



## SCHOOL BOARD MEETING

### BCEMS Library

#### MISSION STATEMENT

We are committed to providing a challenging educational environment that encourages high performance in a nurturing atmosphere characterized by dignity and respect.

**December 14, 2015**

**5:30 p.m.**

#### REGULAR MEETING AGENDA

A handwritten signature in black ink, appearing to be "J. H.", is written vertically to the right of the agenda items.

1. Call to Order; Pledge of Allegiance
2. Additions and/or Deletions to Agenda
3. Visitors and Communications
4. Approval of Minutes
  - 4.1 Approval of Minutes – November 9, 2015 Regular Meeting
5. New Business
  - 5.1 PTO Presentation (Renee Proteau)
  - 5.2 Teacher Resignation/New Hire (Stacy Ferland)
  - 5.3 Thunder Chickens – Landowner Permission (James Taffel)
  - 5.4 Policy Ratification (Anita Ristau)
    - ~BSU Curriculum Development & Coordination Policy (G1)
    - ~BSU Professional Development Policy (D2)
  - 5.5 Bond Vote Recommendation (Lucas Herring)
6. Old Business
  - 6.1 FY '17 Budget
  - 6.2 Second and Final Reading Student Attendance Policy (F25) (Leslie Walz)
  - 6.3 Boiler (John Pandolfo)
  - 6.4 Act 153 Update (John Pandolfo)
  - 6.5 Superintendent Evaluation (Lucas Herring)
7. Board Reports
  - 7.1 Superintendent
  - 7.2 Principals
  - 7.3 Committee Reports
  - 7.4 Financial
8. Round Table/Future Agenda Items
9. Executive Session (If needed)
  - 9.1 Student Matter
10. Adjournment

#### Reminders:

Next Barre City School Board Meeting:	January 11, 2015
Next Spaulding High School Board Meeting:	January 4, 2015
Next Supervisory Union #61 Board Meeting:	January 14, 2015
Next Barre Town Elementary School Board Meeting:	January 6, 2015

## **AGENDA PARKING LOT**

### **Ground Rules for Meetings**

Start and end meetings on time.

Members and administration will submit material in advance of meetings.

Members will be prepared for meetings.

Show mutual respect.

Listen to others and don't interrupt. People will speak when recognized. Share time so that all can participate.

We will honor brainstorming without being attached to our own viewpoint.

Be free to speak minds without fear or reprisal.

Attack the problem-no blame game.

Get consensus from board members for individual requests for information.

Make decisions based on clear information.

Identify pending issues and agreements at the end of each meeting.

Keep the best interest of the school and children in mind, while balancing the needs of the taxpayers.

# BARRE CITY SCHOOL DISTRICT

REGULAR SCHOOL BOARD MEETING  
Barre City Elementary and Middle School –Library  
November 09, 2015 - 5:30 p.m.

## MINUTES

### BOARD MEMBERS PRESENT:

Lucas Herring - Chair  
Sonya Spaulding – Vice Chair  
Jim Carrien - Clerk  
Anita Chadderton  
Guiliano Cecchinelli, II  
Nathan Reigner – arrived at 5:37 p.m.  
Anita Ristau  
Tyler Smith  
Leslie Walz

### BOARD MEMBERS ABSENT:

### ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent  
James Taffel, Principal – arrived at 6:10 p.m.  
Jackie Tolman, Principal – arrived at 5:45 p.m.  
Richard Meyer, Assistant Principal  
Stacy Anderson, Director of Special Services – arrived at 6:10 p.m.

### GUESTS PRESENT:

Video Vision Tech

#### **1. Call to Order: Pledge of Allegiance**

The Chair, Mr. Herring, called the Monday, November 9, 2015, Regular meeting to order at 5:34 p.m., which was held at the Barre City Elementary and Middle School Library. The flag salute followed.

#### **2. Additions and/or Deletions to the Agenda**

Mrs. Walz advised that Agenda Item 5.6 was not a First Reading, but was included in the packet for informational purposes. Mrs. Spaulding advised that Agenda Item 5.1 - PTO Presentation would need to be added to the December Agenda, as the presenter was not available this evening.

#### **3. Visitors and Communications**

None.

#### **4. Approval of Minutes**

##### **4.1 Approval of Minutes – October 8, 2015 Tri-Board Meeting**

On a motion by Mrs. Walz, seconded by Mrs. Ristau, the Board voted 6 to 0 to approve the Minutes of the October 8, 2015 Tri-Board Meeting. Mr. Smith abstained.

##### **4.2 Approval of Minutes – October 12, 2015 Regular Meeting**

On a motion by Mrs. Ristau, seconded by Mrs. Spaulding, the Board unanimously voted to approve the Minutes of the October 12, 2015 Regular Meeting.

##### **4.3 Approval of Minutes – October 14, 2015 Retreat Meeting**

On a motion by Mr. Carrien, seconded by Mr. Smith, the Board voted 6 to 0 to approve the Minutes of the October 14, 2015 Retreat Meeting. Mrs. Walz abstained.

#### **5. New Business**

##### **5.1 PTO Presentation (Renee Proteau)**

Postponed until the December meeting.

### **5.2 New Hire**

A copy of the BCEMS Notification of Employment Status form for Thomas O'Toole was distributed for review. Mr. Pandolfo provided a brief overview of the applicant's experience and clarified the salary structure. **On a motion by Mrs. Ristau, seconded by Mr. Cecchinelli, the Board unanimously voted to approve the hiring of Thomas O'Toole.**

### **5.3 SWIS Data Report (Rick Meyers)**

Mr. Meyers distributed a six page report which contained referral data covering school years 2013/2014, 2014/2015, and the present year. Mr. Meyers provided a brief overview of the data and noted that the 5<sup>th</sup>/6<sup>th</sup> grades tend to have a higher number of referrals. Over the course of the years being reported, there does not seem to be a significant drop in the number of referrals. The number of referrals is sometimes used to determine if a student will be suspended. Mrs. Tolman, speaking to Middle School data, advised that the increase in the 2014/2015 year may be the result of the level of consistency being applied. This year's data is being used to track Behavior Specialist caseloads. In response to a query regarding reporting of data by referring teacher, Mr. Pandolfo cautioned that some staff may not refer students that they should, and that some staff may refer students who should perhaps remain in the classroom. For quarter 2 reporting, the Board would like to see an additional breakdown of data (Regular Ed / Special Ed / 1 on 1). Within each of the three categories, a breakdown of major vs minor incidents. It was noted that there are times in the year (months) that tend to consistently have higher or lower numbers of incidents. Administration is currently reviewing planning room procedures.

### **5.4 Truant Officer**

A copy of the State Statute, Law 16.V.S.A. 1125 Truant officers was distributed. Mr. Pandolfo provided a brief overview of the State's requirement and advised that he may identify additional items the State will require annual action on. **On a motion by Mrs. Walz, seconded by Mrs. Ristau, the Board unanimously voted to appoint the Assistant Principal, as Truant Officer for BCEMS.**

### **5.5 Attendance/Truancy Report**

A report providing information pertaining to the 2014 / 2015 year was distributed. The report identified the number of students (by grade) who were absent from school for different parameters of days. It was noted that no individual student was included in more than one set of parameters. The State has requirements for action, based on the number of days absent. (e.g. parental meetings, referrals to DCF, and referrals to the State's Attorney. Once cases are referred to DCF or the State's Attorney's Office, the school does not control the action taken. It is not known what steps, if any, DCF takes when truancy is reported. In response to a query regarding retention at grade level based on truancy, it was noted that retention decisions involve numerous factors, including parental involvement. Mr. Meyers has made one home visit this year. It was noted that there are other individuals who regularly work with families/students. To increase attendance, Mr. Meyers would like to use positive reinforcement rather than punitive action. Mrs. Spaulding queried regarding reporting that compares attendance for last year and this year, for last year's truant students. This type of reporting would help to determine if their attendance is improving.

### **5.6 First Reading Student Records Policy (J0)**

A copy of the policy was distributed for review. Mrs. Walz advised that this policy has already been approved. The policy is being distributed to support the deletion of policies listed under separate Agenda Items.

### **5.7 First Reading Student Attendance Policy (F25)**

A copy of the policy was distributed for review. Mrs. Walz provided an overview of the required policy. The proposed policy is a copy of the VSBA policy. It was noted that the numbering needs to be removed. In response to a query, Mrs. Walz advised that consequences are part of the procedures, not the policy. The Board does not approve procedures. Procedures are determined by Administration. Eventually, procedures will be available for viewing on-line. In response to a query questioning the "legal age" defined in the policy, it was noted that the ages (6 - 16) are correct. Pre K and Kindergarten are not mandatory, neither is school attendance for students over the age of 16. **On a motion by Mrs. Chadderton, seconded by Mrs. Ristau, the Board unanimously voted to approve, as amended, the First Reading of the Student Attendance Policy (F25)**

### **5.8 Relations with Families of Title I Students Policy for Deletion**

A copy of the policy was distributed for review. Mrs. Walz advised that this policy is proposed for deletion because a new SU wide policy was ratified at the Tri-Board meeting. **On a motion by Mrs. Ristau, seconded by Mr. Smith, the Board unanimously voted to authorize deletion of the Relations with Families of Title I Students Policy.**

### **5.9 Policies for Deletion: JRA-E, JRA-E1, JRA-E3, JRA-R1, JRA-R2, JRA-R3, JRA-R4, JRA-R5, JRA-R6, JRA-R7, JRA-R8, and JRA-R9.**

Copies of the policies were distributed for review. Mrs. Walz provided an overview of the reasons for the proposed policy deletions. **On a motion by Mrs. Ristau, seconded by Mrs. Walz, the Board unanimously voted to authorize deletion of policies: JRA-E, JRA-E1, JRA-E3, JRA-R1, JRA-R2, JRA-R3, JRA-R4, JRA-R5, JRA-R6, JRA-R7, JRA-R8, and JRA-R9.**

**JRA-E – Parental Permission for Release of Personal Identifiable Information  
JRA-E1- Record of Access to Student Education Records**

**JRA-E3 – Destruction of Special Education Records**

**JRA-R1 – Procedures: Annual Notification of Rights and Directory Information**

**JRA-R2 – Procedure: Inspection/Review of Records by an Eligible Parent or Student**

**JRA-R3 – Procedure: Parent/Eligible Student Request to Amend Records**

**JRA-R4 – Procedure: Determination of Authorized Access to Education Records**

**JRA-R5 – Procedure: Consent for Release Required/Not Required Limitations on Re-disclosure and Record Disclosures**

**JRA-R6 – Destruction of Records**

**JRA-R7 – Procedure: Contingencies not Covered by These Policies and Procedural Rules**

**JRA-R8 – Annual Notification of Rights of Parents and Eligible Students Concerning Education Records**

**JRA-R9 – Annual Notification of Designation of Directory Information and Right of Refusal**

## **6. Old Business**

### **6.1 Board Retreat Follow-Up**

The BCEMS Vision, Mission, Philosophy & Belief Statements, Continuous Improvement Plan Goals & Tasks document dated August 2015 was distributed. Mr. Pandolfo provided an overview and highlighted the 4 tasks listed under Goal 6 (School Board Goal). Mr. Pandolfo asked Board Members to review Goal 6 for accuracy, and confirmation that it reflects the retreat discussion. Mr. Herring requested that measurements of success be added. Mr. Pandolfo advised that measurements of success are contained in the Continuous Improvement Plan. Additional discussion included the SHS model of on-line scheduling of conferences, conferences starting at noon, a possible PR table on parent/teacher conference days (to attract new board members), encouraging community members to participate in committee meetings (with committee members taking an active role in recruiting participants), use of Front Porch Forum and Facebook to attract committee members, use of the blog to promote participation and provide positive information, provide links to the blog via Facebook and the SU web page, and discussion of various forms of communicating with the public (including board members writing blogs. Mr. Reigner volunteered to write a letter to the editor regarding the fruit/vegetable grant. This letter will also be posted on Facebook, Front Porch Forum, and in the school newsletter. Mr. Taffel will provide Mr. Reigner with historical information pertaining to the grant.

### **6.2 Warrant Procedures**

Mr. Pandolfo advised regarding the Warrant Procedure that authorizes the Superintendent or Business Manager to sign payroll warrants (no Board Member signature required). The Business Office recommends that Accounts Payable warrants require a minimum of one Board member signature (preferably the Finance Committee Chair), though any Board Member may sign. There is currently a procedure that allows the Superintendent to sign Accounts Payable warrants if no Board member is available. Mr. Herring would like the SU Committee to research what other places are doing and advised that the BCEMS Board cannot authorize a change until the policy at the SU level is approved.

## **7. Board Reports**

### **7.1 Superintendent**

A copy of the Superintendent's report dated November 4, 2015 was distributed. The report included information pertaining to; the boiler project (waiting for site visits, overhead door is installed), the solar project (an Agreement amendment will be forthcoming; construction is expected to begin shortly, with completion by the end of the year). The report also contained information pertaining to the Act 46 Consolidation Study Committee (which met on 09/29 and 10/28), and VSBA/VSA updates. It was noted that the VSBA conference on October 22<sup>nd</sup> and 23<sup>rd</sup> included discussion pertaining to reconsideration of the allowable growth threshold. The report also provided a brief update regarding impending changes to insurance, as the VEHI Plans will cease to exist as of December 31, 2017. Additionally, Mr. Pandolfo reported that the Act 46 Consolidation Study Committee was very productive. In response to concerns from Committee Members and members of the community, Mr. Pandolfo advised that **Act 46 legislation absolutely does not require reconfiguration of schools, but rather mandates consolidation of governance**. Mr. Pandolfo advised that the Times Argus reported this information very well. Mr. Pandolfo stressed that Board members should work with their legislators regarding reconsideration of the allowable growth threshold. The next meeting will be held on November 19, 2015. Mr. Pandolfo advised regarding an update to the boiler project, including tentative dates for visits and presentations (11/30, 12/01, 12/04, and 12/08). Mrs. Spaulding advised she wanted to highlight, and make very clear to the public, that Act 46 does not require consolidation of schools, but rather consolidation of governance, budgets etc. Tax impact information regarding accelerated vs conventional consolidation will be available for the next Act 46 Consolidation Study Committee Meeting.

### **7.2 Principals Report**

A copy of the Co-Principals' report dated November 2015 was distributed. The report included information pertaining to; Staff Development (November 9, 2015 – development of effective teaching strategies), Parent/Teacher Conferences (held October 8, 2015, following early dismissal, was very successful), Middle school band and chorus, the Positive Behavior Interventions and Support system, the annual Walk, Run, Fun Event (October 2, 2015), the Food Service Program (participation is 98% for lunch and 52% for breakfast), the new TV Monitor, the Tooth Tutor program (Hannah Avery began working on October 9, 2015), and the Walk to School event (held October 7, 2015). Additionally, Mr. Taffel advised that the Food Bank is distributing fresh produce two times per month. A truckload of food is brought to the school and families may take whatever they feel they can use. The food distribution is held on the first and third Tuesdays of each month. Seventy-nine families participated at the first distribution. The Staff Development

Day centered on Literacy. Literacy Specialist Beth Moore led the discussion. A K – 4 Literacy Night will be held on November 19, 2015. Family Math Nights have been popular. Dinner is served, and parents receive information on how to assist their children with learning math. BCEMS was recently recognized by Washington County Mental Health. BCEMS received the Community Partner Award for Children/Youth & Family Services. Students will be participating in the Veterans Day parade on Wednesday November 11, 2015. Morgan Matthews will begin Explore Blocks for students in grades 5 – 8.

### **7.3 Committee Reports**

**Policy** – Mrs. Walz advised that copies of the Minutes were sent electronically, but for unknown reasons, they are not included in the Board Packet. Research will be performed to determine what steps should be taken to assure they are included. The next Policy Committee meeting will be held on December 9, 2015. Mrs. Walz will send out an e-mail advising of upcoming meeting dates.

**Curriculum** – The Committee met on November 2, 2015. A copy of the Minutes was distributed. No meetings were held in October. The next meeting will be held on November 23, 2015.

**Facility/Security** – The Committee met on October 27, 2015. A copy of the Minutes was distributed. Mr. Carrien provided an overview of the minutes, including research of security/additional doors, and the potential to build 'up' in the Kindergarten area. The next meeting will be on November 23, 2015 at 5:30 p.m. Mr. Carrien and Mr. Fleming will prioritize next year's deferred maintenance list.

**Finance** – The Committee met on November 5, 2015. Minutes for that meeting were distributed. A document titled 'Barre City Elementary and Middle School FY17 Budget Highlights 11/5/15' was distributed. Mrs. Spaulding provided a lengthy review of the topics discussed, including budgetary considerations.

### **7.4 Financial Report**

The BCEMS Expense Budget Status Report was distributed. Mr. Herring advised regard the deficit of \$314,618. Mrs. Anderson advised that the deficit includes unanticipated tuition costs. Mrs. Anderson will check with the Business Manager regarding the application for Extraordinary Costs reimbursement. Mrs. Spaulding queried regarding the multiple lines for Facilities on the report. Mr. Herring advised regarding the approved forms/formats for financial reporting. Mrs. Spaulding prefers that for the time being, the Business Office focus on budgets, rather than reporting.

## **8. Round Table/Future Agenda Items**

The Whitefield NH School has a program for students in grades 5 – 8 that includes hiking and trail work. This program culminates with a trip to the Adirondacks. Flyers were distributed.

Mr. Pandolfo verified the BUS Policy meeting is scheduled for December 16, 2015. An application has been submitted to apply for grant funding of the new boiler (\$20,000). Additional monies may be applied for, for a total of \$75,000.

Mrs. Walz queried regarding the number of 4<sup>th</sup> grade students who have obtained a National Park pass. Mrs. Walz would like to see the link for this program on the BCEMS web site.

Mr. Herring is not able to attend the SU meeting on 11/12/15. Mr. Herring thanked Administration for use of school grounds for the 5K run. Mr. Herring advised of city survey results that indicate the percentage of voters willing to support a higher budget, has gone down.

## **9. Executive Session**

### **9.1 Student Matter**

Items proposed for discussion in Executive Session include a Student Matter.

On a motion by Mr. Cecchinelli, seconded by Mrs. Chadderton, the Board unanimously agreed to find that premature general public knowledge of the items proposed for discussion would clearly place the City of Barre at a substantial disadvantage should the discussion be public.

On a motion by Mrs. Walz, seconded by Mrs. Chadderton, the Board unanimously voted to enter into Executive Session at 7:35 p.m. under the provisions of 1 VSA section 313 to discuss the items proposed for discussion.

Mr. Pandolfo and Mr. Taffel were invited to join Executive Session.

The remaining information was provided by the Board Clerk.

On a motion by Mrs. Spaulding, seconded by Mr. Smith, the Board unanimously voted to exit Executive Session at 7:40 p.m.

No Action

**10. Adjournment**

**On a motion by Mr. Reigner, seconded by Mrs. Spaulding, the Board unanimously voted to adjourn at 7:41 p.m.**

Respectfully submitted,  
*Andrea Poulin*

DRAFT

BARRE CITY ELEMENTARY AND MIDDLE SCHOOL  
NOTIFICATION OF EMPLOYMENT STATUS

5.2

Complete this form for every new hire, termination, or change in employee's contract and submit it to the Central Office immediately. Complete one form for one event per employee. Failure to submit this form may result in incorrect pay or no pay.

NAME: Denise Joy SS#: \_\_\_\_\_  
EFFECTIVE DATE: 11/20/15 Daytime Phone \_\_\_\_\_  
POSITION: Teacher (special educ) SUBJECT: \_\_\_\_\_ GRADE: \_\_\_\_\_  
(Teacher, Para-Educator, Administrator, Clerical, Cust/Maint, Substitute, Tutor, Other-Specify)

NEW HIRE

TOTAL YEARS OF EXPERIENCE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY PLACEMENT: \_\_\_\_\_  
HOURLY RATE: \_\_\_\_\_ HOURS PER DAY: \_\_\_\_\_ DAILY RATE: \_\_\_\_\_ DAYS PER YEAR \_\_\_\_\_  
SALARY: \_\_\_\_\_ ACCOUNT CODE: \_\_\_\_\_  
REPLACEMENT? YES, NO IF YES, FOR WHOM? \_\_\_\_\_  
LONG TERM SUB? YES, NO IF YES, FOR WHOM? \_\_\_\_\_ # OF DAYS CONTRACTED FOR: \_\_\_\_\_  
CERTIFIED: YES OR NO CONTRACT \_\_\_\_\_ TIMES SHEETS \_\_\_\_\_

TERMINATION

STATE REASON: resignation - final day is 11/30/15

CHANGE IN HOURS OR WAGE  
Fill in both columns

CURRENT:  
Daily Hours and FTE \_\_\_\_\_  
# of Days/Week \_\_\_\_\_  
(Specify days if less than 5/week)  
Wage \_\_\_\_\_

NEW:  
Daily Hours and FTE \_\_\_\_\_  
# of Days/Week \_\_\_\_\_  
(Specify days if less than 5/week)  
Wage \_\_\_\_\_

Stacy Andersen  
Approving Signature Principal/Administrator

11/18/15  
Date

EVERY NEW HIRE MUST SEE AARON AT THE CENTRAL OFFICE TO COMPLETE:

Criminal Record Check/Fingerprints (if not worked in VT school in past year or haven't been printed in more than 3 years)  
Criminal Record Check/Secondary Release (if worked at VT school in past year and prints are less than 3 years old)  
AHS Release, I-9, W4, Declaration of Health Care, Acceptable Use Policy

Documents needed from New Hires

Valid Passport *OR* Valid License and Social Security Card or Birth Certificate  
\$16.50 payable by check or money order *only* (no cash) - if needing to get fingerprints done



BAKKE CITY ELEMENTARY AND MIDDLE SCHOOL  
NOTIFICATION OF EMPLOYMENT STATUS

5.2

Complete this form for every new hire, termination, or change in employee's contract and submit it to the Central Office immediately. Complete one form for one event per employee. Failure to submit this form may result in incorrect pay or no pay.

NAME: Melissa Campbell SS#: \_\_\_\_\_

EFFECTIVE DATE: 12/2/15 Daytime Phone \_\_\_\_\_

POSITION: Teacher SUBJECT: Alt. Program GRADE: Middle level  
(Teacher, Para-Educator, Administrator, Clerical, Cust/Maint, Substitute, Tutor, Other-Specify)

NEW HIRE

TOTAL YEARS OF EXPERIENCE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY PLACEMENT: \_\_\_\_\_

HOURLY RATE: \_\_\_\_\_ HOURS PER DAY: \_\_\_\_\_ DAILY RATE: \_\_\_\_\_ DAYS PER YEAR \_\_\_\_\_

SALARY: \$ 36,448 ACCOUNT CODE: \_\_\_\_\_

REPLACEMENT? YES NO IF YES, FOR WHOM? Denise Joy rest of  
LONG TERM SUB? YES, NO IF YES, FOR WHOM? \_\_\_\_\_ # OF DAYS CONTRACTED FOR: School year

CERTIFIED: YES OR NO CONTRACT X TIMES SHEETS \_\_\_\_\_

TERMINATION

STATE REASON: \_\_\_\_\_

CHANGE IN HOURS OR WAGE

Fill in both columns

CURRENT:

Daily Hours and FTE \_\_\_\_\_

# of Days/Week \_\_\_\_\_  
(Specify days if less than 5/week)

Wage \_\_\_\_\_

NEW:

Daily Hours and FTE \_\_\_\_\_

# of Days/Week \_\_\_\_\_  
(Specify days if less than 5/week)

Wage \_\_\_\_\_

James T. Tell  
Approving Signature Principal/Administrator

12/3/15  
Date

EVERY NEW HIRE MUST SEE AARON AT THE CENTRAL OFFICE TO COMPLETE:

Criminal Record Check/Fingerprints (if not worked in VT school in past year or haven't been printed in more than 3 years)  
Criminal Record Check/Secondary Release (if worked at VT school in past year and prints are less than 3 years old)  
AHS Release, I-9, W4, Declaration of Health Care, Acceptable Use Policy

Documents needed from New Hires

Valid Passport OR Valid License and Social Security Card or Birth Certificate  
\$16.50 payable by check or money order only (no cash) – if needing to get fingerprints done

**Melissa Campbell**  
2 Scenic View Dr. • Barre, VT, 05641  
(802) 249-9573 • mcampbe8@uvm.edu

## **Education**

University of Vermont, Burlington, VT - graduated May 2015 with B. S. in Elementary Education, Concentration: Human Development and Family Studies.

Vermont Elementary Teacher K – 6 licensure application in process

Spaulding High School, Barre, VT - graduated in 2011

## **Experience**

**Student Teaching Internship**, Chamberlin Elementary School, South Burlington, VT Spring 2015

- Full-time student teacher in a first grade class, Practiced PBiS Management
- Created and implemented differentiated lessons using CCSS and NGSS.
- Bridges 2.0, and Eureka, Engage NY programs were used to create math lessons and units, Lucy Calkins used to guide Reader's and Writer's Workshop.
- Designed and implemented a standards-based, interdisciplinary unit on Sound, utilizing technological resources.
- Conducted research on status effects in the classroom developing lessons using Complex Instruction strategies.
- Assisted mentor teacher in assessing students to evaluate progress and areas of growth. Collaborate with educational support staff and team to ensure the success of all students. Participated in all district-wide in-service training days and attend staff meetings, team meetings and staff-student relations meetings.
- Attended extra-curricular school programs and events after school.

**Junior Year Teaching Practicum**, John F. Kennedy Elementary School, Winooski, VT Spring 2014

### **First Grade**

- Conducted a running record, spelling assessment, and lead a small reading group.
- Created whole class and small group math and literacy lessons.
- Reflected on management strategies and teaching styles.

**Junior Year Teaching Practicum**, Milton Elementary and Middle School, Milton, VT Fall 2013

### **Third-Fourth Grade**

- Co-taught a science and a social studies lesson, lead literacy and math lessons.
- Utilized technological resources, including a smart board, laptops, and a doc cam.
- Practiced Responsive Classroom.

**Sophomore Year Teaching Practicum**, Williston Central Elementary School, Williston, VT

### **Fifth-Sixth Grade**

- Created and taught a math and literacy lesson for fifth grade, incorporating videos, doc cam, and differentiated learning styles.
- Assisted small groups with assignments and guided literacy.
- Assisted students with independent work and homework.

## **Employment**

### **Substitute Teacher - Winter 2013-Present**

Chamberlin Elementary School

Barre City Elementary and Middle School

Barre Town Elementary and Middle School

Milton Elementary and Middle School

### **PARA Educator - May 2013-July 2014**

Barre City Elementary and Middle School

One-on-one aid for constant assistance with behavior and academics to a 7<sup>th</sup> grade student (2013)

One-on-one for a 1<sup>st</sup> grade boy in summer school (2014)

Classroom aid for two 7<sup>th</sup> grade classes (2014).

### **Senior Eco-Rep - University of Vermont 2014**

As a Senior eco-rep, I lead a group of eco-reps, and worked collaboratively in teams to create and implement projects to improve environmental knowledge and behavior on campus.

### **Mentor - Washington County Mental Health - July 2013-August 2014**

One-on-one Mentor that provided transportation to appointments, advice, behavioral regulation, and entertainment to an 11-year-old girl.

### **Restaurant Employee 2010-Present**

Mister Z's in Barre, VT

Kitchen chef, hostess and waitress in the dining room.

### **Babysitter 2005-2010**

Ken and Cathie Ely in Barre, VT

Childcare- looking after two young girls for varied hours at a time.

### **Volunteer 2004 - 2014**

The Vermont Historical Society in Barre, VT and Vermont History Expo events in Tunbridge, VT

Assisting visiting children at special events.

## **References**

Sandra Cormier, 802-479-6541, Middle School Counselor at Barre City Elementary School

Wanda Stetson, 802-578-2768, Student Teacher Supervisor

Jennifer Boudreau, 802-309-3302, Mentor Teacher at Chamberlin Elementary School

Jen Bassett, 802-522-3997, Parent of my mentee

Mike Perrin, 802-865-9164, Owner of Mister Z's Restaurant



# Landowner Permission Form

For the Vermont Association of Snow Travelers, Inc.  
26 Vast Lane • Barre, VT 05641 • 802.229.0005 • Fax 802.223.4316

Permission is hereby granted to the Vermont Association of Snow Travelers, Incorporated (VAST), to

..... Washington ..... County Snowmobile Club,  
Incorporated, and to the Barre Town Thunder Chickens ..... of,  
Barre ..... Vermont to establish, maintain, and groom a snowmobile trail or trails upon property located in  
Barre ..... Vermont belonging to Barre City Mid. Elem. School of  
Barre VT ..... The snowmobile trail(s) shall be established and maintained in an area acceptable to the  
landowner. No construction or major maintenance shall occur without the landowner's permission. Permission is further granted to VAST,  
to the fourteen Vermont county snowmobile clubs, to all affiliated local snowmobile clubs, and to their respective members to use the  
trail(s).

Permission extends for a period starting Dec 16, 2015 ..... to April 15, 2016 .....  
Date Date

Permission is subject to the additional terms and conditions listed below, if none, enter "NONE"

Far End of Soccer Field - Feeder Trail Access to VAST Trail via  
Rotary Park. Same as in past years

Vermont law limits the liability of landowners for personal injury and property damage sustained by a person operating a snowmobile or riding as a passenger to damage intentionally inflicted by the landowner unless the landowner charges the owner or operator of the snowmobile a cash fee for the use of the property. VAST agrees to maintain a policy of trails liability insurance with a policy limit of at least \$1,000,000 covering the landowner as an additional insured. VAST further agrees to defend the landowner or reimburse the landowner for the reasonable costs of defense in the event that a claim is made or a suit is brought as a result of a snowmobile accident on the landowner's property, unless the landowner charges a fee for the use of the landowner's property for the purpose of establishing and maintaining a snowmobile trail(s). A complete "Explanation of Landowner Rights and Protections" is printed on the reverse side of this document. **Neither this permission nor any use of the trail(s) established pursuant to this permission shall, under any circumstances, entitle VAST, any county snowmobile club, any local snowmobile club, or any member of any one or more such clubs, to claim any dedication, any right of adverse possession, any prescriptive easement, or any similar right with respect to any portion of the landowner's property.**

Dated this 22 ..... day of November ..... 20 15 .....  
Day Month Year

Vermont Association of Snow Travelers, Inc.

By: David A. Rouleau  
David A Rouleau  
(Please Print Name)

Its duly authorized agent for the limited purpose of negotiating  
and entering into landowner permission agreements.

Signature of landowner or landowner's duly authorized agent

X  
X  
(Please Print Name)

Mailing Address:

Barre Supervisory Union  
120 Ayers St  
Barre, VT 05641

Phone Number 802-839-0532 ..... Phone Number .....

5.4

**BARRE SUPERVISORY UNION #61  
POLICY**

**CODE: G1**

1<sup>ST</sup> READING: 5/14/2015  
2<sup>ND</sup> READING: 11/12/2015  
ADOPTED:

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**Curriculum Development & Coordination**<sup>[1]</sup>

**1.POLICY**

The Supervisory Union Board shall be responsible for establishing a supervisory union-wide curriculum. The Supervisory Union curriculum shall be coordinated to allow students to meet or exceed standards established by the Vermont State Board of Education.<sup>[2]</sup> Curriculum plans shall be coordinated between sending and receiving schools within the Supervisory Union and will be periodically reviewed to determine compatibility with schools outside the school district that are attended by students residing within the school district.<sup>[3]</sup>

The Supervisory Union Board shall assist each member school district to follow the curriculum developed in accordance with this policy.<sup>[4]</sup>

The Curriculum Director shall be responsible for assisting the Supervisory Union Board and member school district boards in the development, implementation, coordination, and evaluation of the curriculum.<sup>[5]</sup>

The Curriculum Director shall conduct systematic evaluations of all programs within the curriculum and report the results to the school boards at least annually.

*Legal            16 V.S.A. §261a(a) (1) (Duties of supervisory union boards)*  
*Reference(s): 16 V.S.A. §242(1) (Duties of Superintendents)*  
*16 V.S.A. §165(a)(3)(B) (School Quality Standards)*

<sup>[1]</sup> 16 V.S.A. 261a(a) does not explicitly require a policy on curriculum development. It does require the supervisory union board to "establish a supervisory union-wide curriculum by either developing the curriculum or or assisting the member districts to develop it jointly.

<sup>[2]</sup> 16 V.S.A. §165(a)(3)(B).

<sup>[3]</sup> 16 V.S.A. §261a(a)(3).

<sup>[4]</sup> 16 V.S.A. §261a(a)(2)

<sup>[5]</sup> 16 V.S.A. §242(1).

5.4

**BARRE SUPERVISORY UNION #61  
POLICY**

**CODE: D2**

1<sup>ST</sup> READING: 5/14/2015  
2<sup>ND</sup> READING: 11/12/2015  
ADOPTED:

---

**Professional Development**

**1. POLICY**

It is the policy of the Barre Supervisory Union and its member districts to support the important connection between educator professional development and improved student achievement and assure that professional and para-professional staff members acquire and maintain the knowledge and skills needed to contribute effectively to the achievement of the goals and strategies articulated by the school action plan.

**2. PRINCIPLES TO GUIDE PROFESSIONAL DEVELOPMENT**

The Supervisory Union shall provide, or arrange for the provision of professional development programs, or both, for teachers, administrators, and staff within the Supervisory Union. Professional development programs provided by the Supervisory Union will be directly linked to student performance goals identified in the annual action plan.

The Superintendent will oversee a professional development system that is characterized by the following:

- a. Its primary focus is on improved student learning and achievement
- b. It is based on current, documented research findings
- c. It provides structure and substance that allow continuity
- d. It focuses on content and curricular needs as well as teaching methodology
- e. It includes the needs of all who contribute to the education system
- f. It is developed and directed by professional educators

**3. IMPLEMENTATION**

Implementation of this policy shall follow State Board Rule 2000, Vermont State Board of Education, Educational Quality Standards (EQS), Section 2121.3, Needs-Based Professional Learning:

**2121.3 Needs-Based Professional Learning**

Each supervisory union shall develop and implement a system of appropriate needs-based professional learning for all professional staff, including administrators and other staff involved in student instruction, as required in 16 V.S.A. §261a(a)(5). Time for

professional learning should be embedded into the school day.

The school's professional learning system shall be aligned with its staff evaluation and supervision policies, Continuous Improvement Plan, supervisory union and district goals, and shall provide new staff members with appropriate opportunities for professional learning.

Mentoring shall be a component of each supervisory union's needs-based professional learning system. The superintendent or their designee shall determine the specifics of each mentoring program in their school(s) in accordance with the guidelines approved by the State Board of Education, Vermont Standards Board for Professional Educators, and state law addressing mentoring for educators.

The Superintendent will at least annually report to the school boards the effectiveness of staff professional development and the relationship to the student achievement goals identified within the annual action plan.

The Supervisory Union professional development system will be reviewed annually.

*Legal  
Reference(s):*

16 V.S.A. §261a

**BARRE CITY ELEMENTARY AND MIDDLE SCHOOL****POLICY MANUAL****CODE F25****1st Reading: Nov. 9, 2015****Final Reading: Dec. 14, 2015**

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**POLICY: STUDENT ATTENDANCE**

**Policy** □ It is the policy of the Barre City School District to set high expectations for consistent student school attendance in accordance with Vermont law in order to facilitate and enhance student learning. Legal pupils between the ages of 6 and 16 and who are residents of the school district and non-resident pupils who enroll in school district schools are required to attend school for the full number of days that school is held unless they are excused from attendance as provided in state law.[2] Students who are over the age of 16 are required to attend school continually for the full number of the school days for which they are enrolled, unless they are mentally or physically unable to continue, or are excused by the superintendent in writing.[3]

The Superintendent, or designee, shall develop administrative rules and procedures to ensure the implementation of this policy.

**Administrative Rules and Procedures**

The procedures will address the following issues and may include others as well:

- A. written excuses;
- B. tardiness;
- C. notification of parents/guardian;
- D. signing out of school;
- E. excessive absenteeism;
- F. homebound and hospitalized students;
- G. early dismissals;
- H. homework assignments;



- I. making up work

### **Administrative Responsibilities**

1. The principal is responsible for maintaining accurate and up-to-date records of student attendance.
2. The principal is responsible for assuring that the school has the appropriate family information that allows the school to contact the parent(s) or guardian(s) of all students whenever necessary.

## **Confirmation of Compliance with Transportation Consolidation**

### **Supervisory Union: Barre Supervisory Union**

The Agency of Education is requesting a written confirmation from supervisory unions regarding compliance with 16 V.S.A. § 261a (a)(8)(e), transportation consolidation.

Please respond no later than November 23, 2015. It is not necessary for supervisory districts to complete this form.

*Title 16 V.S.A. § 261a (a) Duties. The board of each supervisory union shall:*

*(8)(E) provide transportation or arrange for the provision of transportation, or both in any district in which it is offered within the supervisory union;*

All supervisory unions should be in compliance or have a waiver for FY 16. All supervisory unions, including those in compliance, must respond. If a supervisory union is not responsible for transportation or does not have a waiver for FY 16, the supervisory union board is out of compliance with the law.

### **Transportation Service vs. Ancillary Transportation Services**

Transportation services as referred to in subsection (8)(E) are those services eligible for state transportation aid, i.e., "to/from" school and technical center transportation costs. Under both the transportation provisions and the special education provisions of Title 16, special education transportation is the responsibility of the supervisory union.

Ancillary transportation costs are not captured by state transportation aid. These include costs for busing students to athletic events and field trips. Accordingly, these types of ancillary transportation costs do not have to be shifted to the SU level under the Act 153 transportation consolidation requirement. Please see Secretary Holcombe's memorandum dated April 8, 2015, attached herewith.

## Requirements for Compliance

1. Has the SU Board reviewed and approved the transportation plan for each member district of the SU and/or any SU wide transportation delivery model?

My knowledge and understanding is that our SU Board has never formally reviewed and approved (by motion) the transportation plan for each district of the SU and/or any SU wide transportation delivery model. With that said, the SU Board is fully aware of the transportation schemes for each district and is aware of our plan for compliance with Act 153 as outlined in the November 6, 2015 Progress Report sent to the Secretary of Education.

2. Does the SU pay for all transportation costs excepting ancillary transportation costs, as defined by Secretary Holcombe's memorandum dated April 8, 2015?

Prior to FY16, the Barre SU operated on an Act 153 waiver for transportation. On June 24, 2015, the previous Barre SU Superintendent sent a waiver request to the Secretary of Education. The Secretary responded by denying in part and approving in part that request, directing that by July 1, 2016 the SU effect the cost shift for transportation from member districts to the SU. The Act 153 Progress Report sent to the Secretary of Education on November 6, 2015 included the following:

- Based on our budget development timeline and the status of each employee group and agreement described above, we will develop our FY17 budget with all transportation and special education expenses and revenues in the Barre SU budget, and then assessed out to the individual districts as appropriate. Special Education Professional staff will be under SU employment for FY17, while para-educator and transportation staff will remain under the districts until FY18 (at least), again with required funds assessed from the SU budget to the individual district budgets.

3. Is there a single transportation provider for all member districts of the SU? (If yes, skip question 4.)

☐ Yes ☒ No

4. If there is more than one transportation provider among member districts of the SU, provide an assurance and supporting documentation that having separate transportation providers among member districts is more cost-efficient than having a single transportation provider for the SU.

At minimum, supporting documentation should include a cost analysis comparing a single provider versus maintaining separate providers among member districts.

Required documentation is attached: ☐ Yes ☒ No

5. If the supervisory union board is in the midst of a study to determine the most efficient way to provide transportation, briefly describe the study and provide an estimated date of completion.

- Currently there are two separate custodial/maintenance associations and Master Agreements which are both up for re-negotiation. One of these associations/agreements is for the district that owns buses and employs bus drivers. I have met with these associations and their union negotiator to explore the idea of merging agreements, and help them understand the implications of Act 153 for their membership and bargaining agreements. We will continue these discussions and determine how to proceed as we move forward.
- As stated in the August Progress Report, we currently have disparate schemes for transportation. Barre City School contracts with Student Transportation of Vermont; this contract ends this year and is up for renewal/RFP. Barre Town School owns a fleet of buses and employs drivers. Spaulding High does not provide transportation, and the Barre Supervisory Union provides coordinated Special

Education transportation for all schools with a small fleet of vehicles and drivers. For FY17, all expense and revenue streams will be included in the Barre SU budget and assessed out to individual districts. As part of our Act 153 and Act 46 work, we will complete an analysis of the following.

- i. Determine the cost of keeping the transportation delivery structure as is, with disparate schemes.
- ii. Determine the cost of Barre City purchasing a fleet of buses and hiring drivers; this would include determining both transition costs to get a new system up and running as well as "steady-state" costs for having a system operational. This will include operational efficiencies realized for a system serving the entire SU.
- iii. Determine the cost of Barre Town contracting its bus service, selling its fleet of buses and releasing its drivers; this would include determining both transition costs to move to this new system as well as "steady-state" costs for having a system operational. This will include operational efficiencies realized for a system serving the entire SU.

We plan to complete this analysis in full before June 30, 2016 but anticipate we may not be able to transition to a single transportation scheme, (if that is the most efficient outcome determined by the analysis) until July 1, 2017.

### **Section 39 of Act 46 of 2015**

With the passage of Act 46 (at Section 39), the Legislature has expressed its clear intention for the consolidation provisions of Act 153 to be fully implemented. If not implemented, the education property tax rates for nonresidential and homestead property of the member districts may be increased by five percent in each district within the supervisory union. The household income percentage shall also be adjusted accordingly in the next fiscal year for which tax rates will be calculated. This provision of law shall take effect on July 1, 2016.

☐ Yes, Click to enter the SU name. is in compliance with the transportation provision requirements of 16 V.S.A. § 261a (a)(8)(E).

☒ No, the Barre Supervisory Union is not in compliance with the transportation provision requirements of 16 V.S.A. § 261a (a)(8)(E) but will be in compliance by July 1, 2016 or by the expiration date of any current waiver.

Signature of Superintendent

JOHN RANDOLFO

Name



Signature

11/21/15

Date

Please respond by November 23, 2015. Send signed confirmation forms to:

Agency of Education  
Attention: Aaron Brodeur  
219 North Main Street, Suite 402  
Barre, Vermont 05641

## **Confirmation of Compliance with Special Education Consolidation**

### **Supervisory Union: Barre Supervisory Union**

The Agency of Education is requesting a written confirmation from supervisory unions regarding compliance with 16 V.S.A. § 261a(a)(6), special education consolidation.

Please respond no later than November 23, 2015. It is not necessary for supervisory districts to complete this form.

*Title 16 V.S.A. § 261a (a) Duties. The board of each supervisory union shall:*

*(6) provide special education services on behalf of its member districts and, except as provided in section 43 of this title, compensatory and remedial services, and provide or coordinate the provision of other educational services as directed by the State Board or local boards; provided, however, if a supervisory union determines that services would be provided more efficiently and effectively in whole or in part at the district level, then it may ask the Secretary to grant it a waiver from this provision.*

Subsequent to the addition of subdivision (a)(6) above, the Legislature provided some clarification in Sec. 18(b) of Act 56 of 2013 providing that the SU will still be in compliance with the law if the SU chooses not to employ some or all special education paraeducators and they remain employees of the member districts. This means in those cases the paraeducators would be paid for by the school district and not the supervisory union.

All supervisory unions should be in compliance or have a waiver from the Secretary for FY 16. All supervisory unions, including those in compliance, must respond.

## Requirements for Compliance

1. In order to be fully compliant with special education consolidation, a supervisory union shall:
  - a. Be the employer of all licensed special educators and special education administrators and the employer or contractor of those with specialized skills delivering services to special education students (e.g., speech pathologists).
  - b. Be the employer of special education paraprofessionals to the extent the supervisory union board elected to employ some or all special education paraprofessionals because it determined that doing so will lead to more effective and efficient delivery of special education services to students (Sec. 18(b) of Act 56 of 2013).
  - c. Pay for all special education costs for all districts in the supervisory union. A supervisory board that is collecting assessments from one or more districts to pay for services either operated by the district(s) or through a contract previously paid by the district(s) should have conducted an analysis that demonstrates the arrangement is the most efficient for the district(s) and all other districts in the supervisory union.

Is the SU in compliance with the above stipulations?

☐ Yes ☒ No



2. If no, is the supervisory union engaged in a good faith bargaining effort with unionized employees and cannot comply with statute as per Sec. 23 of Act 56, 2013?  
Sec. 23 of Act 56, 2013:

*(d) If a supervisory union has not entered into a collective bargaining agreement with the representative of its prospective special education employees by August 15, 2015, it shall provide the Secretary of Education with a report identifying the reasons for not meeting the deadline and an estimated date by which it expects to ratify the agreement.*

☐ Yes ☒ No

3. Is the supervisory union claiming an extension based on the above provision?

☒ Yes ☐ No ☐ NA

If the supervisory union is engaged in good faith bargaining, Act 46 requires a report identifying the reasons for not meeting the deadline to be sent to the Secretary of Education.

4. Does the supervisory union have a report identifying these reasons?

☒ Yes ☐ No ☐ NA

- a. If yes, has the report been sent to the Secretary of Education?

☒ Yes ☐ No

- b. If no to either of the above (4 or 4a), when will the report be sent to the Secretary of Education?

A Progress Report was sent to the Secretary of Education on November 6, 2015 in response to the Secretary's July 13, 2015 memo denying in part and granting in part the Act 153 waiver request of June 24, 2015. This Progress Report included the following:

- The Master Teacher Agreement for all districts in the Barre SU, settled this summer, includes new articles defining the transition of Special Education Professional staff from district employment to SU employment. This transition will happen on July 1, 2016. .

- An official request was sent to the para-educator associations in all districts to reopen their Master Agreement to add new articles defining the transition of all support staff (including Special Education Para-Educators) from district employment to SU employment. The associations declined this request, preferring to wait until the Agreement is up for re-negotiation next year to discuss having this transition in place for FY18.

- Based on our budget development timeline and the status of each employee group and agreement described above, we will develop our FY17 budget with all transportation and special education expenses and revenues in the Barre SU budget, and then assessed out to the individual districts as appropriate. Special Education Professional staff will be under SU employment for FY17, while para-educator and transportation staff will remain under the districts until FY18 (at least), again with required funds assessed from the SU budget to the individual district budgets.

5. If the supervisory union is claiming an extension due to not having entered into a collective bargaining agreement, provide an estimated date when you expect the agreement to be ratified.

June 30, 2017

6. If the supervisory union is not currently in compliance and is not covered by the bargaining provision in Sec. 23 of Act 56, has it received a § 261a(a)(6) waiver from

the Secretary of Education for FY 2016?

☒ Yes ☐ No

If a supervisory union is:

- a. not responsible for all special education costs for all districts in the supervisory union with the exception of paraprofessionals as permitted by Act 56 of 2013, Sec. 23(b), and
- b. does not have a § 261a(a)(6) waiver for FY 16, or
- c. is not in the process of good faith bargaining,

then the supervisory union is out of compliance with the law.

### Section 39 of Act 46 of 2015

With the passage of Act 46 (at Section 39), the Legislature has expressed its clear intention for the consolidation provisions of Act 153 to be fully implemented. If not implemented, the education property tax rates for nonresidential and homestead property of the member districts may be increased by five percent in each district within the supervisory union. The household income percentage shall also be adjusted accordingly in the next fiscal year for which tax rates will be calculated. This provision of law shall take effect on July 1, 2016.

☐ Yes, is in compliance with the special education provision requirements of 16 V.S.A. § 261a (a)(6).

☒ No, the Barre Supervisory Union is not in compliance with the special education provision requirements of 16 V.S.A. § 261a (a)(6) but will be in compliance by July 1, 2016 or by the expiration date of any current waiver.

**Signature of Superintendent**

JOHN PANDOLFO

Name

Signature

11/21/15

Date

Please respond by November 23, 2015. Send signed confirmation forms to:

Agency of Education  
Attention: Nicole Tousignant  
219 North Main Street, Suite 402  
Barre, Vermont 05641

7.1

## BARRE SUPERVISORY UNION DISTRICT #61

Barre City Elementary  
and Middle School

*John Pandolfo*  
Superintendent of Schools

*Rick McCraw, M. Ed.*  
Director of Curriculum, Instruction,  
& Assessment

Spaulding High School and  
Barre Technical Center Campus

120 Ayers St.  
Barre, VT 05641  
802-476-5011  
FAX: 802-476-4944

*Lisa Poirereault*  
Business Manager

Barre Town Middle  
and Elementary School

*Donald McMahon*  
Special Services Director

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

*Diane Stacy*  
Technology Director

*Sandra Cameron, M. Ed. MEd*  
Director of Early Education

December 8, 2015

TO: The Members of the Barre City School Board  
RE: Superintendent's Report

Please accept the following report to the Barre City School Board:

(1) Act 46 Consolidation Study Committee

- The Act 46 Study Committee met on November 19 and December 3. The committee identified and prioritized educational and financial/economic opportunities and challenges related to unified governance. The committee also began preparations for the Public Forum to be held on January 12 at 6:00pm in the Spaulding High School Auditorium.
- The Barre SU website homepage has a link to an Act 46 page with details from each meeting as well as general resources related to Act 46 (<http://bsuvt.org/joomla/index.php/act-46>)

(2) BSU Human Resources Coordinator Position

- First round interviews were held on November 18
- Second round interview was held on November 30
- Finalist will be recommended to the BSU Board on December 10, with a proposed start date of December 14.

(3) Legislative Breakfast scheduled for December 9

- 8:00am at the Lunchbox at SHS/CVCC

(4) Solar Update

- Novus Energy has the Certificate of Public Good in hand, but for a variety of reasons, they have opted to not initiate site construction until after the winter season. Based on that fact, at this point they anticipate being on-line in late spring or early summer.

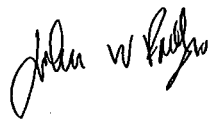
(5) Path Grant

- Please see the attached Action Plan and Proposed Budget for the Path Grant that the BSU Path Team has applied for. This Grant support wellness activities for BSU employees.

(6) Financial Management Questionnaire

- Please see the attached excerpt from statute (16 VSA 242(a)) and the Financial Management Questionnaire which I am required to share with you by the referenced statute.

Respectfully Submitted,



John Pandolfo  
Superintendent of Schools

**BARRE SUPERVISORY UNION**  
**Wellness in the Workplace Funds**  
**ACTION PLAN**

**GOAL:**

Reduce the number of workers compensation claims and high risk factors shown in our Healthy Life Survey data through the promotion of wellness activities.

**OBJECTIVES:**

- 1) **By June 2016, increase skills needed to achieve a healthy lifestyle through a series of cooking workshops and educational sessions.** 20% of the employees in the supervisory union will attend one of several educational sessions promoting healthy cooking.
- 2) **By June 2016, increase physical activity, lower stress, and increase the feeling of community amongst the 5 schools by increasing access to in-school and outside walking trails.** 40% of the employees in the supervisory union will participate in an activity involving either the indoor or outdoor walking trails.
- 3) **By June 2016, increase workplace safety by providing tools to improve core strength, reduce joint/back pain, and decrease stress factors.** 30% of the employees in the supervisory union will utilize the EAP workshops, certified training opportunities, fitness equipment, or stress reduction therapy opportunities available at their school.

**RATIONALE:**

- 1) Based on our SU's Healthy Life Survey results, 65% of employees reported struggling with their cholesterol, 26% of employees reported struggling with high blood sugar and/or diabetes, an average of 33.5% of employees reported a high body mass index and/or high waist to hip ratio, 80% want to lose weight, 79% want to eat more fruits and vegetables and 21% report not having enough energy.
- 2) Based on our SU's Healthy Life Survey results, 42% of employees were not getting enough physical activity, 91% wanting to be more physically active.
- 3) Based on BCBSVT claims data, 21% of our employee workers compensation claims in the past several years, were related to falls, slips, and injury from twisting. Our SU HLS results show that 65% of employees reported moderate or higher stress levels, 35% reported not getting restful sleep, 27% reported having headaches, 35% reported knees, back, and joints that are not pain free, and 36% showed neck/back tension.

## **Title 16 : Education**

### **Chapter 005 : Secretary Of Education**

#### **Subchapter 002 : Superintendents**

##### **§ 242a. Internal financial controls**

(a) The superintendent or his or her designee shall annually, on or before December 31, complete and provide to the supervisory union board and to all member district boards a copy of the document regarding internal financial controls made available by the Auditor of Accounts pursuant to 32 V.S.A. § 163(11).

(b) The supervisory union board shall review the document provided by the superintendent within two months of receiving it. (Added 2011, No. 155 (Adj. Sess.), § 29.)

# Financial Management Questionnaire - Barre Supervisory Union

Completed 11/17/15

	Yes	No	Don't know	By whom
Do you know by whom the following is maintained?				
School District Checkbook	X			Business Office-Staff Accountant C.A.
School District receipts	X			Business Office-BSU Receptionist, Assist. Bus. Manager & Bus. Manager
Student Activity Cash/Check receipts	X			BT-Bookkeeper
School District payments:				
Payroll	X			Business Office-Staff Accountant C.A.
Accounts Payable	X			Business Office-Staff Accountant C.A.
Bank Deposit slips	X			Business Office-BSU Receptionist, Assist. Bus. Manager & Bus. Manager
Bank reconciliations	X			Business Office-BSU Staff Accountant/Assist. Bus. Manager/Business
Are all bank statement and ledger balances reconciled monthly, by whom?	X			Business Office-BSU Staff Accountant/Assist. Bus. Manager/Business
Does someone other than the treasurer review bank reconciliations?	X			Business Office-BSU Staff Accountant/Assist. Bus. Manager/Business
Are checks always written to specified payees and not to cash?	X			Never Cash
Are financial records maintained in a computerized system?	X			ADS
Are all payees registered in accounting software?	X			Vendor Listing
Are all invoices, original, on vendor letterhead or format, with individual invoice number?	X			ADS Automated
Are all payments recorded and mailed with notation to the associated invoice number?	X			Invoice or Reference Number
Does the School District hold current W9 forms for all vendors?	X			If Applicable
Does the same individual open the mail and deposit checks?		X		Open-Receptionist Records Receipt-Remote Deposit Machine
Are pre-numbered checks used for all bank accounts?		X		Auto-generated by ADS/check stock locked
Are unopened bank statements delivered directly to the treasurer as received?		X		Printed off-line and reconciled in-house.
Have you borrowed money from the School District?		X		
Do you know of anyone who has borrowed money from the School District?		X		
Have School Board members attended financial trainings?		X		Unknown
Do the financial accounting personnel take regular vacations?		X		Business Manager Does
Have you deposited School District monies anywhere other than a School District account?		X		
Have you deposited any non-School District monies into a School District account?		X		
Is it common practice for staff members to rotate responsibilities or cross train periodically?	X			
Are student activity receipts deposited within 48 hours of the event?		X		Not always
Have you experienced a theft or embezzlement during the last five years?		X		
Does the School District have written policies and procedures for financial operations?	X			Business Office Procedures Manual



	Yes	No	Don't know	By whom
Does each Town and School District official have copies of these policies and procedures?		X		Working on BSU Business Office Procedure Manual
Is there a standard procedure to ensure that gate receipts reflect the event's attendance?		X		Not all events
Is interest in School District accounts apportioned to each account?	X			Based on percentage of funds
Have there been any changes in authorized signatures during the fiscal year?	X			New Superintendent-Board Members
Has a signature stamp ever been used for any School District account?	X			C. Dawes Uses Stamp
Do you have pre-numbered receipt books for cash payments?		X		
Have you attended trainings on recordkeeping?	X			
Are any School District financial records maintained in manual form?		X		
Do you maintain separate pages, columns or running balances for each fund?	X			ADS
Are checks written by the same individual who approves payments?		X		Staff Accountant/Board Finance
Do you participate in any business which does business with the School District?		X		
Does any employee that you know of participate in any organization as a vendor?		X		
Have you questioned if the lifestyle of any associate reflects their normal income?		X		
Are bank accounts and fund balances reconciled on a monthly basis?	X			
Does the School District loan money to town employees?		X		

As a signer below, I certify to the best of my knowledge that the answers provided in this self-assessment questionnaire are an accurate representation of the operation of the supervisory union, supervisory district, or school district of

Lane, Vermont

Preparer: Lisa Penneault/Connie Aceltine Printed Name: Lisa Penneault/Connie Aceltine

Title: Business Manager / Staff Acct. Date submitted: 11/17/15

As an official of the supervisory union board, I certify that the board has reviewed this questionnaire within two months of receiving it from the superintendent.

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Required by Title 16 VSA 242a & 32 VSA 163(11)

Barre City Elementary and Middle School  
Principals' Report  
December 2015

With the arrival of December, we begin the second round of literacy assessments in grades K-2. Most of the subtests given are part of the Primary Observation Assessment (P.O.A.) and the Developmental Spelling Assessment (D.S.A.). These are the same tests that were administered in September of this year. The P.O.A. has 5 primary components: a letter identification test, an assessment that measures a student's ability to hear and record sounds, called a "dictation test" for grades K & 1, a 100 word paragraph dictation for grade 2 that measures progress in spelling, the "Ohio Word Test" that tests a child's ability to read a list of high frequency words out of context, and a "10 minute write" subtest that measures a child's ability to write as many words as s/he can think of in 10 minutes. In addition, we have been using an assessment called The Fountas and Pinnell Benchmark assessment which measures a student's reading level, or "text level." The D.S.A. identifies the student's developmental spelling stage. The four major stages are: "letter name," "within word pattern," "syllable juncture," and "derivational constancy." We will be reporting the students' performance to you in January, showing you the level of progress made since September.

Our Literacy and Math specialists, Karen Heath, Lindy Johnson, and Beth Hulbert, are meeting monthly with our grade level teachers on work such as the development of units of study and accompanying assessments in reading for grades K-5, and alignment of both our literacy and math units of study to the Common Core State Standards in all grade levels. In addition, Beth Hulbert is working with our K-5 math teachers to plan the units in the math program we are using for the second year called, "EngageNY," a common core aligned math program.

Grade level teams have been meeting with the North American Family Institute's Trauma specialist, Pete Cudney, to conduct case studies of children who have been exposed to trauma. With Pete's guidance, they are identifying strategies to help support our students with symptoms of trauma. The teachers report that these services are very helpful.

Our district's former science specialist, Deanna Bailey, has been conducting a series of workshops for both teachers and administrators focused on the Next Generation Science Standards. These standards require increased focus on deeper conceptual understanding, diagramming conceptual models, investigating and gathering data, analyzing and interpreting that data, constructing explanations, and engaging in argument with supporting evidence. We have found the trainings to be informative and exciting in terms of the nature of teaching and learning that should take place when these standards are fully implemented. Teachers are leaving each session with new units they have written together.

Our Middle School Students on the Move group coordinated a school wide food drive to contribute to the annual Stuff - a - truck event. There were nearly 700 food items collected and 20 Barre City Middle School students delivered the donation to the site on November 20th.

We invite you to attend our grade 5-8 winter band and chorus concert on Thursday, December 17<sup>th</sup>. The concert will be held at 6:30 p.m. in our school gymnasium. On December 15, Mr. Weselcouch is taking 25 fourth grade children to perform for the residents at local nursing homes and the mall. This is a busy month for our young musicians.

Respectfully submitted,

Jacquelyn Ramsay-Tolman

James G. Taffel

7.3

**BCEMS Policy Meeting**  
**October 21, 2015**  
**BCEMS Conference Room; 5-6:30**

No November  
meeting  
Next Mtg:  
Dec. 9/16, 2015

## AGENDA

1. Develop an attendance policy- we apparently have none and it's a required policy - see attached VSBA policy.
2. Rescind the JRA-E-R policies- find them on the website
3. Look at/discuss the renumbering process SHS has started with J. Pandolfo- see attached
4. Parental Involvement final copy – U61 version for the website.
5. Other

## MINUTES

Attending: Anita Ristau, James Taffel, Leslie Walz

Absent: Nathan Reigner

1. Meeting began at 5:05 p.m.
2. Discussed the Parental Involvement Policy, which was approved for second reading at the tri-board meeting, as well as ratified by the BCEMS members present – Leslie will request Pam Wark/Stephanie McMahon place it on the website (Pam already aware).
3. JO Student Records– include in packet – to back the next procedures which are to be deleted (J. Taffel has all of the following procedures to help the administrators renew procedures for JO:
  - a. JRA-E - rescind
  - b. JRA-E1 – rescind
  - c. JRA-E3 - rescind
  - d. JRA-R1 – rescind
  - e. JRA-R2- rescind
  - f. JRA-R3 – rescind
  - g. JRA-R4 – rescind
  - h. JRA-R5 – rescind
  - i. JRA-R6 – rescind
  - j. JRA-R7 - rescind
  - k. JRA-R8 – rescind
  - l. JRA-R9 – rescind
4. Attendance policy – we have no policy presently in place and we accepted with slight revision, the VSBA model policy for the first reading at the Nov. board meeting. Jackie Tolman is already working on procedures which align with the model policy.

5. Tabled the renumbering process for the policy manual until next meeting
6. Next meeting to be held Nov. 18th from 5-6:30
7. Adjourned at 6:25 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Leslie Walz".

**Leslie Walz**

**BCEMS School Board  
Facilities Committee**

**MINUTES  
November 23, 2015**

Board Members Present: Jim Carrien (Chair), Anita Chadderton  
Staff Present: John Pandolfo, James Taffel, Jackie Tolman  
Guests Present: David Delcore (Times Argus)

The meeting was called to order by Mr. Carrien at 5:37 pm.

Mr. Pandolfo requested that an update on the boiler visitation and presentation schedule be added to the agenda.

**Upon motion (Chadderton/Carrien) duly adopted, the committee voted unanimously to approve the agenda as revised by Mr. Pandolfo.**

**Upon motion (Chadderton/Carrien) duly adopted, the committee voted unanimously to approve the minutes from the October 27, 2015 meeting as presented.**

Mr. Taffel explained that the budget includes a line for "contracted maintenance services" and a line for "construction services". The contracted maintenance services line includes items related to general maintenance performed annually through contracts, such as servicing the fire alarms, fire extinguishers, HVAC, etc. The construction services line includes items for projects contemplated by the board and/or required due to necessity.

Mr. Taffel presented the FY17 facilities priorities as provided by Grant Fleming. The committee and the administration discussed these in detail and felt that these were the top four priorities:

1. **improving school-wide security measures** (swipe cards at 3 doors and main entrance reconfiguration) [estimated cost \$120,000],
2. **constructing a permanent wall in TE-FACS to replace the curtain and correct a fire code violation** [estimated cost \$20,000],
3. **completely replace the roof or replace in segments** [estimated cost \$1,400,000 for total replacement and approx. \$80,000 for 4000 sqft segments],
4. **replace the automated control system for the heating system and finish converting the Victaulic fittings to permanent welded lines** [approx. cost \$220,000].

With these priorities in mind, the committee and the administration felt that continuing with the flooring replacement plan (outlined in CMP 2009) was not an immediate priority, nor was investing time and money in addressing the sinkholes in the north field.

The committee discussed how to fund these priorities. Consideration was given to the spending threshold set forth by the state for FY17.

**Upon motion (Chadderton/Carrien) duly adopted, the committee voted unanimously to recommend (for finance committee and full board consideration) budgeting \$20,000 for the construction of a permanent wall in the TE-FACS area, and an additional \$10,000 for any unforeseen construction-related needs in the "facilities construction services" line of the FY17 budget.**

**Upon motion (Chadderton/Carrien) duly adopted, the committee voted unanimously to recommend (for finance committee and full board consideration) including the cost of improving school-wide security measures, replacing the heating system controls and replacing the Victaulic fittings within the boiler replacement bond/loan.**

**Upon motion (Chadderton/Carrien) duly adopted, the committee voted unanimously to recommend (for finance committee and full board consideration) discontinuing the current floor replacement plan and instead utilize the long-term maintenance fund to replace segments of the roof in prioritized phases.**

Mr. Pandolfo outlined the schedule for the upcoming boiler visitations and presentations. Final presentation will be held at BCEMS on December 8. The first of four presentations will begin at 4:00pm. He will send the visitation and presentation schedule to the committee. All are welcome to attend.

The next BCEMS Facilities Committee meeting will be December 30, 2015 at 5:30pm.

No other business.

**Upon motion (Chadderton/Carrien) duly adopted, the committee voted unanimously to adjourn at 7:25 pm.**

Respectfully submitted,

James Carrien  
Committee Chair

# Barre City Elementary and Middle School

## BC EXPENSE BUDGET STATUS REPORT

7.4  
Report # 20510

Statement Code: BOARD BC

Account Number / Description	ADOPTED BUDGET 7/1/2015 - 6/30/2016	Y-T-D EXPENSES 7/1/2015 - 6/30/2016	ENCUMB 7/1/2015 - 6/30/2016	REMAINING BALANCE 7/1/2015 - 6/30/2016
5200 Fund Transfers	\$50,000	\$311,785	\$0	\$(261,785)
5210 Prior Year Expense	\$0	\$(5,000)	\$0	\$5,000
1192 SHARED SRVC DUE FROM BTMES	\$0	\$40,797	\$91,761	\$(132,558)
1193 SHARED SRVC DUE FROM SHS	\$0	\$114	\$0	\$(114)
1100 General Instruction	\$333,774	\$97,012	\$207,977	\$28,785
2150 Speech/Language Services	\$300	\$169	\$0	\$131
2190 Other Support Services - Students	\$2,280	\$1,413	\$0	\$867
2410 Office of the Principal	\$42,356	\$8,099	\$32,456	\$1,801
2600 Facilities	\$1,200	\$1,203	\$0	\$(3)
1100 General Instruction	\$4,574,266	\$1,493,840	\$2,890,213	\$190,213
1410 Extra Curricular	\$44,258	\$13,676	\$2,077	\$28,505
2113 Behavioral Support	\$66,497	\$28,260	\$38,648	\$(411)
2120 Guidance Services	\$300,226	\$96,690	\$182,757	\$20,779
2130 Health Services / PT	\$133,658	\$38,507	\$80,347	\$14,804
2140 Psychological Services	\$159,091	\$37,965	\$76,608	\$44,518
2210 Instruction Improvement	\$17,050	\$949	\$187	\$15,914
2220 Library Services	\$148,555	\$60,532	\$101,553	\$(13,530)
2225 Computer Services	\$190,348	\$127,210	\$45,361	\$17,777
2310 School Board	\$242,548	\$51,531	\$33,965	\$157,052
2321 Office of the Superintendent	\$491,623	\$204,843	\$286,780	\$0
2410 Office of the Principal	\$506,477	\$218,012	\$252,445	\$36,020
2490 School Resource Officer	\$39,570	\$0	\$0	\$39,570
2523 Fiscal Services	\$30,000	\$0	\$0	\$30,000
2600 Facilities	\$1,054,247	\$428,157	\$274,343	\$351,747
2711 Transportation	\$554,749	\$190,291	\$295,987	\$68,471



# Barre City Elementary and Middle School

## BC EXPENSE BUDGET STATUS REPORT

Report # 20510

Account Number / Description	ADOPTED BUDGET 7/1/2015 - 6/30/2016	Y-T-D EXPENSES 7/1/2015 - 6/30/2016	ENCUMB 7/1/2015 - 6/30/2016	REMAINING BALANCE 7/1/2015 - 6/30/2016
<b>1201 Special Education Instruction</b>	<b>\$2,881,475</b>	<b>\$1,129,342</b>	<b>\$2,028,708</b>	<b>\$(276,575)</b>
<b>1202 ESY / Extended School Year - Sum Schl</b>	<b>\$53,985</b>	<b>\$34,409</b>	<b>\$7</b>	<b>\$19,569</b>
<b>2130 Health Services / PT</b>	<b>\$13,000</b>	<b>\$6,123</b>	<b>\$18,369</b>	<b>\$(11,492)</b>
<b>2140 Psychological Services</b>	<b>\$89,659</b>	<b>\$29,138</b>	<b>\$48,940</b>	<b>\$11,581</b>
<b>2149 OTHER PSYCHOLOGICAL SERVICES</b>	<b>\$0</b>	<b>\$15,188</b>	<b>\$31,025</b>	<b>\$(46,213)</b>
<b>2150 Speech/Language Services</b>	<b>\$305,329</b>	<b>\$107,538</b>	<b>\$230,684</b>	<b>\$(32,893)</b>
<b>2160 Occupational Therapist</b>	<b>\$117,668</b>	<b>\$11,691</b>	<b>\$28,462</b>	<b>\$77,515</b>
<b>2420 Special Education Administration</b>	<b>\$183,137</b>	<b>\$76,031</b>	<b>\$95,586</b>	<b>\$11,520</b>
<b>2600 Facilities</b>	<b>\$600</b>	<b>\$0</b>	<b>\$0</b>	<b>\$600</b>
<b>2711 Transportation</b>	<b>\$51,646</b>	<b>\$47,224</b>	<b>\$0</b>	<b>\$4,422</b>
<b>1214 EEE Instruction</b>	<b>\$154,446</b>	<b>\$54,415</b>	<b>\$60,462</b>	<b>\$39,569</b>
<b>2130 Health Services / PT</b>	<b>\$500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500</b>
<b>2150 Speech/Language Services</b>	<b>\$500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500</b>
<b>2420 Special Education Administration</b>	<b>\$5,457</b>	<b>\$2,328</b>	<b>\$2,701</b>	<b>\$428</b>
<b>2600 Facilities</b>	<b>\$10,500</b>	<b>\$1,863</b>	<b>\$0</b>	<b>\$8,637</b>
<b>2711 Transportation</b>	<b>\$0</b>	<b>\$2,774</b>	<b>\$0</b>	<b>\$(2,774)</b>
<b>GRAND TOTAL</b>	<b>\$12,850,975</b>	<b>\$4,964,119</b>	<b>\$7,438,409</b>	<b>\$448,447</b>