

REGULAR SCHOOL BOARD MEETING
Barre Town Middle and Elementary School – Library
August 19, 2015 – 6:00 p.m.

MINUTES

BOARD MEMBERS PRESENT:

Brenda Buzzell – Board Chair
Chad Allen – Board Clerk
Kristin McCarthy
Krista Metivier

BOARD MEMBERS ABSENT:

Brent Tewksbury – Vice Chair

ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent
Timothy P. Crowley, Principal
Jennifer W. Nye, Principal
Erica Pearson, Assistant Principal
Julia Pritchard, Director of Special Services

GUESTS PRESENT:

Video Vision Tech Pat MacAskill

1. Call to Order: Pledge of Allegiance

The Chair, Mrs. Buzzell, called the Thursday, August 19, 2015, 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. Mrs. Buzzell welcomed new Superintendent John Pandolfo.

2. Additions and/or Deletions to the Agenda

Addition: Consolidation Study Committee Appointments – 6B. under Old Business

3. Visitors and Communications

Mr. Crowley read an e-mail from retired Superintendent John Bacon, thanking the Board for their retirement gift. Mr. Crowley will forward the e-mail to Mr. Tewksbury. Mrs. Buzzell introduced Mrs. Poulin, as new Board Secretary.

4. Approval of Minutes

4.1 Approval of Minutes – July 10, 2015 Special Meeting

On a motion by Mrs. McCarthy, seconded by Mrs. Metivier, the Board unanimously voted to approve the Minutes of the July 10, 2015 Special Meeting.

5. New Business

A. Resignations/Retirements/New Hire(s)

A letter of resignation from Jennifer Skinder was distributed. Brief discussion was held. Mr. Pandolfo advised that a letter of intent was signed, but a contract is not in place and recommends that the Board accept the resignation. **On a motion by Mrs. McCarthy, seconded by Mr. Allen, the Board unanimously voted to accept the resignation of Jennifer Skinder.** Mr. Crowley has received an excellent resume from an applicant for this position and will share it with Mr. Pandolfo in the very near future. It was noted that there are currently two open positions: a 7th/8th grade Math Interventionist and one Technology Integrationist.

B. Lunch Prices

The Chef has inquired regarding a Board decision on whether or not to raise lunch prices. This item was tabled until the September meeting. Mr. Crowley will perform research and bring information to that meeting.

C. Ratification of Teacher Agreement

Two documents were distributed for review: ‘Highlights of Tentative Negotiated Agreement Barre SU Teacher Agreement, August 17, 2015’ and ‘Summary of FY16 increases for separate districts and SU’. Mr. Pandolfo provided an overview of the highlights of the proposed Agreement and the financial impact, as documented in the summary document. **On a motion by Mrs. McCarthy, seconded by Mrs. Metivier, the Board unanimously voted to ratify the Teacher Agreement. In the absence of Mr. Tewksbury, the Chair, Mrs. Buzzell, also voted.** It was noted that this is a two year agreement that has been ratified by the SU Board. Upcoming changes to health insurance will have an impact on future Agreements.

Additional changes impacting budgets include the move of Transportation and Special Education to the SU budget. Mr. Crowley expressed concern regarding the impact this will have on the end of year surplus. Mr. Pandolfo advised that he believes Special Education income and expenses will be tied to each individual school. In response to a query from Mrs. McCarthy, Mr. Crowley was directed to compile information pertaining to the number of new teachers paying into the retirement fund. This information will be presented at the next meeting.

D. Woodchip Boiler Control Panel Purchase

A proposal from Messersmith Manufacturing, Inc. (dated June 9, 2015), was distributed. Mr. Pandolfo provided an overview of the proposal. It was noted that the system has been very well maintained over the years. The proposed maintenance should assist with efficiency. **On a motion by Mrs. Metivier, seconded by Mr. Allen, the Board unanimously voted to approve acceptance of the proposal from Messersmith Manufacturing, Inc.**

E. Fuel Bid Recommendation

A document titled 'RFP Results for FUEL OIL, PROPANE, and WOOD CHIPS', was distributed. Mr. Pandolfo provided an overview of the submitted bids. Mr. Pandolfo advised regarding his recommendations. **On a motion by Mrs. McCarthy, seconded by Mrs. Metivier, the Board unanimously voted to accept the Superintendent's recommendation and enter into fuel contracts with Conti Oil, Blue Flame, and Catamount.**

F. Budget Development Schedule for FY '17

A draft document titled 'Barre Supervisory Union / BCEMS/BTMES/SHS-CVCC / Budget Development Schedule for FY 2017' was distributed. Mr. Pandolfo advised that Lisa Perrault created the schedule. Mrs. Buzzell advised regarding educating the public regarding budget changes mandated by new legislation. Additionally, Mrs. Buzzell advised that the SU budget, as its own entity, has never been voted on by the public. The SU budget has been embedded into the town budget. The Town of Barre should be advised of these changes. Ms. Perrault has experience with this type of consolidation and should be able to provide solid information and ideas. Mr. Pandolfo highlighted the need for the Board to provide input regarding their goals and direction, as well as a potential 'target window' for any increases. **On a motion by Mrs. McCarthy, seconded by Mr. Allen, the Board unanimously voted to approve the Budget Schedule for FY 2017.**

G. E-Rate Award

Mr. Pandolfo distributed a document titled 'The FCC's E-Rate Modernization Order of 2015 will affect us in various ways'. Mr. Pandolfo provided an overview of the funding programs which will allow upgrades to the network infrastructure, managing gigabit switches and wireless access points. The benefits include increased network capacity and increased monitoring and management of the network environment. The E-Rate Modernization Order will allow BTMES to purchase \$82,263.75 worth of network equipment and services for \$23,033.85. The savings include the E-Rate Consultant fee of 10%. The Board advised that they are very appreciative of Diane Stacy (Technical Director) for her efforts to secure this grant. **On a motion by Mrs. McCarthy, seconded by Mrs. Metivier, the Board unanimously voted to approve the E-Rate for purchasing of equipment.**

H. BTMES – 50 Year Anniversary - 2016

Mr. Crowley advised regarding the school's 50th anniversary and asked for community support in planning a celebration. Various ways the community can contribute include planning a celebration ceremony and supplying artifacts and information. It was noted that the time capsule will be opened as part of the 50th anniversary celebration. Community members are encouraged to e-mail the principals with their ideas and offers of assistance. Mrs. Buzzell suggested that the Town newsletter be utilized to raise community awareness and support.

6. Old Business

A. Agency of Education Decision Re: Special Education/Transportation

A letter dated July 13, 2015 from Rebecca Holcombe was distributed. The letter is the AOE response to Special Education and Transportation Waiver requests submitted by Dr. Bacon. Mrs. Buzzell provided a brief overview of the current busing scheme. Mr. Pandolfo provided an overview advising that the waivers will be granted for one year, but that by July 1, 2016, Transportation and Special Education costs must be paid through the SU. All Special Education staff must be BSU employees by the same date. Fact finding regarding cost effectiveness of multiple busing schemes vs a single busing scheme must be performed. A progress report detailing the steps being taken has been submitted to the AOE. Another update is due in ninety days. Copies of the progress report will be distributed to Mrs. McCarthy, and to Mr. Tewksbury. Study of the Transportation system will need to take into consideration, the impact on Transportation employees who are also part of the custodial staff. It will be important to find a way to educate the community regarding financial, schematic/efficiency changes. A Tri-Board meeting, to discuss upcoming changes in budget and service delivery, will be held on Thursday, October 8, 2015, tentatively at Spaulding High School (Library).

B. Consolidation Study Committee

Mrs. Buzzell and Mr. Pandolfo advised regarding process adjustments that need to be made to comply with Act 46. Two motions will be required; one to form a committee, as recommended by the SU Board, and one to appoint committee members. The 'appointments' must be made by BCEMS and BTMES boards. The SHS Board will not make any appointments, though members from that board may

be appointed by BCEMS and BTEMS. The new recommendation is for a Study Committee comprised of ten (10) individuals, with 4 community members (2 from Barre City and 2 from Barre Town) and 2 members from each Board (BCEMS, BTMES, and SHS, of which, one member from each Board should be the Finance Committee Chair). The committee members from SHS (appointed by BCEMS and BTMES) should include one representative from the City and one from the Town. This structure ensures equal representation for the City and the Town. Mr. Pandolfo provided a written example of the recommended wording of the two required motions. **On a motion by Mrs. McCarthy, seconded by Mrs. Metivier, the Board unanimously voted to form a study committee with the Barre City School District to analyze the advisability of forming a union district school under Act 46. Mrs. Buzzell voted with the Board.** Brief discussion was held regarding the appointment of members to the committee. Written letters of interest were briefly reviewed. It was decided to further discuss the candidates in Executive Session and make the Appointments after that discussion.

7. Board Reports

A. Superintendent

Mr. Pandolfo reported that SBAC test results should be available now or in the near future. SBAC results will most likely be presented to the various boards in October. There will be no new requirements for the Continuous Improvement Plan, but schools will need to continue to stay on top of in-place improvement plans. Mr. Pandolfo would like to acknowledge the tragedy that occurred in Barre City on Friday August 7, 2015. He has drafted a document to send to all staff advising of various available supports. The AOE has a list of security items that they would like reviewed and, if necessary, acted upon. At the SU meeting it was recommended that the Facility and Safety Committee Chairs from each Board, meet together to discuss the items listed by the AOE.

B. Principals Report

Mr. Crowley advised that security has recently been reviewed and enhanced. There are strict new guidelines involving admittance to the building, as well as supervision of individuals' movement within the building. The new policy requires that all outside individuals be escorted when traveling in the building. A security assessment is currently under way and a report will be provided to Administration. Mr. Crowley expressed his deep respect for those who work for DCF, working to improve the lives of children. It was reported that all hiring is completed with the exception of the Art/Tech Ed and Math Interventionist positions. New staff and mentors will attend a luncheon on August 20, 2015. New staff will be invited to the October 21, 2015 board meeting. Open House for grades Pre-school through fourth grade will be held on September 24, 2015 and will include the Harvest Dinner and a Farmers Market. Mrs. Nye distributed a document titled 'Barre Town Middle & Elementary School 2015 – 2016 Anticipated Staffing'. Mrs. Nye provided an update pertaining to staff to student ratios. Mrs. Buzzell noted that additional classroom support staff are not reflected in the numbers presented. The pre-school enrollment is currently at 90 students and there is a waiting list. Ms. Pearson provided an update regarding the PBIS system and recognition of student behavior. Mr. Crowley provided a reminder that school will start 15 minutes earlier than in the past. The bus schedules have been updated accordingly. Mr. Crowley recognized that the change in bus and start times could have been better communicated. Mr. Crowley announced that he will be retiring at the end of this school year, and advised that he has posted a reflection on the school's web site. Mr. Crowley invited the public to read the reflection document. He thanked the community for their support over the course of 23 years.

C. Committee Reports

Finance – The next meeting is September 2, 2015 in the Principal's conference room at 5:00 p.m. Mr. Allen distributed the finance documents for end of year 2015. The amounts reported are not audited. The purchase of three buses is the cause for the deficit, but it should be noted that there will \$60,000 in reimbursement received. The Projected Operating Surplus (unaudited) is \$248,688. Mr. Pandolfo will be working with Ms. Perrault for standardized reporting for all boards. This will be discussed at a future meeting.

Facility and Transportation – No update at this time

Curriculum – The next meeting will be on September 2, 2015 from 8:00 until 9:30 a.m. in the upstairs conference room. Community members were welcomed to join the committee.

Policy – The next meeting date is to be determined. A copy of the Minutes from the June 17, 2015 Policy Committee meeting were distributed for review.

Supervisory Union Report – Met on August 13, 2015. There is a need for a Human Resources position. The SU is continuing to discuss the job title, responsibilities, and qualifications. A grant writer position was also discussed. This will probably be done on a consultant type basis rather than an SU employee. Mr. Pandolfo continues to perform research on this position. Other items discussed at the meeting have already been addressed under previous agenda items.

Barre Town Recreation –

Mrs. McCarthy advised she had been contacted by a representative from Timberland Pro regarding providing 400 hours of community service. Timberland Pro will provide lumber and labor for a project to build picnic tables for the community. Student involvement will be determined. Tools will need to be supplied for the project.

SHAC – (School Health Advisory Committee)

Mrs. Nye attended the action planning retreat held on August 19, 2015, at Norwich University. Mrs. Nye distributed a document titled 'Whole School, Whole Community, Whole Child' which is the model to be utilized for the school year. Mrs. Nye provided a brief overview of activity at the retreat and will provide additional updates as programs are developed.

Facilities updates will be provided by Mr. Fleming at the next meeting. Mr. Crowley commended custodial staff for the tremendous amount of work they accomplished over the summer.

8. Future Agenda Items

None documented under this agenda item.

9. Approval of Warrants

On a motion by Mrs. Metivier, seconded by Mrs. McCarthy, the Board unanimously voted to approve the Warrants.

10. Executive Session

The item proposed for discussion in Executive Session is a personnel issue. Mr. Pandolfo was invited to join Executive Session.

On a motion by Mrs. McCarthy, seconded by Mr. Allen, the Board unanimously agreed to find that premature general public knowledge of the item proposed for discussion would clearly place the Town of Barre at a substantial disadvantage should the discussion be public, and agreed to enter into Executive Session at 8:03 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. McCarthy, seconded by Mrs. Metivier, the Board unanimously voted to exit Executive Session at 8:51 p.m.

On a motion by Mrs. McCarthy, seconded by Mrs. Metivier, the Board unanimously voted to appoint five (5) members to the Consolidation Study Committee in order to be compliant with 16 VSA § 706. The appointed members shall be David LaCroix, Brent Tewksbury, Chad Allen, Alice Farrell, and Kerri Lamb.

11. Next Meeting Date

September 2, 2015 – Regular BTMES Board Meeting

October 8, 2015 - Tri-Board meeting

12. Adjournment

On a motion by Mrs. Metivier, seconded by Mrs. McCarthy, the Board unanimously voted to adjourn at 8:53 p.m.

Respectfully submitted,

Andrea Poulin