

**REGULAR SCHOOL BOARD MEETING**  
Barre Town Middle and Elementary School – Library  
September 5, 2018 – 6:00 p.m.  
(New Staff Reception - 5:30 p.m.)

**MINUTES**

**BOARD MEMBERS PRESENT:**

Alice Farrell - Chair  
Jay Paterson – Vice Chair  
Rebecca Kerin-Hutchins – Clerk  
Chris Hull  
Victoria Pompei

**BOARD MEMBERS ABSENT:**

**ADMINISTRATORS PRESENT:**

John Pandolfo, Superintendent  
Scott Griggs, Principal  
Jennifer W. Nye, Principal  
Donald McMahon, Director of Special Services– departed at 7:21 p.m.

**GUESTS PRESENT:**

|                   |                   |                |                 |                   |
|-------------------|-------------------|----------------|-----------------|-------------------|
| Video Vision Tech | Sherri Allen      | Mary Bowers    | Jessie Casavant | Natessa Cournoyer |
| Leah Finch        | Emily Jones       | Dani Kehlmann  | P.J. LaPerle    | Matt Leonard      |
| Ben Matthew       | Ashley McIntyre   | Dawn Poitras   | Barbara Shipman | Laura Thygesen    |
| Jess VanOrman     | Rachael Van Vliet | Rachael Wisdom |                 |                   |

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

**The Chair, Mrs. Farrell, called the Wednesday, September 5, 2018, Regular meeting to order at 6:08 p.m., which was held at the Barre Town Middle and Elementary School Library. The flag salute followed.**

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

None.

**3. Introduction of New Staff**

Introduction of new staff occurred prior to the start of the meeting. Mrs. Nye welcomed new staff members and their mentors. New staff and mentors each provided a brief overview of their experience and expressed their pleasure working at BTMES. Mrs. Farrell welcomed new staff to BTMES.

**4. Visitors and Communications**

None.

**5. Approval of Minutes**

**5.1. Approval of Minutes – August 15, 2018 Regular Meeting**

**On a motion by Mrs. Pompei, seconded by Mrs. Kerin-Hutchins, the Board unanimously voted to approve, as amended, the Minutes of the August 15, 2018 Regular Meeting.**

**6. New Business**

**6.1 Resignations/Retires/New Hires**

The resume and BSU Notification of Employment Status Form for Rachael Wisdom (Special Educator) was distributed. Mr. Pandolfo provided an overview of Ms. Wisdom's education and experience.

**On a motion by Mr. Hull, seconded by Mrs. Pompei, the Board unanimously voted to approve the hiring of Rachael Wisdom.**

The BSU Notification of Employment Status Form for Phyllis Wiggins (Tier II Literacy Interventionist K - 4) was distributed. Mrs. Nye provided an overview of Ms. Wiggins' education and experience, advising that Ms. Wiggins is proposed for a .50 FTE position as a Tier II Literacy Interventionist. The hiring of Ms. Wiggins will bring the number of Literacy Interventionists to 3.0 FTEs. This one year position is funded through Medicaid Grant Funds. Though hiring a full time Interventionist was preferred, BTMES is very happy to welcome Ms. Wiggins as a part time employee. It was noted that schools statewide, are struggling to fill positions. Mr. Pandolfo advised regarding other open positions throughout the BSU.

**On a motion by Mrs. Kerin-Hutchins, seconded by Mrs. Pompei, the Board unanimously voted to approve the hiring of Phyllis Wiggins.**

### **6.2 Youth Risk Behavior Survey**

Two documents were distributed; a document titled '2017 Vermont Youth Risk Behavior Survey Report Links', and a document titled 'Barre Schools & Spaulding High School' (a document providing an overview of the 02/09/18 review of the Youth Risk Behavior Survey). Board Members were previously sent a link to the YRBS link for BTMES data. PJ LaPerle and Dawn Poitras (SAPs – Student Assistance Professionals) addressed the Board, providing an overview of the Vermont Youth Risk Behavior Survey which is conducted every 2 years. Two surveys are conducted (6<sup>th</sup> – 8<sup>th</sup> grade and 9<sup>th</sup> – 12<sup>th</sup> grade). Surveys are typically given in February. The last survey was conducted in February of 2017, the results of which were not received until June of 2018. The lag in reporting time does pose difficulty in trying to address issues in a timely manner, as the information being reported back is antiquated. Mr. LaPerle and Ms. Poitras provided an overview of the highlights and lowlights, and advised regarding 'Getting to the Why', which involves holding a meeting with students where they identify talking points, and devise an Action Plan to address issues they feel are of the highest priority. It was noted that the survey is endorsed by the CDC and is generated by the State. Students can opt out of the survey, but it is extremely rare that a student opts out. Mr. LaPerle and Ms. Poitras focus on dealing with student alcohol and drug abuse issues and find that collecting this data assists them with helping students and staff. It was noted that Ms. Poitras, a licensed drug and alcohol counselor is on the Governor's Marijuana Advisory Commission.

### **6.3 Heating Contract Recommendation**

A document titled 'RFP Results for FUEL OIL, PROPANE, and WOOD CHIPS' was distributed. Mr. Pandolfo provided an overview of the document, advising that it is his recommendation to contract with Irving for fuel oil and propane, and Catamount for wood chips. It was noted that the BTMES is currently in the second year of the plowing contract.

**On a motion by Mr. Hull, seconded by Mr. Paterson, the Board unanimously voted to approve the Superintendent's recommendation to contract with Irving for fuel oil and propane, and Catamount for wood chips.**

## **7. Old Business**

### **7.1 Act 46**

A document titled 'Draft Default Articles of Agreement – Concerns Raised and Responsive Draft Articles' was distributed. A document titled 'Draft Default Articles of Agreement for initial consideration by the State Board of Education' was also distributed. Mrs. Kerin-Hutchins advised that at the last Act 46 Study Committee Meeting, the Committee, after much discussion, voted to keep the November 6, 2018 vote date. A Sub-Committee is currently working with the Communications Specialist, to develop literature and identify various ways to educate community members regarding changes to the Articles of Agreement that will be presented for voter approval on 11/06/18. The next meeting of the Study Committee is Wednesday, September 12, 2018 at 6:00 p.m. in the SHS Library. Mr. Pandolfo advised that a sample ballot will be approved shortly, and provided information relating to the deadline for submission of petitions to run for seats on a Unified Board (the deadline is 5:00 p.m. on Tuesday 10/09/18). Additionally, Mr. Pandolfo provided a brief overview of the Draft Default Articles of Agreement (including the make-up of an interim board), advising that a more in-depth discussion will be held at the next Act 46 Study Committee Meeting. Mrs. Farrell recognized Mrs. Kerin-Hutchins for her work on the Act 46 Study Committee.

### **7.2 FY20 Budget Development**

Mr. Pandolfo advised that during September, the Business Manager will be working with Administrators to begin discussing the FY20 Budget. It was noted that budget work will begin using the current 'old' system, and will move into the new Financial Management System a bit later on in the process. Board Members should begin to consider 'direction' and goals for the FY20 Budget, including what they feel is an allowable increase (e.g. based on cost per pupil, or based on the overall budget). The Board should also identify other educational and philosophical goals. Mrs. Farrell queried regarding the possible need for additional personnel to assist with conversion to the new Financial Management System, and also queried regarding the back-up of files. Mr. Pandolfo advised that an upgrade to the servers will probably be necessary.

### **7.3 Written Survey Results**

Copies of written survey responses were distributed previously, at the August 15, 2018 meeting. Mrs. Pompei asked for questions/concerns from the Board and advised that there were some employee specific items for discussion in Executive Session. Mrs. Kerin-Hutchins advised of a common theme of comments regarding Curriculum Specialists (the title is now transitioning to 'Instructional Coaches'), and queried regarding time spent in the district schools and classrooms. Mr. Pandolfo and Mrs. Nye advised regarding how Instructional Coaches' time is spent. Mr. Griggs advised that the Summer Reading Groups would be meeting on the morning of 09/06/18. The Summer Reading/Book Group Program is coordinated by one of the Instructional Coaches. Mrs. Pompei would like future survey results split between elementary and middle school staff. Mrs. Farrell advised that she identified 5 areas to look at as a board and to use to set goals; 1) Communication, 2) Compassion/Civility/Collegiality, 3) Consistency, 4) Clarity of Information, and 5) Develop Trust Amongst Staff/Administration/Board. Mrs. Pompei noted concern over career progression. Mr. Hull would like the Board to also focus on the goals they identified during the retreat. Mr. Paterson expressed concern that given the work load of the Board, it is difficult to carve out time to pursue goals. Some of the many changes that have been occurring include Proficiency Based Learning and Grading, Consolidation (Act 46), improved communication with the community, and changes

to curriculum and assessments. In response to a query regarding the new web site, Mr. Pandolfo advised that the new web site is being worked on and that the official kick-off meeting with the vendor will be held on Monday, September 10, 2018. Mrs. Nye and Mr. Griggs advised that they appreciate receiving feedback.

## **8. Board Reports**

### **8.1. Superintendent**

A copy of the Superintendent's report dated August 29, 2018 was distributed. The report included information pertaining to; the New School Year, Negotiations, Act 46, and Act 173 (transition to a new Special Education Funding Model). A Memorandum from Heather Bouchey, Deputy Secretary of Education, dated 'updated: August 22, 2018' regarding 'Act 173 of 2018' was distributed. A Memorandum from Dr. Amy Fowler, Deputy Secretary of Education (dated 08/29/18) regarding 'Annual Snapshot Rollout Timeline' was also distributed. Mr. Pandolfo provided a brief overview of the memorandum pertaining to the 'Annual Snapshot', including the rollout and timeframe of Integrated Field Reviews (which will occur every 3 years), and use of a the statewide Longitudinal System that will be used by all schools, resulting in common reporting. In response to a query regarding A.L.I.C.E training, it was reported that most staff have been trained, but there is additional work to be done, including drills which will enhance training. Mrs. Nye advised that administrators continue to hold discussions with staff and are answering questions as they arise.

### **8.2 Principals Report**

The BTMES Administration Report (dated 09/05/18) was distributed. The report contained information pertaining to; Enrollment (a copy of the Enrollment Report was distributed), the Parent Meet and Greet / Open House, Walk-to-School Day (09/12/18), the Middle School WIN Program, Transportation, Assessments, Race to Read, the PK – 4 Pep Rally, and upcoming events. Mrs. Nye highlighted the upcoming Pre-k – 4 Open House, Harvest Dinner, and Farmer's Market (Thursday, 09/27/18 from 5:30 p.m. – 7:00 p.m.). Mr. Griggs highlighted the Middle School Open House, the Walk-to-School event (09/12/18), and provided an overview of the Enrollment Report, advising of a decrease in 1 student (since the August report). Additionally, the Board was advised of Professional Development that will occur on 10/05/18. Staff members are asked to provide feedback via a Professional Development survey.

### **8.3 Committee Reports**

#### **8.3.1 Finance/Facilities/Transportation Committee –**

Discussion at the next meeting will focus mainly on Facilities and Transportation. Jamie Evans and Terrie Murray will attend this meeting. The next meeting is Wednesday, September 19, 2018 at 6:00 p.m. in the BTMES Library. Budget Development will be the focus of the subsequent meeting.

#### **8.3.2 Verbal Report of BSU Committees**

BSU Curriculum Committee - The August 27, 2018 meeting focused on Homework (philosophy, grade level consistency and equity) and Professional Development. The next meeting is Monday, October 1, 2018 at 5:30 p.m. in the SHS Library. The focus of the meeting will be the need for increased technology capabilities, the possible addition of keyboarding curriculum, and a review of the Proficiency Based Grading Report Card Guide.

### **8.4 Financials**

Four reports were distributed; BTMES FY 18 Expenditures/Year-end Projection Report (dated 08/15/18), the BTMES General Fund Revenue Report (dated 08/06/18), the BTMES General Fund Expenditures Report (dated 08/06/18), and the BSU Expenditures FY18 Report (dated 08/06/18). There is currently an unaudited projected surplus of \$129,964 (for FY18). As it is very early into FY19, there are no projections at this time.

## **9. Future Agenda Items and Upcoming Committee Meetings**

### Future Agenda Items:

FY20 Budget Development

Act 46

Board Goals

BSU Facilities - Tuesday, September 11, 2018 at 6:00 p.m. in the BSU Central Office.

BSU Communications - Thursday, September 13, 2018 at 6:00p.m. in the Central Office.

BSU Policy – Monday, September 17, 2018 at 6:00 p.m. in the BUS Central Office 2<sup>nd</sup> Floor Conference Area

BTMES Finance/Facilities/Transportation – Wednesday, September 19, 2018 at 6:00 p.m.

BSU Finance - Thursday, September 20, 2018 at 4:30 p.m. in the SHS Library

Supervisory Union – Thursday, September 20, 2018 at 6:00 p.m. in the SHS Library

BSU Curriculum – Monday, October 1, 2018 at 5:30 p.m. in the SHS Library

#### **10. Executive Session**

Employment of Employees was the single item proposed for discussion in Executive Session.

The Board discussed entering into Executive Session with the Superintendent in attendance, for discussion of Employment of Employees. **There was no official motion to enter into Executive Session. The Board entered into Executive Session, with Mr. Pandolfo in attendance, at 7:43 p.m.**

The remaining information was provided by the Board Clerk.

**On a motion by Mr. Hull, seconded by Mr. Paterson, the Board unanimously voted to exit Executive Session at 8:17 p.m.**

#### **11. Adjournment**

**On a motion by Mrs. Pompei, seconded by Mr. Hull, the Board unanimously voted to adjourn at 8:18 p.m.**

Respectfully submitted,  
*Andrea Poulin*