

BARRE SUPERVISORY UNION DISTRICT #61

Barre City Elementary & Middle School / Barre Town Middle & Elementary School / Spaulding High School / Central Vermont Career Center

Lisa Perreault
Business Manager

Jacquelyn Ramsay-Tolman M.Ed., CAGS
Director of Curriculum, Instruction, and
Assessment

Carol Marold
Human Resource Coordinator

Emmanuel Ajanma
Director of Technology

Benjamin Merrill
Communication Specialist

John Pandolfo
Superintendent of Schools

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120 Ayers Street
Barre, VT 05641
Phone: 802-476-5011
Fax: 802-476-4944 / 802-477-1132
www.bsuvt.org

***Doing whatever it takes to ensure
success for every child.***

Donald E. McMahon, M.Ed.
Stacy Anderson, M.Ed.
Co-Directors of Special Services

Sandra Cameron, M.Ed., MOT
Director of Early Education/Act 166
Coordinator

Lauren May
Interim Early Education Coordinator

Jamie Evans
Director of Facilities

MEMORANDUM

TO: SHS/CVCC Enterprise Committee

DATE: October 10, 2018

RE: SHS/CVCC Enterprise Committee Meeting
Wednesday, October 17, 2018 at 2:00 p.m.
CVCC Office Conference Room

AGENDA

1. Call to Order
2. Revisions to Agenda
3. Approval of September 14, 2017 Meeting Minutes
4. Enterprise Business
 - 4.1. House #18 update
 - 4.2. House #19 update
 - 4.3. Other Projects
 - 4.4. Enterprise Procedures
5. Other Business
6. Next Meeting Agenda and Date
7. Adjourn

Cc: John Pandolfo, Lisa Perreault, Penny Chamberlin, Jason Derner, Steve Coultas, Clifton Long, Joe Blakely, Tim Boltin

BOARD MEETING NORMS

- Keep the best interest of the school and children in mind, while balancing the needs of the taxpayers
- Make decisions based on clear information
- Honor the board's decisions
- Keep meetings short and on time
- Stick to the agenda
- Keep remarks short and to the point
- Everyone gets a chance to talk before people take a second turn
- Respect others and their ideas

Board Meeting Minutes
CVCC Conference Room
September 14, 2017
1:45 p.m.

Board Members Present: John Pandolfo/Supt. of Schools, Joe Blakely/SHS&CVCC Board Member, Tim Boltin/SHS&CVCC Board Member Penny Chamberlin/CVCC Director, Steve Coultas/CVCC Building Trades Instructor and Clifton Long/CVCC Plumbing & Heating Instructor

1. Members were welcomed and the meeting was called to order by John P. at 1:45 p.m.
2. Revisions to the agenda: John suggested that we add the Organization of the Enterprise Committee after #5.
3. Visitors and Communications - no visitors were present.
4. On a motion by Tim and second by Joe, the **June 14, 2017 minutes** were unanimously approved. It was agreed that in the future we can approve items by consensus.
5. Follow up on the **dissolution of the Barre Voc-Tech enterprises, Inc.** John and Penny provided the documents that will need to be accepted and signed by this board. John read aloud:
 - A. The Resolution of the Trustee and the Board of Directors of Barre Voc-Tech Enterprises, Inc.
 - B. The Articles of Dissolution for a Vermont Nonprofit or Cooperative Corporation from the VT Secretary of State, dated September 14, 2017 and stating the Date of Incorporation as April 1, 1970.

By consensus the board adopted the Resolution of the Trustee and the Board of Directors of Barre Voc-Tech Enterprises, Inc. Penny signed the document as Secretary dated September 14, 2017.

By consensus the board accepted the Articles of Dissolution for a Vermont Nonprofit or Cooperative Corporation as presented. John signed the document as the President of the Barre Voc-Tech Enterprises, Inc. dated September 14, 2017.

Both documents are attached to this document and the original, signed documents are being sent to Lisa Perreault, Barre Supervisory Union Business Manager.

6. **New Agenda Item:** Organization of the Enterprise Committee of the Spaulding High School/CVCC Board. On September 7, 2017 the SHS/CVCC Board created an Enterprise Committee of that Board and appointed Joe Blakely and Tim Boltin as members of this committee. The Enterprise Committee will take on the duties of the former Barre Voc-Tech Enterprises, Inc.

This Committee will continue to report updates on the House Project sale to the Board Finance Committee. Lisa Perreault will provide reports for the Finance Committee. John will consult with Lisa Perreault on the official duties of this new committee. He will report back to this committee either via email or by the next meeting.

Appointment of Officers:

Chair - John is willing to serve as Chair as he has done in the past.

Co-Chair - The committee has appointed Lisa to be the Co-Chair and able to present in John's absence

Secretary - The committee has appointed Penny to be the Secretary

This slate of officers were approved by consensus.

7. **House #17 Update.** Steve updated committee on the house project. The buyer is paid in full. The units have been delivered to the buyer on the Champlain Islands.

8. **House #18 Update.** Steve updated the committee on this year's project. It will be similar to last year's. The house will be 5 modules and the finished house will be 32X26 with a finished upstairs. He has two parties interested in the house. He would like to see the loan for the project opened so he can begin work in about 10 days. The sheds are being finished now. His class is building two sheds. He expects that the sheds will sell for about \$800 each. The one shed that was left over from last year will cost around \$1700 due to the materials cost in that unit. By consensus, the committee has approved Steve to move forward on this year's house project. They ask that he communicate with John and Lisa on the details, the materials list, the budget, etc. Steve is expecting that this year's house would need a loan for \$65,000 to \$70,000 to complete the project. As with last year, the student fee will be 18% of the cost of materials.

9. **Other Business:**

John mentioned a proposal he received from Tony Campos to promote the good things we are doing here at CVCC. The project Tony proposes is the old bakery next to the Labor Hall in Barre City that has received a grant for renovation. Much discussion ensued around the structure of the curriculum of CVCC programs and the end of year assessments and credentials that need to be met. If John hears more about this project, he will be in touch with Penny and Penny in turn will communicate out to her instructors. As in the past, these opportunities need to integrate in our program competencies and curriculum. Penny leaves it up to the instructors to decide what they can take on with respect to their program requirements.

With no other business to come before the committee. The meeting adjourned at 2:30 p.m.

Respectfully submitted,

Penny Chamberlin

Penny Chamberlin

Barre Voc-Tech Enterprises, Inc.

Board Secretary