

**BARRE SUPERVISORY UNION #61 SCHOOL DISTRICT
REGULAR BOARD MEETING
Barre Supervisory Union – Conference Room
December 10, 2015 - 6:00 p.m.**

MINUTES

BOARD MEMBERS PRESENT:

Anita Ristau - Chair (BC)
Chad Allen – Clerk (BT)
Joe Blakely (SHS)
Brenda Buzzell (BT)
Veronica Foiadelli (SHS) – via telephone

BOARD MEMBERS ABSENT:

Lucas Herring – Vice Chair (BC)
Krista Metivier (BT)
Carlotta Perantoni (SHS)
Sonya Spaulding (BC)

ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent
Lisa Perreault, Business Manager

GUESTS PRESENT:

Video Vision Tech

1. Call to Order

The Chair, Mrs. Ristau, called the Thursday, December 10, 2015, meeting to order at 6:14 p.m., which was held at the Barre Supervisory Union Central Office in the Conference room.

2. Additions and/or Deletions to the Agenda

Two items were added:

- 5.7 Trauma Based Education – Curriculum / Proficiency**
- 5.8 Internal Financial Controls Document**

3. Public Comment

None.

4. Approval of Minutes

4.1 Approval of Minutes – November 12, 2015 Regular Meeting

On a motion by Mr. Allen, seconded by Mrs. Buzzell, the Board unanimously voted to approve the Minutes of the November 12, 2015 Regular Meeting.

5. New Business

5.1 New Hire – HR Coordinator

The Notification of Employment Status form and resume for Carol A. Marold was distributed for review. Mr. Pandolfo provided a brief overview advising that Ms. Marold is currently the BCEMS Substitute Coordinator. Ms. Marold is expected to start Monday, December 14, 2015, on a part time basis. Ms. Marold will be training her replacement at BCEMS, and will begin working full-time at the SU after the December break. There were a total of 10 applicants for the position. Four interviews were scheduled. Three interviews were held. Ms. Marold has a very strong resume, and the learning curve should be minimal. Currently, there is no dedicated office space available for Ms. Marold. This will be discussed further in the Superintendent's report. **On a motion by Mrs. Buzzell, seconded by Mr. Blakely, the Board unanimously voted to approve the hiring of Carol A. Marold for the position of HR Coordinator.**

5.2 PATH Grant

The BSU Wellness in the Workplace Funds Action Plan was distributed. Mr. Pandolfo provided a brief overview of the PATH program, which is a grant funded program, promoting healthy lifestyles of employees. Mrs. Ristau, as SU Board Chair signed the grant application. The program is available to qualifying districts (those who have over 40% of employees complete a survey) and SUs that are part of the Vermont Educational Health Initiative. This is a one year, no strings attached grant. There is no obligation to

continue the program in the future. It was noted that in the past, some grant monies were used to provide healthy lunches on in-service days. Mr. Pandolfo thanked and recognized the following individuals for their efforts in coordinating the PATH program: Laura Thygesen, Melissa Brown, Jen Bombard, Beth Bicknell, Jesse Carpenter, Wendy Clark, Linda Rodriguez, Diana Flood, and Pam Wark.

5.3 Elementary and Secondary Education Act (ESEA) Reauthorization Update

An e-mail from Michael DiNapoli (Senator Sander's new education policy advisor), forwarded by Ken Page was distributed. A 'flow-chart' diagram was also distributed. The e-mail pertains to the ESEA package (now known as the ESSA Act – Every Student Succeeds Act), which passed on December 9, 2015. ESSA will replace the No Child Left Behind Act. Implementation details are not determined at this time. This act will put responsibility at the State level, rather than at the Federal level, allowing more flexibility regarding testing, and meeting proficiency goals. Each state will have more flexibility in meeting accountability standards, and working with 'failing' schools. Mrs. Ristau felt the diagram was confusing, and asked for it to be updated, such that the information was easier to understand.

5.4 First Reading of Role and Adoption of School Board Policies (A1)

A copy of the policy was distributed. A copy of the 'Preface' page from the SHS Union District #41 Policy Manual (dated 12/07/15) was also distributed. Mr. Pandolfo provided an overview of the policy and step-by-step process for approving policies at the SU and district levels. The Preface page is changed to reflect a longer definition of 'policy'. **The Board agreed to remove the words "They tell what is wanted; they may include why and how much."** from the definition of policy section.

The Board agreed that Policy A1, Section 3 (SU Policy Development) will have the following wording added to the end of the paragraph:

"Comment and information may be sought in areas such as the following" and accompanying 'bullets' (a. through f.)

- a. The specific need for the policy**
- b. The scope of the policy with regard to establishing appropriate roles for the board and the administration**
- c. The effect of the proposed policy on administrators, students, teaching staff and the community**
- d. Samples of similar policies of other boards**
- e. Applicable provisions of state and federal law**
- f. The anticipated costs and benefits of implementing, enforcing and evaluating the proposed policy**

The above wording is copied from Policy A1, Section 5 (District Policy Development).

On a motion by Mrs. Buzzell, seconded by Mr. Allen, the Board unanimously voted to approve, with discussed changes, the First Reading of the Role and Adoption of School Board Policies Policy (A1)

5.5 First Reading of Policy on the Prevention of Harassment, Hazing, and Bullying of Students (F20)

The Board agreed to approve Agenda items 5.4 and 5.5 in one motion. Copies of the policies were distributed. Mr. Pandolfo provided an overview. It was noted that the Policy and Model Procedures on the Prevention of Harassment, Hazing, and Bullying of Students were provided by the AOE, and have been endorsed by VSBA. The recommendation is that Boards adopt these policy and associated procedures, as written and endorsed. **On a motion by Mr. Blakely, seconded by Mrs. Buzzell, the Board unanimously voted to approve the First Reading of the Prevention of Harassment, Hazing, and Bullying of Students Policy (F20) and the Model Procedures on the Prevention of Harassment, Hazing, and Bullying of Students (F20-1).**

5.6 First Reading Model Procedures on the Prevention of Harassment, Hazing, and Bullying of Students (F20-1)

The item was addressed under Agenda Item 5.5.

5.7 Trauma Informed Education – Curriculum / Proficiency

Mr. Blakely advised that he attended an SHS Curriculum meeting where Mrs. Waterhouse introduced the subject of Trauma Informed Education. NFI (Northeast Family Institute) has been hired to provide classes/training regarding dealing with students experiencing trauma (those who lack security in food, housing, etc.). The idea is that students' needs need to be addressed so that the students can better learn. The students experiencing trauma will have a trauma based educational plan. Teaching staff seem very enthusiastic about this plan. The CMI (Classroom Management and Instruction Group) will be trained, and will in turn, train other teaching staff. This is the second year that BCEMS has been working with NFI on trauma informed education.

Spaulding is moving towards proficiency based learning. Rather than receiving 'A's B's etc., students are rated on whether they are understanding/learning subject matter consistently, usually, occasionally, or rarely. This change is being used to help prepare students for careers and further education. In areas where students are not proficient, assistance will be provided to increase proficiency. This new grading structure is being implemented at all schools. This new grading structure is a requirement of the Education Quality Standards of 2014. In the future, graduation will be based on proficiency rather than credits. Implementation of

this new grading structure is a very complex, long term project. Some colleges are advising they are accepting of this type of grading. Proficiency based learning also involves 'transferable' skills.

5.8 Internal Financial Controls Document

Mr. Pandolfo read the statute to the Board. Mr. Pandolfo distributed, as required by Title 16, Chapter 5, Subchapter 2, a completed Financial Management Questionnaire-BSU, for Board review. Minimal discussion was held. Mrs. Ristau signed the original copy of the document. Additionally, Mr. Pandolfo distributed a BSU Organizational Chart.

6. Old Business

6.1 FY '17 Budget

Two documents were distributed; a copy of the draft audit and a document titled 'Barre Supervisory Union Assessment Information'. Ms. Perreault reported that the draft audit finds that the financial statements present fairly and there are no findings. Budget highlights include an Operating Surplus of \$135,708, and a Fund Balance of \$339,700 (page 3 of the Draft Audit). Of the \$339,700, \$40,391 has been assigned as revenue in the current budget, leaving a balance of almost \$300,000. The Auditor's presentation to the Board will probably occur in February. Mrs. Perreault does not anticipate any changes to the audit. The Board began a review of the BSU Assessment document. Ms. Perreault advised that the cover page provides an overview of the assessments for each district (Curriculum, Technology, etc.). The breakdown of the assessment (by district) is detailed in subsequent pages. It was noted that general reasons for increases include health insurance benefit changes, the new HR Coordinator position, and audits. Lengthy discussion ensued regarding approval of the assessment. **On a motion by Mrs. Buzzell, seconded by Mr. Blakely, the Board unanimously voted to approve that the Fund Balance be used to make the FY 17 BSU Assessment, excluding Transportation and Special Education costs directly assessed to the districts, identical to the FY 16 assessment of \$1,527,820. This will be broken down as: Barre City \$491,594, Barre Town \$445,382, Spaulding \$453,381 and Central Vermont Career Center \$97,072.** It was noted that other than the HR Coordinator position and audits, there were no other additions. Mr. Pandolfo advised that there is an immediate need for office space for the HR Coordinator. \$20,000 has been allocated for constructions costs. Mr. Pandolfo recommends postponing any additional improvements until after July 1, 2016.

6.2 Act 46 Update

Mr. Pandolfo advised that the Act 46 Consolidation Study Committee has met monthly, since September, and has recently scheduled a public forum for January 12, 2016. The Public Forum will be held at Spaulding High School, beginning at 6:00 p.m. The public is strongly encouraged to attend this important meeting, which will provide information regarding consolidation of all schools under the SU, utilizing one board and one budget. The public is also encouraged to visit the BSU web-site to access the Act 46 link, to view Act 46 Agendas, Minutes, and videos. Mr. Allen emphasized that Act 46 is a consolidation of school governance, not a consolidation of schools and feels that the public forum is an excellent opportunity for the public achieve a better understanding of the Act and to give input to the Committee. Mr. Clarke (Act 46 Consultant) is currently working on the Exploratory Report. The Study Committee will be holding one final meeting (slated for January 21, 2016). After the final meeting, this topic will be discussed by the district Boards (BCEMS and BTMES) for determination of whether or not to proceed with a 706 (in-depth) Study Committee. Grant monies (up to \$20,000) may be available to assist with a 706 Study Committee. Mr. Pandolfo advised that there is currently no 'Chair' for the Act 46 Committee. Mr. Pandolfo reminded the Board that the Superintendent's role, is a supportive role and that if a 706 Committee is formed, a Chair will need to be appointed/elected.

6.3 Act 153 Update

Mr. Pandolfo provided an update, advising that in the past, the SU has been operating on a waiver, but that the waiver will not continue to be granted under Act 153. The most recent response to a waiver request was partially approved, partially denied. Mr. Pandolfo submitted a status report, advising of the current scheme and different contracts. A thorough analysis will need to be performed to determine if the disparate schemes should continue, or if transportation will need to be reconfigured/restructured. In order to maintain disparate schemes, it must be proven that they can continue without any increase in cost above utilizing one scheme. If disparate schemes are maintained, without approval from the DOE, a 5% penalty (an increase in the education tax) will be imposed on all districts within the SU. Mr. Pandolfo is waiting for a reply from the DOE regarding their approval of the SU devising a transportation plan by June 30, 2016. A plan devised by the end of June 2016 probably could not be implemented for the 2017 school year, and would most likely be put in place for the 2018 year. Mr. Pandolfo hopes to receive a response as soon as possible to enable the SU to proceed in accordance with the directive set forth by the DOE.

Regarding consolidation of Special Education, Mr. Pandolfo advised that effective 07/01/16, all Special Educators will be employed by the SU. Para-educators, currently under a separate contract, will remain in each school's budget for 2017, but their future placement will need to be reviewed, with the goal of consolidation at the SU level.

7. Other Business as Needed

None.

8. Reports to the Board

8.1 Superintendent

A copy of the Superintendent's report dated December 10, 2015 was distributed for review and discussion. The report included information pertaining to BSU building renovations (additional parking, office space for the HR Coordinator, and second floor renovations to increase usable space), FY '17 Budget development, changes to USDA food service RFP requirements, grants, transportation RFP development, quotes from Frontline Technologies (electronic attendance, timesheet reporting and substitute administration services), Curriculum updates (staff development planning, finalization of key grants, Barre Town Principal hiring process, NGSS – Next Generation Science Standards, the math studio classroom, establishment of consistent grading practices, and preparation for administration of SBAC testing), Special Services (First Aide and C.P.R. training), Technology (infrastructure improvements, additional technology, elimination of Windows XP computers, evaluation of Anti-virus/Malware software, and the FY 17 e-Rate application, Early Education (vision and hearing screening, pre-K provider agreements, public education on Act 166, consultation with area providers to increase pre-K capacity, the evaluation process for students attending prequalified partner centers, and coordination of efforts for enhancements to pre-K classrooms and playgrounds. A copy of a memorandum titled 'Commissioner of Taxes Releases FY2017 Education Yield Letter' was distributed. A copy of a 7 page letter from Mary Peterson, Commissioner, Department of Taxes was also distributed. A document titled 'Preliminary Education Fund Outlook' was distributed. The BSU General Fund Expenditures reported dated 12/03/15 was also distributed. The fund shows a deficit of \$ 385,619. Additionally, Mr. Pandolfo provided detailed information regarding parking options that have been explored, creation of the HR Coordinators office, proposed renovations to the second floor, and the possibility of implementing an electronic substitute management and time sheet management system.

8.2 Curriculum Director

No action.

9. Executive Session as Needed

No Executive Session was necessary.

10. Adjournment

On a motion by Mrs. Buzzell, seconded by Mr. Blakely, the Board unanimously voted to adjourn at 7:57 p.m.

Respectfully submitted,
Andrea Poulin