

**BARRE SUPERVISORY UNION #61 SCHOOL DISTRICT  
REGULAR BOARD MEETING**  
Barre Supervisory Union – 1<sup>st</sup> Floor Conference Room  
September 10, 2015 - 6:00 p.m.

**MINUTES**

**BOARD MEMBERS PRESENT:**

Anita Ristau - Chair (BC) – departed at 6:33 p.m.  
Lucas Herring – Vice Chair (BC)  
Chad Allen – Clerk (BT)  
Brenda Buzzell (BT)  
Carlotta Perantoni (SHS)  
Sonya Spaulding (BC) – arrived at 6:05 p.m.

**BOARD MEMBERS ABSENT:**

Joe Blakely (SHS)  
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, September 10, 2015, meeting to order at 6:02 p.m., which was held at the Barre Supervisory Union Central Office in the First Floor Conference room.

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

No additions. The order will be changed such that Agenda item 6.3 will be discussed first.

**3. Public Comment**

None.

**4. Approval of Minutes**

**4.1 Approval of Minutes – August 13, 2015 Regular Meeting**

On a motion by Mr. Herring, seconded by Mrs. Perantoni, the Board unanimously voted to approve the Minutes of the August 13, 2015 Regular Meeting.

**4.2 Approval of Minutes – August 24, 2015 Special Meeting**

On a motion by Mr. Herring, seconded by Mrs. Perantoni, the Board unanimously voted to approve the Minutes of the August 24, 2015 Special Meeting.

**5. New Business**

**5.1 Board Goals and Direction**

Goals discussed include:

- Centralization of Transportation and Special Education at the Supervisory Union level.
- Clear budgetary allocation, on a school by school basis, expenses and reimbursement (income) for Transportation and Special Education.
- Changes and enhancements to the budget process, including discussion of the expanded budget process.
- Improved communication with the public regarding the breakdown of the SU budget.
- Inclusion of all Finance Committee Chairs on the SU Board
- Cooperation of Board members, working towards, and being supportive of a unified school system.
- Continued policy development at the SU level.
- Supervisory Union Continuous Improvement Plan
- Spend additional time in goal development, including clarification of goals, and rubric for measurement of success

- Determine the starting point of each goal to insure accurate measurement of success
- Documentation of specific goals and annual review of progress to determine the level of success (using defined measurement of success). Perform annual evaluation in January or February to allow for completion prior to the election of new members.

Mrs. Ristau departed the meeting at 6:33 p.m. Mr. Herring directed the remainder of the meeting.

- Promotion of the school district to attract additional residents/families
- Define steps to be taken to help reach goals.
- Hold additional meetings to better define goals

## **5.2 Tri-Board Meeting Planning**

The Tri-Board Meeting is scheduled for October 8, 2015, at 6:00 p.m. at the Spaulding High School Library. Discussion will include; HR position, budget development process, budget impact of transitioning Transportation and Special Education to the SU, a report from the Consolidation Study Committee, a proposal for a new SU Finance Policy, and a proposal for SU policy discussion.

## **6. Old Business**

### **6.1FY '17 Budget Development**

Mr. Pandolfo advised that each Board has approved the timeline. The Business Manager is working with Special Education personnel to develop a schedule for completion of consolidation of Special Education at the SU level. Though transition of para-educators is not required by legislation, the implications of moving or not moving these employees to the SU will need to be analyzed. Similar discussions will be held with respect to the consolidation of Transportation. Presentations will be given to each Board. Consolidation of Transportation will require extensive documentation of various busing schematics and the associated costs. Though the AOE expects a thorough analysis, they do not expect it to be completed before the budget analysis.

### **6.2 Act 46 Study Committee**

Two documents were distributed for review; 'Barre Supervisory Union Consolidation Study Committee Update' (dated September 10, 2015), and the resume of Peter A. Clarke. Mr. Pandolfo provided an overview of the Consolidation Study Committee Update report and advised that he recommends the hiring of Peter Clarke, as the consultant to the study committee. Mr. Clarke has been recommended by VSBA. The first meeting of the study committee should be held in late September or early October (09/29, 09/30, or 10/01). Mr. Clarke would like to meet with all Board Chairs prior to the kick-off meeting. Mr. Pandolfo is inquiring regarding the availability of committee members for the proposed dates.

### **6.3 Human Resources Position**

This discussion was held at the beginning of the meeting to allow Mrs. Ristau to participate. A draft Human Resources Coordinator job description was distributed for review and discussion. Mr. Pandolfo provided an overview of the process he utilized to compose the draft job description. Salary has not been addressed at this point, but there is a recommendation to have this position one tier below the Director level (equivalent to the Assistant Business Manager position). Preliminary discussion has been held regarding job function reconfiguration of existing employees. Mrs. Ristau advised regarding her concerns, which included the length, redundancy, and level of authority. Mrs. Ristau read a summary of a similar job description she found on-line. Mr. Herring suggested that the draft job description be reviewed and revised, and that the amended version be presented at the Tri-Board meeting. Mr. Pandolfo recommended that an organizational chart be created.

### **6.4 Grant Writer**

Mr. Pandolfo distributed a flyer, sample contract, and letter of interest from Timothy Cutler of CBT Grant Services. This consultant proposes to perform research on available grants at a lower rate, and advises that a higher rate would be billed for actual grant writing. Mr. Pandolfo would like to set up a meeting with this individual. It is estimated that initial work would take approximately 25 to 35 hours. It was noted that the SU could begin working with this individual under a loose agreement. A more formal contract may be needed in the future.

## **7. Other Business as Needed**

None.

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

### **8.1 Superintendent**

A copy of the Superintendent's report dated September 10, 2015 was distributed for review and discussion. The report included information pertaining to SBAC Reports (being sent home on September 11, 2015 – a sample report was distributed), VEHI – changes to insurance (VEHI/VSBIT Annual meeting on October 23, 2015 at Lake Morey), VSBA Regional Meeting (October 6, 2015 at SHS, from 5:00 p.m. to 8:00 p.m., dinner provided), and the BSU Policy Committee meeting (slated for September 23, 2015). Mr. Pandolfo provided a brief overview.

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

No items were proposed for discussion.

**10. Adjournment**

**On a motion by Mrs. Buzzell, seconded by Mrs. Perantoni, the Board unanimously voted to adjourn at 7:38 p.m.**

Respectfully submitted,  
*Andrea Poulin*