



Winooski School Board of Trustees  
Regular Meeting  
Wednesday, April 10, 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, Nicole Mace, Sarah Haven, Cheyenne Racine, Robert Millar, Catherine Burbo (virtual), Matthew Gonzalez, Elom Kpessa (virtual), Duane Sherwood, Krista Parisi*

1. **Call to Order:**

- a. Robert Millar *called meeting to order @ 6:03pm*

2. **Agenda Review and Adjustments:** (5 Minutes)

- a. Robert Millar - Amendment to item 7B1, April Superintendent's Report to the Board.
- b. Add item # 8.b.iv - Discussion/Action School Board Scholarship
- c. Add item # 8.c - Legislative update

3. **Recognition of Arab American History Month**

- a. Robert Millar As a board we recognize its importance and encourage our schools to incorporate it into instructional practices and the overall student learning experience.

4. **Public Comments:**

- a. *None Provided.*

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

- a. Minutes of Meetings
  - i. Regular Board Meeting: March 13, 2024
  - ii. Finance Committee Meeting: November 7, 2023
  - iii. Finance Committee Meeting: December 7, 2023
  - iv. Special Finance Committee Meeting: January 24, 2024
  - v. Finance Committee Meeting: February 6, 2024
- b. Policy Title: 2.3 Financial Condition and Activities
  - i. Approval of Bills: March/April 2024
  - ii. Approval of new business credit card

- iii. SY23 Audit
- c. Policy Title: 2.7 Compensation and Benefits
  - i. Lorenzo, Anthony, Temporary Teacher, Pre-K
  - ii. Roselli, Amanda, Long Term Substitute, JFK
  - iii. Spector, Kendra, Long Term Substitute, JFK
- d. ***Robert Millar looks for a motion to accept the consent agenda.***
- e. ***Motion Passes Unanimously.***

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

- a. Discussion: Recent Community Activities by Board
  - i. Robert Millar asks for community activities over the past month.
  - ii. Isaiah Donaldson - notes that the solar eclipse was watched by the community with many gathering in the Rotary. He notes that many people did not have eclipse glasses and those attending shared extra pairs.
  - iii. Nicole Mace Attended Holi festival. Lots of communities were grateful for having the space. Proud to be part of a district that celebrates. Also, part of the committees for housing. Participated in a round table with the mayor on housing. Connecting with reporters to share how the housing crisis is affecting Winooski.
  - iv. Robert Millar Attended the community Iftar and made note that many were in attendance.
- b. Discussion: Newsletter Assignment
  - i. Robert Millar Reminds board members that the deadline is this Friday. Elom is aware that this is her month.

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

- a. Policy Title: 2.8 Communication and Support to the Board
  - i. Discussion/Action: Internal Monitoring Report
    - 1. The board discussed the report and if it was helpful to prepare. Further discussion on future monitoring reports can be found here [WSD School Board Meeting 04.10.24](#)
    - 2. ***Robert Millar asks for a motion to approve the report***
    - 3. ***Passes unanimously.***
- b. Policy Title: 2.8 Communication and Support to the Board
  - i. Discussion/Action: March Superintendent's Report to the Board
    - 1. Wilmer Chavarria Nicole Mace wanted more details regarding preventative maintenance, new building systems, long term staffing plans, etc. Kamal Dahal was interested in hearing about cyber security. Wilmer Chavarria invited the two leads and their supervisor of those departments to speak about this.
    - 2. Asset Protection Policy: Cheyne Racine, maintenance- Part of operating a commercial building is being in compliance with NFPA fire code, insurance companies have stuff like that as well to be in compliance with, those are things you can't ignore. Quarterly, Semi's, Monthlies are all done. It has been in the process, but with a bigger building, there is more to entertain. Now that this

building is one of the best in the state, it is subjected to Fire Marshal inspections. Preventative maintenance, routine stuff, contracts with insurance companies, HVAC, etc. It is a new building that we are all learning. Utilizing your resources and then building a preventative maintenance plan.

3. Isaiah Donaldson- Are you creating a manual/to-do? For this new building.
4. Cheyne Racine -Yes, a binder of what is expected. Contractors. It takes time, but that is the goal. Have administration be able to open and flip to a folder to get their PM, etc. It is the first year running a building outside of construction.
5. Maybe next year we can have more evidence about what that building management system looks like? I have been trying to get together a testimony for a committee interested in school construction. Trying to recreate the history of the project. Looking back at a newsletter from 2019, right before the bond vote. Things were in pretty rough shape here, it was due to lack of planning and tight budget conditions that meant we deferred to maintenance. From a budget standpoint, it is really important that the board know the life cycle of some of our major investments. Are we planning for that annual dedication to resources of capital funds? What are our short, mid and long term plans to protect this investment and the assets? Also, how is our staff being developed and supported to learn the updated/sophisticated tech needs?
6. Robert Millar talking about it from our level, school board. What are we planning for? What do we need to budget for?
7. Cheyne Racine- Yes, it is all part of what we are doing. Outside of your faulty equipment. Research all of that and put together the “shelf life,” knowing that is “X” years the percentage of what we have and what we need for replacement costs.
8. The board saw the report from the state. It was kind of like a gift because a lot of free information that is specific to us, pictures and all. The price tag was very alarming! Especially if we were to do it on our own, we would be saving quite a bit of money every year-Keeping up with the depreciation of things. But incorporating that into our larger plan, is something that we can all benefit from.
9. Cyber Security: Matthew Gonzalez states that it is hard to walk the line of sharing our security practices but not compromising them. We have state level training coming to us soon, all staff have training that needs to be completed.
10. Nicole Mace From the board perspective, just knowing you have internal expertise, or outside contacts for expertise - you have access to the funds to be in compliance. Just knowing you have plans in place and stuff is being taken care of. If an event occurs you have a process for responding to it; both communication and loss/recovery of information. That would be appropriate for us to know and talk about
11. Matthew Gonzalez There is a state level incident response resource. We do have our own plans in place. There are also national school cyber security rubrics coming down the road. We also have a certified rubric evaluator for ourselves on staff. We are never secure, secure but we are working on that.

12. Matthew Gonzalez Kamal asked about students' security or data privacy. We are on the other side of that. We would contract a company that holds the certification, but we don't hold it ourselves. PowerSchool holds the two top certifications that they need.
13. ***Robert Millar asks if there is anything from the public? None provided.***
14. Robert Millar asks for any remaining comments.
15. Isaiah Donaldson shares that he loves the report, enjoys reading it.
16. Nicole Mace- Excited about the effort to revamp the website, the movie on there is awesome! Not seeing many districts looking like that. I think it is great that Miriam and Mike are working on that.
17. Wilmer Chavarria- We are trying to use the budget creatively moving forward slowly, gradually in a way that isn't wasteful. Soon you will see banners in the most visible places of students, much like the ones on the report- so I can't wait for that.
18. Nicole Mace- Would it be helpful or appropriate for the board to receive an update on multi-tiered systems of support work. It seems like the SIG grant is being used now. It is a big increase in funds and identification of the schools, to see how these pieces - Again, this is very narrative, but how are these investments targeted to meet specific needs that have been identified through data? These are one time funds, and as a board how are we going to fund and maintain these, if needed. These are important investments for our college and career ready aspirations
19. Wilmer Chavarria It is very easy to produce data as we can request an investment with the state without providing the data, both narrative and quantitative. We have to attach goals to actual numbers we are seeing. It is very organized and it would not be doubling the efforts to bring you that data. I would be more than happy to include that in a future report. Second, right now it can feel like a bit of a scramble, because it is. We only got designated late in the year. Then we were told this money is for this year, so you only have a few months to tell us what you want and then spend it. On top of that, we wait forever to hear whether we are approved or not. So I directed the director of curriculum to go ahead and spend the money even if we haven't received the formal approval from the AOE. If we get the approval a month before the year ends and we lost all of this money that our students are entitled to- that is what the money is earmarked for- we shouldn't be playing these delay games for them and us to just send the money back because we ran out of time. So this isn't very clean, but we were thrown this money at the last minutes, which isn't surprising if you have paid any attention to the issues the AOE has been having. Third, in terms of long term budgeting, I have already told my teams that we are not making any problematic decisions that would involve the investment in permanent positions. Even if we have half a million dollars and we can hire four, five or six people, I have established a moratorium on those kinds of investments, anything we invest in those sick funds, school improvement grant funds, with personnel or something that we will have to justify in the future to the public why we are cutting it.

**20. Robert Millar looks for a motion to accept the Superintendent's Report to the Board, Motion Passes unanimously.**

ii. Discussion: Parking Lot Agreement

1. Wilmer Chavarria-Reviews the Parking Lot Agreement between UVMCC and WSD with the board. Discussion moves into enrollment of students in the UVMCC Day Care. The board is informed that there are currently about 15% of students enrolled from Winooski. When there are students on the waitlist, they get moved to the front automatically, if they are from Winooski. I have not signed yet, but I will probably be doing that soon.
2. Robert Millar shares that this isn't up for approval as this isn't something we can approve at our level.
3. Nicole Mace I am just curious if everytime a spot opens up, it is offered to a Winooski family, why is it so low? Is it because there aren't a lot of families on the list? Did they find another option? Is the response time not quick enough? IN the spirit of the agreement, we would be meeting a community need. There is a community need for parking here for our school. I would just ask that we keep monitoring that and following up.
4. Wilmer Chavarria I am happy to amend the MOU to establish a minimum for the following year. If it isn't met, then re rescind. I could establish a new amount, maybe double it to 30% with a deeper explanation.
5. Robert Millar asks if there is any further discussion on the parking agreement with UVMCC? This is not up for approval, just discussion, None provided.

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. C21 Search and Seizure of Students by School Personnel
  - a. Robert Millar This is a second read, open up for discussion.
  - b. Nicole Mace Is there any requirement to notify parents of a search and seizure? At what point are the parents notified?
  - c. Wilmer Chavarria Any disciplinary action of this level is an automatic notification to the guardians.
  - d. Elom Kpessé- How are the searches done? How do you know?
  - e. Wilmer Chavarria Searches of persons, personal effects and vehicles [1] may be conducted where there are reasonable grounds for suspecting at the time of initiating the search that the search will reveal evidence of a violation of law or of school rules. We can make that stronger, it is a little soft.
  - f. Robert Millar asks for more clarification of language.
  - g. Nicole Mace suggest that if language is clarified maybe add parents will be notified, so that parents aren't going through 3 different policies



2. Nicole Mace shares what the document is called. This was put together with the script that would be used to initial outreach. We also had a draft procedure that we had the WSD Board of Trustees adopt in October. Maybe recommit to this, outreach topics. I don't know where this should live?
  3. Wilmer Chavarria We did mention adding it to our spreadsheet tabs.
  4. Robert Millar One thing the counsel has is one person who was suggested to keep accountability.
  5. Nicole Mace Offers she would be willing to take charge of it. It needs to be part of the board orientation. Send me the formal form. Go through that procedure for additional groups that aren't here .
  6. Wilmer Chavarria shares the Google Sheets where this new document will live.
  7. **Robert Millars for further questions/comments, None provided.**
- v. Discussion: Board Orientation Schedule
1. Robert Millar We have been working with Elom. We have had the first two sessions. Elom Kpessa shares that Monday or Tuesday, the week of a board meeting.
  2. Isaiah Donaldson- As we move into these monthly meetings. The facilitators are aware of the upcoming presentations.
  3. Robert Millar Once we get through these first through,retreat will be part of the last few. Maybe it can be part of the board meeting (15 min) to share something from the book.
- vi. Discussion/Action: Discussion/Action School Board Scholarship
1. Robert Millar - Karen Greene gave us more information regarding school board scholarships. Topic is open for discussion.
  2. Isaiah Donaldson appreciates the clarification that the money comes from the board and questions if the amount is sufficient when compared to recent college costs.
  3. Nicole Mace I would like a formal recommendation with criteria that reflects the board end statement or connection to board work/student government.
  4. Elom Kpessa- Need to show "honor roll" or something like that
  5. Nicole Mace volunteers to have her and Elom and Karen Greene to work on a committee.
  6. Robert Millar appoints Elom and Nicole and Karen Greene if she is willing to flush out the details for the scholarship.
  7. Nicole Mace bring something back for the next meeting.
  8. **Robert Millar anything from the public? Nothing provided.**
- c. Discussion: Legislative Update
1. Nicole Mace Not necessarily qualified to give a full update. But I want to share concerns that I shared with Robert and Wilmer. Based on my understanding they are looking to move a bill out by Friday.
  2. Wilmer Chavarria shares that when he was in front of decision makers last week, he expressed that schools do many things that are not school related. Cutting

funding may impact non-educational expenses and questions how they will be funded.

3. Nicole Mace shares that she will be in front of the legislature regarding school construction.
4. To hear full discussion with Wilmer Chavarria and the school board, view the following link- [WSD School Board Meeting 04.10.24](#)

9. **Next Agenda:** (5 Minutes)

- a. Robert Millar asks for agenda items for next month
- b. Isaiah Donaldson- Negotiations update?
- c. Nicole Mace Update on Scholarship and probably another legislative update.

10. **Upcoming Important Dates:**

- a. 4/18-19: JFK Parent Teacher Conferences, Early Release at 11:00 am, MHS In-service
- b. 4/22-26: School Recess – No School Pre-K -12
- c. 5/3: Veggie VanGo
- d. 5/8: Regular Board Meeting

11. **Executive Session: NA**

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

13. **Adjourn: 7:45pm**

- a. Robert Millar Looks for a motion to adjourn, Motion Passes Unanimously
- b. Meeting adjourned at 7:45pm.