

REGULAR SCHOOL BOARD MEETING
Barre Town Middle and Elementary School – Library
March 7, 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

GUESTS PRESENT:

Video Vision Tech

1. Call to Order

The Superintendent, Mr. Pandolfo, called the Wednesday, March 7, 2018, Regular meeting to order at 6:04 p.m., which was held at the Barre Town Middle and Elementary School Library. The flag salute followed.

2. Board Reorganization

VSBA Board Re-organization documentation was distributed. Mr. Pandolfo advised regarding Board re-organization, provided an overview of the slides contained in the documentation, and requested nominations for the position of Board Chair.

Mr. Paterson nominated Mrs. Farrell for the position of Board Chair, seconded by Mrs. Kerin-Hutchins. There were no additional nominations. **The Board unanimously voted to elect Mrs. Farrell as Board Chair.**

The Chair, Mrs. Farrell facilitated the remainder of the meeting.

Mr. Hull nominated Mr. Paterson for the position of Vice-Chair, seconded by Mrs. Kerin-Hutchins. There were no additional nominations. **The Board unanimously voted to elect Mr. Paterson as Vice Chair.**

Mr. Paterson nominated Mrs. Kerin-Hutchins for the position of Clerk, seconded by Mrs. Pompei. There were no additional nominations. **The Board unanimously voted to elect Mrs. Kerin-Hutchins as Clerk.**

The Superintendent provided a brief overview of the responsibilities of the BSU Board, and provided a historical overview of the formation of committees at the SU level, noting that Finance Committees exist at both the district and SU levels.

On a motion by Mr. Paterson, seconded by Mrs. Kerin-Hutchins, the Board unanimously voted to authorize the Board Chair to sign Teacher Contracts.

On a motion by Mrs. Pompei, seconded by Mrs. Kerin-Hutchins, the Board unanimously voted to authorize the Board Chair to sign other contracts, as approved by the Board.

The Board appointed Mrs. Farrell, Mrs. Kerin-Hutchins, and Mrs. Pompei, as Representatives to the Barre Supervisory Union Board.

The Board discussed Committee Assignments.

Mr. Paterson agreed to Chair the BTMES Finance/Facilities/Transportation Committee. Mr. Hull will also serve on this committee.

Mrs. Pompei will be the BTMES representative on the BSU Curriculum Committee.

Mrs. Kerin-Hutchins will be the BTMES representative on the BSU Policy Committee.

Mrs. Farrell will be the BTMES representative on the BSU Finance Committee. Mr. Paterson will serve as back-up representative when Mrs. Farrell is not able to attend.

Mr. Paterson will be the BTMES representative on the BSU Negotiations Committee. The representative may change after completion of Para-educator negotiations.

Mrs. Kerin-Hutchins will be the Act 46 – 706 Study Committee Representative.

Mr. Pandolfo advised that all committee meetings are public and Board Members are welcome to attend any meetings that they have a particular interest in.

On a motion by Mrs. Pompei, seconded by Mrs. Kerin-Hutchins, the Board unanimously voted to approve the committee assignments as discussed.

The Board agreed to hold Board meetings on the first Wednesday of each month, and to reserve the third Wednesday of each month for an additional Board Meeting (when necessary) or a meeting of the Finance/Facilities/Transportation Committee (when necessary). Meetings will be held at 6:00 p.m., and the Board will try to limit meetings to 2 hours.

Mrs. Farrell provided a brief overview of Tri-Board meetings (usually 2 per year) and Board Retreats (usually once a year).

The Board agreed to a tentative date of June 6, 2018 for a BTMES Board Retreat. Mr. Pandolfo advised regarding Retreat Meeting structure for past meetings.

Mr. Pandolfo advised that he recommends holding a Tri-Board Meeting on May 10, 2018 or May 17, 2018 and that the Tri-Board Meeting will be discussed at the next meeting of the BSU Board. Mr. Pandolfo recommends that Security, including ALICE Training be on the Agenda for the Tri-Board Meeting. The SU Board will confirm the meeting date and possible agenda items.

The Board agreed to post Agendas and Minutes at Barre Town School, the Supervisory Union, the Barre Town Clerk's Office, and on the BTMES web site. These postings meet statutory requirements. Postings advising of links to Agendas will also be posted on Facebook and Front Porch Forum.

The Board agreed to use Roberts Rules. Additional information is in the distributed packet.

Mrs. Farrell briefly advised regarding the Code of Ethics document. **Board Members reviewed and signed copies of the 'Code of Ethics For Vermont School Board Members' document, and provided signed copies to the Superintendent.**

The Board reviewed communication practices. Mr. Pandolfo advised regarding adhering to Open Meeting Laws and cautioned that no business is to be conducted outside of Open Meetings. Mr. Pandolfo also cautioned that information received from community members should be relayed to the Board Chair so that items can be addressed by the full Board in Open Meetings. The press should receive statements from the Superintendent or Board Chair. Board Members were cautioned that e-mails are subject to the Freedom of Information Act, and that Board business should not be conducted via e-mail, other than to notify the Board Chair of input from community members. Mr. Paterson cautioned that Public Comment should be limited to 15 minutes and the Agenda adhered to, with additional meetings scheduled, if community input needs to be more involved.

The Board discussed Board Development Opportunities and Board advocacy. Mr. Pandolfo advised that he has spoken with new Board Members regarding training opportunities, and provided an overview of upcoming development opportunities (webinars and other training) relating to; Roles and Responsibilities and the Essential Work of School Boards. Mr. Pandolfo advised of the Annual Meeting (held in October) which is a joint meeting of the Vermont Superintendents' Association and the Vermont School Board Association (VSBA). The Board Chair and Superintendent are required to attend a specified number of hours of training, some of which is performed at/before the Annual Conference. Regarding advocacy, it is important for Board Members to be aware of and understand State and National legislation. The VSBA is very beneficial as they work with the governing bodies of the State. Pre-K legislation is a large issue at this point. Barre Town Representatives welcome feedback from the Board.

The Board agreed to designate the Times Argus and The World as the newspaper publications to be utilized for meeting notices, warnings and employment advertisements. It was noted that Front Porch Forum and Facebook are also used for communicating with residents on 'less official' information.

3. Additions or Deletions to the Agenda

Agenda Item 10 – Approval of Warrants. Delete. There are no Warrants for approval.

Agenda Item 11 – Executive Session. Delete. No items are slated for presentation in Executive Session.

4. Visitors and Communications

None.

5. Approval of Minutes

5.1. Approval of Minutes – February 21, 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 February 21, 2018 Regular Meeting.

6. New Business

6.1 Resignations/Retires/New Hires

There was no business to conduct under this Agenda Item.

6.2 A.L.I.C.E. & School Security

Mr. Pandolfo distributed a packet of information relating to A.L.I.C.E. Training and School Security as a whole. Mr. Pandolfo provided an overview of what safety and security measures have been taken, including a 2015 safety inspection (by VSBIT and Secure Your Building Consulting). A copy of the inspection report, which included recommendations for improvements, was distributed. The Assistant Principal, Facilities Director, and Facilities Team have taken most of the responsibility for seeing that recommended improvements have been made. Mr. Pandolfo advised regarding other work (beginning in December 2016), including attendance at the Governor's School Safety Conferences to review safety/crisis protocols. Work at the 2016 School Safety Conference included discussion of moving beyond traditional based lockdowns, to action based responses. Meetings have also been held with the Vermont School Safety Center liaison and a member of FEMA. Some safety improvements have been made possible using grant monies from VSBIT. The SHS Resource Officer and two administrators completed training to become certified A.L.I.C.E. Trainers. Mr. Pandolfo provided an overview of training to date, as well as planned training. Staff training should be completed in August 2018, with age appropriate student training to follow. Mr. Pandolfo closed the discussion by reading the last paragraph of the BSU School Safety & Security, and A.L.I.C.E. Training Summary document (dated March 2018), and distributed copies of correspondence he has received from community members. In response to a query, it was noted that BTMES has not experienced any crisis that required the use of emergency procedures, but regularly practice responses to various potential incidents (fire/evacuation/lock-down). Discussion of School Safety and Security will be added to future agendas. Mrs. Farrell would like to hear how students are responding to training and drills. The emotional needs of students are being considered when conducting practice drills. Mrs. Kerin-Hutchins would like additional discussion held regarding the 'busy' high traffic timeframes which may pose an elevated safety risk.

6.3 First Reading Scholarship Awards Policy (E31)

Copies of policies referenced in Agenda Items 6.3 through 6.10 were distributed. Mr. Pandolfo advised that the Policy Committee and the BSU Board have approved the policies being presented for approval. Mr. Pandolfo, for the benefit of new Board Members, provided an overview of the policy approval process. It was noted that the Policy Committee has distributed listings of district specific policies, which are currently being reviewed by teams from each district school. The purpose of the review is to identify any district policies which need to be rescinded, and those that may need to be centralized (BSU level), or implemented at the district level.

On a motion by Mr. Paterson, seconded by Mrs. Pompei, the Board unanimously voted to approve the First Readings of the policies referenced in Agenda Items 6.3 through 6.10 (E31, E24, E23, F11, F4, E11, F31, and F32).

6.4 First Reading Prevention of Conflict of Interest in Procurement Policy (E24)

Approved under Agenda Item 6.3

6.5 First Reading Capitalization of Assets Policy (E23)

Approved under Agenda Item 6.3

6.6 First Reading Search, Seizure, and Interrogation of Students by Law Enforcement Policy (F11)

Approved under Agenda Item 6.3

6.7 First Reading Search, Seizure, and Interrogation of Students by School Personnel Policy (F4)

Approved under Agenda Item 6.3

6.8 First Reading Travel Reimbursement Policy (E11)

Approved under Agenda Item 6.3

6.9 First Reading Sexually Transmitted Infections (STI) and Pregnancy Prevention Education Policy (F31)

Approved under Agenda Item 6.3

6.10 First Reading HIV Policy (F32)

Approved under Agenda Item 6.3

7. Old Business

7.1 Budget Development and Board Communications

Mr. Pandolfo announced he was pleased to note that all budgets passed (BC, BT, and SHS). Election results were announced.

Mrs. Farrell advised that approximately 20% of registered voters, voted. She would like see more community members voting.

7.2 Act 46

Mr. Pandolfo advised that the Organizational Meeting of the Study Committee was held on February 28, 2018. Two additional meetings have been scheduled; 03/14/18 and 03/28/18. The meetings are held at Spaulding High School at 6:00 p.m. The elected Co-Chairs are Gina Akley (BT Representative), and Tyler Smith (BC Representative). The Committee will be reviewing the Final Report previously submitted to the Agency of Education, and deciding on a scope of action. The Committee would like to summarize reasons for not merging, as well as reasons for merging. The Committee will need to develop a timeline for its work plan.

8. Board Reports

8.1. Superintendent

A copy of the Superintendent's report dated February 28, 2018 was distributed. The report included information pertaining to; Negotiations, Act 46, School Safety, Administrator Evaluations, and the Annual and Budget and Reports.

8.2 Principals Report

A copy of the BTMES Administration Report for March 7, 2018 was distributed. The Report contained information pertaining to; ALICE Training, the BSU District Art Show, the BSU District Concert, Parent-Teacher-Student Conferences (April 5, 2018), the Drama Production 'Shrek Jr'. (03/30/18 & 03/31/18), 8th Grade High School Transition Meetings (03/13/18, 03/26/18, 03/27/18, and 05/29/18), March Enrollment, Milk & Cookies Night (03/28/18), the PBIS System, Proficiency Based Learning, Responsive Classroom, Transportation Meeting (03/08/18), Unified Sports, the YMCA Program, and Upcoming Events. Administrators have been excused from attending this evening's meeting. Mr. Pandolfo distributed documents relating to voting across the state. A copy of the BTMES School News Letter was also distributed, as well as the Monthly Enrollment Report. Total enrollment is 864 (up 2 from February 2018 / up 30 from August 2017).

8.3 Committee Reports

8.3.1 Finance/Facilities/Transportation Committee –

The next meeting is Wednesday, March 21, 2018 at 6:00 p.m. in the BTMES Library.

8.3.2 Verbal Report of BSU Committees –

BSU Curriculum Committee – The Committee has not met recently.

BSU Policy Committee – The action of the Committee was discussed briefly under Agenda Item 6.3.

BSU Finance Committee – The Committee has not met recently.

BSU Negotiations Committee – The Committee has not met recently.

Mrs. Farrell encouraged Board Members, especially new members, to ask questions and provide feedback.

8.4 Financials

Four Reports were distributed; BTMES FY18 Expenditures/Year-end Projection Report (dated 03/07/18), the BTMES General Fund Revenue Report (dated 03/01/18), the BTMES General Fund Expenditures Report (dated 03/01/18), and the BSU Expenditures FY18 Report (dated 03/01/18). A \$103,000 deficit is projected (this amount reflects the addition of 1 teacher, Responsive Classroom & Developmental Design Training, and approval to use grant funding (CFP – Consolidated Federal Programs) for Curriculum Specialist positions for the 2017 – 2018 year).

9. Future Agenda Items and Upcoming Committee Meetings

Safety and Security

Second and Final Policy Reads (Ratification)

Resignations/Retires/New Hires

Act 46 Update

Legislative Update

BTMES Finance Facilities/Transportation Committee Meeting – Wednesday, March 21, 2018 at 6:00 p.m. in the BTMES Library.

BTMES Regular Board Meeting – Wednesday, April 4, 2018 at 6:00 p.m. in the BTMES Library.

10. Approval of Warrants

Deleted. Kept as a 'place holder'. There are no Warrants to approve.

11. Executive Session

Deleted. Kept on Agenda as a 'place holder'. No items were presented for discussion in Executive Session.

12. Next Meeting Date

BTMES Finance Facilities/Transportation Committee Meeting – Wednesday, March 21, 2018 at 6:00 p.m. in the BTMES Library.
BTEMS Regular Board Meeting – Wednesday, April 4, 2018 at 6:00 p.m. in the BTMES Library.

13. Adjournment

On a motion by Mrs. Pompei, seconded by Mrs. Kerin-Hutchins, the Board unanimously voted to adjourn at 7:45 p.m.

Respectfully submitted,
Andrea Poulin