



Winooski School Board of Trustees
Regular Meeting
Wednesday, September 10, 2025, 6:00 pm
WSD Library Learning Commons or via Google Meet
Google Meet Link: meet.google.com/szx-qwkh-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, Sarah Haven, Robert Millar, Nicole Mace, Allyssa Ravelin, Matt Gile, Katie Livermore, Krista Parisi

Virtual Attendees: Elom Essiba, Emily Bowers, Mikayla Kelemen

1. **Call to Order** (5 Minutes)
 - a. Robert Millar calls the meeting to order @ **6:04 pm**
2. **Agenda Review and Adjustments:** (5 Minutes)
 - a. ***None Provided.***
3. **Announcements and Recognition**
 - a. Board Resignation and Recognition of Service for Isaiah Donaldson
 - i. The board shares gratitude and appreciation for all Isaiah Donaldson has done for the board, including but not limited to representing the board on the ARSC.
 - b. Hispanic Heritage Month
 - i. Robert Millar recognizes that September is Hispanic Heritage Month. September 15th is when some South and Central American countries celebrate their Independence Day.
 - c. Budget Buddy Recruitment
 - i. The board expresses that it is time to start recruiting community members for Budget season.
 - ii. Nicole Mace shares that perhaps we can get a couple of students to be involved.
 - d. Other Announcements and Recognition
 - i. ***None Provided.***
4. **Public Comments:** This item is reserved for comments and questions on topics that are not included on this agenda. Time for public comment is included by default for each item below.
 - a. Matt Gile reviews The Year of the Book Grant. The kickoff is scheduled for October 6th. Ted Shy, the poetry guy, will be giving away free books to all of our preschool through second graders. October 8th is family literacy night. This is in collaboration with Thrive and will be a community-wide event. Parents and children will hear about the importance of reading, and kids will all receive free books and a meal. It will be a very fun day! There will be additional events that are made possible through this grant. Also, the Coalition of Unions and Social Organizations that organized the Mayday rally that was in Williston and the Labor Day rally that just happened is going to hold a people's summit, and the WEA is going to host it at WSD on October 25th.
5. **Consent Agenda:** (5 Minutes)

- a. Minutes of Meetings
 - i. Regular Board Meeting: August 13, 2025
 - ii. Board Retreat: August 25, 2025
- b. Policy Title: 2.3 Financial Condition and Activities
 - i. Approval of Bills:
- c. Policy Title: 2.7 Compensation and Benefits
 - i. Heather Lamore, Long Term Substitute, JFK Pre-K
- d. Robert Millar looks for a motion to accept the Consent Agenda
- e. Nicole Mace "So Moved."
- f. **Passes Unanimously.**

6. Governance Processes (Policy Section IV): (45 Minutes)

- a. Policy Title: 4.2.2 Create Written Governing Policies
 - i. Action: Public Hearing and Adoption of Policies
 - 1. PG.2.0 Global Executive Constraint
 - a. Robert Millar states there have been no changes. Opens and closes a public hearing regarding PG.2.0 Global Executive Constraint after no comments from the public are shared.
 - b. Robert Millar looks for a motion to readopt PG.2.0 Global Executive Constraint.
 - c. Nicole Mace "So Moved."
 - d. **Passes Unanimously.**
 - ii. Discussion/Action: Policy Second Read and Approval for Adoption
 - 1. B8: Electronic Communication Between Employees and Students
 - a. Wilmer Chavarria shares that there were some changes. The policy was originally listed as Policy #4312. Nicole Mace shares gratitude for pulling and noting the changes. It is noted that these changes are not due to legislation or state law.
 - b. Robert Millar looks for a motion to accept Policy B8 for a second read and approval for adoption.
 - c. Emily Bowers- "So Moved."
 - d. **Passes Unanimously.**
 - 2. D8: Selection of Library Materials
 - a. Wilmer Chavarria shares that Policy D8 was formerly known as Policy D22. The VSBA organizes them so that if it is a single digit, it is required; if it is two two-digit policy numbers, it is recommended. Nicole Mace shares that a lot of work was put into this with Wilmer Chavarria and our librarian, Matt Gile, to ensure the policy reflects our values. Thank you for preserving some of that content while making sure we are following the law.
 - b. Robert Millar discusses a subtle language change that he feels helps the policy read better: "Further, this policy exists too." His second question is in reference to a piece of the policy that states the use of library resources and materials is at the discretion of the building principal. The Winooski library is district-wide, and he wonders if that terminology is correct. Wilmer provides clarity around this and notes that principals are usually the point person for family communications, and the first touch point would be the building-level administrator.
 - c. Matt Gile notes that our current policy is strong, and these updates strengthen it. Matt voices his appreciation that we have a policy that not only protects me as a librarian but also directs me to build a collection that serves and represents our students.
 - d. Robert Millar looks for a motion to accept Policy D8 Selection of Library Materials for a second read and adoption.
 - e. Nicole Mace "So Moved."

3. Wilmer Chavarria shares that the superintendent regional group has a meeting on Friday to speak about the districts. We have the regional associate who goes to Franklin and down to Vergennes. We have a smaller group, just Chittenden County, meeting to speak about redistricting, Friday. This will be much of the focus at the Superintendents conference in Killington.
 4. Robert Millar shares that Senator Gulick encourages comments on the website for members of the community. Martine will be at the VSBA regional meeting on October 30th, where we will be discussing this.
 5. To listen to the full discussion, view the meeting video here: [Winooski School District-- Board Meeting 09/10/2025](#)
- c. Policy Title: 4.8 Governance Investment
- i. Election of Secretary/Clerk
 1. Robert Millar states that with Isaiah Donaldson stepping down, the board must elect a secretary as stated in the charter. He reviews that the role of the WSD board secretary is to review and sign accounts payable vouchers, ensuring payments go out in a timely manner.
 2. Robert Millar looks for a nomination for Secretary/Clerk. Robert Millar nominates Emily Bowers to be our secretary/clerk.
 3. Nicole Mace " Emily, do you accept the nomination? Are you willing to serve?"
 4. Emily Bowers "I do accept."
 5. Robert Millar, there are no other nominations. Emily, you are nominated by acclamation of the board.
 - ii. Discussion/Action: Board Member Vacancy Process and Scheduling
 1. Robert Millar states that under the charter, a new board member can be appointed until the next March election. We will interview them and make the decision as a board. Robert requests a special meeting for interviews, as it has the potential to take up as much time as a normal meeting. Robert reviews the process:
 - a. WSD Announcements and postings on the Webpage and Social Media
 - b. Outreach to community members who may be interested by the staff and board members.
 - c. Resumes should be submitted by September 26th
 - d. The board will meet on September 29th to interview candidates.
 2. Nicole Mace shares that it will be helpful to reach out and encourage folk, particularly those who served as budget buddies. Make sure they see the opportunity is available; they are pretty engaged and some may have applied before.
 3. The board reviews questions shared for potential board members.
 - iii. Discussion: Upcoming [VSBA Meetings and Annual Conference Attendance](#)
 - iv. Discussion/Action: Voting delegate for [VSBA Annual Business Meeting](#) 10/23
 - v. Discussion: Board Learning: Selected Book Passage
 1. The board engages in a discussion regarding if boards are necessary. A debate activity for Board Learning.
 2. To listen to the full discussion, view the meeting video here: [Winooski School District-- Board Meeting 09/10/2025](#)
7. [Executive Limitations \(Policy Section II\)](#): (20 minutes)
- a. Policy Title 2.1: Treatment of Students, Parents/Guardians & Community
 - i. 2025 Internal Monitoring Report
 - ii. Robert Millar looks for a motion to accept the 2025 Internal Monitoring Report
 - iii. Nicole Mace - "So Moved."
 - iv. **Passes Unanimously.**
 - b. Policy Title: 2.4 Budget
 - i. Preliminary Budget Reflection

1. Wilmer Chavarria speaks with the board about last years budget process. He reminds them that it was approved by the voters by 70%. He reminds them that they had to make hard decisions last year and this year those decisions may get harder because the district has to lose some positions, reshuffle, and change assignments. This was painful for the administration but it was done with minimal student impact.. Incentives were issued to the staff last year. Wilmer is getting ready to start looking at what incentives can be offered this year. Potential needs for reductions are also being discussed for this coming year. Sarah Haven and Wilmer foresee a deficit, but will be working on numbers and bringing them to you.
 2. Nicole Mace asks about enrollment; it all plays a part in the ADM.
 3. Wilmer Chavarria states that our official reporting is on October 20th, the first one we submit. In the past, there has been confusion about the census date, but our current registrar and data manager are working diligently to prevent that from happening. Wilmer states that he would be surprised if the district sees a decline and feels worst case scenario is that we stay the same. I do not see declining data from the field, the size of our classrooms, pre-k through 12. I don't see our demographics changing in regard to needs.
- ii. Discuss Budget Parameters for Administrators
 1. This was discussed above with 7Bii.
 2. To listen to the full discussion, view the meeting video here: [Winooski School District-- Board Meeting 09/10/2025](#)
- c. Policy Title: 2.8 Communication and Support to the Board
 - i. Discussion/Action: September Superintendent's Report to the Board
 1. Wilmer reviews with the board that this is not a comprehensive report, but it does have some highlights. He assures the board that they are receiving data that is related to their indicators of compliance, as also organized in your annual planning document. This month's data references indicator compliance number one, absenteeism rates.
 2. School Board discusses the report with Wilmer Chavarria regarding attendance/tardiness information.
 3. To listen to the full discussion, view the meeting video here: [Winooski School District-- Board Meeting 09/10/2025](#)
 4. Robert Millar looks for a motion to accept Wilmer's September report to the Board.
 5. Nicole Mace - "So Moved."
 6. **Passes Unanimously.**

8. **Upcoming Important Dates:**

- a. 10/1: No evening Activities, Yom Kippur/Dashain
- b. 10/2: No School | Yom Kippur/Dashain
- c. 10/8: WSD Board Meeting

9. **Proposed Executive Session:** The Board finds that "premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage."

- a. Labor relations agreements with employees. 1 V.S.A. § 313(a)(1)(B).
 - i. Robert Millar explains that the Executive Session is to discuss the evaluation process for the superintendent. Under policy governance, we evaluate the superintendent through internal monitoring reports. Our policy does allow for a more traditional evaluation; this would be a labor relations discussion.
 - ii. Nicole Mace pulls up the statutory reference and **makes a motion** to enter Executive Session to discuss the evaluation of a public employee pursuant to Title One VSA 313, section 3.
 - iii. **Passes Unanimously.**
 - iv. The Board enters Executive Session @ 8:09 pm

- v. Executive Session closes @ 8:21 pm
- vi. The board has decided to continue with the previous process for Superintendent Evaluation.

10. **Adjourn:**

- a. Robert Millar adjourns the meeting @ **8:22 pm**