

**BARRE SUPERVISORY UNION #61 SCHOOL DISTRICT**  
**REGULAR BOARD MEETING**  
Barre Supervisory Union – Conference Room  
August 13, 2015 - 6:00 p.m.

**MINUTES**

**BOARD MEMBERS PRESENT:**

Anita Ristau - Chair (BC)  
Lucas Herring – Vice Chair (BC) – arrived at 6:14 p.m., departed at 7:36 p.m.  
Chad Allen – Clerk (BT) – arrived at 6:12 p.m.  
Joe Blakely (SHS)  
Brenda Buzzell (BT)  
Carlotta Perantoni (SHS)  
Sonya Spaulding (BC) .

**BOARD MEMBERS ABSENT:**

Veronica Foiadelli (SHS)  
Krista Metivier (BT)

**ADMINISTRATORS PRESENT:**

John Pandolfo, Superintendent

**GUESTS PRESENT:**

Video Vision Tech

**1. Call to Order**

The Chair, Mrs. Ristau, called the Monday, August 13, 2015, meeting to order at 6:09 p.m., which was held at the Barre Supervisory Union Central Office in the Conference room.

**2. Additions and/or Deletions to the Agenda**

There were no additions or changes to the Agenda.  
In response to a query, it was noted that representatives to the SU Board, may not send a ‘proxy’ to attend or vote in their absence.

**3. Public Comment**

None.

**4. Approval of Minutes**

**4.1 Approval of Minutes – July 9, 2015 Regular Meeting**

Mrs. Poulin advised that David Delcore’s name has been removed from the list of Guests Present. Rick McCraw’s name will also be removed from the listing of ‘Administrators Present’. **On a motion by Mrs. Buzzell, seconded by Mrs. Perantoni, the Board unanimously voted to approve, as amended, the Minutes of the July 9, 2015 Regular Meeting.**

**5. New Business**

**5.1 Human Resources Position and Functions**

Mr. Pandolfo provided a progress update, including inquiry to the Vermont Superintendent’s Association. There are multiple options, including hiring an HR Director or HR Coordinator. The new position will allow the SU to provide HR services/functions in an effective and equitable manner. Mr. Pandolfo requested guidance and recommendations from the Board regarding qualifications. The consensus was to hire a qualified applicant, rather than hire an individual who needs to be trained. It was noted that the current system involves multiple individuals from various departments. Additional research needs to be performed, including documenting all responsibilities for the position and the impacts to staff that currently perform the various functions. It is Mr. Pandolfo’s goal to present a draft job description at the next meeting.

**5.2 Grant Writer Position and Functions**

This is a new position. Monies have been budgeted in the past, but were not spent. Discussion included hiring an individual on a consultant basis to identify available grants and compile base line information that could be utilized for future grant applications. Mr. Pandolfo will attempt to find an individual who has general knowledge of grant writer positions. Mr. Herring will perform research to identify some existing grant writers.

**5.3 FY '17 Budget Development**

A draft document titled 'Barre Supervisory Union / BCEMS/BTMES/SHS-CVCC / Budget Development Schedule for FY 2017' was distributed. A copy of the Budgeting Policy (DB) was also distributed. Mr. Pandolfo provided an overview of the schedule and credited Lisa Perrault for the creation of this useful document. It was noted that given recent legislation, the SU budget will be much more involved, as it will include Transportation and Special Education. It was the consensus that a Tri-Board meeting would be beneficial to assist the districts with understanding the budget and having the ability to explain it to their constituents. Mr. Herring recommended that each Board gather their thoughts in September, prior to holding a Tri-Board meeting in October. A Tri-Board meeting is tentatively scheduled for October 8, 2015 (in lieu of the SU meeting). A final decision will be made after members hold discussion at their regular meetings.

**6. Old Business**

**6.1 Consolidation Study Committee**

Letters of interest and qualifications for participation on the Study Committee were distributed. Applicants include: Alice S. Farrell, Patrick Gordon, Ashley Hutchins, J. Guy Isabelle, Kerri lamb, and Tommy J. Walz. Four additional documents (correspondence relating to the Transportation and Special Education waiver request) were also distributed. Additionally, Mr. Pandolfo distributed a document titled 'Barre Supervisory Union Consolidation Study Committee Update – August 13, 2015. Mr. Pandolfo and Mrs. Ristau met with VSBA and advised regarding a statute that requires the community, 'by motion' to establish a study committee. Two motions will be required; one to form a committee, as recommended by the SU Board, and one to appoint committee members. The 'appointments' must be made by BCEMS and BTMES boards. The SHS Board will not make any appointments, though members from that board may be appointed by BCEMS and BTEMES. Minutes from prior meetings will need to be reviewed to determine if current appointments were the result of motions. After discussion, it was determined that the Study Committee make up should be changed from what was previously discussed. The new recommendation is for a Study Committee comprised of ten (10) individuals, with 4 community members (2 from Barre City and 2 from Barre Town) and 2 members from each Board (BCEMS, BTMES, and SHS, of which, one member from each Board should be the Finance Committee Chair). The committee members from SHS should include one representative from the City and one from the Town. This structure ensures equal representation for the City and the Town.

<b>RECOMMENDED CONSOLIDATION STUDY COMMITTEE STRUCTURE</b>			
<b>COMMITTEE MEMBER TO BE SELECTED FROM:</b>		<b>NOTES</b>	<b>APPOINTED BY:</b>
1	BCEMS BOARD	Finance Committee Chair	BCEMS BOARD
2	BCEMS BOARD		BCEMS BOARD
3	SHS BOARD	Barre City Representative	BCEMS BOARD
4	COMMUNITY APPLICANT		BCEMS BOARD
5	COMMUNITY APPLICANT		BCEMS BOARD
6	BTMES BOARD	Finance Committee Chair	BTMES BOARD
7	BTMES BOARD		BTMES BOARD
8	SHS BOARD	Finance Committee Chair (BT Representative)	BTMES BOARD
9	COMMUNITY APPLICANT		BTMES BOARD
10	COMMUNITY APPLICANT		BTMES BOARD

**On a motion by Mrs. Perantoni, seconded by Mr. Herring, the Board unanimously voted to approve making a recommendation to Barre City and Barre Town Boards, to change the structure of the Consolidation Study Committee such that it is structured in the following manner: The Study Committee should be comprised of ten (10) individuals, with 4 community members (2 from Barre City and 2 from Barre Town) and 6 community Board Members: 2 members from each Board (BCEMS, BTMES, and SHS, of which, one member from each Board should be the Finance Committee Chair). The committee members from SHS should include one representative from the City and one from the Town. BCEMS will appoint all City representatives. BTMES will appoint all Town representatives.**

It was noted that the Committee will empower the community with information and should be unbiased. The Committee will meet three to six times, with the majority of the research being performed by a consultant. Additional discussion included various ideas for communicating with the public to assure they are informed and have input. Mr. Pandolfo advised he has provided a progress report to Ms. Rebecca Holcombe. In response to a query from Mrs. Buzzell regarding the removal of all Special Education costs being removed from school budgets, Mr. Pandolfo advised that some areas are still being evaluated.

**7. Other Business as Needed**

None.

## **8. Reports to the Board**

### **8.1 Superintendent**

Financial reports were distributed for review and discussion. Mr. Pandolfo reported that SBAC test results should be available on or shortly after August 15, 2015. SBAC results will most likely be presented to the various boards in October. There will be no new requirements for the Continuous Improvement Plan, but schools will need to continue to stay on top of in-place improvement plans. Mr. Pandolfo advised that he is close to hiring an individual for the front desk position. Mr. Pandolfo would like to acknowledge the tragedy that occurred in Barre City on Friday August 7, 2015. He has drafted a document to send to all staff advising of various available supports. Mr. Pandolfo would like to post something similar on Front Porch Forum. SU employees have expressed their desire to improve security within the SU building. An SU wide security system may be investigated, including the possibility of a card swipe system.

## **9. Executive Session as Needed**

### **9.1 Personnel**

### **9.2 Negotiations**

A single item was proposed for discussion in Executive Session: Negotiations.

**On a motion by Mr. Herring, seconded by Mrs. Perantoni, the Board unanimously agreed to find that premature general public knowledge of the items proposed for discussion would clearly place the City of Barre at a substantial disadvantage should the discussion be public.**

**On a motion by Mrs. Buzzell, seconded by Mrs. Perantoni, the Board unanimously voted to enter into Executive Session at 7:35 p.m. under the provisions of 1 VSA section 313 to discuss the item proposed for discussion (negotiations) .**

Mr. Pandolfo was invited to join Executive Session.

The remaining information was provided by the Board Clerk.

Mr. Herring departed the meeting at 7:36 p.m.

**On a motion by Mrs. Spaulding, seconded by Mrs. Perantoni, the Board unanimously voted to exit Executive Session at 7:50 p.m.**

No action taken.

## **10. Adjournment**

**On a motion by Mr. Blakely, seconded by Mrs. Buzzell, the Board unanimously voted to adjourn at 7:52 p.m.**

Respectfully submitted,  
*Andrea Poulin*