

**BARRE TOWN MIDDLE & ELEMENTARY SCHOOL
SUMMER RETREAT MEETING
BTMES Conference Room
Wednesday, June 6, 2018
8:30 a.m.
Regular Meeting
BOARD MEETING AGENDA**

All times listed are estimated based upon needs of discussion

8:30 AM - BTMES Board Members

1. Call to Order
2. Additions or Deletions to the Agenda
3. Visitors/Communication:
4. Consent Agenda
 1. Minutes of May 16, 2018 Special Board Meeting
 2. Minutes May 2, 2018 Regular Board Meeting
 3. Minutes May 17, 2018 Tri-Board Meeting
5. Reflections: Please review the attached minutes from the June 2017 Retreat, the Strategic Plan from the Agency of Education and the Governor's State of State 2018, attached
 - 5.1 Discussion of issues currently facing the BTMES School:
 - a. Act 46: Report of the Co-chair of the 706 Committee, Gina Akley
 - b. Teacher retention, staffing, programming, professional development
 - c. Define Goals for this coming year:
 1. Educational
 2. Financial
 3. Social/Community
 4. Communication to include discussion of the pending Community Engagement Technical Assistance Grant
 5. Policy review: Policies which need review, movement or input by BSU Policy Committee (Review list of BTMES Policies)

Directions:

6. Is there anything do we want to continue or have done differently?
 - a. What do we want our school to be?
 - b. What do we expect and want for our students?
 - c. What do we expect from and want for our teachers?
 - d. What do we expect from and want for our support personnel?
 - e. What do we expect from and want for our administrators?
7. Board member concerns, ideas, items of importance

10:30 AM - Board Members - Superintendent, Administrators (Jen, Scott, Erica, Don Mc)

8. Update on Board Reflection & Direction: including questions and concerns about school operations, community engagement, communication and reports to the board etc.
9. Review Class numbers/ratios/staffing
10. Personnel
 - a. Potential Teacher Retention Survey
 - b. Formal New Hire Procedures
 - c. Negotiations Update
 - d. Ratification of AFSME Agreement
 - e. Resign/Retire/New Hire

11:30 AM - Board Members, Superintendent, Administrators, Transportation Director, Facilities Manager, Business Manager

11. Budget Update - FY18 Financial Status
 - a. BT F/F/T Committee Structure & Content
 - b. FY19 Revenue Anticipation Note Comparison
 - c. Year End Projection
12. Transportation Update
 - a. Second and Final Reading BSU Transportation Policy (F9)
13. Facility Updates:
 - a. Immediate summer work: parking lot layout and paint, Flooring, Roofing
 - b. Long term maintenance/improvements: maintenance survey, safety survey, roofing, ventilation, lighting, wall structure, storage
 - c. Athletic Field Land Transfer
 - d. A.L.I.C.E. & School Security
14. Continuous Improvement Plan
15. Questions, concerns, ideas applicable to the above areas including next Board meeting date and potential topics
16. Executive session

12:30 PM Adjournment

BOARD/COMMITTEE 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

SPECIAL SCHOOL BOARD MEETING
Barre Town Middle and Elementary School – Library
May 16, 2018 – 7:00 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
Jennifer W. Nye, Principal
Erica Pearson, Assistant Principal

GUESTS PRESENT:

Video Vision Tech

1. Call to Order: Pledge of Allegiance

The Chair, Mrs. Farrell, called the Wednesday, May 16, 2018, Special meeting to order at 7:00 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 5.1 Athletic Field Land Transfer
Add 7.1 Student Matter (under Executive Session)

3. Visitors and Communications

A note from staff members Peg Mehuron and Anne Leeds, was read to the Board. Mrs. Mehuron and Ms. Leeds thanked the Board for ‘treats’ received during Teacher Appreciation Week.

4. New Business

4.1 Approval of Overnight/Out-of-State Field Trips

Two documents were distributed; ‘8th Grade Boston Field Trip – June 15, 2018’, and ‘Barre Town Music Department 2018 Music Festival Field Trip, Friday June 8th’. Mr. Griggs provided an overview of the documents, including information relating to the locations, itineraries, and educational objectives of the proposed field trips.

On a motion by Mrs. Kerin-Hutchins, seconded by Mrs. Pompei, the Board unanimously voted to approve the out of state field trips to Boston, MA/Salem, NH, and Glens Falls, NY/Queensbury, NY.

5. Old Business

5.1 Athletic Fields Land Transfer

Mr. Pandolfo advised that the legal notice was posted as required. As of May 15, 2018, no citizens petitioned for a public vote. As no petitions were filed, Town Manager Carl Rogers is prepared to add the Acceptance of the Deed to the May 22, 2018 or May 29, 2018 Select Board Meeting Agenda.

6. Administrative Reports to the Board

None.

7. Executive Session

7.1 Student Matter

A student matter, involving discussion or consideration of records or documents that are exempt from the public records law (1 V.S.A. § 313 (a) (6)), was proposed for discussion in Executive Session.

DRAFT

On a motion by Mr. Paterson, seconded by Mrs. Kerin-Hutchins, the Board unanimously voted to enter into Executive Session, with Mr. Pandolfo, Mr. Griggs, Mrs. Nye, and Ms. Pearson in attendance, at 7:13 p.m. under the provisions of 1 VSA section 313 to discuss the item proposed for discussion.

The remaining information was provided by the Board Clerk.

On a motion by Mr. Paterson, seconded by Mrs. Pompei, the Board unanimously voted to exit Executive Session at 7:40 p.m.

8. Adjournment

On a motion by Mr. Hull, seconded by Mrs. Pompei, the Board unanimously voted to adjourn at 7:40 p.m.

Respectfully submitted,
Andrea Poulin

DRAFT

REGULAR SCHOOL BOARD MEETING
Barre Town Middle and Elementary School – Library
May 2, 2018 – 6:00 p.m.

MINUTES

BOARD MEMBERS PRESENT:

Alice Farrell - Chair
Jay Paterson – Vice Chair
Chris Hull
Victoria Pompei

BOARD MEMBERS ABSENT:

Rebecca Kerin-Hutchins – Clerk

ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent
Scott Griggs, Principal
Jennifer W. Nye, Principal

GUESTS PRESENT:

Video Vision Tech Pat McAskill

1. Call to Order: Pledge of Allegiance

The Chair, Mrs. Farrell, called the Wednesday, May 2, 2018, Regular meeting to order at 6:02 p.m., which was held at the Barre Town Middle and Elementary School Library. The flag salute followed.

2. Additions and/or Deletions to the Agenda

Add 6.6 School Lunch Prices
Add 11.1 Student Matter (under Executive Session)

3. Visitors and Communications

None.

4. Elementary School Tour

Mrs. Farrell advised that the Board would take a brief tour of the elementary school portion of the building. The purpose of the tour is to familiarize Board Members with the facility. The Board returned to the Library at 6:30 p.m.

5. Approval of Minutes

5.1. Approval of Minutes – April 4, 2018 Regular Meeting

On a motion by Mr. Hull, seconded by Mrs. Pompei, the Board unanimously voted to approve, as amended, the Minutes of the April 4, 2018 Regular Meeting.

6. New Business

6.1 Board Building Tour Discussion

There were no questions from Board Members. No discussion was held.

6.2 Agenda Reorganization

A document outlining a new Agenda format was distributed. Mrs. Farrell advised that she has been performing research regarding Agendas used by various school and municipal boards. The distributed document is a draft Agenda layout that she would like Board Members to review and comment on. Mrs. Farrell provided an overview of some of the proposed changes. Mr. Paterson expressed concern that the Board should concentrate on doing a few things well and deeply, and is concerned that the draft agenda would be too time consuming to use and would result in less work being accomplished. Mr. Pandolfo conveyed concern regarding managing different agenda formats for each board and advised that consistency between boards is beneficial. Mrs. Farrell was thanked for taking the time to research the area of agenda formats.

6.3 Resignations/Retires/New Hires

Letters of resignation from Linda Kogut, Shelly Barger, Melissa Anderson, William Poderzay, Rebecca Viens, Stephanie Clavelle, and Andrea McLaughlin, were distributed. The Superintendent and Administrators provided a brief overview of the resignations, noting that the Board is not required to approve resignations of non-licensed personnel. In response to a query, it was noted that the

DRAFT

volume of resignations is not concerning, this is typically the time of year when resignations are submitted, and BCEMS has been having success filling Special Educator positions.

On a motion by Mrs. Pompei, seconded by Mr. Paterson, the Board unanimously voted to accept, with much thanks and appreciation, the resignations from Linda Kogut, Shelly Barger, Melissa Anderson, William Poderzay, Rebecca Viens, Stephanie Clavelle, and Andrea McLaughlin.

6.4 Warrant Procedure and Financial Policy

Three documents were distributed; the BSU Warrant Procedure document, and BSU policies; Fiscal Management and General Financial Accountability Policy (E1), and the Budgeting Policy (E2). Mr. Pandolfo provided a brief overview of the documents, noting that the BTMES Board is the only remaining Board that has been approving Warrants at Board Meetings. All Board Members are notified of Warrants. Warrants are available for viewing on-line. Detailed invoice information can be reviewed at the Central Office. The Board should designate one Board Member and one Alternate Board Member to examine claims against the district for school expenses and to sign warrants for payments for approved purchases and services. Starting in 2019, the designation will occur as part of Board reorganization. Brief discussion was held.

On a motion by Mr. Paterson, seconded by Mr. Hull, the Board unanimously voted to designate Mrs. Farrell as the primary BTMES designee, and Mrs. Pompei as the alternate BTMES designee.

6.5 First Reading BSU Transportation Policy (F9)

A copy of the policy was distributed. Mr. Pandolfo provided a brief overview of the policy advising that the revised policy will allow transportation services for out of district, tuition paying, high school students. It is hoped that the policy change will assist with increasing enrollment at Spaulding High School.

On a motion by Mr. Pompei, seconded by Mr. Paterson, the Board unanimously voted to approve the First Reading of the BSU Transportation Policy (F9).

6.6 School Lunch Prices

A document titled 'SY 2018-19 Price Adjustment Calculator' was distributed. Mr. Pandolfo provided a brief overview of the document, advising of a required price increase and noting that the Board does not need to take any action regarding approval of price increases. Mrs. Perreault will be working with Mr. Hildebrandt regarding the increase. The total price increase from School Year 2017/2018 to School Year 2018/2019 is ten cents (10¢).

7. Old Business

7.1 Athletic Field Land Transfer

A copy of an e-mail from Town Manager, Carl Rogers (dated 03/26/18) was distributed. A copy of the Warranty Deed was also distributed. Mr. Pandolfo advised that the land transfer should be completed by June 2018. The required legal posting of the Notice of Proposed Conveyance of District Real Estate has been done. Mr. Pandolfo is requesting that the Board authorize the Board Chair to sign the Warranty Deed after May 15, 2018, with the stipulation that no petitions are filed. Mr. Rogers will put the land transfer item on a future Barre Town Select Board Agenda. After the land transfer is completed, a reassessment of BTMES property will be completed.

On a motion by Mr. Paterson, seconded by Mrs. Pompei, the Board unanimously voted to authorize the BTMES Board Chair to sign the Warranty Deed after May 15, 2018, if no petitions have been filed.

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

A Memorandum from Thomas Anderson (Commissioner of Public Safety) and Heather Bouchey (Acting Secretary of Education), dated 04/23/18, was distributed. The subject of the Memorandum is School Safety Infrastructure Grants. Mr. Pandolfo advised of two upcoming informational (A.L.I.C.E) forums; May 12, 2018 at 9:30 a.m. in the SHS Auditorium, and May 17, 2018 at 5:00 p.m. in the SHS Auditorium. A.L.I.C.E. Training (of Board Members) will take place at the Tri-Board Meeting on May 17, 2018 at 6:00 p.m. in the SHS Library. City and Town Officials, as well as Legislative Representatives, have been invited. Mr. Pandolfo provided an overview of the Memorandum, advising that school safety infrastructure grants (up to \$25,000 per school) will be available. RFPs will be delivered to schools by 06/01/18. Proposals are due back to the Department of Public Safety by 07/01/18. Grants will be awarded to schools on 08/01/18. As the BSU has four schools (BCEMS, BTMES, SHS, and CVCC), the BSU is eligible to apply for up to \$100,000 (\$25,000 per school). It was noted that the grant is for safety equipment, and building safety 'improvements', and cannot be used for the funding of personnel. Mrs. Nye advised that the COPS grant (Community Oriented Police Services), went live last week. Ms. Pearson is working with Chief Dodge. The grant application is mainly the work of 'the Town', with Ms. Pearson assisting. Mrs. Nye advised that if an SRO is hired, she would prefer using a local policy officer.

DRAFT

7.3 Act 46 Update

Mr. Pandolfo advised that the 706 Study Committee met on 04/26/18. The Chair of the Harwood Union Board spoke. The Committee began its review of the Articles of Agreement. Review of the Articles will continue at the next meeting. Mr. Pandolfo advised that the previous Secretary of Education was not going to include Barre in the Draft Statewide Plan. It is not known if the interim Secretary of Education, or whoever is charged with writing the Draft Statewide Plan, will include Barre. There is the possibility that a Statewide Plan (Draft or Final), may include a merge that includes Barre and Twinfield. Under Act 46, districts that approve a merge cannot be forced to add additional districts. Districts that have not merged voluntarily can be merged with districts as determined by the State.

The next two 706 Study Committee meetings have been scheduled as follows:

Thursday, May 10, 2018 at 6:00 p.m. at the SHS Library

Thursday, May 24, 2018 at 6:00 p.m. at the SHS Library

7.4 Facilities Plan & Committee Direction

Mrs. Farrell advised that there is no 'tight' facilities plan for the 50 year-old building. Mrs. Farrell would like the Board to put together a 3 or 5 year plan and an emergency plan, and advised that she is concerned that deferred maintenance is detrimental to the structure. It was suggested that there may be community members who are interested in serving on the Facilities Committee. The Board may wish to consider inviting some community members to attend in an advisory capacity. Mr. Pandolfo advised that he has asked the Facilities Director, Jamie Evans, to draft a bulleted type format (to be used for the time being), and would like Mr. Evans to provide a list of recommendations. Mr. Pandolfo would like to create an overall SU-wide plan. Mr. Paterson suggests that the Facilities Committee discuss work/projects, and present a recommendation to the Board, so that the Board may make an informed decision on how to proceed. It was suggested that the structure of the Finance/Facilities/Transportation Committee be discussed, as it may be necessary to hold separate meetings. Committee structure will be added to the Board Retreat Agenda.

8. Administrative Reports to the Board

8.1. Superintendent

A copy of the Superintendent's report dated April 26, 2018 was distributed. The report included information pertaining to; Negotiations, Legislative Session, Act 46, School Safety, and Employment Contracts. A copy of a letter from the State of Vermont, Office of the State Treasurer, regarding the Vermont Municipal Employees Retirement System, (received 05/02/18) was distributed. Mr. Pandolfo provided a brief overview of the letter from VMERS, advising that VMERS is looking for Board Members. The letter provides details regarding how to run for a Board of Trustee seat.

Mrs. Farrell attended the VSBA Community Engagement grant workshop on 04/14/18. Mr. Pandolfo was not able to attend the workshop, but did meet with Susan Holson on 04/13/18. Mrs. Farrell advised that the workshop was very informative, and circulated paperwork received at the workshop. It was noted that the grant is not a monetary grant, but rather provides technical assistance to improve community engagement (students/parents/non-parent community members). Mr. Pandolfo and Mrs. Farrell have completed the grant application.

Additionally, Mr. Pandolfo advised that he has e-mailed Board Members, the most recent legislative update. Mr. Pandolfo provided a brief overview of legislation.

8.2 Principals Report

The BTMES Administration Report for May 2, 2018 was distributed. The report contained information relating to; A.L.I.C.E. Informational Sessions, the Eighth Grade Field Trip (06/15/18), the May Enrollment Report (a copy was distributed), Pre-k and Kindergarten Screenings, Summer School, an Update on the Transportation Raffle, VAMLE Scholar Leader Awards, recognition of Mr. Pope and his students, for construction of the Crops by Kids garden sign, and a listing of upcoming events. Mrs. Nye advised regarding the staff appreciation breakfast, and screenings for Pre-k and kindergarten. Mrs. Nye advised regarding the upcoming 'walk to school' day. Mrs. Nye will bring the 'Anticipated Staff' Report to the next Board Meeting. Mr. Griggs noted that enrollment has increased by 1. Mr. Griggs highlighted recent VAMLE Scholar Leader Award recipients, seventh grader Daniel Kiniry and eighth grader Sydney Washburn. These students, who have distinguished themselves as outstanding scholars and leaders amongst their peers, will be honored at a banquet at Norwich University, on June 6, 2018. Students will be accompanied to the banquet by their family members, TAs and Principal, Mr. Griggs. It was announced that the field trip fundraiser raffle, has raised \$8,600 thus far. A copy of the invitation to the Staff Breakfast (on 05/11/18) was distributed.

8.3 Committee Reports

8.3.1 Finance/Facilities/Transportation Committee –

The April 18, 2018 meeting was cancelled. The next meeting is Wednesday, May 16, 2018 at 6:00 p.m. Agenda items will include; Year-end Finances, Summer Work (including how that work ties into the initial list of plans for maintenance), and a Transportation Update.

DRAFT

8.3.2 Verbal Report of BSU Committees –

BSU Policy –

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

BSU Curriculum –

The April 23, 2018 meeting included discussion on changing FACS (Family and Consumer Sciences) to Health, and an overview of a new Autism Spectrum Program.

The next meeting of the BSU Curriculum Committee is Monday, June 4, 2018 at 5:30 p.m. in the SHS Library.

8.4 Financials

Four reports were distributed; BTMES FY18 Expenditures/Year-end Projection Report (05/02/18), the BTMES General Fund Expenditures and Revenue Fund Reports, and the BSU Expenditures FY18 Report. There is currently an unaudited projected deficit of \$113,439, which is similar to the projection given last month. The deficit reflects the loss of use of grant money for the Curriculum Coaches and the addition of a kindergarten teacher.

9. Future Agenda Items and Upcoming Committee Meetings

Mr. Hull believes an additional Board Meeting may be necessary to discuss the findings of the Act 46 -706 Consolidation Study Committee.

Board Retreat – Wednesday June 6, 2018 in the Barre Town Conference Room starting at 8:30 a.m. Mrs. Nye will have the room reserved from 8:00 a.m. – 3:30 p.m.. It was noted that the meeting is open to the public. Any members of the public wishing to attend will sign in at the office and be escorted to the Conference Room. The Board will make a decision regarding videography of the meeting. Agenda items will include; Finance/Facility/Transportation Committee Structure and Content, Updates from Facilities and Transportation Representatives, Formal New Hire Procedures, Act 46 (invite Gina Akley – Barre Town Representative and Co-Chair of the Committee), School Security Update, Athletic Lands Transfer, Second Reading of the Transportation Policy, and the Continuous Improvement Plan. Mrs. Farrell will send out a draft Agenda and asks that Board Members advise her of any changes/additions they would like to request.

10. Approval of Warrants

There were no Warrants presented for approval.

11. Executive Session

11.1 Student Matter

A Student Matter was proposed for discussion in Executive Session.

On a motion by Mrs. Pompei, seconded by Mr. Paterson, the Board unanimously voted to enter into Executive Session, with Mr. Griggs and Mr. Pandolfo in attendance, at 8:10 p.m. under the provisions of 1 VSA section 313 to discuss the item proposed for discussion.

The remaining information was provided by the Board Clerk.

On a motion by Mr. Paterson, seconded by Mr. Hull, the Board unanimously voted to exit Executive Session at 8:31 p.m.

12. Adjournment

On a motion by Mrs. Farrell, seconded by Mr. Hull, the Board unanimously voted to adjourn at 8:31p.m.

Respectfully submitted,
Andrea Poulin