

Barre City School District

SCHOOL BOARD MEETING

MISSION STATEMENT

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

BCEMS Library

May 14, 2018

5:30 p.m.

AGENDA

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 – April 9, 2018 Board Meeting
5. **New Business**
 - 5.1 Student Presentation
 - 5.2 Resign/Retire/New Hire
 - 5.3 Upper Class Person & Mentoring Program
 - 5.4 First Reading BSU Transportation Policy (F9)
 - 5.5 PK-4 Health
6. **Old Business**
 - 6.1 Board Communications
 - 6.2 A.L.I.C.E. & School Security
 - 6.3 Act 46
 - 6.4 Transportation & Parking
7. **Board Reports**
 - 7.1 Superintendent
 - 7.2 Principals
 - 7.3 Committee Reports
 - 7.3.1 Facility/Security (Meeting Minutes April 2, 2018 & May 7, 2018)
Next Meeting: Monday, June 4, 2018, 5:30 p.m., BCEMS Conference Room
 - 7.3.2 Finance (Meeting Minutes April 24, 2018)
Next Meeting: May 22, 2018, 6:30 p.m., BCEMS Conference room
 - 7.3.3 Verbal Report of BSU Committees
 - 7.4 Financial
8. **Round Table/Future Agenda Items**
9. **Executive Session**
 - 9.1 Personnel
10. **Adjournment**

Reminders:

Next Barre City School Board Meeting:	June 11, 2018
Next Spaulding High School Board Meeting:	June 7, 2018
Next Supervisory Union Board Meeting (Tri-Board):	May 17, 2018
Next Barre Town Elementary School Board Meeting:	June 6, 2018

BOARD MEETING NORMS

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

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REGULAR SCHOOL BOARD MEETING
Barre City Elementary and Middle School –Library
April 9, 2018 - 5:30 p.m.

MINUTES

BOARD MEMBERS PRESENT:

Sonya Spaulding – Chair
Giuliano Cecchinelli, II – Vice Chair, arrived at 5:41 p.m.
Tyler Smith - Clerk
Jennifer Chioldi
Michael Deering
Sarah Pregent

BOARD MEMBERS ABSENT:

ADMINISTRATORS PRESENT:

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

GUESTS PRESENT:

Video Vision Tech	Dave Delcore-Times Argus	Hayden Coon	Chris Hennessey
Andrew McMichael	Chris Riddell	Christopher Roberts	

1. Call to Order: Pledge of Allegiance

The Chair, Mrs. Spaulding, called the Monday, April 9, 2018, Regular meeting to order at 5:31 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

Add 6.5 Warrant Procedures and Financial Policy Review

3. Visitors and Communications

None.

4. Executive Session

4.1 Board Seat Interviews

It was determined that interviews for candidates for the open Board seat would be conducted in open session. Candidates Chris Riddell, Andrew McMichael, and Christopher Paul Roberts provided information regarding their interest and qualifications, and answered questions from the Board. The Board thanked the candidates and advised that a decision would be made after Executive Session (Agenda Item 10.1).

4.2 Co-Principal Interviews

The Co-Principal Interview was proposed for discussion in Executive Session.

On a motion by Mr. Cecchinelli, seconded by Mr. Smith, the Board unanimously voted to enter into Executive Session, with Mr. Pandolfo, Mr. Taffel, Mrs. Anderson, Mr. Coon, and Mr. Hennessey in attendance, at 5:52 p.m. under the provisions of 1 VSA section 313 to discuss the items proposed for discussion.

On a motion by Mrs. Chioldi, seconded by Mr. Cecchinelli, the Board unanimously voted to exit Executive Session at 6:19 p.m.

5. Approval of Minutes

5.1 Approval of Minutes – March 12, 2018 Regular Meeting

On a motion by Mr. Smith, seconded by Mr. Deering, the Board unanimously voted to approve, as amended, the Minutes of the March 12, 2018 Regular Meeting. It was confirmed that Meeting Warnings do not need to be posted in the newspaper.

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6. New Business

6.1 Resignations/Retirements/New Hires

A letter of resignation from Heather Stalling was distributed. It was noted that Ms. Stalling is retiring after teaching at BCEMS for 32 years. Ms. Stalling has advised that though she is retiring from teaching, she would like to stay on at BCEMS in a different capacity.

On a motion by Mrs. Chioldi, seconded by Mrs. Pregent, the Board unanimously voted to accept, with regrets and best wishes, the resignation of Heather Stalling.

It was announced that Registrar Linda Rodriquez is retiring and that Office Manager Patricia Porter has resigned to take a position elsewhere. Teacher contracts need to be returned by 04/16, but teachers automatically receive a 15 day extension if they request an extension in writing. It is anticipated that additional staffing approvals will be presented at the May meeting.

6.2 A.L.I.C.E. & School Security

Mr. Pandolfo advised that there will be some evening forums for parents in late April or early May (at both BCEMS and BTMES). There has been recent legislation relating to school safety and security (S55). A Commission will be formed to look at school safety. Money has been appropriated to go out to schools for safety improvements (non-personnel related). Additional cameras are being installed at BCEMS. Some security protocols have been changed. The required safety audit has been completed and a non-school specific report will be presented to the Governor by April 15, 2018. Discussion has been held recently regarding monitoring doors for longer periods in the day (outside of school-day hours). The SRO has advised that in addition to his 'police officer' duties, his role at the school involves building relationships with students and being a positive role model.

6.3 Rescinds;

Powers and Responsibilities of the Board (BBA)

Code of Ethics and Responsibilities for School Board Members (BBF)

Duties of the Board Chairperson (BCB)

Board – Superintendent Relations (BCD)

Standing and Special Committees (BCE)

School Board Meetings (BDA)

Public Participation at Board Meetings (BDDH)

Special Meetings of the Board (BDB)

Selection on Instructional Materials (IIA)

Educational Support System (IIAB)

Use of Copyrighted Work (IIAE)

Reporting Child Abuse (JHG)

Act 230 (IHB)

Grade Advancement: Retention, Promotion & Acceleration of Students (IKE)

Acceptable Use of Electronic Resources – Students and Parents (IIC-E1)

Acceptable Use of Electronic Resources – Staff (IIC-E2)

Admission of Resident Students (JC)

Admission of Non-Resident Tuition Students (JECB)

Tobacco Prohibition: Students (JGBK)

Guidelines for Providing Education to Students with AIDS/HIV Infection (JHCE-R)

Evaluation of the Superintendent (CBG)

The policies presented for rescinding are covered by statute or state rules, or have an equivalent policy at the BSU level. The Board will not rescind policies JC and JECB until they are approved at the BSU level and ratified locally.

On a motion by Mrs. Chioldi, seconded by Mr. Deering, the Board unanimously voted to rescind policies; BBA, BBF, BCB, BCD, BCE, BDA, BDDH, BDB, IIA, IIAB, IIAE, JHG, IHB, IKE, IIC-E1, IIC-E2, JGBK, JHCE-R, and CBG.

6.4 Policy Discussion

A document providing a breakdown of recent local policy analysis was distributed. Mrs. Chioldi advised regarding the categories, which include; policies already covered by Statute, policies that exist at the BSU level, policies that are considered procedures, and policies that should be discussed at the BSU level. Mrs. Spaulding voiced concern that procedures don't 'fall through the cracks', and stressed the need to assure that procedures are documented before procedure type policies are rescinded. It was noted that many procedures exist in staff handbooks and student/parent handbooks. Mr. Deering queried regarding the existence of a central repository for policies and procedures. It was noted that eventually, all policies and procedures should be available in electronic format.

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6.5 Warrant Procedures and Financial Policy Review

Three documents were distributed; the BSU Warrant Procedure document, and BSU policies; Fiscal Management and General Financial Accountability Policy (E1), and the Budgeting Policy (E2). Mr. Pandolfo provided a brief overview of the documents, noting that policies have been reviewed by counsel. It was noted that it is not the Boards' responsibility to scrutinize invoices, but rather the Boards are responsible to see that policies are being followed. All Board Members are notified of Warrants. Invoices are available for viewing online. The Board should designate one Board Member and one Alternate Board Member to examine claims against the district for school expenses and to sign warrants for payments for approved purchases and services. Starting in 2019, the designation will occur as part of Board reorganization.

On a motion by Mr. Deering, seconded by Mr. Smith, the Board unanimously voted to designate Mrs. Spaulding as the primary BCEMS designee, and Mrs. Pregent as the alternate BCEMS designee.

7. Old Business

7.1 Board Communications

A letter from VSBA regarding community engagement was distributed. Mr. Pandolfo provided an overview of the letter, advising of an upcoming workshop (directed towards board members) for improving community engagement, and information relating to applying for one of the district-level technical assistance grants. Attendance at the workshop will most likely be beneficial for those wishing to apply for the grant, though the timing of the workshop, during April vacation, may prevent some board members from attending. Under the grant, three districts will be chosen for a pilot program, with priority given to districts with a large population of students that qualify for Free/Reduced Lunch. The BSU has been notified that it has been identified as a district that would most likely qualify for the grant, and would benefit from participation. Mrs. Farrell will be attending the workshop. Mr. Pandolfo is unable to attend, but will be meeting with Susan Holson on Friday (04/13/18) to ascertain the details.

Mr. Pandolfo believes that the money spent on creation of the annual report was well spent, and advised that Ben Merrill will continue performing some additional work through the end of the school year. Mr. Pandolfo advised the Board that a decision will need to be made regarding the best way to spend the Communications Specialist line item in FY19. Mr. Pandolfo advised regarding three options; use the entire line item for posting and hiring an entry level Communications Specialist, hire a more experienced individual for part-time work, or put some of the money towards a specific project (a total rebuild of the web site), and then use funds to support the daily update of the site. There are currently 5 separate individuals updating the existing site. Mr. Pandolfo advised it would take 4 to 6 months to build a new website (July – December), and that a dedicated communications individual should be identified and charged with the responsibility for performing daily updates. The options will be put before the BSU Board on Thursday. It was noted that Ben Merrill will continue working on communication items through June 30, 2018.

Mr. Deering provided an update on the listserv, noting that Technology Director, Mr. Ajanma has advised that the BSU does not have the capacity to host a listserv. It is believed that the lack of capacity refers to personnel, though this needs to be confirmed. Mr. Pandolfo recommends continuing research regarding creation of a listserv, including what needs to be done and the cost associated with building/maintaining a listserv. Mrs. Spaulding stressed her belief that two-way communication with the community is vital. Mr. Deering reported that Front Porch Forum and Facebook posts are improving.

7.2 Transportation

The Facilities Committee has not held discussion yet. An STA representative and the two transportation coordinators met recently to discuss the use of Versatrans to identify more efficient routes for BCEMS and BTMES, individually, and collectively. There has been discussion with STA regarding contractual obligations relating to bus replacement (FY19 or FY20). Additional discussion and research should be performed regarding drop-off and pick-up procedures, as well as determining how many students ride the bus each week. Mr. Cecchinelli advised that additional information should be obtained prior to discussion by the Committee.

7.3 Act 46

A memorandum from the State (dated 04/04/18) regarding the Act 46 Schedule and Process was distributed. Mr. Pandolfo provided a brief overview of the memo from the State, which advises that the schedule and process for Act 46 will remain as is (no impact is resulting from the resignation of the Secretary of Education). The draft Statewide Plan is due 06/01/18. The State Board of Education is to make a decision regarding the Final Plan by 11/30/18. Mr. Smith advised that the last Act 46 Study Committee Meeting involved continued discussion regarding the advantages and disadvantages of a merged district. The Committee Co-chairs hope to have a consensus from the Committee before proceeding. The next meeting is Tuesday, April 10, 2018 at 6:00 p.m. in the library at Spaulding High School. Peter Evans, School Board Chair for the recently formed Paine Mountain School District will address the Committee. The Committee will also review Rule 3400 (Proposals for Alternative Structures Under Act 46).

7.4 Second and Final Reading Travel Reimbursement Policy (E11)

Copies of policies referenced in Agenda Items 7.4 through 7.6 were distributed. Mrs. Spaulding provided a brief overview of the policies.

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On a motion by Mrs. Pregent, seconded by Mrs. Chioldi, the Board unanimously agreed to approve the Second and Final Readings of the policies referenced in Agenda Items 7.4 through 7.6, and agreed to ratify said policies (E11, F31, and F32).

7.5 Second and Final Reading Sexually Transmitted Infections (STI) and Pregnancy Prevention Education Policy (F31)
Approved/ratified under Agenda Item 7.4.

7.6 Second and Final Reading HIV Policy (F32)
Approved/ratified under Agenda Item 7.4.

8. Board Reports

8.1 Superintendent

A copy of the Superintendent's report dated March 30, 2018 was distributed. The report included information pertaining to; Negotiations, the Legislative Breakfast, Act 46, School Safety, Employment Contracts, and the Resignation of the Vermont Secretary of Education, Rebecca Holcombe. Mr. Pandolfo advised that he has nothing additional to report. It was noted that the Negotiation Session listed as March 9, 2018, should be listed as May 9, 2018. In response to a query regarding discussion of the recent safety audit, it was noted that the audit was not a school specific audit with recommendations, but rather an overall school(s) audit, requested by the Governor.

8.2 Principals Report

A copy of the Co-Principals' report dated April 9, 2018 was distributed. The report included information pertaining to; students' attendance of the SHS spring musical, the assessment schedule (SBAC, Science, and Physical Education), 2018 – 2019 student placement, the Memorial Day Program, 8th Grade Graduation, Summer School, Camp Invention, and the 4th Annual Bernie Sanders Student Choral Concert. Mr. Taffel highlighted the Middle School Chorus' participation in the Bernie Sanders Celebration of the Arts event, advised that the last day of school will be Friday, June 22, 2018. 8th Grade Graduation will take place on Thursday, June 21, 2018 at the Barre Auditorium. Mr. Taffel lauded retiring teacher Heather Stalling for 32 years of outstanding teaching, citing her calm, focused classroom where students always feel safe. Ms. Stalling has always had high expectations for herself and her students and has been an outstanding role model.

8.3 Committee Reports

8.3.1 Facility/Security

The last meeting was an Executive Session related to security and safety protocols.
The next meeting is Monday, May 7, 2018, at 5:30 p.m. in the BCEMS Conference Room

8.3.2 Finance

There was no meeting in March.
The next meeting is Tuesday, April 24, 2018 at 6:30 p.m. in the BCEMS Conference Room.

8.3.3 Verbal Report of BSU Committees

BSU Policy: Discussion was held under Agenda Items 6.3 and 6.4.

BSU Curriculum: The March 26, 2018 meeting focused on SHS items, such as Work Based Learning, Flexible Pathways, Proficiency Based Learning/Grading, Personalized Learning Plans, and a proposed Community Service Graduation Requirement. The next meeting is Monday, April 23, 2018 at 5:30 p.m. in the Spaulding High School Library.

BSU Finance: The BSU has an anticipated deficit of \$11,259. Significant savings were realized in the Business Office. The deficit amount does not include Transportation or Special Education. FY19 will be the first year with an SU-wide copier contract. Conversations are being held regarding a new Financial Management System and a new Chart of Accounts. The next meeting is to be determined, and will most likely be scheduled in June.

8.4 Financial Report

Four reports were distributed; BCEMS FY18 Expenditures/Year-end Projection Report (04/09/18), the BCEMS General Fund Expense and Revenue Fund Reports, and the BSU Expenditures FY18 Report. There is currently an unaudited projected surplus of \$17,431.

9. Round Table/Future Agenda Items

Mr. Deering would like to see upper class mentoring of younger students, integrated into the curriculum. Mr. Taffel advised that this does currently take place to some extent.

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Mr. Taffel advised that Dave Melnick of Northeastern Family Institute, met with staff (regarding developmental trauma). Staff very much appreciated the time spent with Mr. Melnick, and value the new strategies that were learned. Mr. Melnick will return to meet with staff on May 1, 2018.

Mr. Pandolfo thanked Mr. Coon for attending the meeting. It was announced that BCEMS staff worked on PLPs (Personalized Learning Plans) during last Friday's In-service day. All schools within the district are using the same platform for PLPs. It was noted that all behavioral systems are currently being reviewed.

10. Executive Session

10.1

Items proposed for discussion in Executive Session include Board Seat Candidates and the position of Middle School Principal.

On a motion by Mr. Smith, seconded by Mrs. Pregent, the Board unanimously voted to enter into Executive Session, with Mr. Pandolfo, Mr. Taffel, Mrs. Anderson, and Mr. Coon in attendance, at 7:55 p.m. under the provisions of 1 VSA section 313 to discuss the items proposed for discussion.

The remaining information was provided by the Board Clerk.

On a motion by Mrs. Pregent, seconded by Mrs. Chioldi, the Board unanimously voted to exit Executive Session at 8:55 p.m.

On a motion by Mrs. Pregent, seconded by Mrs. Chioldi, the Board unanimously voted to accept the Superintendent's recommendation to hire Chris Hennessey as the Middle School Principal.

On a motion by Mrs. Chioldi, seconded by Mrs. Pregent, the Board unanimously voted to appoint Chris Riddell to the BCEMS Board.

11. Adjournment

On a motion by Mrs. Pregent, seconded by Mrs. Chioldi, the Board unanimously voted to adjourn at 8:57 p.m.

Respectfully submitted,
Andrea Poulin