

**BARRE TOWN SCHOOL DISTRICT  
SCHOOL BOARD MEETING  
BTMES Library  
May 2, 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. Elementary School Tour (15 minutes)
5. Consent Agenda
  - 5.1. Minutes of April 4, 2018 Regular Board Meeting
6. New Business
  - 6.1. Board Building Tour discussion
  - 6.2. Agenda Reorganization
  - 6.3. Resign/Retire/New Hire
  - 6.4. Warrant Procedure and Financial Policy
  - 6.5. First Reading BSU Transportation Policy (F9)
7. Old Business
  - 7.1. Athletic Field Land Transfer
  - 7.2. A.L.I.C.E. & School Security
  - 7.3. Act 46 Update
  - 7.4. Facilities Plan & Committee Direction
8. Administrative Reports to the Board (as needed)
  - 8.1. Superintendent
  - 8.2. Principals
  - 8.3. Committee Reports
    - 8.3.1 Finance/Facility/Transportation (April 18, 2018 meeting cancelled)  
**Next Meeting:** Wednesday, May 16, 2018, 6:00 p.m. in the BTMES Library
    - 8.3.2 Verbal Report of BSU Committees
  - 8.4. Financials
9. Future Agenda Items and Upcoming Meetings
10. Approval of Warrants
11. Executive Session
12. Adjournment

**REMINDERS:**

- |   |              |
|---|--------------|
| 1. Next Regular Barre Town School Board Meeting           | June 6, 2018 |
| 2. Next Regular Barre City School Board Meeting           | May 14, 2018 |
| 3. Next Regular Spaulding High School Board Meeting       | May 3, 2018  |
| 4. Next Barre Supervisory Union Board Meeting (Tri-Board) | May 17, 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

# DRAFT

REGULAR SCHOOL BOARD MEETING  
Barre Town Middle and Elementary School – Library  
April 4, 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 – arrived at 6:15 p.m.  
Jennifer W. Nye, Principal  
Erica Pearson, Assistant Principal  
Jaime Evans, Facilities Director – departed at 7:00 p.m.

### GUESTS PRESENT:

Video Vision Tech      Pat McAskill

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

The Chair, Mrs. Farrell, called the Wednesday, April 4, 2018, Regular meeting to order at 6:01 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 6.13 Committee Assignments  
Discuss Agenda Item 6.12 after Agenda Item 4.1

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

Mrs. McAskill addressed the Board and expressed her preference that the money budgeted at the BSU level for a Communications Specialist, be used to support students, teachers, para-educators, and Special Education.

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

##### **4.1. Approval of Minutes – March 7, 2018 Regular Meeting**

On a motion by Mrs. Pompei, seconded by Mr. Hull, the Board unanimously voted to approve the Minutes of the March 7, 2018 Regular Meeting.

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

##### **5.1 Resignations/Retires/New Hires**

There were no resignations, retirements or new hires presented.

##### **5.2 A.L.I.C.E & School Security**

Mr. Pandolfo advised that much discussion has been held recently at district board meetings and at the BSU board meeting. Two trainers are continuing their training this week, at a national training session being held in Ohio. There will be some evening informational sessions for parents. The first session is planned for May 17, 2018. Different levels of training will be conducted based on student age. Administrators continue to look at the best way to provide age appropriate training.

Ms. Pearson advised that the Barre Town Police Department has had a more visible presence at the school, and are building relationships with students and staff. Ms. Pearson advised that the school would like to hire an SRO (School Resource Officer). Bill Waller, Erica Pearson, and Officer Damian Hook will attend an A.L.I.C.E. ‘train the trainer’ session in Burlington on June 26, 2018. Barre City and Barre Town Police have attended CRT (Crisis Response Team) meetings, which have included discussion of upcoming A.L.I.C.E. training. The City and Town Police Departments want to cross-train so that they are prepared to provide mutual aid should the need arise. The next CRT Meeting will be held on April 13, 2018. The Agenda will include continuation of planning for the staff and student roll-outs of the A.L.I.C.E. Mr. Pandolfo advised that concerns have been raised regarding security outside of normal school hours. Protocols are being reviewed. Ms. Pearson advised of security enhancements that

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have been implemented based on findings from an audit that was conducted three years ago. End of day procedures are being reviewed and office staff have expanded their hours to man doors during after school activities, including conferences. Ms. Pearson has been working with Mr. Evans and custodial staff regarding limiting building access during evening hours. Custodial staff were praised for their support and flexibility supporting building security. Mr. Pandolfo advised that the building must be open to the public during board meetings and can't be locked at all hours. Mr. Evans noted that some steps taken to increase security, can present challenges. It was noted that all schools have cameras and card swipes. Visitors are escorted within the buildings. Mr. Evans has been reminding staff to always have their card keys and keys on their person so that they can access the building and/or their rooms when necessary. Staff are to lock their rooms whenever they leave. This procedure is in place to stop unauthorized access to classrooms which have doors to adjoining classrooms. The schools are promoting the "See Something, Say Something" campaign.

## 5.3 Legislative Update

The Legislative Breakfast (held on 03/26/18) was fairly well attended and was productive. Mr. Pandolfo advised regarding his recent testimony at the Statehouse regarding educational matters (including: Education Funding, SPED Funding, Health Care, Safety, and Act 46). Mr. Pandolfo stressed that legislators want to receive input from school boards. Board Members should stay informed regarding legislative discussion/action.

## 5.4 Rescind Policies:

**School Bus Transportation Policy (EEA)**

**Regulations and Operations Policy (EEA-P)**

**Drug and Alcohol Testing: Transportation Employees Policy (GBEC-R1)**

**Professional Staff Orientation and Training Policy (GCH)**

**Curriculum and Instruction Policy (IG)**

**Weapons in School Policy (JICI)**

**Students with HIV/AIDS Policy (JLCCA)**

Copies of the policies were distributed. Additionally, Ms. Pearson distributed a document that identifies existing district policies and 4 suggestions for future action (rescind, consider at SU level, move to handbook, and keep as district policies). Ms. Pearson advised that polices presented this evening have been replaced by existing SU level policies that have been ratified by the BTMES Board.

**On a motion by Mrs. Kerin-Hutchins, seconded by Mrs. Pompei, the Board unanimously voted to rescind the policies as discussed: School Bus Transportation Policy (EEA), Regulations and Operations Policy (EEA-P), Drug and Alcohol Testing: Transportation Employees Policy (GBEC-R1), Professional Staff Orientation and Training Policy (GCH), Curriculum and Instruction Policy (IG), Weapons in School Policy (JICI), and Students with HIV/AIDS Policy (JLCCA).**

## 5.5 Policy Discussion

Ms. Pearson provided an overview of the document distributed under Agenda Item 5.4 and advised that each district school has a 'Policy Team' working to review their district level policies. Mrs. Kerin-Hutchins and Ms. Pearson have been reviewing policies for BTMES. It was noted that some policies are matters that should/could be addressed in the Parent/Student Handbook.

## 5.6 SBAC

A document titled 'SBAC Smarter Balanced Assessment Consortium' was distributed. Mrs. Nye created the packet to provide the Board with a comprehensive overview of the process, including notification to families, information shared with staff, the calendar for assessments, assessments given (SBAC, and new assessments for Fitness, Grammar, and Science), as well as the highlights of how testing is accomplished. Mrs. Nye provided an overview of the document and answered questions from the Board. It was noted that alternative schedules are incorporated for students that need different accommodations. Administrators are working to make assessments more of a usual routine rather than an "event". It was noted that interim assessments are also conducted. Results of interim assessments are not shared with parents. Mr. Griggs advised that the data collected from assessments helps drive instruction and is beneficial. Results released in July provide insight to staff regarding additional assistance that incoming students may need. The timing of assessments helps determine emphasis and timing of when particular items should be taught.

## 6. Old Business

### 6.1 Athletic Field Land Transfer

A document titled 'Barre Town School District Notice of Proposed Conveyance of District Real Estate' was distributed. Mr. Pandolfo advised that the Act 250 permits have gone through. The distributed document needs to be signed by Board Members and then must be posted in the newspaper and in 3 public places.

**On a motion by Mr. Paterson, seconded by Mrs. Pompei, the Board unanimously voted to approve signing the 'Barre Town School District Notice of Proposed Conveyance of District Real Estate' notice as presented.** The notice was circulated for Board Member signatures.

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## **6.2 Budget Development & Board Communication**

Budget Development – Mrs. Farrell asked Board Members to keep Mr. Evan’s comments in mind when developing the 2020 budget.

Board Communication - 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. 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 plans to attend the workshop. Mr. Pandolfo is unable to attend, but will be in contact with Susan Holson.

## **6.3 Act 46 Update**

A memorandum dated April 4, 2018, regarding ‘Act 46 Schedule & Process’ was distributed. The memo advises that the current schedule and process for Act 46 will remain as is, in accordance with statutory requirements. Mrs. Kerin-Hutchins advised that the Study Committee met last week, and will be meeting again on 04/10/18. Peter Evans, from the recently merged Paine Mountain School District will attend the meeting and share information relating to the recent merger that he has been involved with. It was noted that the recent legal challenge questioning the constitutionality of Act 46 was dismissed. Mrs. Kerin-Hutchins advised that the Study Committee does not appear to be unanimous in a decision on how to proceed. The Committee will hold additional discussion prior to voting. Mrs. Kerin-Hutchins advised of 3 available options being considered; ask Barre Town voters to vote on a merger a 3<sup>rd</sup> time (if not approved, a merger might be forced), do nothing and allow the State to make a decision regarding structure, make a case to the AOE (that BTMES remain structured as is). It was noted that should the Committee decide not to move forward with a vote, the Committee will cease to exist and any additional action will need to be performed by the BTMES Board. The deadline for the Secretary of Education to submit a draft State-wide Plan is 06/01/18. The State Board of Education must announce a Final Plan by November 30, 2018. It was suggested that the Superintendent of the newly merged Moretown/Waterbury district be invited to attend a Committee Meeting.

## **6.4 Second and Final Reading Scholarship Awards Policy (E31)**

Copies of the policies referenced in Agenda Items 6.4 through 6.11 were distributed. The list of policies was read. There were no questions from the Board.

**On a motion by Mrs. Pompei, seconded by Mr. Hull, the Board unanimously voted to approve the Second and Final Readings of the policies referenced in Agenda Items 6.4 through 6.11, and agreed to ratify said policies (E31, E24, E23, F11, F4, E11, F31, and F32).**

## **6.5 Second and Final Reading Prevention of Conflict of Interest in Procurement Policy (E24)**

Approved under Agenda Item 6.4.

## **6.6 Second and Final Reading Capitalization of Assets Policy (E23)**

Approved under Agenda Item 6.4.

## **6.7 Second and Final Reading Search, Seizure, and Interrogation of Students by Law Enforcement Policy (F11)**

Approved under Agenda Item 6.4.

## **6.8 Second and Final Reading Search, Seizure, and Interrogation of Students by School Personnel Policy (F4)**

Approved under Agenda Item 6.4.

## **6.9 Second and Final Reading Travel Reimbursement Policy (E11)**

Approved under Agenda Item 6.4.

## **6.10 Second and Final Reading Sexually Transmitted Infections (STI) and Pregnancy Prevention Education Policy (F31)**

Approved under Agenda Item 6.4.

## **6.11 Second and Final Reading HIV Policy (F32)**

Approved under Agenda Item 6.4.

## **6.12 Five Year Plan**

Two documents were distributed; ‘BTMES CAPITAL REPAIRS/REPLACEMENT 5 YEAR PLAN’ and an untitled document showing a comparison between the 3 district schools for budgeted amounts for three categories (Repair & Maintenance, Construction Services, and Construction Costs). Mr. Evans provided an overview of the documents, noting that only ‘big ticket’ items for repair

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and replacement are listed, and advised that page 2 contains a prioritized list. Mr. Evans noted that the building is over 50 years old and that it is becoming critical that large items/issues be addressed. The routine maintenance budget barely covers daily/weekly tasks. Mr. Evans provided a detailed overview of each of the listed Capital Repairs/Replacement items, advising that a larger annual maintenance budget is necessary. It was noted that the Capital Improvement Fund was depleted in the summer of 2017 and can no longer be relied upon to cover major expenses. The annual \$25,000 Capital Improvement Fund allotment cannot keep up with the expenses associated with the aging building. Mr. Evans advised that the industry standard to maintain capital improvements is \$1.00 per square foot. SHS has been following the standard and has seen a significant improvement in their building. BTMES would need to budget \$185,000 annually to meet the industry standard. The amount would represent an approximate increase of \$100,000 to the maintenance budget (if the \$80,000 Construction Services line item was included). Mr. Evans advised that he would be very leery about lowering the other budget line items in the first few years. In response to a query, it was noted that the conveyance of the athletic fields to the Town, will not result in any savings, as the Town already maintains the grounds. Mr. Evans advised that summer 2018 maintenance is still being planned, but known items include floor replacement, routine painting, and moving/building walls. In an effort to insure that funds are available to cover unexpected problems that may arise, Mr. Evans uses money cautiously throughout the year. This method is used to help assure that there are enough funds to get through the year. Some summer projects are determined based on available funds. Mr. Paterson would like the canopy structural integrity assessment performed sooner rather than later. Mr. Paterson stressed that the assessment is a proactive move and is not based on any specific concern. It is not known if the canopy is necessary. If the canopy is not needed, it might be advisable to determine the cost of its removal. Mrs. Kerin-Hutchins wants assurance that qualified contractors perform any necessary work. Of the top 4 prioritized items, Mr. Evans advised that the "B" wing roof is the highest priority.

## **6.13 Committee Assignments**

It was announced that the BTMES Board has only one official representative to the BSU Finance Committee. Mrs. Farrell is the BTMES Representative, with Mr. Paterson on record as being the 'back-up' representative. The Board will need to appoint a second representative if it wishes to have equal representation on the Committee.

**On a motion by Mr. Hull, seconded by Mrs. Pompei, the Board unanimously voted to appoint Mr. Paterson as the second BTMES Representative on the BSU Finance Committee.**

## **7. Board Reports**

### **7.1. 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 Secretary of Education, Rebecca Holcombe. Mr. Pandolfo had nothing additional to report. There were no questions from the Board.

### **7.2 Principals Report**

A copy of the BTMES Administration Report (dated 04/04/18) was distributed. The Report included information pertaining to; ASD (Autism Spectrum Disorder) Intensive Needs, donation of thesauruses to each 4<sup>th</sup> grade student, Early Release and No School dates, the Facilities 5 Year Plan, 'IGNITE' (Innovative Educators), the National Geographic Bee Winner (Jameson Solomon recently qualified to compete in the state level competition), Student Placement for the 2018/2019 year, the upcoming raffle to support field trip transportation costs, Tree Pruning, Enrollment and Staffing (separate reports were distributed), and Upcoming Events. A copy of the April 2018 BTMES Newsletter and a copy the Raffle Flyer were also distributed. Mrs. Nye provided an overview of the monthly Enrollment Report, noting the reduction of one student. Mr. Griggs advised that the newsletter contained some very important information, highlighting page 7 which lists the schedule of important upcoming events. It was noted that the last day of school for 8<sup>th</sup> graders is Thursday, June 21, 2018. Graduation will be held that evening (at BTMES if weather permits, at SHS if inclement weather). The last day of school for the remaining students, is Friday, June 22, 2018. This will be a half day of school. Teacher/Staff recognition will occur after students are dismissed. Staff Appreciation week is the week of May 7, 2018. Traditionally, the Board hosts a breakfast for staff. Board Members are asked to contact Mrs. Farrell regarding their availability that week, so that a date for the breakfast can be set. In response to a query from Mrs. Farrell, it was noted that the school does record where students transfer to, but it is not known if this information is kept in a database. Student records are sent to each student's new school. If a record request is not received by BTMES, follow-up work is performed to confirm that the student is enrolled elsewhere. It was noted that the field trip transportation fundraiser has raised \$750 thus far. Mrs. Pompei feels more exposure is necessary to make the fund raiser a bigger success, and suggested that for future fundraisers, more details be worked out prior to sending information out to families.

## **7.3 Committee Reports**

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

Minutes of the March 21, 2018 Meeting were distributed.

The next meeting is Wednesday, May 15, 2018 at 6:00 p.m. in the BTMES Library.

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## 7.3.2 Verbal Reports of BSU Committees

### **BSU Curriculum:**

Mrs. Pompei advised that the last meeting focused on SHS based topics, including Flexible Pathways, Work Based Learning, Personalized Learning Plans, Proficiency Based Learning & Grading, and a proposed Community Service Graduation Requirement. The next meeting of the BSU Curriculum Committee is Monday, April 23, 2018 from 5:30 p.m. until 7:30 p.m. in the SHS Library.

### **BSU Policy:**

There is nothing additional to report. The Committee will not meet in April.

The next meeting of the BSU Policy Committee is Monday, May 21, 2018 at 6:00 p.m. in the BSU 2<sup>nd</sup> Floor Conference Area.

### **BSU Finance:**

Discussion at the last meeting included end of year projections. It was noted that governance is difficult with 3 district boards, for example, decisions on contracts, such as the upcoming SU wide Copier contract. There is nothing in statute regarding whether the SU Board can enter into the contract or if it requires approval from each of the district boards. Mr. Paterson also advised that district boards can borrow money, but the BSU Board cannot. Structurally and legally, it is more difficult to operate separately.

## 7.4 Financials

Four reports were distributed; BTMES FY18 Expenditures/Year-end Projection Report (04/04/18), the BTMES General Fund Expenditures and Revenue Fund Reports, and the BSU Expenditures FY18 Report. There is currently an unaudited projected deficit of \$119,326, which is similar to the projection given last month.

The next BSU Finance Committee meeting is to be determined. This meeting will most likely occur in June. The Committee plans to meet quarterly.

## 8. Future Agenda Items and Upcoming Committee Meetings

BSU Board – Thursday, April 12, 2018 at 6:00 p.m. in the SHS Library

BTMES Regular Board Meeting – Wednesday, May 2, 2018 at 6:00 p.m. in the BTMES Library

BTMES Finance/Facility/Transportation – Wednesday, May 15, 2018 at 6:00 p.m. in the BTMES Library

Supervisory Union – Thursday, May 17, 2018 at 5:30 p.m. in the SHS Library (this will be a brief meeting to conduct any necessary business, most likely contract approvals – the Tri-Board Meeting will follow this abbreviated meeting)

Tri-Board - Thursday, May 17, 2018 at 6:00 p.m. in the Spaulding High School Library – (A.L.I.C.E Training)

## 9. Approval of Warrants

No Warrants were presented for approval. Mr. Pandolfo advised that the BTMES Board is the only Board that votes on Warrants. Mr. Pandolfo provided a brief overview of the routine process followed by the other boards (including the ability to view invoices on-line), noting that BTMES may wish to reconsider how Warrants are approved. It was noted that a Board vote is not necessary for Warrants to be approved. Mr. Pandolfo will provide follow-up information regarding this matter.

## 10. Executive Session

No items were proposed for discussion in Executive Session.

## 11. Adjournment

**On a motion by Mrs. Pompei, seconded by Mrs. Kerin-Hutchins, the Board unanimously voted to adjourn at 8:05 p.m.**

Respectfully submitted,  
*Andrea Poulin*

**REGULAR HEADING**

**I. ROLL CALL**

**II. PLEDGE OF ALLEGIANCE**

**III. MINUTES**

Recommend the Board approve the minutes for the XXXXXX Regular Meeting of the Board of Education. Copies of the minutes were previously distributed to Board members.

**IV. COMMUNICATIONS**

Communications of interest to Board of Education members will be circulated during the meeting.

**V. PUBLIC INPUT**

**VI. BOARD COMMITTEE REPORTS**

- Policy Committee
- BSU Finance Committee
- Curriculum Committee
- BSU Board
- Barre Town Finance, Facilities, Transportation
- Any other Committees as needed

Recommend the Board approve the reports of the Committees of the Board of Education. Copies of the minutes were previously distributed to Board members.

**VII. ADMINISTRATIVE REPORTS**

- A. Superintendent's Comments
- B. Business Manager
- C. Facilities Director
- D. Any other SU Administrator
- E. Elementary Principal
- F. Middle School Principal
- G. Assistant Principal

Recommend the Board approve the reports of the Administrators. Copies of which were distributed to Board members

**VIII. OLD BUSINESS**

Any motion necessary be included on the agenda.  
Any Board resolution necessary be included on the agenda.

**IX. NEW BUSINESS**

Any motion necessary be included on the agenda.  
Any Board resolution necessary be included on the agenda

**X. PERSONNEL**

**XI. FINANCIAL/ BUDGET PREPARATION**

**XII. NEGOTIATIONS (As needed)**

**XIII. EXECUTIVE SESSION**

Motion to move into executive session: language as required.

**XIV. Motion to adjourn**

Recommend the adjournment of the Board of Education meeting of insert date

**Questions to consider:**

1. Do we document the motions and resolutions with an identifying number i.e 2018-4-28 123
2. Should we do the "whereas-es" is we have a major resolution and document them on the agenda?

Anyone have any thoughts on organizing or amplifying the agenda?

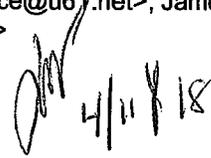
**OT Transition**

1 message

**Linda Kogut** <lkogubce@u61.net>

Wed, Apr 11, 2018 at 6:39 AM

To: Donald McMahon &lt;dmcma@u61.net&gt;, Stacy Ferland &lt;sandebce@u61.net&gt;, James Taffel &lt;jtaffbce@u61.net&gt;, Jennifer Nye &lt;jnyebte@u61.net&gt;, John Pandolfo &lt;jpandbsu@u61.net&gt;



Good Morning,

My preference in speaking with you would have been in person; however, that is not to be.

My husband Paul and I have had a long term goal of re-locating to New Hampshire. We have listed our home in Richmond and found a house in Rochester, NH. We anticipate our move to NH to take place in July.

Therefore, I am not anticipating returning to Barre Supervisory Union for SY 2018-19.

Additionally, I have provided summer Occupational Therapy services at BSU for the past several years. As I will not be available this summer, I would recommend Patricia (Trish) Singer, COTA.

Words cannot express how much I care about the children. There are so many people, both children and adults to thank for my personal and professional growth. This place and its people will always be a part of me. Thank you for the opportunity to be a part of this unique community.

Please let me know how I can help in any aspect of this transitional time.

All the best, Linda

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**Contract Renewal Status**

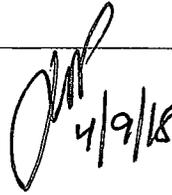
1 message

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**Shelly Barger** <sblanbte@u61.net>

To: Scott Griggs <sgrigbte@u61.net>, John Pandolfo <jpandbsu@u61.net>

Mon, Apr 9, 2018 at 2:46 PM



Hello,

I regret to inform you both that I will not be returning to Barre Town Middle and Elementary school in the fall. My husband has been selected for a graduate program at Florida State University and we will be moving at the end of the school year. Thank you for this opportunity, I greatly appreciate your trust in me as a first year teacher. Let me know if you have any questions or concerns.

Sincerely,  
*Shelly Barger*  
*7th Grade Science*  
*Barre Town School*

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**BARRE  
SCHOOLS**

John Pandolfo &lt;jpandbsu@u61.net&gt;

**notice**

1 message

**Melissa Anderson** <mandebte@u61.net>

Tue, Apr 24, 2018 at 3:15 PM

To: John Pandolfo &lt;jpandbsu@u61.net&gt;

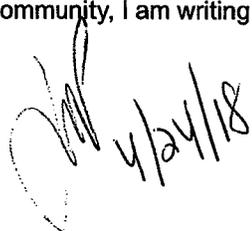
Cc: Donald McMahon &lt;dmcmabsu@u61.net&gt;, Jennifer Nye &lt;jnyebte@u61.net&gt;

Good afternoon,

After 9 years of service to children in the Barre Town Community, I am writing to inform you of my decision not to return to BTMES for the 2018-2019 school year.

Thank You,

Melissa Anderson

Handwritten signature and date: 4/24/18

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The information contained in this communication, including any attachments, is confidential, constitutes privileged communication, and is intended only for the use of the addressee. This message may not be forwarded without prior consent from the sender. The information in this e-mail may also be protected by the rights afforded under Family Educational Rights and Privacy Act (FERPA) and school district policies. Any unauthorized use, forwarding, distribution, disclosure, printing or copying is strictly prohibited and may be unlawful. If you have received this communication in error, please notify us immediately at 802-476-6617 or return the e-mail and delete any copies of this message immediately. Any inadvertent disclosure of this communication shall not compromise the confidential nature of the communication.

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**2018-2019 School Year**

1 message

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**William Poderzay** <wpodebte@u61.net>  
To: John Pandolfo <jpandbsu@u61.net>  
Cc: Donald McMahon <dmcmaabsu@u61.net>

Mon, Apr 23, 2018 at 1:52 PM

Good Afternoon Mr. Pandolfo,

It is with a heavy heart that I write you this email today. As you may or may not already know, I will not be renewing my contract with the BSU for the 2018-2019 school year. I thank you for the opportunities I have been granted this year, and am grateful for the relationships I have developed with the staff and students. I will certainly miss the culture and camaraderie of Barre Town. If you have any questions at all, please do not hesitate to ask.

Thank you again,

Bill Poderzay

--  
**William Poderzay**  
Fourth Grade Special Education Teacher  
Barre Town Middle and Elementary School  
476-6617 ext. 5164



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**Fwd: Contract**

2 messages

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**John Pandolfo** <jpandbsu@u61.net>  
To: Tina Gilbert <tgilbsu@u61.net>

Thu, Apr 26, 2018 at 9:41 AM

For BT and BSU packets

----- Forwarded message -----

**From:** Donald McMahon <dmcmaabsu@u61.net>  
**Date:** Thu, Apr 26, 2018 at 09:40  
**Subject:** Fwd: Contract  
**To:** <jpandbsu@u61.net>

FYI  
Don

Sent from my iPhone

Begin forwarded message:

**From:** Rebecca Viens <rvienbte@u61.net>  
**Date:** April 26, 2018 at 9:13:15 AM EDT  
**To:** dmcmaabsu@u61.net, jnyebte@u61.net, epearbte@u61.net  
**Subject:** Contract

Hello,

I am writing to inform you that I have decided not to sign my contract for next year. Please know that this was not an easy decision for me. I have loved being a part of the Barre Town team for these past six years and will really miss the staff and students, but at this time I need to prioritize the needs of my new family. My decision is really based on needing to be closer to home and not commuting an hour each way. Please let me know if there is anything that I can do to help with this transition. I will obviously be in at some point later this spring/at the end of the school year to pack up some of my things, but let me know if you need anything from me before then.

Thank you,  
Rebecca

—  
**John Pandolfo**  
Superintendent of Schools  
Barre Supervisory Union  
120 Ayers St.  
Barre, VT 05641  
802-476-5011x1017

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**Re: Contract**

1 message

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**John Pandolfo** <jpandbsu@u61.net>  
To: Tina Gilbert <tgilbbsu@u61.net>

Fri, Apr 27, 2018 at 11:27 AM

Hi Tina,  
Please put into both BT and BSU packets.  
Thanks  
JP

On Thu, Apr 26, 2018 at 7:01 PM, Jennifer Nye <jnyebte@u61.net> wrote:

----- Forwarded message -----

From: **Stephanie Clavelle** <sclavbte@u61.net>

Date: Thu, Apr 26, 2018 at 6:44 PM

Subject: Contract

To: Jennifer Nye <jnyebte@u61.net>, Erica Pearson <eppearbte@u61.net>, Donald McMahon <dmcmaabsu@u61.net>, Lauren May <lmaybsu@u61.net>

Hi All,

I wanted to email to let you all know that after much deliberation, I have decided not to return to Barre Town in the fall. I was offered, and have accepted, a position in St. Albans, a little closer to home.

I would like to thank you all for the support you have given me throughout my time at Barre Town. I have thoroughly enjoyed being part of the Barre Town family, and appreciate the opportunities I have had both professionally and personally. I feel honored to have a set of administrators and co-workers than make leaving a difficult and inevitably sad decision. I look forward to loving all the minutes of my last couple months at Barre Town!

--  
**Stephanie Clavelle**  
**Early Childhood Special Educator**  
**Barre Town School**  
**802-476-6617 ext 6119**

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--  
Jennifer W. Nye, Principal  
Barre Town Middle & Elementary School  
70 Websterville Rd.  
Barre, VT 05641-9029

**BARRE SUPERVISORY UNION**  
**Barre City Elementary & Middle School**  
**Barre Town Middle Elementary School**  
**Spaulding High School**  
**Central Vermont Career Center**

**Warrant Procedure**  
**Updated 4/10/18**

The purpose of this procedure is to ensure that the business of Barre Supervisory Union, Barre City School District, Barre Town School District, Spaulding High School, and the Central Vermont Career Center will be conducted according to the Barre Supervisory Union Fiscal Management and General Financial Accountability Policy (E1).

The Board shall, annually, authorize the Superintendent or his/her designee to “examine claims” against the district for school expenses “accounts payables” and payroll.

**Accounts Payable**

The Board shall, annually, designate one representative and an alternate (if designee is not available) of each Board to be available to examine claims against the district for school expenses and to sign warrants for payments for approved purchases and services. Warrants and invoices will be available at the Barre Supervisory Union and may be reviewed at a mutually agreed upon time. The Principal, Administrator, and/or Director in each entity are responsible for overseeing purchases and will approve each invoice. The Superintendent and/or Business Manager are also authorized to sign warrants in the event the Board members are not available. In addition, the Treasurer of the Barre City/SHS School Districts and BSU and Treasurer of the Barre Town School District will also sign.

**Payroll**

The Board shall, annually, authorize the Superintendent or Business Manager to sign Payroll warrants. In addition, the Treasurer of the Barre City/SHS School Districts and BSU and Treasurer of the Barre Town School District will also sign.

1<sup>ST</sup> READING: 1/14/2016

2<sup>ND</sup> READING: 2/11/2016

ADOPTED: 2/11/2016

BTMES 1st Reading: 4/6/16

2nd Reading: 5/4/2016

Ratified: 5/4/2016

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## **Fiscal Management and General Financial Accountability**

### **1. POLICY**

It is the policy of the Barre Supervisory Union and its member districts (Barre Town, Barre City and Spaulding High School Union Districts, and Central Vermont Career Center) to manage its financial affairs using generally accepted accounting practices, providing appropriate accountability, and assuring compliance with guidelines published by the Agency of Education.

### **2. ADMINISTRATIVE RESPONSIBILITIES**

With the advice and consent of the Auditor of Accounts and the Secretary of Education, the Superintendent shall establish and maintain an accrual system of accounting for the proper control and reporting of school district finances and for stating the financial condition of the School Districts.

### **Guidelines**

1. The approved budget will be the spending plan for the year. The Superintendent or his or her designee is authorized to make commitments on behalf of the organization. Expenditures in excess of \$15,000 require approval by the Board. The Superintendent shall assure that the district does not materially deviate from the approved spending plan, and shall notify the Board of significant overages in spending or significant reduction in revenue that might threaten adherence to the annual budget plan for the year.
2. The Superintendent or designee shall arrange with the Barre Supervisory Board an annual audit of accounts by a certified public accountant.
3. The Superintendent shall be responsible for establishing a system of appropriate internal controls for the handling of all financial obligations and all funds and accounts.
4. The Superintendent or designee shall provide regular information to the board regarding the status of the organization relative to expenses and revenues according to a schedule established by the Board.
5. The Board shall, annually, authorize the Superintendent or his/her designee to "examine claims against the district for school expenses and draw orders for such as shall be allowed by it payable to the party entitles thereto." <sup>1</sup>
6. The bidding requirements of 16 V.S.A. §559 will be followed by the Board and its designees.

<sup>1</sup> 16 V.S.A. §563

*Legal Reference(s):* 16 V.S.A. §563 (3) (Powers of school boards)  
16 V.S.A. §559 (Public bidding)  
16 V.S.A. §1756 (Indemnity and insurance)

1<sup>ST</sup> READING: 1/14/2016  
2<sup>ND</sup> READING: 2/11/2016  
ADOPTED: 2/11/2016

BTMES 1st Reading: 4/6/2016  
2nd Reading: 5/4/2016  
Ratified: 5/4/2016

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## **Budgeting**

### **1. POLICY**

It is the policy of the Barre Supervisory Union and its member districts (Barre Town, Barre City and Spaulding High School Union Districts, and Central Vermont Career Center) to develop school budget(s) that reflect the Supervisory Union and Districts' goals in improving student achievement as outlined in its strategic and annual action plans and to ensure responsiveness to community needs.

### **Administrative Responsibilities**

The Superintendent will develop an annual calendar for budget development. The calendar will provide sufficient time for:

- Establishing a budget which aligns with priorities of the recommendations of the school administration and staff, parents, students, and other citizens.
- Holding public hearings and informational meetings prior to the formal adoption of the budget proposal by the board.
- Aligning the budget according to the goals of the board.

### **Approval**

The Board will, after public hearings and/or informational meetings adopt a budget for consideration by the electorate. The budget and special articles will be presented by the Board for approval by the electorate at the annual meeting of the District. Preparation of the Board's budget presentation and other Board strategies for explaining and supporting its budget will be a formal agenda item at a meeting of the Board prior to the annual district meeting.

**BARRE SUPERVISORY UNION #61  
POLICY**

**CODE: F9**

1<sup>ST</sup> READING (REVISED): - 3/15/2018  
2<sup>ND</sup> READING(REVISED): 4/12/2018  
PREVIOUSLY ADOPTED: 4/12/2018

BTMES: 1st Reading: 5/2/2018  
2nd Reading:  
Ratified:

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## **TRANSPORTATION**

### **Policy**

Where it is reasonable and necessary to enable a student entitled or required to attend an elementary or a secondary school within the Barre Supervisory Union, the supervisory union may furnish transportation on public roads to students who reside within the district. The supervisory union may also provide transportation to non-resident students as authorized by the board.

The superintendent will establish routes and designate stops after considering both the safety of children and efficiency of operation. The superintendent will consider the following factors when determining routes and stops.

1. The age and health of pupils,
2. Distance to be traveled,
3. Condition of the road, and
4. Type of highway.

The superintendent may consider any other factors he or she deems appropriate when establishing routes and designated stops.

The Barre Supervisory Union shall furnish transportation for students enrolled at Barre City Elementary and Middle School and Barre Town Middle and Elementary School in accordance with the following guidelines:

- Transportation decisions are guided by publicly approved budgets.
- Daily transportation to and from school is a privilege offered to all PreK-8 students.
- Transportation to and from extra-curricular activities shall be the responsibility of the parents.

The Barre Supervisory Union will only furnish transportation for students enrolled at Spaulding High School under the following circumstances and/or conditions:

- A. Transportation to and from home for students with disabilities – either permanent or temporary – as required by the student’s Individual Education Plan or 504 Plan.

- B. Transportation to and from school sponsored field trips, scheduled extra-curricular events, and special activities.
- C. Transportation to and from scheduled interscholastic events.
- D. Transportation for students living in communities outside Barre Supervisory Union boundaries, as decided annually by the Superintendent based on enrollment on August 1<sup>st</sup>, from school districts that do not operate a high school and pay tuition to Spaulding High School.

The superintendent shall establish transportation procedures to support this policy.

The superintendent shall submit to the school board for approval any contracts, leases or purchases necessary to maintain and operate transportation equipment, and shall include in his or her annual report to the board information as to all pupils transported by the school district and the expense thereof.

*Legal Reference(s):* 16 V.S.A. §§ 1222, 1224 (*Student transportation*)

16 V.S.A. §1551 (*Technical center transport*)

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**RE: FW: BTMES Subdivision and Transfer to Town**

1 message

---

**Carl Rogers** <crogers@barretown.org>  
To: John Pandolfo <jpandbsu@u61.net>

Mon, Mar 26, 2018 at 5:36 PM

John,

When the deed is signed and delivered to the Clerk's Office they will copy it for the Assessor's Office. The Assessor's Office will use it to change its records (create a new parcel number, change ownership on the conveyed parcel). At that time the Assessor will have to place a value on the two parcels.

Carl

**From:** John Pandolfo <jpandbsu@u61.net>  
**Sent:** Monday, March 26, 2018 5:23 PM  
**To:** Carl Rogers <crogers@barretown.org>  
**Subject:** Re: FW: BTMES Subdivision and Transfer to Town

Hi Carl,

Thank you for this. I will have our attorney review it and plan to have it signed at the April 4 board meeting. We use Scott Cameron for negotiations but Lynn, Lynn, Blackman and Manitsky in Burlington for other work.

Can you remind me of the timeline when we would have a new valuation/assessment on the two separate properties (school + 20 acres, and the fields that were transferred to the town)? The Act 46 Committee has been asking.

John

On Mon, Mar 26, 2018 at 5:15 PM, Carl Rogers <crogers@barretown.org> wrote:

John,

More on this transfer, according to Mike Monte the Notice must be posted in at least 3 public places, one of which must be the Town Clerk's Office. Unless a petition signed by at least 5% of voters is presented within 30 days of posting and publishing of the Notice the BTMES board can proceed to authorize someone to sign the deed.

The statute Mike is referring to is 24 VSA Sec. 1061.

Carl

-----Original Message-----

**From:** Carl Rogers  
**Sent:** Monday, March 26, 2018 5:08 PM

To: John Pandolfo <jpandbsu@u61.net>  
Subject: FW: BTMES Subdivision and Transfer to Town

John,

Here is the Notice prepared by the town's attorney, Mike Monte. The Barre Town School Board needs to sign and publish the Notice in the newspaper. According to Brenda Buzzell some months ago the school uses Scott Cameron for legal advice. If the board or you want, run this by your attorney.

The Town said it would pay the costs. You could bill us for the advertising expense.

While this Notice is being signed and published Mike Monte can prepare the deed for signature. Maybe when you talk to BTMES board about the Notice and get it signed you could ask them to authorize the appropriate official to sign the deed.

Carl Rogers  
479-9331

-----Original Message-----

From: noreply@barretown.org <noreply@barretown.org>  
Sent: Monday, March 26, 2018 5:07 PM  
To: Carl Rogers <crogers@barretown.org>  
Subject: Message from "RNP00267396D990"

This E-mail was sent from "RNP00267396D990" (MP C4503).

Scan Date: 03.26.2018 17:07:14 (-0400)  
Queries to: noreply@barretown.org

--

John Pandolfo  
Superintendent of Schools  
Barre Supervisory Union  
120 Ayers St.  
Barre, VT 05641  
802-476-5011x1017

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## MEMORANDUM

TO: Superintendents, Principals, Career Technical Education Directors,  
Independent School Headmasters, School Board Members, School Crisis  
Planning Team Members

FROM: Thomas Anderson, Commissioner of Public Safety  
Heather Bouchey, Acting Secretary of Education

SUBJECT: School Safety Infrastructure Grants

DATE: April 23, 2018

---

Throughout the month of March, Vermont law enforcement conducted statewide school safety site assessments of public, independent, and tutorial schools. The intent of these site assessments was to identify school emergency preparedness strengths, areas for improvement, and future school safety planning, training, exercise and resource needs.

On Thursday April 19, the Governor held a press conference where he announced his intention to provide 4 million dollars in capital funding for public, private and independent schools for school safety infrastructure. Pending the capital funding approval by the Legislature, the Department of Public Safety, in collaboration with the Agency of Education and the Vermont School Safety Center, has developed the following school safety grant timeline:

June 1, 2018: Requests for Proposals (RFPs) delivered to schools  
July 1, 2018: Proposals due back to Department of Public Safety  
August 1, 2018: Grants awarded to schools

This will be a competitive grant process and current legislation calls for a maximum grant award of \$25,000.00 per school. We strongly encourage superintendents, principals, and local school boards to collaborate with each other when developing these grant requests. We recommend that schools refer to the [school safety site assessment survey](#) tool that was utilized when conducting these site assessments to address any potential safety/security gaps identified. For your review and

consideration, please also see the statewide results noted in the Governor's School Safety memo and the School Safety Summary Report.

The Department of Public Safety has formed a School Safety and Security Grant working group of stakeholders to advise the Secretary of Education and the Commissioner of Public Safety on the grant process.

Enhancing school safety infrastructure and security technology is an important part of developing a comprehensive school safety plan. While the approved equipment/infrastructure list for these grants has not been fully developed, schools should begin to consider possible equipment selections that include but are not limited to: access control systems, public address systems, door locks, visitor management systems, portable radios, security cameras, window shading, lights, panic/duress alarms and door prop alarms. Recognizing that each school has its own unique environment, schools are encouraged to work with their school crisis planning team and other school safety partners as they develop their own school safety approaches and initiatives.

**BARRE SUPERVISORY UNION DISTRICT #61**

Barre City Elementary & Middle School / Barre Town Middle & Elementary School / Spaulding High School / Central Vermont Career Center

**John Pandolfo**  
Superintendent of Schools

—  
120 Ayers Street  
Barre, VT 05641  
Phone: 802-476-5011  
Fax: 802-476-4944 / 802-477-1132  
www.bsuvt.org  
—

***Doing whatever it takes to ensure  
success for every child.***

**Donald E. McMahon, M.Ed.**  
Director of Special Services

**Sandra Cameron, M.Ed., MOT**  
Director of Early Education/Act 166  
Coordinator

**Lauren May**  
Interim Early Education Coordinator

**Jamie Evans**  
Director of Facilities

**Lisa Perreault**  
Business Manager

**Jacquelyn Ramsay-Tolman**  
Director of Curriculum, Instruction, and  
Assessment

**Carol Marold**  
Human Resource Coordinator

**Emmanuel Ajanma**  
Director of Technology

April 26, 2018

TO: The Members of the Barre Town School Board  
RE: Superintendent's Report

Please accept the following report to the Barre Town School Board:

(1) Negotiations

- We have met with AFSCME negotiators for three sessions on March 29, April 11, and April 25, and are very close to having an agreement. We are scheduled to meet again on May 9.
- We have sent tentative dates to the Para-Educator team to try to begin negotiations ASAP and await their response.

(2) Legislative Session

- Things continue to move fast and furious on several big issues, and the administration has signaled the strong possibility of a veto session. On April 26 the latest version of the PreK bill was passed out of the House Ed Committee; this version contains some changes we like and some we do not. Legislation was passed on gun control and school safety which will provide grants for up to \$25,000 per school for safety improvements. A Special Education Funding bill and a general Education Funding bill are still each likely to pass in some fashion. I will be testifying on April 27 to the Senate Ed Committee on a statewide health benefit. For the latest legislative report, please go to: <https://mailchi.mp/dbac2764e9dc/2017-education-legislative-update-714381?e=1d425dfb77>

(3) Act 46

- The committee meets on Thursday, April 26 at 6:00pm in the Spaulding High School Library to hear from the Chair of the Harwood UUSD and to begin reviewing the previous Articles of Agreement..
- Our Act 46 web page has been revised, and can be viewed at:  
<http://bsuvt.org/joomla/index.php/act-46>

(4) School Safety

- We continue to move forward with our plans to make each building more secure and to train our staff.
- Public Forums on A.L.I.C.E. are scheduled for April 25, May 12, and May 17.

(5) Employment Contracts

- Teacher and Administrator contracts have been returned, with a few extensions still out there. The heavy part of the hiring season is underway. Para-educator and non-union contracts will be issued by next week.

Respectfully Submitted,



John Pandolfo  
Superintendent of Schools

## BTMES Administration Report



for May 2, 2018

**A.L.I.C.E. Informational Sessions:** In preparation for implementation of the A.L.I.C.E. emergency response protocol in all schools next fall, the Barre Supervisory Union will be hosting informational sessions on A.L.I.C.E. over the next several weeks.

A.L.I.C.E. stands for Alert, Lockdown, Inform, Counter, and Evacuate. These informational sessions will provide an overview of the program followed by a question and answer period. While we will not be able to provide specific answers to all questions regarding roll-out or implementation at each individual school in these sessions, we plan to include school-specific information in an FAQ document at a later date.

Three sessions will be held in the Spaulding High School Auditorium on the following dates and times. Additional sessions may be scheduled as needed. These sessions will cover the same content, so there is no need to attend multiple sessions; we are simply providing a variety of times for your convenience:

Wednesday, April 25 from 5:00 – 6:00 p.m.

Saturday, May 12 from 9:30-10:30 a.m.

Thursday, May 17 from 5:00 – 6:00 p.m.

**Eighth Grade Field Trip:** The 8th grade will be travelling to Boston and New Hampshire on Friday, June 15th. The trip includes the Museum of Science, Faneuil Hall, and other sites in Boston, ending with time at Canobie Lake Park (NH).

**May Enrollment Report:** Copies of the May Enrollment Report will be distributed and reviewed at the May 2 meeting.

**Screenings:** Our recent Prek and K screenings welcomed 43 future BT preschoolers and 11 future BT kindergartners!

### Summer:

\*Our Extended School Year (ESY) Program is scheduled to take place July 3 through July 26 (no session on July 4).

K-8 will meet on T, W, TH

PreK will meet on T, W

\* Summer School will meet at BCEMS from July 5 - August 1--for students from both BT and BC.

\*The Crops by Kids Summer Garden and Library Program will run on Wednesday's beginning June 27 through August 15 from 9:00am. - 1:00pm.

**Transportation Raffle Update:** As of Monday, April 23, over \$7,000.00 has been raised to help cover the transportation costs associated with field trips!

**VAMLE Scholar Leader Awards:** The Vermont Association for Middle Level Education (VAMLE) award is given to one 7th grade and one 8th grade student each year. These students are nominated by their teachers because they have distinguished themselves as outstanding scholars and leaders amongst their peers. Congratulations to this year's winners: Daniel Kiniry (7th grade) and Sydney Washburn (8th grade). These students, along with their families, TAs and Principal, will attend a banquet on Wednesday, June 6 at Norwich University in their honor.

**A special thanks** to Michael Pope and his students who made our new Crops by Kids Garden sign.



**Upcoming Events:**

**Friday, May 4:** Grade 2 Field Trip to Opera House

**Monday, May 7 through Friday, May 11:** Staff Appreciation Week

**Tuesday, May 8:** PTO Bookstore

**Wednesday, May 9:** Walk to School Day

**Tuesday, May 15:** PTO Meeting at 6:30pm in the Library

**Wednesday, May 15 and Thursday, May 16:** Kindergarten Field Trip to Echo

**Thursday, May 17:** Corporate Cup in Montpelier at 6:00pm.

**Monday, May 21:** Grade 1 field trip to Billings Farm & Museum in Woodstock

**Wednesday, May 23:** Responsive Classroom facilitators return to see RC in action at BTMES

**Friday, May 25:** Memorial Day Observance at 10:00am in the Courtyard

**Monday May 28:** No School – Vacation Day

**Monday, June 1:** BTMES Carnival & School BBQ

**Friday, June 8:** Race to Read visits BTMES—Tentative!!!

**Tuesday, June 12:** Grade 3 and 4 Recorder/Band Concert at 10:30am in the Gym

**Thursday, June 14:** Prismatic Show returns to BTMES in the afternoon: <http://www.prismaticmagic.com/>

**Thursday, June 21:** BTMES 8<sup>th</sup> grade Graduation

**Friday, June 22:** Last student and staff day of the 2017-2018 school year---as of the date of writing this report on 4/24/18