

**BARRE TOWN SCHOOL DISTRICT**  
**SCHOOL BOARD MEETING**  
**BTMES Library**  
**October 17, 2018**  
**6:00 p.m.**  
**Regular Meeting**  
**BOARD MEETING AGENDA**

1. Call to Order
2. Additions or Deletions to the Agenda
3. Visitors and Communications (Limited to 15 minutes)
4. Consent Agenda
  - 4.1. Minutes of October 3, 2018 Regular Board Meeting
5. New Business
  - 5.1. Entry Way
6. Old Business
  - 6.1. Budget Development FY20
7. Administrative Reports to the Board (as needed)
  - 7.1. Superintendent
  - 7.2. Principals
  - 7.3. Committee Reports
    - 7.3.1 Finance/Facility/Transportation  
**Next Meeting:** November 21, 2018, 6:00 p.m. in the BTMES Library
    - 7.3.2 Verbal Report of BSU Committees
  - 7.4. Financials
8. Other Business
9. Future Agenda Items and Upcoming Meetings
10. Executive Session
11. Adjournment

**REMINDERS:**

- |   |                   |
|---|-------------------|
| 1. Next Regular Barre Town School Board Meeting     | November 7, 2018  |
| 2. Next Regular Barre City School Board Meeting     | November 12, 2018 |
| 3. Next Regular Spaulding High School Board Meeting | November 1, 2018  |
| 4. Next Barre Supervisory Union Board Meeting       | October 18, 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 Town Middle and Elementary School – Library  
October 3, 2018 – 6:00 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

#### **GUESTS PRESENT:**

Dave Delcore-Times Argus

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

The Chair, Mrs. Farrell, called the Wednesday, October 3, 2018, Regular meeting to order at 6:02 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**

Add 11.1 Contracts (7A) and Mediation (7C) under Executive Session.

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

None.

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

##### **4.1. Approval of Minutes – September 5, 2018 Regular Meeting**

On a motion by Mr. Paterson, seconded by Mrs. Kerin-Hutchins, the Board unanimously voted to approve, as amended, the Minutes of the September 5, 2018 Regular Meeting.

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

##### **5.1 Middle School Tour**

A document titled ‘Vermont Labor Department Works With Fuel Dealers To Address Driver Shortage’ (an article by Howard Weiss-Tisman) was distributed. Mr. Griggs advised that the Board would be touring middle school core classrooms as well as Specials classrooms (Art, Health, Band, Spanish, and Design Lab), and Stand-Alone rooms (for students with intensive learning needs or behavioral needs). The Board toured the building and the meeting resumed at 6:38 p.m.

##### **5.2 Resignations/Retires/New Hires**

No resignations, retirements or new hires were presented for approval. Mr. Pandolfo advised that it has been challenging to fill positions this year, especially para-educator and substitute positions. Advertising has occurred via various mediums including; Kelly Services, School Spring, 7 Days, and Indeed.com. It appears that word-of-mouth has been the most effective method of recruiting employees. The unemployment rate in Vermont is very low and there is a state-wide issue with finding/hiring employees.

##### **5.3 Review Board Goals**

A document titled ‘BTMES School Board 2018 -2019’ was distributed. The Board agreed to review goals discussed at the Board Retreat, and to possibly add or adjust some goals based on the survey results. Goals include;

- See that all Students receive opportunities to succeed
- See that all students have access to the appropriate supplies and materials
- Re-explore outdoor time for upper grades
- Re-explore creation of an after-school program
- Examination of the restructuring of Special Education

# DRAFT

- Expand the Student Based Mentoring Program
- Assure equitable learning opportunities for all students (general and special education) including supports and staffing
- Foster more inclusiveness of SPED students
- Address the fear that Tier II kindergarten students may lose ground
- Improve Communication - both inside and outside the school
- Increase Electronic Communication
- See that financial matters are handled properly (in accordance with policies and best practices, review Late Fees and Purchase Practices)
- Career progression and professional development

Mrs. Farrell suggested that the Board limit the number of goals being worked on (to no more than 10), try to refine and combine goals when possible, then identify a few 'sharp' goals and assign action items to those goals.

## 5.4 VEHI Annual Meeting

A Memo from VEHI, dated 09/04/18, regarding the VEHI Annual Meeting was distributed. The Annual Meeting is on Friday, October 19, 2018 at 8:15 a.m. at Lake Morey Inn in Fairlee, VT. Mr. Pandolfo provided a brief overview of the upcoming meeting, noting that nothing critical is planned for discussion. Mr. Pandolfo advised the Board regarding the options for voting.

**On a motion by Mrs. Pompei, seconded by Mr. Hull, the Board unanimously voted to authorize Superintendent John Pandolfo to appear and vote on behalf of BTMES for Health and Dental Programs and Unemployment Programs. The VEHI and VSBIT 'PROXY OR CERTIFICATE OF AUTHORITY' forms were circulated for signature.**

## 5.5 VSBIT Annual Meeting

A Memo from VSBIT (Vermont School Board Insurance Trust), dated September 4, 2018, regarding the VSBIT Annual Meeting was distributed. The VSBIT Annual Meeting will be held on Friday, October 19, 2018 at 8:15 a.m. at Lake Morey Inn in Fairlee, VT. This meeting is being held in conjunction with the VEHI Annual Meeting. **See action under Agenda Item 5.4.**

## 6. Old Business

### 6.1 Act 46

A document titled 'Decision Points – Sec. 9 Proposals and Secretary's Proposed Statewide Plan Overview' was distributed. A copy of the informational pamphlet was also distributed. Mrs. Kerin-Hutchins advised that the Communication Sub-Committee has been working to create an informational flyer /brochure and are appearing and speaking at various events, including service club meetings and school open houses. Mrs. Kerin-Hutchins has received some feedback that educational efforts should be 'toned down' a bit. Some community members are welcoming of the information, some are skeptical. It was noted that Barre City residents were working the information table at BTMES, in an effort to allow BTMES parents to attend the activities. It is anticipated that there will be an informational table during parent/teacher conferences. Mrs. Akley has reached out to both Teacher Associations and may speak at upcoming staff meetings.

Mr. Pandolfo advised that the BCEMS Board approved an increased allocation to the Act 46 Study Committee (an additional \$2,500). Mr. Pandolfo advised regarding voting costs. Barre City expenses are anticipated to be \$2,600 which includes printing and programing costs. Barre Town has a longstanding agreement with the school district, whereby, if an election is held in conjunction with a regular vote, there is no cost billed to the school district. It was noted that Barre Town charges the BSU for Treasurer Services, but Barre City does not. Given the anticipated expenses, the BCEMS Board will need to allocate a total of \$3,500 more (\$1,000 more than was previously voted on). It was noted that per Statute, the Committee must be funded proportionately. Given the Statute, the Superintendent requested that the BTMES Board allocate another \$3,500 to the Act 46 Study Committee Budget.

Mrs. Kerin-Hutchins advised that she does not want to make a motion to allocate additional funds because voters already defeated the consolidation vote twice. Mr. Pandolfo cautioned that if the Barre Town Board does not allocate proportional funding, there may be issues because BTMES will not be in compliance with the law. Mr. Pandolfo reiterated that the law does state that both communities have to allocate proportionately. It was noted that additional legal expenses are not anticipated, but there will be costs associated with meetings, and printing expenses. The invoice for printing expenses has not been received.

**On a motion by Mr. Paterson, seconded by Mrs. Pompei, the Board voted 3 to 1 to allocate an additional \$1,000 to the Act 46 706 Study Committee. Mrs. Kerin-Hutchins voted against the motion.**

Mr. Hull believes that the money is well spent if it is used to support meetings, but not if it is used for other expenses such as printing of informational brochures.

Mr. Pandolfo provided an overview of the Decision Points document noting that of the 47 decision points (relating to requests for retaining current governance structures or requesting mergers) for the Section 9 submissions, the Secretary (of Education) agreed with

# DRAFT

32 requests and disagreed with 15. Mr. Pandolfo advised that of the three situations most like Barre, none were approved for retaining their current structures.

## 6.2 Budget Development FY20

Mr. Pandolfo advised that there is not much to present at this point. The Board should identify any fiscal and/or educational goals or direction that they would like considered during budget development. Mr. Pandolfo advised that he, Mrs. Farrell, Mr. Malone, and Mrs. Spaulding met with Mark Tucker (Superintendent, Twinfield Union School District) and Patrick Healy (Twinfield Union School District, School Board Chair). The conversation included; clarification of their understanding of the Default Articles of Agreement, various merger situations, what education would look like for students, budget development under the Default Articles of Agreement, and timelines. Mr. Tucker and Mr. Healy will be meeting with the AOE to ask some clarifying questions. Twinfield is also holding discussions with Washington Central. Additionally, it was noted that the transition to the State-wide Financial System is not going as smoothly as hoped. Mrs. Perreault is using the current system to create the 5 budgets (CVCC/SHS/BCEMS/BTMES/BSU). Mr. Paterson advised that the 10/17/18 Finance/Facilities/Transportation Meeting will be replaced with a Regular Board Meeting so that work can begin on the budget. The meeting will start at 6:00 p.m.

## 7. Board Reports

### 7.1. Superintendent

A copy of the Superintendent's report dated September 27, 2018 was distributed. The report included information pertaining to; VSBA (dues and Annual Conference), Health Insurance, and an update on Act 46. A letter from VSBA, dated 09/01/18 was distributed. The letter pertains to membership dues, which for FY19 is \$8,733 for the BSU. A copy of the VEHI Files FY 20 Health Plan Rates for Active School Employees was distributed. It is anticipated that the rate increase will be 11.8%, though rates will not be finalized until January 2019. A Proclamation from the Governor, proclaiming October 2018 as National Teachers Month, was distributed. Mr. Pandolfo advised that he has e-mailed the VSBIT Annual Report to Board Members. The VEHI Annual Report is anticipated in the near future. Mr. Pandolfo shared the Governor's Proclamation, advised that he is waiting on teachers for dates to begin negotiations, and advised that he has responded to an Act 250 questionnaire.

### 7.2 Principals Report

The BTMES Administration Report (dated 10/03/18) was distributed. The report contains information pertaining to; Celebrations, Co-curricular Activities, Enrollment (a copy of the Enrollment Report was distributed), Middle School Progress Reports, Summer Reading Book Groups, Professional Development for Administrators, and upcoming events. Mrs. Nye thanked the community and the Board for attending Open House. Mrs. Nye advised of Professional Development scheduled for Friday 10/05/18 nothing that staff development, including EDCamps include areas of interest expressed by staff. New this year, is professional development for substitutes. Substitute PD will occur at BTMES. All other PD is being performed at BCEMS. Mr. Griggs circulated a copy of the Parent/Student Handbook, which is now also available in electronic format. Mr. Griggs advised regarding the Enrollment Report, noting that changes occurred at different grade levels, but the overall student count remains the same as last month. Mrs. Nye reminded the community that Thursday, October 4<sup>th</sup> is early dismissal for students to allow for Parent/Teacher Conferences. There will be no school for students on 10/05/18 or 10/08/18. Mrs. Farrell voiced concern that the drink policy stated in the past was very harsh and queried whether or not it has been revised. Mrs. Nye believes the policy has been revised. Mrs. Pompei reported great participation at the Harvest Dinner, but parking was chaotic. Mrs. Pompei would like some research performed regarding ways to improve parking during these large events. Mrs. Nye will look into options and encourages Board Members to let her know of any ideas they may have.

### 7.3 Committee Reports

#### 7.3.1 Finance/Facilities/Transportation Committee –

Minutes from the September 19, 2018 Meeting were distributed. Mr. Paterson provided highlights of the meeting; the unaudited anticipated surplus of \$83,890, shortened bus routes, transportation budget considerations, the Engineering Report on the Entry (structurally sound, but cosmetic work is needed), the potential need for a water retention pond (Michele Braun from Friends of the Winooski is tentatively scheduled to come to the 11/07/18 Board Meeting), the start of long-term planning and expectations, and consideration of leasing a truck. Mr. Evans will attend the 10/17/18 meeting to discuss possible work to the walkways.

The next meeting, to be held on Wednesday, October 17, 2018 at 6:00 p.m. in the BTMES Library, will be a Regular Board Meeting

#### 7.3.2 Verbal Report of BSU Committees –

Minutes to BSU Committee Meetings were previously sent to all Board Members.

#### Policy Committee

The Committee met on 09/17/18 to discuss and review a number of policies. The Committee will hold additional discussion prior to any policies being presented for approval. There is nothing additional to report.

The next meeting is scheduled for Monday, October 15, 2018 at 6:00 p.m. in the BSU Upstairs Conference Room.

# DRAFT

## **BSU Curriculum Committee**

The Committee met on Monday, October 1, 2018. Mrs. Pompei advised that Technology was the main focus of the discussion and that upgrades to wiring and fiber optics will be necessary to improve internet speed and reliability. A draft of the middle school report card informational brochure was distributed. The informational brochure is anticipated to be finalized and be sent home with first quarter report cards.

The next meeting has been scheduled for Monday, October 29, 2018 at 5:30 p.m. in the SHS Library.

## **BSU Finance Committee**

The Committee met on September 20, 2018. Mrs. Perreault advised that the new Financial Management System is more complex and the timeline may need to be extended. Budget discussion included additional items being added to the BSU Budget. As more line items are budgeted at the BSU level, it will be critical that the BSU Board and Finance Committee be more involved in budgeting and financial oversight. The Board may need to carefully review the sequencing of budget development.

The next meeting is Thursday, November 15, 2018 at 4:30 p.m. in the SHS Library.

## **BSU Facilities Committee**

The Committee met on September 11, 2018. Mr. LaCroix was appointed to Chair the Committee. Discussion included the role of the Committee, use of a common format for the purpose of long term planning, district budgeting based on the industry standard of \$1 per square foot, and holding tours of each of the district buildings and the Central Office.

The next meeting is scheduled for Wednesday, October 10, 2018 at 5:30 p.m. in the SHS Library. It is anticipated that the meeting will include a tour of SHS, and discussion of a multi-year maintenance plan.

## **BSU Communications Committee**

The Committee met on September 13, 2018 and discussed organization, purpose, monitoring progress on creation and implementation of the new web site, reviewed other web sites built by the chosen vendor, discussed future engagement of the community including informing and encouraging support from voters and tax payers, and held lengthy discussion about the Coalition that will be formed to work with Public Agenda to state the mission of the BSU and to assist with creation of Site-Based Councils. Ben Merrill drafted a letter to be used for recruiting individuals for the 'Barre Education Coalition'. Discussion included recruiting 'general/regular people' who aren't usually 'invited' to join committees, including elders and business individuals.

The next meeting is Thursday, October 11, 2018. The first meeting of the Coalition is tentatively set for Wednesday, October 24, 2018.

## **BSU Negotiations Committee**

The Negotiations Committee hasn't met recently, but has sent formal invitation letters to the Association. The Association has sent a formal reply that they will be back in contact with potential dates for negotiation sessions. Mr. Pandolfo continues to wait for a reply.

### **7.4 Financials**

Two reports were distributed; the BTMES General Fund Expenditures Report (dated 09/26/18) and the BSU Expenditures – FY19 Report (dated 09/26/18).

### **8. Other Business**

A document titled 'Act 46 2018 Committee Expenses' was distributed. Mr. Hull wished to revisit the increase to the Act 46 Study Committee Budget, querying whether or not the Board can define how the money is spent. It was noted that the majority of the work is Committee work. Mr. Hull does not feel it will go over well if money is spent on informational pamphlets.

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

The next Regular Board Meeting is Wednesday, October 17, 2018 at 6:00 p.m. in the BTMES Library. This meeting replaces the Finance/Facilities/Transportation Meeting. The main purpose of the meeting is Budget Development.

### **10. Approval of Warrants**

No action. This item should not be included on future Agendas.

### **11. Executive Session**

#### **11.1 Contracts (7A) and Mediation (7C)**

Items proposed for discussion in Executive Session include Contracts and Mediation.

# DRAFT

**On a motion by Mr. Paterson, seconded by Mrs. Kerin-Hutchins, the Board unanimously agreed to find that premature general public knowledge of the items proposed for discussion would clearly place Barre Town Middle and Elementary School at a substantial disadvantage should the discussion be public.**

**On a motion by Mr. Paterson, seconded by Mr. Hull, the Board unanimously voted to enter into Executive Session, with Mr. Pandolfo in attendance, at 8:20 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 Mr. Hull, seconded by Mrs. Pompei, the Board unanimously voted to exit Executive Session at 8:44 p.m.**

## **12. Adjournment**

**On a motion by Mrs. Pompei, seconded by Mr. Hull, the Board unanimously voted to adjourn at 8:44 p.m.**

Respectfully submitted,  
*Andrea Poulin*