

**REGULAR SCHOOL BOARD MEETING**  
Barre Town Middle and Elementary School – Library  
May 4, 2016 – 6:00 p.m.

**MINUTES**

**BOARD MEMBERS PRESENT:**

Brenda Buzzell - Chair  
Brent Tewksbury – Vice Chair  
Chad Allen – Clerk – arrived at 7:45  
Kristin McCarthy  
Jay Paterson

**BOARD MEMBERS ABSENT:**

**ADMINISTRATORS PRESENT:**

John Pandolfo, Superintendent  
Sandra Cameron, BSU Early Ed Director  
Timothy P. Crowley, Principal  
Jennifer W. Nye, Principal  
Erica Pearson, Assistant Principal  
Julia Pritchard, Director of Special Services  
Lisa Perreault, Business Manager

**GUESTS PRESENT:**

Video Vision Tech	Tamara Cooley	Stacy Emerson	Brian Hemenway	Pat MacAskill
Liz Reiss	Jessica Roy	Rob Savoy	Sherye Swift	

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

The Chair, Mrs. Buzzell, called the Wednesday, May 4, 2016, Regular meeting to order at 6:12 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**

Delete: 6.6 Transportation (the Board requires additional time to review the information provided).  
Add: 5.6 Last Day of School

**3. Visitors and Communications**

None. Visitors who were in attendance for Agenda Item 6.6 (Transportation) departed.

**4. Approval of Minutes**

**4.1. Approval of Minutes – April 6, 2016 Regular Meeting**

On a motion by Mr. Tewksbury, seconded by Mr. Paterson, the Board unanimously voted to approve, as amended, the Minutes of the April 6, 2016 Regular Meeting.

**5. New Business**

**5.1 Resign/Retire/New Hire**

A letter of resignation from Elizabeth Rees was distributed. Letters of interest and resumes from Melinda Schmalz and Kelsey LaPerle were distributed.

On a motion by Mrs. McCarthy, seconded by Mr. Tewksbury, the Board unanimously voted to accept with regrets and best wishes, the resignation of Elizabeth Rees.

Ms. Pritchard and Mrs. Cameron provided an update regarding new hires for the additional Pre-school program, and provided an overview of the two candidates being presented for approval.

On a motion by Mr. Tewksbury, seconded by Mrs. McCarthy, the Board unanimously voted to approve the hiring of Melinda Schmalz.

On a motion by Mrs. McCarthy, seconded by Mr. Paterson, the Board unanimously voted to approve the hiring of Kelsey LaPerle.

## **5.2 Student Exchange**

Mr. Pandolfo advised that, after discussion with the Agency of Education, it is his recommendation not to move forward with setting up a formal Student Exchange program.

## **5.3 Pre-K Numbers**

A document titled 'BTMES PreK Enrollment Discussion w/ School Board 2016' was distributed. Mrs. Cameron provided an overview of the document, including; enrollment information for the current year, as well as for the 2016/2017 year, requests for tuition payments (\$3092 each) to qualified partner centers, the enrollment prioritization process, and options/recommendations for filling the 25 open positions. It was noted that IEP services cannot be provided for students that are not Barre Town residents. It was noted that the Pre-K program at BCEMS is full. It was the consensus of the Board to continue recruitment of Barre Town students, and then consider recruitment of students from Barre City. The Board agreed to consider accepting non-residential BTMES employees' children. All non-resident children's attendance in the BTMES preschool will be reimbursed through their school districts per Act 166, the universal pre-K legislation. The public was advised that the enrollment process is very simple and that interested individuals should contact the BTMES Registrar at 476-6617.

## **5.4 Proposed Traffic Flow**

A letter from Mark Moody was distributed with two documents; 'Barre Town Middle and Elementary School Traffic Flow Proposal Report' and 'Traffic Flow Proposal Map'. No discussion was held.

## **5.5 Before School Care**

A document titled 'the YMCA – What they can do for Barre' was distributed. Ms. Pearson provided an overview of the document and advised that 15 to 16 students would need to be enrolled by August 1<sup>st</sup>, to sustain a program. The YMCA requests the use of space at no cost, and would also require some storage space. Ms. Pearson will perform research regarding the availability of financial assistance for participants of the program, as well as residency requirements for vacation camps. The Board expressed their appreciation for the before school services that BTMES has been providing this year and agreed a licensed before school program is more acceptable for safety and care of children. **On a motion by Mrs. McCarthy, seconded by Mr. Paterson, the Board enthusiastically voted to approve creation of the Before-School Program.**

## **5.6 Last Day of School**

Mr. Pandolfo advised that the last student school day would be June 10, 2016. The last day for staff will be Monday, June 13, 2016, and will include an SU wide informational meeting (VEHI changes, Act 46 update, the new electronic leave/timesheet/substitute system). Additional time will be available for staff to perform other end-of-year duties. The 2016/2017 year will include 190 staff days and 180 student days. The last day of school would fall on a Wednesday, which would more easily allow for make-up days.

## **6. Old Business**

### **6.1 Update on Principal Search**

Mr. Pandolfo advised that over 40 applications were received. Six applicants were chosen for interviews, though one candidate is no longer available. Two finalists will be presented to the Board (for interviews) at a Special Meeting (Executive Session) on Wednesday, May 11, 2016. The Board interviews will be scheduled for 6:30 p.m. and 7:30 p.m. Mr. Pandolfo will ask Mr. McCraw to forward a list of interview questions to the Board. . Candidates will receive a tour of the school prior to interviews.

### **6.2 Act 46 Update**

A copy of the Act 46 Forum invitation was distributed. Mr. Pandolfo advised the Board regarding the topics to be covered at the forum. Mr. Paterson provided an overview of the Act 46 Committee's discussion regarding Board size. It may be beneficial to have Act 46 information available to the public during the voting hours on May 10, 2016 (7:00 a.m. – 7:00 p.m.). Mr. Pandolfo reiterated that the full SU staff will receive information on June 13, 2016, and that information is available on the SU website.

### **6.3 Second Reading Physical Management and General Accountability Policy (E1)**

A copy of the policy was distributed.

**On a motion by Mr. Tewksbury, seconded by Mrs. McCarthy, the Board unanimously voted to ratify the Physical Management and General Accountability Policy (E1) and the Budgeting Policy (E2).**

### **6.4 Second Reading Budgeting Policy (E2)**

A copy of the policy was distributed. See action under Agenda item 6.3.

### **6.5 School Information to Include in Annual Report**

Mr. Pandolfo advised that last year, both SHS and Tech Center information was included. It was noted that our auditors advised that either all information must be included, or no information can be included. All information has been submitted to the Town of Barre for consideration of what to include.

## **6.6 Transportation Proposals**

'Deleted'. No discussion.

## **7. Board Reports**

### **7.1. Superintendent**

A copy of the Superintendent's report dated April 27, 2016 was distributed. The report included information pertaining to; the Act 46 Study Committee, Custodial/Maintenance negotiations, the Facilities Director position, the Tri-Board Retreat (June 21, 2016), VEHI insurance updates, and the Aesop & VeriTime system (absence and substitute management). A medical/pharmacy claims insurance summary report was also distributed. Mr. Pandolfo provided an update regarding negotiations with Custodial staff, advised that interviews for the position of Facilities Director are scheduled for May 11, 2016, with the goal to interview finalists on May 17, 2016. The SU's health insurance claims information indicates that the SU's usage is in line with the state average. Additionally, Mr. Pandolfo advised regarding two upcoming Webinars; May 9, 2016 – 'The Essential Work of Vermont School Boards Workshops' and on May 23, 2016, from 6:00 p.m. – 7:00 p.m., 'Conducting the Board's Annual Self-Assessment, Setting Goals and Documenting a Work Plan: the Cycle of Good Governance'. Board members are encouraged to contact VSBA to register for these webinars.

### **7.2 Principals Report**

Mrs. Nye reported that today was the 'Walk To School Day' event (a huge success) and Spirit Day. Spring Carnival was held on the Friday before April vacation. The 5<sup>th</sup>/6<sup>th</sup> grade spring concert was held on 05/03/16. The 7<sup>th</sup>/8<sup>th</sup> grade concert is being held today (05/04/16), and Kindergarten screening is ongoing. 55 pre-k students will be moving to Kindergarten. 12 New students have been enrolled in Kindergarten. On May 10, 2016, from 3:40 to 4:30 p.m. will be a Kindergarten Meet and Greet for new students. SBAC testing is coming to a conclusion. Parents wishing to enroll their children in Kindergarten should contact the school Registrar at 476-6617. This week is staff appreciation week. The Staff Breakfast will be held on Friday. Mrs. Nye expressed her thanks to staff for their dedication to the students of BTMES.

Ms. Pearson reported on the Lip Synch contest that was held the day before the Spring Carnival. This was a very successful team building event. The winner (Mr. Sanborn's TA) was awarded the Golden Sap Bucket.

### **7.3 Committee Reports**

#### **Finance –**

Minutes from the February 3, 2016 meeting were distributed. A copy of the Agenda for the May 4, 2016 meeting was distributed.

#### **Facility and Transportation –**

Mr. Tewksbury advised that a call was received from a concerned citizen questioning why BTMES students were being picked up by buses not owned by BTMES. It has been explained that at times BTMES needs to utilize substitute bus drivers which are required to use buses from the company they work for. Summer projects include carpet replacement, tile replacement, roof work, and wall partitions. The water flow issue in the parking lot has been fixed. The traffic flow study has been completed and will be discussed at the next Facilities/Transportation Committee meeting.

#### **Curriculum –**

The Committee met on May 4, 2016. The next meeting will be on Wednesday, September 7, 2016 from 8:00 a.m. – 9:30 a.m. Looping will not occur next year for the 3<sup>rd</sup>/4<sup>th</sup> grade. Special Educators are looking into some specialization in the 3<sup>rd</sup>/4<sup>th</sup> grade. A document titled 'Current Practices Around Homework – PreK – 8 at BTMES – May 4, 2016' was distributed. A committee (task force) is being formed to perform research and discussion on the topic of homework and how to use homework effectively. The committee will have representatives from BTMES, BCEMS, and SHS.

#### **Policy –**

No update at this time. The Committee is waiting for policy action at the SU level prior to working on policies.

#### **Supervisory Union Report –**

Mrs. McCarthy provided an overview of topics discussed at the April 12, 2016 meeting, including; review of the SPED report, the last day of school, substitute pay, an Act 46 update and planning for the Tri-Board Retreat. The next meeting is slated for Tuesday, May 10, 2016.

#### **Barre Town Recreation –**

No update at this time.

#### **SHAC -**

No update at this time. SHAC held their last meeting for the school year on Monday. Due to interviews, Ms. Pearson was not able to attend.

## **8. Future Agenda Items**

Principal Interviews (Special Executive Session Meeting on May 11, 2016)

Finances

SBAC update – debrief in June, more extensive reporting in September.

**9. Approval of Warrants**

Postponed until after Executive Session.

**10. Executive Session**

**10.1 Personnel**

**10.2 Negotiations**

Items proposed for discussion in Executive Session include a Personnel Issue and Negotiations.

**On a motion by Mrs. McCarthy, seconded by Mr. Paterson, 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 Mrs. McCarthy, seconded by Mr. Paterson, the Board unanimously voted to enter into Executive Session at 7:40 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. Allen, seconded by Mrs. McCarthy, the Board unanimously voted to exit Executive Session at 8:41p.m.**

**On a motion by Mrs. McCarthy, seconded by Mr. Allen, the Board unanimously voted to approve the salaries as recommended.**

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

**11. Next Meeting Date**

The next Regular Meeting is scheduled for May 18, 2016 at 6:00 p.m.

**12. Adjournment**

**On a motion by Mrs. McCarthy, seconded by Mr. Allen, the Board unanimously voted to adjourn at 8:45 p.m.**

Respectfully submitted,

*Andrea Poulin*