

**BARRE TOWN SCHOOL DISTRICT
SCHOOL BOARD MEETING
BTMES Library
November 15, 2017
5:30 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. Consent Agenda
 - 4.1. Minutes of November 1, 2017 Regular Board Meeting
5. New Business
 - 5.1 Report Card Discussion
6. Old Business
 - 6.1. Budget Development
 - 6.1.1 Budget Draft #1 Presentation
 - 6.1.2 Special Education Assessment
 - 6.2. Act 46
7. Administrative Reports to the Board (as needed)
 - 7.1. Superintendent (verbal)
 - 7.2. Principals (verbal)
 - 7.3. Committee Reports
 - 7.4. Financials
8. Future Agenda Items and Upcoming Committee Meetings
9. Approval of Warrants
10. Executive Session
11. Next Meeting Date
12. Adjournment

REMINDERS:

- | | |
|---|-------------------|
| 1. Next Regular Barre Town School Board Meeting | December 6, 2017 |
| 2. Next Regular Barre City School Board Meeting | December 13, 2017 |
| 3. Next Regular Spaulding High School Board Meeting | December 7, 2017 |
| 4. Next Barre Supervisory Union #61 Board Meeting | November 16, 2017 |

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

REGULAR SCHOOL BOARD MEETING
Barre Town Middle and Elementary School – Library
November 1, 2017 – 6:00 p.m.

MINUTES

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

Jennifer Hutchinson

ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent
Scott Griggs, Principal
Jennifer W. Nye, Principal
Jacquelyn Ramsey-Tolman, Director of Curriculum, Instruction, and Assessment

GUESTS PRESENT:

Video Vision Tech Patty MacAskill

1. Call to Order: Pledge of Allegiance

The Chair, Mr. Allen, called the Wednesday, November 1, 2017, 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. Additions and/or Deletions to the Agenda

Delete - 5.5 VMERS Plans for AFSCME and Para-Educator Agreements (will be kept in as a place holder).
Delete - 10.1 Personnel (will be kept in as a place holder).
Delete - 10.2 Labor Relations Agreements (will be kept in as a place holder).

3. Visitors and Communications

Patty MacAskill thanked Mr. Pandolfo for having personnel names added to the BSU Newsletter.

4. Approval of Minutes

4.1. Approval of Minutes – October 4, 2017 Regular Meeting

On a motion by Mrs. McCarthy, seconded by Mrs. Farrell, the Board unanimously voted to approve, as amended, the Minutes of the October 4, 2017 Regular Meeting, the Minutes, as amended, of the October 12, 2017 Tri-Board Meeting and the Minutes of the October 18, 2017 Special Meeting.

4.2. Approval of Minutes – October 12, 2017 Tri-Board Meeting

Approved under Agenda Item 4.1

4.3. Approval of Minutes – October 18, 2017 Special Meeting

Approved under Agenda Item 4.1

5. New Business

5.1 Resignations/Retires/New Hires

A letter of resignation from Diane Stacy was distributed. Mr. Pandolfo advised regarding the resignation submitted by Technology Director Diane Stacy. Mrs. Stacy is an employee who has given many years of dedicated service. Ms. Stacy will be retiring on December 31, 2017. No BTMES Board action is necessary. The Board extended their sincere thanks to Mrs. Stacy for her efforts which over the course of many years have positively impacted BTMES students.

Mr. Pandolfo advised the Board that BCEMS Elementary School Principal, and educator of 45 years, James Taffel, will be retiring at the end of FY18.

5.2 NECAP Science Assessment Scores

Four documents were distributed; a copy of a Power Point Presentation titled ‘ Barre Town Middle and Elementary School Science NECAP Results 2017’, a report titled ‘Spring 2017 – Grade 4 NECAP Science Test - Science Results’, a report titled ‘Spring 2017 –

Grade 8 NECAP Science Test - Science Results', and a document with examples of both 4th and 8th grade questions. Mrs. Tolman provided an overview of the documents, noting that BTMES students performed 10% higher than the state average. Students seemed to excel more in 'physical science' and a bit lower in the 'inquiry' section. The NECAP (New England Common Assessment Program) assessments will no longer be performed. Vermont is working with Rhode Island to develop new assessments that will be aligned with NGSS (Next Generation Science Standards). The new assessments will be given to 5th and 11th graders. 4th grade will no longer participate in the annual testing. The new NGSS assessments will be shorter than NECAP assessments, and will be computer based, similar to SBAC testing. Mr. Pandolfo advised that staff have received professional development on NGSS study units and it is believe that the NGSS curriculum will be very engaging to students.

5.3 Board Resignation

A letter of resignation from Board Member Jennifer Hutchinson was distributed. Mr. Allen advised that Mrs. Hutchinson regrets that her new employment prevents her from spending the necessary time that serving on the Board requires. **On a motion by Mrs. McCarthy, seconded by Mr. Paterson, the Board unanimously voted to accept with regrets and gratitude, the resignation of Jennifer Hutchinson.** Mr. Allen encouraged interested parties to notify Donna Keltly of their interest. The position has been posted in the newspaper and in the school newsletter. **On a motion by Mrs. Farrell, seconded by Mr. Paterson, the Board resolved that thanks be conveyed to Mrs. Hutchinson for stepping forward to serve on the Board, and that a letter be sent to Mrs. Hutchinson, thanking her for her service.**

5.4 Financial Management Questionnaire

A copy of the 'Financial Management Questionnaire for the BSU was distributed. Mr. Pandolfo provided a brief overview of the document and advised that completion of the Financial Management Questionnaire is required by statute. The BSU Board Chair will be asked to sign the document at the 11/16/17 BSU Board Meeting.

~~5.5 VMERS Plans for AFSCME and Para-Educator Agreements~~

6. Old Business

6.1 Board Communications

Screen prints of a Power Point Presentation titled 'Effective Community Engagement Through Strategic Communications' was distributed. Mr. Pandolfo advised that this presentation was made at the VSBA/VSA Conference in October. Mr. Pandolfo provided an overview of the document, highlighting the importance of 'knowing your audience', 'knowing your message' and writing effective press releases. Mr. Pandolfo felt the presentation, which concluded with work sessions, was very informative. Mr. Pandolfo reported that the most recent BSU Board Meeting included discussion regarding the hiring of a Communications Specialist to assist with promotion of the schools and their budgets. The BSU Board feels that this is a very important position and would like to include the position in the FY19 budget. Mr. Pandolfo has performed some preliminary work and has provided copies of some job descriptions and salaries of Communications Specialists positions from other supervisory unions. Additionally, the BSU Board felt strongly that some PR work begin in FY18. Mr. Pandolfo cautioned that his capacity is being challenged by several high priority, time consuming responsibilities and that he currently cannot devote much time to this endeavor. Discussion was held regarding how to achieve PR work in FY18, including the staffing and financing of PR work. Mr. Pandolfo advised regarding the difficult upcoming budget creation (for FY19) and cautioned that the State may begin to scrutinize staff to student ratios. Ms. MacAskill advised that as a tax payer, she prefers to see monies spent on services to students, rather than PR.

6.2 Second and Final Reading BSU Transportation Policy (F9)

Copies of policies referenced in Agenda Items 6.2 through 6.4 were distributed. Mr. Allen provided a brief overview of the policies and Mrs. Farrell advised that the BSU Policy Committee devoted much time to reviewing the policies. Concern was raised regarding the Superintendent's role/responsibility regarding enforcement of these policies. It was noted that although other administrators are actively involved in use of facilities for student clubs and community members/organizations, the ultimate responsibility for decision making rests with the Superintendent. Currently, the Superintendent is contacted and makes the final decision whenever administrators feel requests for use of facilities are questionable. Mr. Paterson would like the policies revisited if the Superintendent's role becomes an issue.

On a motion by Mrs. McCarthy, seconded by Mrs. Farrell, the Board unanimously voted to approve the Second and Final Readings of the policies referenced in Agenda Items 6.2 through 6.4 and agreed to ratify said policies F9, F33, and H3.

6.3 Second and Final Reading BSU Student Clubs & Activities Policy (F33)

Approved under Agenda Item 6.2.

6.4 Second and Final Reading BSU Community Use of School Facilities Policy (H3)

Approved under Agenda Item 6.2.

6.5 Labor Relations Agreements

A copy of a document titled 'Interim Default Health Insurance Proposal: Barre Supervisory Union and Teachers' was distributed. Mr. Pandolfo advised that the final signatures for AFSCME and Para-educator Contract Agreements were obtained this week and that the Agreements are officially in place. Payroll personnel are in the process of implementing the new wages. The Negotiations Committee and Teacher Representatives met on 10/25/17 for a Fact Finding Hearing. The Fact Finder will respond with a recommendation within 30 days. Once the recommendation has been received, Teacher Representatives will have 10 days to respond. A default health insurance agreement was also agreed upon on 10/25/17. HR personnel are working to enroll employees.

7. Board Reports

7.1. Superintendent

A copy of the Superintendent's report dated October 26, 2017 was distributed. The report included information pertaining to; Educational Funding, ALICE Training, Negotiations, the Health Insurance Transition, Act 46, and Federal Grants. A copy of a letter from Harry Chen, MD (Commissioner, Department of Health), and Rebecca Holcombe (Secretary of Education) was distributed. The subject of the letter dated 11/22/16, is 'Comprehensive Sex Education and Condom Distribution Programs'. A copy of the October 2017 BSU Newsletter was also distributed. Mr. Pandolfo reiterated that this will be a very challenging budget season, reminding the Board that the State has predicted a 7 to 9 cent tax increase at the state level.

A document titled 'ALICE and Active Shooter Response Training', and information from the ALICE (Alert/Lockdown/Inform/Counter/Evacuate) website were distributed. Mr. Pandolfo advised that this item is on the agenda as an initial informative session and that he has recently received a letter from a parent and State employee, regarding ALICE training. It was noted that there are different options available for the Safety and Crisis Response Team to review. Mr. Pandolfo has been in contact with other SUs regarding their procedures. It was noted that the SU's current response plans are being reviewed with the goal of identifying possible improvements and that the plans have been shared (for review and input) with the Vermont State School Safety Office and Homeland Security. There has been much discussion lately regarding various crisis situations (e.g. shooters, weather issues). Three staff members have attended ALICE training and strongly recommend that all staff be trained. There is a State level Safety Training meeting on November 30, 2017. Mrs. McCarthy requested that students be educated regarding what to do in an emergency situation when they are not in the classroom (e.g. in the restroom or walking in the hallway).

Mr. Pandolfo advised that the BSU Policy Committee has been discussing the STD/Pregnancy Prevention Policies and believe the BSU should strongly consider implementing one. There is no VSBA model policy on this topic.

7.2 Principals Report

The BTMES Administration Report for November 1, 2017 was distributed. The Report includes information on; Parent/Student/Teacher Conferences (Pre-k 11/08/17 & 11/09/17 and K – 8 11/09/17). School closings (Pre-k closed 11/08/17 – 11/10/17), K – 8 early release (11/09/17 grades 5-8 11:30 a.m. and K-4 12:30 p.m.), no school 11/10/17 (staff development), Thanksgiving Break (11/22/17 – 11/24/17), Spring 2017 Science NECAP Results, Professional Development, the 2017 SHAPE Conference, Proficiency Based Learning/Standards Based Grading, the King Arthur Flour Bake for Good Demonstration (10/17/17), Monthly Enrollment, and Upcoming Events. The Monthly Enrollment report and November Newsletter were also distributed. Mrs. Nye reminded parents of the early release and encouraged parents to sign up for conferences. There was an increase of 7 students in October. Mrs. Nye advised regarding the PBIS Conference in Killington, workshops facilitated by PE staff (past and present), and report card distribution on 11/03/17. Mr. Griggs advised of the GSP (Great School Partnership) meetings, the switch to proficiency based grading, and the King Arthur event. Mr. Griggs played a video of an event facilitated by an ad hoc Middle School group that is trying to increase school spirit. The video was filmed via a drone provided by Barre Town Resident Eric Hannett.

7.3 Committee Reports

7.3.1 Finance/Facilities/Transportation Committee –

A copy of the Minutes from the October 18, 2017 Meeting were distributed.

The next meeting is Wednesday, November 15, 2017 at 5:30 p.m. in the BTMES Library – This meeting will be warned as a Regular Board Meeting. Mr. Paterson reported that cameras and radios are installed on all buses. A review of the front parking lot drop-off and pick-up safety procedures is being conducted. The new tractor has been delivered. Mr. Evans and custodial staff are documenting preventative maintenance that should be scheduled. The invoice for fire alarm maintenance has been paid.

7.3.2 Verbal Report of BSU Committees –

Minutes to all BSU Committee Meetings were previously distributed to all Board Members.

BSU Curriculum –

The Committee last met on Monday, October 23, 2017. Topics of discussion were Technology and Homework. Mrs. McCarthy provided a brief overview of the meeting. It was noted that under proficiency based grading, homework is no longer used in calculating the final grade. Mrs. Nye advised that more discussion of homework practices is required.

The next meeting is Monday, November 27, 2017 at 5:30 p.m. in the SHS Library.

BSU Policy –

The Committee last met on Monday, October 16, 2017. Mrs. Farrell advised that discussion included interrogation/search/seizure policies (including technology), and 'health' related policies.

The next meeting is Monday, November 20, 2017 at 6:00 p.m. in the BSU 2nd Floor Conference Room

BSU Finance -

The Committee last met on Thursday, October 26, 2017. Mrs. Farrell provided a brief overview of the discussion, which focused mainly on budgets, Communications, and Special Education.

The next meeting is **tentatively** set for Thursday, November 30, 2017 at 6:00 p.m. in the SHS Library.

7.4 Financials

FY18 - The BTMES FY18 Expenditures/Year-end Projection report (dated 10/18/17) was distributed. BTMES has an unaudited projected deficit of \$178,318. The BTMES General Fund Expenditure and Revenue Reports (dated 10/16/17) were also distributed. The financial information was shared at the Finance/Facility/Transportation Committee meeting. The settlement of teacher contracts (still outstanding), will have an impact on the FY18 budget. It was noted that the grant approval process has been very lengthy this year. Administrators are looking for changes in the use of grant funding.

FY19 - The BTMES FY19 Budget Considerations document (dated 10/25/17) was distributed. No additional discussion was held.

8. Future Agenda Items and Upcoming Committee Meetings

The 11/15/17 meeting will focus mainly on budgeting, including the budget for staffing. Facilities and Transportation reports (may be verbal) will also be presented.

The December meetings will focus mainly on budget development, but will also include Board Communication and Act 46. Mrs. Farrell queried regarding recent changes to the food service menus.

BTMES Finance/Facilities/Transportation Comm. – Wednesday, November 15, 2017 at 5:30 p.m. in the BTMES Library (THIS MEETING WILL BE WARNED AS A REGULAR BTMES BOARD MEETING)

BSU Regular Board Meeting – Thursday, November 16, 2017 at 6:00 p.m. in the SHS Library

BSU Policy Committee – Monday, November 20, 2017 at 6:00 p.m. in the BSU 2nd Floor Conference Room

BSU Curriculum Committee – Monday, November 27, 2017 at 5:30 p.m. in the SHS Library

BSU Finance Committee – Thursday, November 30, 2017 at 6:00 p.m. in the SHS Library (TENTATIVE DATE)

BTMES Regular Board Meeting – Wednesday, December 6, 2017 at 6:00 p.m. in the BTMES Library

BTMES Finance/Facilities/Transportation Comm. – Wednesday, December 20, 2017 at 5:30 p.m. in the BTMES Library (THIS MEETING WILL BE WARNED AS A REGULAR BTMES BOARD MEETING)

9. Approval of Warrants

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

10. Executive Session

10.1 Personnel

10.2 Labor Relations Agreements

No items were proposed for discussion in Executive Session.

11. Next Meeting Date

BTMES Finance/Facilities/Transportation Comm. – Wednesday, November 15, 2017 at 5:30 p.m. in the BTMES Library (THIS MEETING WILL BE WARNED AS A REGULAR BTMES BOARD MEETING)

BTMES Regular Board Meeting – Wednesday, December 6, 2017 at 6:00 p.m. in the BTMES Library

BTMES Finance/Facilities/Transportation Comm. – Wednesday, December 20, 2017 at 5:30 p.m. in the BTMES Library (THIS MEETING WILL BE WARNED AS A REGULAR BTMES BOARD MEETING)

12. Adjournment

Mr. Pandolfo advised that due to the recent weather event, some families are still without power. BCEMS will be opening their gym to be used as an emergency shelter.

On a motion by Mr. Paterson, seconded by Mrs. Farrell, the Board unanimously voted to adjourn at 8:00 p.m.

Respectfully submitted,

Andrea Poulin