



**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.

**April 11, 2016**

**5:30 p.m.**

**REGULAR MEETING**

**AGENDA**

A handwritten signature in black ink, located to the right of the agenda items. It appears to be a stylized name, possibly "J. M. Smith" or similar.

1. Call to Order; Pledge of Allegiance and Moment of Contemplation
2. 2.1 New Board Member Interviews
3. Additions and/or Deletions to Agenda
4. Visitors and Communications
5. Approval of Minutes
  - 5.1 Approval of Minutes – March 14, 2016 Regular Meeting
6. Old Business
  - 6.1 Act 46 Update and Committee Membership
  - 6.2 Facilities Update: Heating System, Controls and Security Upgrades Including Financing
  - 6.3 Second Reading School-Community Relations Policy (E30)
  - 6.4 Second Reading Fiscal Management and General Financial Accountability Policy (E1)
  - 6.5 Second Reading Budgeting Policy (E2)
  - 6.6 Rescind DA, DB
7. New Business
  - 7.1 Resign/Retire
  - 7.2 SHAC Committee
  - 7.3 Student Exchange with Barre Town School District
  - 7.4 Approval of Baseball Program
  - 7.5 Cool Schools
8. Board Reports
  - 8.1 Superintendent
  - 8.2 Principals
  - 8.3 Committee Reports
  - 8.4 Financial
8. Round Table/Future Agenda Items
10. Executive Session
  - 10.1 Personnel
  - 10.2 Student
11. Adjournment

**Reminders:**

Next Barre City School Board Meeting:  
Next Spaulding High School Board Meeting:  
Next Supervisory Union #61 Board Meeting:  
Next Barre Town Elementary School Board Meeting:

May 9, 2016  
May 5, 2016  
May 10, 2016  
May 18 (cancelled) 25, 2016

## **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.

Letter of Interest in the Barre City School Board

To whom it may concern:

I wish to offer myself as a candidate for a position on the Barre Public Schools board. Please contact me if there is any additional information you need from me beyond this letter and the enclosed resume. I would like to offer up my reasons as to why I believe I could help the school board as a fellow worker with you.

I care about public education as a citizen and a Grandparent. I have seen how public education is crucial in the lives of my three custodial Grandchildren currently enrolled in Barre City Elementary School. I also understand how excellent schools affect civic pride, property values, and the sense of unity in such a diverse place as Barre.

I believe in the unique possibilities of the Barre school system. We should achieve greatness if we harness our small community values, our connections, the variety of passions in our citizens, and our relevance to a growing business community.

I am committed to Barre, my home of 13 years. My company is based in Barre. My role is almost certain to remain in Barre.

I am at a point where community service is a possibility and a strong desire.

I have long held strong beliefs and practice in public service.

I look forward to hearing from the board. Thanks for your consideration.

Michael Deering

31 East St.

Barre, VT

802-522-1364

Michael.Deering@deeringit.com

B/28/16

I am interested  
in serving on the  
BCEMS school  
board.

Sincerely  
Joe Blakely

802498-3692

# **BARRE CITY SCHOOL DISTRICT**

**REGULAR SCHOOL BOARD MEETING**  
Barre City Elementary and Middle School –Library  
March 14, 2016 - 5:30 p.m.

## **MINUTES**

### **BOARD MEMBERS PRESENT:**

Sonya Spaulding – Chair  
Jim Carrien – Vice Chair  
Tyler Smith - Clerk  
Giuliano Cecchinelli, II  
Anita Chadderton  
C. Sedillia Jenkins

### **BOARD MEMBERS ABSENT:**

Vacant Position  
Vacant Position  
Vacant Position

### **ADMINISTRATORS PRESENT:**

John Pandolfo, Superintendent  
James Taffel, Principal  
Jackie Tolman, Principal  
Stacy Anderson, Director of Special Services

### **GUESTS PRESENT:**

Video Vision Tech      Dave Delcore-Times Argus      Kacey Abbriano      Shawn Stabell      Keith Boucher

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

The Superintendent, Mr. Pandolfo, called the Monday, March 14, 2016, Regular meeting to order at 5:33 p.m., which was held at the Barre City Elementary and Middle School Library. The flag salute followed.

#### **2. Board Reorganization**

##### **2.1 Board Reorganization**

VSBA Board Re-organization documentation was distributed. Mr. Pandolfo advised regarding Board re-organization and requested nominations for the position of Board Chair.

Mr. Smith nominated Mrs. Spaulding for the position of Board Chair, seconded by Mr. Cecchinelli. There were no additional nominations. The Board unanimously voted to elect Mrs. Spaulding as Board Chair. Mrs. Spaulding chaired the remainder of the meeting.

Mr. Smith nominated Mr. Carrien for the position of Vice-Chair, seconded by Mr. Cecchinelli. There were no additional nominations. The Board unanimously voted to elect Mr. Carrien as Vice Chair.

Mr. Carrien nominated Mr. Smith for the position of Clerk, seconded by Mr. Chadderton. There were no additional nominations. The Board unanimously voted to elect Mr. Smith as Clerk.

The Board agreed to appoint Mrs. Spaulding, Mr. Cecchinelli, and Mr. Smith as Representatives to the Barre Supervisory Union Board.

Committee Chair assignments were discussed and the Board agreed to the following:

Finance Committee Chair: Mr. Carrien  
Curriculum Committee Chair: Mr. Smith  
Facilities Committee Chair: Mr. Cecchinelli

The Policy Committee Chair will be determined at a later date.

On a motion by Mr. Carrien, seconded by Mr. Smith, the Board unanimously voted to authorize the Board Chair to sign Teacher Contracts and other contracts, as approved by the Board.

The Board agreed to hold Board meetings on the second Monday of each month. If a second monthly meeting is necessary, it will be held on the fourth Monday of the month.

The Board agreed that the date of the 2016 Board Retreat will be determined at a later date.

The Board agreed to post Agendas and Minutes at Barre City Elementary and Middle School, the Supervisory Union, and at the City Clerk's Office.

The Board agreed to use Roberts Rules.

The Board reviewed and signed copies of the 'Code of Ethics For Vermont School Board Members' document.

The Board reviewed communication practices. The Board agreed that the Chair, Mrs. Spaulding would serve as spokesperson for the Board. The Board reviewed Board development opportunities, Board advocacy, and Executive Session protocols.

The Board agreed to designate the Times Argus and Washington World as the newspaper publications to be utilized for meeting notices, warnings and employment advertisements.

The Board agreed that Board Member orientation would be appropriate for new members, and that it would be beneficial for orientation to include VSBA.

## **2.2 New Board Member Interviews**

A letter of interest from Michael Deering, and an e-mail resignation from Nathan Reigner were distributed. Mr. Reigner will be moving out of state and will no longer be able to serve on the Board. On a motion by Mrs. Chadderton, seconded by Mr. Carrien, the Board unanimously voted to accept the resignation of Mr. Reigner, and wish him the best.

Mr. Deering was not present at the meeting. Interview of the prospective new Board Member was tabled.

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

Brief discussion of the SHAC Committee will be held under Agenda Item 8.3 – Committee Reports.

## **4. Visitors and Communications**

Shawn Stabell, Keith Boucher, and Kacey Abbriano addressed the Board regarding formation of a BCEMS 7<sup>th</sup> and 8<sup>th</sup> grade Baseball Team. A detailed proposal and three letters of support were distributed. Mr. Stabell provided a detailed overview of the program. Administrative staff voiced their support for the formation of the proposed team. Financing will continue to be researched. The Board agreed that they support the proposal.

## **5. Approval of Minutes**

### **5.1 Approval of Minutes – February 8, 2016 Regular Meeting**

On a motion by Mrs. Chadderton, seconded by Mr. Smith, the Board voted 5 to 0 to approve the Minutes of the February 8, 2016 Regular Meeting. Mr. Carrien abstained.

## **6. Old Business**

### **6.1 Act 46 Update and Committee Appointment(s)**

Mr. Pandolfo advised that an update is contained in the Superintendent's Report, and proceeded to provide an overview. Mr. Pandolfo emphasized that Act 46 information can be accessed through a link on the SU web site, as well as the State's web site. At the present time, one Barre City Representative needs to be appointed to fill the position vacated by Ashlyn Smith. An additional position may also require 'appointment', if a resignation is received from the individual who has been unable to attend the meetings.

On a motion by Mr. Smith seconded by Mr. Carrien, the Board unanimously voted to appoint Ed Rousse as a Barre City Representative on the Act 46 – 706 Study Committee.

### **6.2 Second Reading BSU Tobacco Prohibition Policy (E8)**

Copies of all policies referenced in Agenda Items 6.2 through 6.10 were distributed. Mrs. Spaulding provided an overview, advising that these SU policies are being presented for ratification by the Board.

On a motion by Mrs. Chadderton, seconded by Mr. Cecchinelli, the Board unanimously voted to ratify the following BSU policies:

**BSU Tobacco Prohibition Policy (E8)**

**BSU Health Insurance Portability and Accountability Act Compliance (D13)**

**BSU Prevention of Employee Harassment Policy (D12)**

**BSU Drug & Alcohol Testing: Transportation Employees Policy (D11)**

**BSU Alcohol and Drug-Free Workplace Policy (D8)**

**BSU Title I, Part A Parental Involvement Policy (H7)**

**BSU Policy on the Prevention of Harassment, Hazing and Bullying of Students (F20)**

**BSU Model Procedures on the Prevention of Harassment, Hazing and Bullying of Students Policy (F20-1)**

**BSU Title I Comparability Policy (G12)**

**6.3 Second Reading BSU Health Insurance Portability and Accountability Act Compliance (D13)**

See Agenda Item 6.2.

**6.4 Second Reading BSU Prevention of Employee Harassment Policy (D12)**

See Agenda Item 6.2.

**6.5 Second Reading BSU Drug & Alcohol Testing: Transportation Employees Policy (D11)**

See Agenda Item 6.2.

**6.6 Second Reading BSU Alcohol and Drug-Free Workplace Policy (D8)**

See Agenda Item 6.2.

**6.7 Second Reading BSU Title I, Part A Parental Involvement Policy (H7)**

See Agenda Item 6.2.

**6.8 Second Reading BSU Policy on the Prevention of Harassment, Hazing and Bullying of Students (F20)**

See Agenda Item 6.2.

**6.9 Second Reading BSU Model Procedures on the Prevention of Harassment, Hazing and Bullying of Students Policy (F20-1).**

See Agenda Item 6.2.

**6.10 Second Reading BSU Title I Comparability Policy (G12)**

See Agenda Item 6.2.

**7. New Business**

**7.1 Facilities Update following Bond Vote: Heating System and Security Upgrades**

Mr. Pandolfo provided an update regarding the security upgrades, including architectural services that will be performed prior to the bidding process. Additionally, Mr. Pandolfo provided an update pertaining to the heating system, including the need for an RFP for the building controls component of the project. As the boiler proposal is now expired, a new version has been submitted for signature. Heating system upgrades are slated to begin this summer. The second phase of the State grant has been conditionally approved though information pertaining to the decision not to include a storage system needs to be submitted. The original amount approved (\$50,000) for the access door has been exceeded by approximately \$9,000. Mr. Pandolfo will consult with the Business Manager regarding changes to the general ledger. A decision will need to be made regarding whether payment should be made out of the Long Term Maintenance Fund or out of the loan.

**7.2 First Reading School-Community Relations Policy (E30)**

Copies of all policies referenced in Agenda Items 7.2 through 7.6 were distributed. Mr. Taffel provided a brief overview of these 'suggested' policies.

**On a motion by Mrs. Chadderton, seconded by Mr. Smith, the Board unanimously voted to approve the First Reading of the School-Community Relations Policy (E30).**

**7.3 First Reading Fiscal Management and General Financial Accountability Policy (E1)**

**On a motion by Mrs. Chadderton, seconded by Mr. Carrien, the Board unanimously voted to approve the First Readings of the following policies:**

**BSU Fiscal Management and General Financial Accountability Policy (E1)**

**BSU Budgeting Policy (E2)**

**7.4 First Reading Budgeting Policy (E2)**

See Agenda Item 7.3.

#### **7.5 Rescind JRA-R, JHCE, DA, DB, AC, JICFA, JK-R, BBFA, JFCM**

Mrs. Spaulding provided a brief overview and advised that policies DA and DB are not ready to be rescinded at this time.

**On a motion by Mrs. Chadderton, seconded by Mr. Carrien, the Board unanimously voted to rescind policies: JRA-R, JHCE, AC, JICFA, JK-R, BBFA, JFCM.**

#### **7.6 Code Change IIC to G11, Acceptable Use of Electronic Resources and the Internet**

Mrs. Spaulding and Mr. Pandolfo provided a brief overview of the protocol for approval of code changes.

**On a motion by Mrs. Chadderton, seconded by Mr. Carrien, the Board unanimously voted to approve code change IIC to G11 for the Acceptable Use of Electronic Resources and the Internet Policy.**

#### **7.7 FY '17 Teacher List**

A copy of the BCEMS Teacher list, identifying staff members that are proposed for contract offerings, was distributed. Mr. Pandolfo and Mr. Taffel advised of some updates to the list. **On a motion by Mrs. Chadderton, seconded by Mr. Smith, the Board unanimously voted to accept the proposed FY17 Teacher List.**

#### **7.8 Resign/Retire**

A letter of resignation from Megan Amell was distributed. Brief discussion was held.

**On a motion by Mr. Carrien, seconded by Mr. Smith, the Board unanimously voted to accept the resignation of Megan Amell.**

### **8. Board Reports**

#### **8.1 Superintendent**

A copy of the Superintendent's report dated March 7, 2016 was distributed. The report included information pertaining to; progress of the Act 46 Study Committee (first meeting held on 02/18/16, the decision not to pursue an Accelerated Merger, review of the work plan, distribution of literature outside the polls, and information on how to access Act 46 information), the proposed BSU 2016 – 2017 Calendar, and information pertaining to a property abutter notification. Mr. Pandolfo will distribute a copy of Draft 2 of the proposed BSU 2016 – 2017 calendar. Mr. Pandolfo reiterated that the calendar was drafted in coordination with other schools districts, to better align student days and allow for coordinated training and in-service days. The calendar as drafted includes 190 teacher days, 185 para-educator days, and 180 student days. The draft calendar has been reviewed and accepted by both the Spaulding and Barre Town Boards. A letter from the Town of Barre, pertaining to a requested boundary line adjustment, was distributed. Mr. Pandolfo provided a brief overview. It was noted that the TFACS room was recently inspected by the Fire Marshall, and was found to be 100% in compliance.

#### **8.2 Principals Report**

A copy of the Co-Principals' report dated March 2016 was distributed. The report included information pertaining to; the 'Reading and Writing Month' celebration, "Girls on the Run", Camp Invention, Trauma Informed training, SBAC assessments, the district wide concert (to be held at Spaulding High School on March 16, 2016 at 6:30 p.m.), parent/teacher conferences (March 17, 2016), transition activities for 8<sup>th</sup> grade students, and the Winooski Valley Music Association Spring Concert (April 8, 2016 at 7:00 p.m.). A copy of a letter to parents, dated March 9, 2016 (pertaining to SBAC Assessments) was distributed. Mr. Taffel thanked the community for their support of the budget. Additionally, Mr. Taffel provided an update regarding the \$60,000 before and after school programs grant, and advised regarding the different programs implemented for middle and elementary school students. There are currently 37 applicants for the position of Assistant Principal. More applications may be received before the submission deadline. Mr. Taffel and Ms. Tolman will review the applications, begin the interview process, and report to the Board in April. Some Board Members may wish to participate in second-round interviews.

#### **8.3 Committee Reports**

**Policy** – Minutes from the February 17, 2016 Policy Committee meeting were distributed.

**Curriculum** – Minutes from the last meeting can be found on-line. Discussion included high achievers and the athletic program.

**Facility/Security** – Security and Heating System discussion was held under Agenda Item 7.1. There is nothing additional to report.

**Finance** – Nothing to report at this time.

Mr. Pandolfo encouraged more involvement/activity by the SHAC Committee.

#### **8.4 Financial Report**

A copy of the BCEMS Expense Budget Status Report (dated 03/08/16) was distributed. An updated report will be generated for next month's meeting.

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

Ms. Tolman advised that student Miranda Walbridge was recently selected to receive the Prudential Spirit of Community Award.

A 'Whole School Community' assembly will be held on March 23, 2016 from 5:00 p.m. until 6:00 p.m.

Mrs. Anderson reported that the Unified Sports team recently (03/04/16) participated in the snowshoeing competition at Suicide Six.

Mrs. Chadderton requested that a moment of silence be held at the start of each board meeting.

Mr. Cecchinelli requested that the real estate matter be discussed in Executive Session.



Mrs. Spaulding will contact the interested party to discuss his interest in joining the Board and his availability to attend the April meeting.

## **10. Executive Session**

### **10.1**

Items proposed for discussion in Executive Session include a real estate matter and a personnel matter.

On a motion by Mrs. Chadderton, seconded by Mr. Cecchinelli, 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 Mr. Cecchinelli, seconded by Mr. Smith, the Board unanimously voted to enter into Executive Session at 7:42 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 Mr. Carrien, seconded by Mrs. Chadderton, the Board unanimously voted to exit Executive Session at 7:54 p.m.

No action taken.

## **11. Adjournment**

On a motion by Ms. Jenkins, seconded by Mrs. Chadderton, the Board unanimously voted to adjourn at 7:55 p.m.

Respectfully submitted,  
*Andrea Poulin*

## BARRE SUPERVISORY UNION DISTRICT #61

Barre City Elementary and  
Middle School

Barre Town Middle and  
Elementary School

Central Vermont Career Center

Spaulding High School

**John Pandolfo**  
Superintendent of Schools

120 Ayers Street  
Barre, VT 05641  
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www.bsuvt.org

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

**Richard McCraw, M.Ed.**  
Director of Curriculum,  
Instruction, and Assessment

**Lisa Perreault**  
Business Manager

**Donald E. McMahon**  
Director of Special Services

**Diane Stacy**  
Director of Technology

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

April 4, 2016

Mr. Tyler Smith, Clerk of the Board  
Barre City Schools  
50 Parkside Terrace  
Barre, Vermont 05641

Dear Mr. Smith:

The Act 46 Study Committee for the Barre Supervisory Union has now transitioned to a Section 706 Committee in order to continue its review of governance consolidation. In accordance with 16 VSA Section 706b, each school board involved in this study must appoint at least one of its own members to serve on the 706b study committee. Mr. Mark Tatro was appointed to represent the Barre City Board for the original Act 46 Study Committee.

Mr. Tatro has been unable to attend the Act 46/Section 706 meetings and, in conversation with Mrs. Farrell, has expressed the desire to have another representative appointed in his place. Mr. Tatro was provided with the opportunity to confirm his decision in writing to the committee chairs or to continue his involvement with the committee by attending the March meeting. At this time, there has been no response either by email or in person from Mr. Tatro and he did not attend the March 17, 2016 meeting.

To fully meet the requirements of Act 46/Section 706, it is requested that the Barre City School Board appoint one of its members to represent it on the current Section 706 Study Committee. Our next meeting is April 28, 2016, 5:30 PM at the Spaulding High School Library.

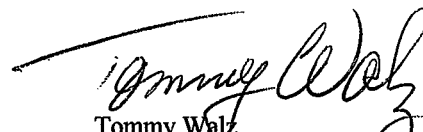
The Act 46 Committee appreciates Mr. Tatro's willingness to participate and understands the challenges presented by community service. We thank him for his participation and look forward to his continued involvement with BSU in other venues. As well, we thank you for your attention to this matter.

Questions or concerns can be directed to Mr. Walz, Mrs. Farrell or Mr. Pandolfo at the Barre Supervisory Union.

Respectfully,



Alice S. Farrell  
Barre Town Resident Representative  
Co-Chair



Tommy Walz  
Barre City Resident Representative  
Co-Chair

CC: John Pandolfo

1st Reading: 3/14/16  
2nd Reading: 4/11/2016

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**POLICY: SCHOOL-COMMUNITY RELATIONS**

**Policy** It is the policy of the Barre School District to encourage the involvement of the community in its schools.

**Implementation** An effective community outreach program is a necessary component of a school system's organization and operation. Therefore, the board will provide the means necessary to develop and implement such a program.

The school system's community outreach program should:

1. create a planned, systematic, two-way communications process between the Board and the school community;
2. encourage a better understanding of the objectives, accomplishments and needs of the school system within the community;
3. create opportunities for school involvement through volunteerism, business/organizational partnerships, sponsorships, internships and other joint projects;
4. use a variety of media including but not limited to meetings, letters and e-mail, circulars, web sites, seminars, publications, communications media, and personal contacts;
5. provide the channels necessary for resolving grievances and eliminating misunderstandings;
6. inform concerned persons as to their rights, privileges and responsibilities.
7. provide that, when circumstances warrant, the board will designate an administrator or board member to be the spokesperson for the board or district on a given topic or specific incident. When such a designation has been made, the designated individual shall respond on behalf of the district or board to all inquiries related to the topic or incident, and board members and staff members will refer all inquiries to the designated individual.

The Board delegates to the (Principal, Superintendent, or community relations officer) the responsibility for developing a community relations program which conforms with the above principles.

1<sup>ST</sup> READING: 1/14/2016  
2<sup>ND</sup> READING: 2/11/2016  
ADOPTED: 2/11/2016

BCEMS: 1st Reading: 3/14/16  
2nd/Final Reading: 4/11/2016  
Ratified:

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## **Fiscal Management and General Financial Accountability**

### **1. POLICY**

It is the policy of the Barre Supervisory Union and its member districts (Barre Town, Barre City and Spaulding High School Union Districts, and Central Vermont Career Center) to manage its financial affairs using generally accepted accounting practices, providing appropriate accountability, and assuring compliance with guidelines published by the Agency of Education.

### **2. ADMINISTRATIVE RESPONSIBILITIES**

With the advice and consent of the Auditor of Accounts and the Secretary of Education, the Superintendent shall establish and maintain an accrual system of accounting for the proper control and reporting of school district finances and for stating the financial condition of the School Districts.

#### **Guidelines**

1. The approved budget will be the spending plan for the year. The Superintendent or his or her designee is authorized to make commitments on behalf of the organization. Expenditures in excess of \$15,000 require approval by the Board. The Superintendent shall assure that the district does not materially deviate from the approved spending plan, and shall notify the Board of significant overages in spending or significant reduction in revenue that might threaten adherence to the annual budget plan for the year.
2. The Superintendent or designee shall arrange with the Barre Supervisory Board an annual audit of accounts by a certified public accountant.
3. The Superintendent shall be responsible for establishing a system of appropriate internal controls for the handling of all financial obligations and all funds and accounts.
4. The Superintendent or designee shall provide regular information to the board regarding the status of the organization relative to expenses and revenues according to a schedule established by the Board.
5. The Board shall, annually, authorize the Superintendent or his/her designee to "examine claims against the district for school expenses and draw orders for such as shall be allowed by it payable to the party entitles thereto."<sup>1</sup>
6. The bidding requirements of 16 V.S.A. §559 will be followed by the Board and its designees.

<sup>1</sup> 16 V.S.A. §563

Legal Reference(s):      16 V.S.A. §563 (3) (Powers of school boards)

16 V.S.A. §559 (Public bidding)

16 V.S.A. §1756 (Indemnity and insurance)

**BARRE SUPERVISORY UNION #61  
POLICY**

**CODE: E2**

1<sup>ST</sup> READING: 1/14/2016  
2<sup>ND</sup> READING: 2/11/2016  
ADOPTED: 2/11/2016

BCEMS 1st Reading: 3/14/2016  
2nd/Final Reading: 4/11/2016  
Ratified:

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**Budgeting**

**1. POLICY**

It is the policy of the Barre Supervisory Union and its member districts (Barre Town, Barre City and Spaulding High School Union Districts, and Central Vermont Career Center) to develop school budget(s) that reflect the Supervisory Union and Districts' goals in improving student achievement as outlined in its strategic and annual action plans and to ensure responsiveness to community needs.

**Administrative Responsibilities**

The Superintendent will develop an annual calendar for budget development. The calendar will provide sufficient time for:

- Establishing a budget which aligns with priorities of the recommendations of the school administration and staff, parents, students, and other citizens.
- Holding public hearings and informational meetings prior to the formal adoption of the budget proposal by the board.
- Aligning the budget according to the goals of the board.

**Approval**

The Board will, after public hearings and/or informational meetings adopt a budget for consideration by the electorate. The budget and special articles will be presented by the Board for approval by the electorate at the annual meeting of the District. Preparation of the Board's budget presentation and other Board strategies for explaining and supporting its budget will be a formal agenda item at a meeting of the Board prior to the annual district meeting.

(Note: Replaces DA, DBJ, DH, DIC, DID, DIE, DJC, and DN)

## POLICY MANUAL

First Reading: 4/4/12

Second Reading/Adopted: 5/14/12

**DELETING: Now SU- E1 - 1st Reading: 3/14/16  
2nd Reading: 4/11/2016**

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## **FISCAL MANAGEMENT AND GENERAL FINANCIAL ACCOUNTABILITY**

### **Policy**

It is the policy of the Barre City Elementary and Middle School (District) to manage its financial affairs according to Generally Accepted Accounting Procedures (GAAP) and Governmental Accounting Standards Board (GASB) pronouncements in a fair and open manner.

### **Administrative Responsibilities**

With the advice and consent of the Auditor of Accounts and the Commissioner of Education, the Superintendent shall establish and maintain an accrual system of accounting for the proper control and reporting of school district finances and for stating the financial condition of the School District. The Board places the responsibility for administering the operating budget, once adopted, with the Superintendent or designee.

### **Guidelines**

1. The approved budget will be the spending plan for the year. The Superintendent or his or her designee is authorized to make commitments in accordance with the budget appropriations. Expenditures not planned for in the budget shall be presented to the Board for approval.
2. The financial status of the Barre City School shall be reported to the Board with quarterly reports. Appropriate financial reports will be given to the Board monthly for control purposes.
3. The Barre City Elementary and Middle School (District) shall assure that all funds held in any accounts are adequately protected.
4. All expenditures of funds for the employment and assignment of personnel, purchases, and budget actions must meet legal requirements of the Education Code of the State of Vermont and adopted board policies.
5. The Superintendent shall arrange an annual audit of accounts, including all funds directly or indirectly controlled by the Board, by

an independent certified public accountant as required by Federal Law. The auditing firm will be selected after review of qualifications and fees, and will be engaged under contract and may be engaged for multiple years. The results shall be made available at a duly warned meeting in order for approval by the Board for inclusion in the Annual report.

6. The Barre City Elementary and Middle School (District) shall provide a Blanket Employee Bond to cover all employees and Board members.
7. The requirements of 16 V.S.A. §559 Public Bids shall be followed by the Board and its designees.
8. The Superintendent or designee shall maintain an inventory for items owned by the Barre Supervisory Union District following general accounting practices.
9. The Board may declare district personal property as surplus and authorize its disposal when such property is no longer useful to the district, unsuitable for school use, too costly to repair, or in order to preserve storage space. The Superintendent or designee shall inform the Board of property valued over \$250 declared as unusable. The Superintendent will determine the best method of disposal and have authorization to dispose of these items.
10. The acquisition and disposal of real estate and buildings shall be done only as prescribed by State Statutes.
11. A system shall be established for managing miscellaneous accounts such as fees, fines, penalties, book losses, breakage and sale of equipment and materials.
12. At the school level, the Principal shall be responsible for overseeing all Associated Fund and Student Accounts.

**DELETING: Now SU - E2 - 1st Reading: 3/14/16  
2nd Reading: 4/11/2016**

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## **BUDGETING**

### **Policy**

The budget is a policy document that reflects the goals of the School District. It is the policy of the Barre City Elementary and Middle School (District) to develop school budget(s) that reflect the District's goals in improving student achievement as outlined in its strategic and annual action plans and to ensure responsiveness to community needs.

### **Administrative Responsibility**

1. The Superintendent or designee shall develop an annual calendar for budget development. The calendar shall provide sufficient time for:
  - o establishing budget priorities based on input from school employees, parents, students and other citizens;
  - o preparing budget requests by administrators and staff;
  - o budget proposal preparations by the Board Finance Committee; and
  - o public hearings and informational meetings.
2. The Superintendent or designee shall prepare a draft budget for presentation and review by the Finance Committee and the Barre City Elementary and Middle School Board.

### **Approval**

The Board shall offer public hearings to inform the city voters and respond to questions about the budget. The budget will be presented by the Board for approval by the city voters.

### **Expenditures**

All expenditures shall be expended under the categories that most accurately describe the purposes for which the money will be spent and in accordance with the adopted budget. The Board shall authorize expenditures by signing warrants. Designees of the Board may be authorized to sign warrants on behalf of the Board. Only one person is needed to sign the warrant.

Authorization is given to the Superintendent to pay bills as approved by warrants signed by the Board of School Directors.

The checks used by the Barre City School District shall be pre-numbered.



April 4, 2016


Dear John,

I have decided that it is time to retire. I plan to complete my career at the close of the 2015/2016 school year.

I have been a teacher since 1985 and have been proud to be an educator of elementary students in a variety of environments. My fondest years have been spent at Barre City.

It has been a pleasure to work here. I appreciate all the professional support that was provided to me during my time teaching here. My years have been both rewarding and fulfilling.

Most Sincerely,



Barbara Brugger



## 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 Pervault*  
Business Manager

*Donald McMahon*  
Special Services Director

Barre Town Middle  
and Elementary School

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

*Diane Stacy*  
Technology Director

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

April 4, 2016

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 Study Committee

- The Act 46 Committee met on March 17. The committee next meets on Thursday, April 28 at 5:30pm in the Spaulding HS Library and plans to meet the third Thursday of each month.
- The committee discussed in detail board make-up and representation, based on statute and guidelines. Articles of Agreement from the Spaulding UHSD formation in the 1980s were handed out, as well as Articles of Agreement from recent merger studies.
- In April, the committee will look in detail at financial implications of a merger.
- In late June, administrators will spend two full days studying educational implications of a merger to provide an analysis to the committee.
- The committee has set a tentative goal for an Election Day vote.
- 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) Custodial/Maintenance negotiations

- I will be meeting with the custodial/maintenance bargaining team and their representation on April 7 to look at a draft merged contract between the Barre Town local and the Barre City/SHS local.

(3) Facilities Director Position

- At the March 24 BSU Board meeting I proposed and the board agreed to move to one BSU level centralized Facilities Director. We are in the process of preparing a job description and posting for this position.

(4) Tri-Board Retreat June 21

- On March 24, the BSU Board agreed to schedule a Tri-Board Retreat for 5pm on June 21 (to be confirmed by all boards), with the location to be determined.

(5) Board Representative for Negotiations

- We will be negotiating master Agreements for Custodians, Para-educators, and Teachers in the upcoming year. All negotiations will involve transitioning VEHI health care plans from the current plans to new plans compatible with the Affordable Care Act. It is highly recommended Board negotiators understand some of the details of these new health care plans. There are upcoming training sessions offered by VSBA, of which I and

negotiators from other boards have signed up for. I have an information flyer available with more information.

(6) Charter Amendment going to the state legislature to reflect change in BCEMS Board size

- Representative Tommy Walz will be introducing the Charter Amendment Approval to reduce the board size from nine to seven. This should happen in the next few weeks.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "John Pandolfo".

John Pandolfo  
Superintendent of Schools

BARRE CITY ELEMENTARY AND MIDDLE SCHOOL

CO-PRINCIPALS' REPORT

APRIL 2016

The past month has been a difficult one here at BCEMS as we have experienced the death of one of our former students and daughter of one of our para-educators, Abby Haig, the death of kindergarten student, Drew Bernier, and on Friday, April 1, the death of one of our 2nd grade teachers, Kim Douse. While our staff has done such an impressive and sensitive job helping the children and each other through these series of tragedies, we know how difficult it has been on them in so many ways. We thank them for their professionalism and for the way they are masterful at tending to the needs of our students and their colleagues.

Kim was a very high energy, enthusiastic, engaging teacher. She was always thinking of new and different ways of getting her students excited about learning. Kim was passionate about science and literacy and found many ways to integrate, in a meaningful way, these two disciplines. Kim was a runner and a jazzercise enthusiast. She encouraged many of her students and fellow staff members to get involved in this great way to exercise and have fun...all within a supportive social setting. Kim had two children, a 6 year old son in kindergarten and a 10 year old daughter in the 4th grade. Both children attend the East Montpelier Elementary School. We have extended to Kim's husband, Jason, the collective sympathies of our entire school community, including you board members.

Beginning on March and ending on May 6, all students in grades 3-8 will be taking the Smarter Balanced Assessment Consortium (SBAC) tests. The classes are taking turns using the computer lab and, in their classrooms, chromebooks, for a period of 90 minutes on each of the 6 testing days. The assessment includes listening to passages read using headphones and responding to questions related to those passages, reading passages and responding to related questions, multiple choice questions, written responses - both short and extended responses, editing samples of written work to identify grammatical and spelling errors, and finding and highlight passages in a given text that either give the meaning of a challenging vocabulary word, or provide the evidence to support a given statement. The math assessment includes multiple choice questions, and many, language rich, multi-step word problems. To date, we have been very impressed with how focused the students seem to be as they participate in this assessment. Even most of the students who tend to be more restless seem to be focusing intently on the monitor once the testing session began.

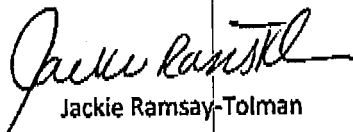
Students from both our middle school chorus and band participated with children from Barre Town School and Spaulding High School in a combined concert held at the high school held earlier in March. This was part of our way of celebrating Music in Our Schools Month. It was wonderful to see and hear the talent when the combined schools performed together.

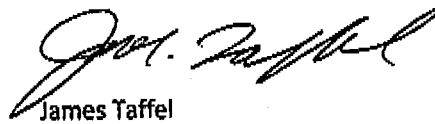
During the month of May we begin the process of placing children in classrooms for next year. We recognize that this is a very important, sensitive task. Our goal is to create classrooms that have a good balance of students with a rich range of strengths and challenges. In addition to the information provided by our staff, we welcome and value any observations and insights parents can provide. For this reason we encourage them to complete our Class Placement Parent Information Form. While the form asks parents not to request a specific teacher because we need to have the ability to create well balanced classrooms, it does give them the opportunity to tell us what kind of classroom environment has and has not worked well for their child.

Students in grades 4 & 8 will be participating in the administration of the NECAP Science Assessment on May 17, 18, and 19.. This test measures the children's progress toward meeting the grade expectations in science.

Finally, we regret to have to inform you that the grant proposal for an afterschool program for next year was not approved, primarily because, according to the grant readers, it did not include enough student input in the application. While we are disappointed, we are meeting with Maureen Buford, the grant writer, to see what our next steps might be. We will keep you posted regarding the outcome of that meeting.

Respectfully submitted,

  
Jackie Ramsay-Tolman

  
James Taffel