

**REGULAR SCHOOL BOARD MEETING**  
Barre Town Middle and Elementary School – Library  
September 6, 2017 – 5:30 p.m.

**MINUTES**

**BOARD MEMBERS PRESENT:**

Chad Allen - Chair  
Jay Paterson – Vice Chair  
Alice Farrell - Clerk  
Jennifer Hutchinson  
Kristin McCarthy

**BOARD MEMBERS ABSENT:**

**ADMINISTRATORS PRESENT:**

John Pandolfo, Superintendent  
Scott Griggs, Principal  
Jennifer W. Nye, Principal  
Erica Pearson, Assistant Principal

**GUESTS PRESENT:**

Video Vision Tech	Sarah Churchill	Stacy Emerson	Wendy Fleming	Pat MacAskill
Terrie Murray	Rose Neddo	New staff/mentors		

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

The Chair, Mr. Allen, called the Wednesday, September 6, 2017, Regular meeting to order at 5:30 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 6.3 Fire Panel Update**

**3. Introduction of New Staff**

Mrs. Nye welcomed new staff members and their mentors. New staff and mentors each provided a brief overview of their experience and expressed their pleasure working at BTMES. Mr. Griggs advised that administrators are very pleased with the new hiring process and with the new hires. Mr. Allen welcomed new staff to BTMES.

**4. Visitors and Communications**

Wendy Fleming, Rose Neddo, and Sarah Churchill addressed the Board regarding concerns over new bus routes, citing student safety and logistical issues. Mr. Pandolfo advised regarding an additional complaint that he has received. Pictures/maps of the routes in question were distributed. Ms. Emerson and Mrs. Murray advised regarding rationale of the newly implemented routes. It was noted that additional research needs to be performed regarding the concern reported by Mr. Pandolfo (on behalf of a parent). Discussion was held regarding the routes in question and possible ways to improve routes. Brief discussion was held regarding past discussions, where it was agreed to eliminate bus stops within Barre City beginning with the 2017/2018 year. Mr. Pandolfo provided a recap of the bus route discussion, reiterating the concerns/stance of parents/community representatives as well as STA representatives. All were thanked for attending the Board Meeting and bringing their concerns to the attention of the Board. The Board agreed to hold additional discussion and to have a representative from BTMES relay the outcome of the Board's decisions regarding bus routes/stops.

**5. Approval of Minutes**

**5.1. Approval of Minutes – June 8, 2017 Tri-Board Meeting**

**On a motion by Mrs. McCarthy, seconded by Mrs. Hutchinson, the Board unanimously voted to approve the Minutes of the June 8, 2017 Tri-Board Meeting.**

**5.1. Approval of Minutes – August 16, 2017 Regular Meeting**

**On a motion by Mr. Paterson, seconded by Mrs. Hutchinson, the Board voted 3 to 0 to approve, as amended, the Minutes of the August 16, 2017 Regular Meeting. Mr. Paterson abstained.**

**6. New Business**

**6.1 Resignations/Retires/New Hires**

A copy of a document titled 'Board Approval Procedure for Licensed New Hire Candidates' was distributed. Mr. Pandolfo provided a brief overview of the document and explained how use of these procedures will assist with timely hiring of desirable candidates, by

eliminating the lengthy time between interviews and Board approval. The current, more delayed process, risks losing qualified candidates, as they may be hired by another supervisory union prior to Board approval. Mr. Pandolfo advised that the document is for informational purposes and that no Board action is necessary.

### **6.2 Fuel Bid and Plowing Recommendations**

A document titled 'RFP Results for FUEL OIL, PROPANE, and WOOD CHIPS' was distributed. The Superintendent advised regarding his recommendations ( Fuel Oil – Irving \$1.95 per gallon, Propane – Irving \$1.25 per gallon, and Wood Chips – Cousineau \$60.00 per ton) and answered questions from the Board. It was noted that Cousineau is s first time bidder.

**On a motion by Mr. Paterson, seconded by Mrs. Farrell, the Board unanimously voted to approve the Superintendent's recommendation for the purchase of fuel oil from Irving at \$1.95 per gallon, propane from Irving at \$1.25 per gallon, and wood chips from Cousineau at \$60.00 per ton.**

A document titled 'RFP Results for BSU Snow Plowing Bids – FY18 & FY19 The Superintendent advised regarding his recommendation to contract with Thygesen Construction Company for fiscal years 2018 and 2019 (\$14,000 per year). Mr. Pandolfo and administrators advised regarding requirements relating to snow removal and sanding.

**On a motion by Mrs. McCarthy, seconded by Mrs. Farrell, the Board unanimously voted to approve the Superintendent's recommendation to contract with Thygesen Construction Company for snow plowing for FY2018 and FY2019, at a rate of \$14,000 per year.**

### **6.3 Fire Panel Update**

Ms. Pearson advised that parts have been ordered and are estimated to be shipped on 09/14/17. Upon arrival, it will take approximately 2 days for parts to be installed. After installation, testing will be performed. Administrators have been working with Robert Sponable (Assistant State Fire Marshall), and Chris Violette (Barre Town Fire Chief) regarding the required Fire Watch Plan. A Fire Watch Plan is a standard procedure which is required and will remain in place until the system is fixed and tested. The cost of parts is approximately \$20,000, without labor. Mr. Allen queried regarding other mechanical/electrical parts throughout the building, which should perhaps be on a 'replacement cycle'.

## **7. Old Business**

### **7.1 FY19 Budget Development**

Three documents were distributed; a memo from Lisa Perreault (dated 09/01/17) relating to 'FY19 Budget Development Timeline', the BSU Budget Development Schedule for FY 2019, and the BSU FY19 Budget Development Process document (flow chart). Mr. Pandolfo advised that the budget schedule as presented is similar to past schedules. The addition of the flow chart is new. Meetings have been scheduled with administrators at each of the district schools. The process is currently on schedule. It does not appear that there would be time to 'back-up' the schedule for this budget cycle.

### **7.2 Act 46**

A draft copy of a letter to Barre Town Community members was distributed. The letter invites community members to attend a Board Meeting on September 20, 2017 to discuss Act 46 and asks for community members to provide input at the meeting. Mr. Allen provided an overview of the community's past concerns, identified options for moving forward, and advised that the Board would like to know the desire of the community. The letter and information regarding the meeting will be posted on Face Book, Front Porch Forum, the BTMES web site, the BTMES Newsletter, and the Times Argus. The Finance/Facility/Transportation Committee Meeting will begin at 5:00 p.m., the Board Meeting will follow, beginning at 6:30 p.m.

### **7.3 Labor Relations Agreements**

Mr. Pandolfo advised that the Negotiations Committee and AFSCME Representatives have reached a conceptual agreement, which will need to be put in written form, reviewed and signed prior to being presented for ratification. The conceptual agreement is for a one year contract. The goal is to consolidate as much as possible, so that all custodial/maintenance employees, regardless of district, will be under the same contract. The process of consolidation is progressing under this contract and it is hoped that consolidation can be completed during next year's negotiations. Mediation with Para-educators is slated for September 25, 2017. A tentative date of October 25, 2017 has been set for a Fact Finder meeting with teachers. Mr. Pandolfo provided a brief overview of the impact of H.542, relating to the State calculated withholding amount, which has been determined based on estimated savings resulting from the new health care plans.

### **7.4 Board Communications**

The draft letter discussed under Agenda Item 7.2 is an example of communication. Board Communications will be a standing agenda item, serving as a reminder to keep community engagement ongoing. Mr. Paterson agreed to man a table at the 10/28/17 Open House where he will share budget development information. Ms. Pearson reminded the Board that until the fire alarm system is repaired, a Fire Watch Plan must be in effect whenever the building is occupied.

## **8. Board Reports**

### **8.1. Superintendent**

A copy of the Superintendent's report dated August 30, 2017 was distributed. The report included information pertaining to; the Opening of School, a possible 10/12/17 Tri-Board Meeting, Transportation, Negotiations, Act 46, and Federal Grants. Mr. Pandolfo advised regarding Agenda items for the tentative 10/12/17 Tri-Board Meeting: 1) Board Communication and Engagement of the Community and 2) Act 46. Additionally, Mr. Pandolfo advised regarding the status of the land transfer (athletic fields), advising that the wastewater/potable water related permits had been received and given to the Town, so that they may proceed with the Act 250 Permit process. Additional discussion was held regarding the transportation issues presented under Agenda Item 4 (Visitors and Communications). Board members advised that they would like to receive additional information prior to making a determination regarding possible route/pick-up changes. Additional information should be obtained regarding prior decisions relating to stops within Barre City. Ms. Pearson agreed to facilitate thoughts and communication from Terrie and Stacy. The Churchill request will be tabled until the Finance/Facilities/Transportation meeting. It was noted that STA is still in the process of obtaining the 'final' bus. When Mrs. Nye receives information regarding acquisition of the final bus, she will share that information with the Board.

### **8.2 Principals Report**

A copy of the BTMES Administration Report for September 6, 2017 was distributed. The report included information pertaining to; Staff Member Completion of a Master's Program, the Crops by Kids Garden Club, Monthly Enrollment, Open House, a K – 4 Science Update, New Staff Members and Mentors, Transportation, the YMCA Program, and upcoming events. A copy of the BTMES Monthly Enrollment Report dated 08/29/17 was also distributed. Mr. Griggs provided an overview of the report, including student/teacher ratios. In response to a query from Mrs. Farrell regarding monthly reporting of Special Education student counts, it was decided to discuss the matter with Mr. McMahon, to determine if that information could be provided without violating any confidentiality regulations or risking identification of students.

### **8.3 Committee Reports**

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

The next meeting is Wednesday, September 20, 2017 at **5:00 p.m.** in the BTMES Library.

#### **8.3.2 Verbal Report of BSU Committees –**

Minutes from the BSU Curriculum and Policy Meetings have been distributed to all Board Members.

Mrs. McCarthy advised that the last Curriculum Meeting covered the topic of Math, including consistency within grades and between schools. Mr. Pandolfo advised that a small group attended the last Policy meeting and that no action was taken. Mr. Pandolfo advised regarding the policies that were discussed, including the Nutrition and Wellness policy (which may or may not need revisions as a result of changes to the Federal Food Program). Additionally, Mr. Pandolfo advised regarding policies previously sent to the SU Board for approval of first readings.

### **8.4 Financials**

The BTMES FY17 Expenditures/Year-End Projection Report (dated 09/06/17) was distributed. There is an unaudited anticipated surplus of \$7,992. Mr. Paterson queried regarding a change in the projected revenue amount for Special Education Intensive Needs reimbursement (line #53). The August report showed projected revenue of \$1,105,528. The September report shows a projected revenue amount of \$1,013,447. Additional information will be provided.

## **9. Future Agenda Items and Upcoming Committee Meetings**

BSU Policy – Monday, September 18, 2017 at 6:00 p.m. in the BSU 2<sup>nd</sup> floor conference room.

BTMES Finance/Facility/Transportation Committee – Wednesday, September 20, 2017 at **5:00 p.m.** in the BTMES Library.

BTMES Board Meeting / Public Forum – Wednesday, September 20, 2017 at 6:30 p.m. in the BTMES Library.

BSU Curriculum – Monday, September 25, 2017 at 5:30 p.m. in the SHS Library

BSU Finance Committee – Wednesday, September 27, 2017 at 6:00 p.m. in the SHS Library

BTMES Regular Board Meeting - Wednesday, October 4, 2017 at 6:00 p.m. in the BTMES Library

Agenda Items to include: Smarter Balanced Report, Board Communications, Budget Development Update, and Transportation Update.

Tri-Board - (tentative date) Thursday, October 12, 2017 at 6:00 p.m. in the SHS Library.

## **10. Approval of Warrants**

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

## **11. Executive Session**

### **11.1 Personnel**

### **11.2 Labor Relations Agreements**

Items proposed for discussion in Executive Session include a Personnel Issue and Labor Relations Agreements, specifically, Negotiation Strategies.

**On a motion by Mr. Paterson, seconded by Mrs. Hutchinson, the Board unanimously agreed to find that premature general public knowledge of the items proposed for discussion, specifically Negotiation Strategies, would clearly place Barre Town Middle and Elementary School at a substantial disadvantage should the discussion be public.**

**On a motion by Mrs. McCarthy, seconded by Mrs. Farrell, the Board unanimously voted to enter into Executive Session, with Mr. Griggs (Personnel Item), Mrs. Nye (Personnel Item), and Mr. Pandolfo in attendance, at 8:32 p.m. under the provisions of 1 VSA section 313 to discuss the items proposed for discussion.**

The remaining information was provided by the Superintendent.

**On a motion by Mrs. McCarthy, seconded by Mrs. Hutchinson, the Board unanimously voted to exit Executive Session at 9:32 p.m.**

**12. Next Meeting Date**

Finance/Facilities/Transportation Committee - Wednesday, September 20, 2017 at 5:00 p.m. in the BTMES Library  
BTMES Board Meeting - Wednesday, September 20, 2017 at 6:30 p.m. in the BTMES Library

**13. Adjournment**

**On a motion by Mrs. McCarthy, seconded by Mrs. Hutchinson, the Board unanimously voted to adjourn at 9:33p.m.**

Respectfully submitted,  
*Andrea Poulin*