

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 April 25, 2018. Additional informational sessions will be held on 05/12/18 and 05/17/18. 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 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.

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 3rd 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 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 4th 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 8th 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.

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 2nd 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