

**BARRE SUPERVISORY UNION #61 SCHOOL DISTRICT**  
**REGULAR BOARD MEETING**  
Barre Supervisory Union – Conference Room  
November 12, 2015 - 6:00 p.m.

**MINUTES**

**BOARD MEMBERS PRESENT:**

Anita Ristau - Chair (BC)  
Chad Allen – Clerk (BT)  
Brenda Buzzell (BT)  
Carlotta Perantoni (SHS)  
Sonya Spaulding (BC)

**BOARD MEMBERS ABSENT:**

Lucas Herring – Vice Chair (BC)  
Joe Blakely (SHS)  
Veronica Foiadelli (SHS)  
Krista Metivier (BT)

**ADMINISTRATORS PRESENT:**

John Pandolfo, Superintendent  
Lisa Perreault, Business Manager

**GUESTS PRESENT:**

Video Vision Tech            Sasha Bianchi                      Charlene Rinker

**1. Call to Order**

The Chair, Mrs. Ristau, called the Thursday, November 12, 2015, meeting to order at 6:03 p.m., which was held at the Barre Supervisory Union Central Office in the Conference room.

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

**Add 5.6 – Evaluation of the Superintendent**  
**Under 6.5 and 6.6 – add ‘Second and Final Reading’**

**3. Public Comment**

None.

**4. Approval of Minutes**

**4.1 Approval of Minutes – October 8, 2015 Tri-Board Meeting**

**On a motion by Mrs. Perantoni, seconded by Mrs. Spaulding, the Board unanimously voted to approve the Minutes of the October 8, 2015 Tri-Board Meeting.**

**5. New Business**

**5.1 Health Department Presentation**

Mrs. Ristau welcomed Sasha Bianchi (District Director of Vermont Department of Health, Office of Local Health Division), and Charlene Rinker (Outreach Specialist). Ms. Bianchi distributed a folder containing information on the ‘Guiding Good Choices’ parenting class. Ms. Bianchi and Ms. Rinker addressed the Board advising that their department is involved with assisting schools with promoting a culture of health. Information regarding the risk behavior survey was provided. The presentation included information pertaining to ways in which to reduce the use of alcohol, tobacco, and substances, as well as the promotion of physical activity (as part of curriculum) to improve health, maintain a healthy weight, and increase learning. The SU was applauded for their efforts to become Trauma Informed Schools. Ms. Bianchi advised that her department would like to give a Guiding Good Choices class in Barre, and additionally, would like to assist with incorporating more exercise activities into the daily routine of students.

**5.2 Acceptable Use of Electronic Resources and the Internet Policy Code Change (G11)**

A copy of the policy was distributed. Mr. Pandolfo provided a brief overview of the policy which is subject to a code change. Policies with formative and non-substantive changes may be approved with one Reading. This policy has a change of code (from IIC to G11). The policy under Agenda Item 5.3 has a code change from IGBB to G12. **On a motion by Mrs. Perantoni, seconded by Mrs. Buzzell, the Board unanimously voted to allow formative changes, to align to VSBA coding.** Policy G11 is missing First and Second Reading Dates.

### 5.3 Title I Comparability Policy Code Change (G12)

A copy of the policy was distributed. The code change to this policy was approved under Agenda Item 5.2. The Adoption Date needs to be added.

### 5.4 First Reading Special Education Policy (G15)

A copy of the policy was distributed. Mr. Pandolfo advised that BCEMS has a similar policy in place, but the Policy Committee would like to have this policy approved at the SU level, and ratified by each Board. It was noted that VSBA no longer has a policy on this subject, as the requirements are in the State statute and guidelines. **The Board agreed to remand this policy back to Committee.**

### 5.5 Warrants Procedure

Mr. Pandolfo advised regarding the Warrant Procedure that authorizes the Superintendent or Business Manager to sign payroll warrants (no Board Member signature required). The Business Office recommends that Accounts Payable warrants require a minimum of one Board member signature (the Finance Committee Chair, or an individual who is most available). It was noted that though there are policies and procedures in place, the Auditors found that the policies and procedures were not always being followed. The auditors advised that the audit should reveal that Policies and Procedures match, and are being followed. Based on the Auditor's finding, Ms. Perreault has provided a recommendation of procedures to assure consistency throughout the SU. Barre Town and Spaulding High School have already given approval to follow the recommended procedures. It was noted that Barre City currently has a policy and procedures in place. Barre City will continue with its current practice until the SU adopts a policy and it is ratified by the BCEMS Board. Once an SU policy is ratified, BCEMS will delete the existing policy. Mrs. Spaulding advised regarding her strong preference to review the detail of each Warrant and queried regarding the possibility of a digital filing system. **On a motion by Mrs. Perantoni, seconded by Mrs. Buzzell, the Board unanimously voted to nominate Mrs. Spaulding as the primary individual authorized to approve SU warrants, while noting that all SU Board Members are also authorized to approve warrants.**

### 5.6 Evaluation of the Superintendent

Mrs. Ristau addressed the Board advising that she was distributing an evaluation form and job description to each Board Chair, and requested that each Chair distribute the form to each Board Member. By January 2016, each Chair should compile their Board's feedback, and submit it to Mrs. Ristau. Mrs. Ristau will compile the input from the Boards and present the evaluation to Mr. Pandolfo. It was noted that the Barre Town Board completes an evaluation form collectively. Input will also be requested from the schools' Administrators. The evaluation should occur prior to elections in March to assure that the evaluation is based on feedback from existing Board Members. Mr. Pandolfo will perform a self-evaluation including information he receives from in-house personnel and from an anonymous Survey Monkey survey. Mr. Pandolfo will provide his self-evaluation at the first SU meeting in January 2016.

## 6. Old Business

### 6.1 FY '17 Budget Development

Six documents were distributed; 'Barre Supervisory Union FY17 Budget Highlights 11/12/15', an Expenditure Report, 'Barre Supervisory Union FY17 Budget 11/12/15' (revenues), 'Assessment Descriptions in District Budgets', 'BSU FY17 Budget Version 1 11/12/15', and 'BSU FY17 Budget Version 2 11/12/15'. Ms. Perreault addressed the Board and provided an overview of the budget highlights, including the two versions (#1 budget as currently written, #2 budget with consolidation of Special Education and Transportation), assessment based on proposed expenses, possible savings associated with consolidation of Transportation, consolidation for purchasing of supplies and equipment, consideration of surplus monies to off-set the assessment, and consideration of renovations to the SU building. Ms. Perreault asked that the Board focus on the method used to create the budget, rather than on the numbers contained in the budget. Additionally, Ms. Perreault advised that audits need to be budgeted at the SU level, and recommended using equalized pupils for calculation purposes. The schedule of up-coming budget meetings was announced. Lengthy discussion ensued, including consolidation of Technology staff. Mrs. Buzzell expressed concern regarding the impact consolidation of Technology may have on the Barre Town budget (in the past, savings from the technology portion of the budget were used to cover other expenses). Though understanding of Mrs. Buzzell's concern, Mr. Allen advised that he feels there is flexibility in the Barre Town Budget, and believes consolidation of Technology could be beneficial to technology services received by the school. It was noted that the intent of Act 153 is to consolidate personnel, not just finances. Information regarding the numerous changes (resulting from legislation) needs to be conveyed to the public. Budget Version 1 reflects an increase of 8.17% (2.8% without the newly approved HR position). Budget Version 2 (with consolidation) reflects an increase of 766.23%

### 6.2 Act 46 Update

Four documents were distributed; 'Revised Work Plan for Study Committee (dated October 28, 2015)', 'Barre Supervisory Union Consolidation Study Committee Updates (November 12, 2015)', Draft Minutes from the October 28, 2015 Act 46 Consolidation Study Committee Meeting, and an article titled 'Split Vote on Unified Districts - A Sign Act 46 is Working, Smith Says'. Additionally, Mr. Pandolfo advised that he viewed the Financial Model Webinar and received the actual model today. To use the model, requires input of three data elements: estimate/projection of the change in equalized pupils per year, estimate/projection on district spending per

year, and the estimated/projected change in town grand list per year. The output from the model will be the projected savings for the towns for each of three scenarios; if the district remains 'as is', consolidates using the accelerated plan, or consolidates using the conventional plan. The model will also project the total savings for town(s). Though the model is not overly sophisticated, it will provide some good data. Mr. Pandolfo received notification that on November 18, 2015, the House Committee on Education will hold a hearing regarding the threshold cap (10:00 a.m. - general information, Allowable Threshold to be discussed in the afternoon. Mr. Pandolfo will arrange to hold a Legislative breakfast (as has been done in the past). The Board requested that the Legislative breakfast be held in December. Mr. Pandolfo advised that the Allowable Threshold applies to per pupil spending, not the overall budget increase. It is not known if the legislature is considering changing the Allowable Threshold for the 2016/2017 budget period.

### **6.3 Act 153 Update**

A copy of a letter to Secretary Holcombe (dated November 6, 2015) was distributed for review. Mr. Pandolfo has provided a status update to Ms. Holcombe, including information pertaining to the Study Committee, the FY Budget Development Process, and Transportation options. An article titled 'Pownal not allowed to run own buses' was distributed. Mr. Pandolfo is currently waiting for feedback from Secretary Holcombe. There were no questions for Mr. Pandolfo.

### **6.4 Act 166 Update**

A document titled 'Act 166 Implementation: The Promise and the Challenge' (October 26, 2015) was distributed. This document was created by VCSEA (Vermont Council of Special Education Administrators). Mr. Pandolfo advised that Sandra Cameron advised that she has been contacted by more schools that are interested in becoming pre-qualified 'quality centers' to provide Pre-K programs. Montessori School advised that they would like to increase capacity by 24 students, Central Vermont Catholic School (St. Monica/St. Michael School (60 students), Orchard Valley School (capacity unknown) and the Learn/Play/Grow Center (capacity unknown). In response to a query regarding qualification, it was noted that St. Monica/St. Michael School advised they would run a Pre-K program without any religious component. Mrs. Perantoni expressed concern that parents may wish to have their students in the city or town schools to avoid the additional tuition costs (above the \$3,500 which will be reimbursed by the district). Board members expressed frustration over legislation that is passed without sufficient supports in place to assure that mandated changes can be realistically implemented and that financing is available without too much of a burden on tax payers. Mrs. Perantoni provided one example: placing a cap on spending, while mandating additional services (Pre-K programs).

### **6.5 Second and Final Reading Curriculum Development & Coordination Policy (G1)**

A copy of the policy was distributed. Mrs. Ristau provided an overview of the policy. Brief discussion was held, including the reporting component. It was noted that the policy does not require reporting on students who have been tuitioned out. Mrs. Perantoni advised that the State has approved the learning institutions that students are tuitioned out to.. **On a motion by Mrs. Buzzell, seconded by Mrs. Spaulding, the Board unanimously voted to approve, as amended, the Second and Final Reading of the Curriculum Development & Coordination Policy (G1).**

### **6.6 Second and Final Reading Professional Development Policy (D2)**

A copy of the policy was distributed. Brief discussion was held. **On a motion by Mrs. Perantoni, seconded by Mrs. Spaulding, the Board unanimously voted to approve the Second and Final Reading of the Professional Development Policy (D2).**

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

None.

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

### **8.1 Superintendent**

A copy of the Superintendent's report dated November 12, 2015 was distributed for review and discussion. The report included information pertaining to the HR Coordinator position, the solar project, the audit, financial reports, the Affordable Care Act, the Business Office restructure, Curriculum items, Special Services update, a Technology update, and Early Education changes. A document titled 'Transitioning to the New VEHI Health Plans in 2018' (November 2015) was also distributed. Mrs. Ristau expressed appreciation that the report includes all of the Administrative offices. Mr. Pandolfo advised Board Members of a modification to his report. Under 'Superintendent's Office', strike out the section labeled 'b. The analysis determined that the site will not generate enough power to serve the BSU office and the additional school. Mr. Bravakis is confident that he can find another project that will accommodate the needs of the SU building and the additional school. In the Administrative meeting this morning, staff reviewed the book 'Strategy in Action (How School Systems Can Support Powerful Learning and Teaching) by Rachel E. Curtis and Elizabeth A. City. Staff spent 2 hours focusing on chapter 3 (relating to data, and how to use it effectively) and would like to explore an actionable plan at the next meeting. Mr. Pandolfo will be out of the office (for surgery) beginning on Tuesday (11/24), returning on Monday (11/30)

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

No Executive Session was necessary.

**10. Adjournment**

**On a motion by Mrs. Buzzell, seconded by Mrs. Perantoni, the Board unanimously voted to adjourn at 8:24 p.m.**

Respectfully submitted,  
*Andrea Poulin*