9:06pm**