

**BARRE SUPERVISORY UNION #61 SCHOOL DISTRICT**  
**REGULAR BOARD MEETING**  
Barre Supervisory Union – Conference Room  
January 14, 2016 - 6:00 p.m.

**MINUTES**

**BOARD MEMBERS PRESENT:**

Anita Ristau - Chair (BC)  
Lucas Herring – Vice Chair (BC)  
Joe Blakely (SHS) – arrived at 6:09 p.m.  
Brenda Buzzell (BT) – arrived at 6:04 p.m.  
Krista Metivier (BT)  
Carlotta Perantoni (SHS)  
Sonya Spaulding (BC)

**BOARD MEMBERS ABSENT:**

Chad Allen – Clerk (BT)  
Veronica Foiadelli (SHS)

**ADMINISTRATORS PRESENT:**

John Pandolfo, Superintendent

**GUESTS PRESENT:**

Video Vision Tech            Dave Delcore-Times Argus

**1. Call to Order**

**The Chair, Mrs. Ristau, called the Thursday, January 14, 2016, 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 First Reading of the Budgeting Policy (E2) after Agenda Item 5.1

**3. Public Comment**

None.

**4. Approval of Minutes**

**4.1 Approval of Minutes – December 10, 2016 Regular Meeting**

**On a motion by Mrs. Buzzell, seconded by Mr. Herring, the Board voted 4 to 0 to approve the Minutes of the December 10, 2016 Regular Meeting. Mrs. Spaulding abstained.**

**5. New Business**

**5.1a. First Reading of Fiscal Management and General Financial Accountability Policy (E1)**

A copy of the policy was distributed. Brief discussion was held with minor changes added to #s 2, 3, and 4 in the Guidelines section.

**On a motion by Mr. Herring, seconded by Mrs. Perantoni, the Board unanimously voted to approve, as amended, the First Reading of the Fiscal Management and General Financial Accountability Policy (E1).**

**5.1b. First Reading of Budgeting Policy (E2)**

A copy of the policy was distributed. Discussion ensued regarding the necessity of noting within the policy, that procedures need to be written. The majority of the Board agreed that procedures are necessary for most policies and that documenting the requirement for procedures does not need to be included in this policy. **On a motion by Mr. Herring, seconded by Mrs. Spaulding, the Board unanimously voted to approve the First Reading of the Budgeting Policy (E2).**

**5.2 Automated Time Sheet and Substitute System**

A copy of a document titled ‘AESOP – Don’t let employee absences interrupt student learning’ was distributed. Mr. Pandolfo advised that the documentation is being distributed for informational purposes. The Administrative Team viewed a webinar presentation of this product. Supervisory Unions using this software have reported seeing a reduction in absenteeism. The Substitute System software will be implemented in school year 2016 - 2017. The cost of the software should be less than \$15,000, is within the budget, and as a result of manpower savings, should pay for itself. Some training will be necessary.

### 5.3 Administrative Evaluation Process

Four documents were distributed; 'Administrative Evaluation Process', a document outlining Standards and associated Actions, a copy of the SurveyMonkey survey created to gather information for use in Mr. Pandolfo's evaluation, and a document titled 'Professional Standards for Educational Leaders (Nation Policy Board for Education Administration – 2015). Board members were given time to review the documents. Mr. Pandolfo advised that time constraints prevented the survey from being used for this year's evaluation, but will be used in next year's evaluation process. Discussion included the establishment of timeframes for various evaluations (staff should be evaluated prior to renewals, the Superintendent should be evaluated prior to elections to assure that those providing input for the evaluation have experience working with the Superintendent), and the need for updating job descriptions (a small team may be formed to complete this process). It was noted that the Superintendent's evaluation is performed by the SU Board. The Superintendent evaluates the BSU Directors (SPED, Technology, Curriculum, Early Education, Business Manager, HR Coordinator), Principals, and the CVCC Director. Other personnel are evaluated by their immediate supervisors. Brief discussion was held regarding past practices, including evaluations written by the Superintendent, being reviewed in Executive Session. The Board thanked Mr. Pandolfo for his efforts in reviewing the evaluation process. Mrs. Ristau reiterated the urgency of completing the Superintendent's evaluation prior to March 2016. The Board agreed to submit input by January 31, 2016, with the evaluation to take place at the February 2016 meeting.

## 6. Old Business

### 6.1 Second and Final Reading of Role and Adoption of School Board Policies (A1)

A copy of the policy was distributed. There was no discussion. **On a motion by Mr. Herring, seconded by Mrs. Perantoni, the Board unanimously voted to approve the Second and Final Reading of the Role and Adoption of School Board Policies Policy (A1).**

### 6.2 Second and Final Reading of Policy on the Prevention of Harassment, Hazing and Bullying of Students (F20)

A copy of the policy was distributed. Brief discussion was held pertaining to Appendix A. It was noted that actual names, rather than just 'titles' are required to be listed in this section. A few 'typos' were identified. **On a motion by Mr. Herring, seconded by Mrs. Buzzell, the Board unanimously voted to approve, as amended, the Second and Final Reading of the Policy on the Prevention of Harassment, Hazing and Bullying of Students (F20).**

### 6.3 Second and Final Reading Model Procedures on the Prevention of Harassment, Hazing, and Bullying of Students (F21)

A copy of the policy was distributed. Brief discussion was held. Mrs. Spaulding provided a lengthy list of 'typos' that require correction. **On a motion by Mr. Herring, seconded by Mrs. Metivier, the Board unanimously voted to approve, as amended, the Second and Final Reading of the Model Procedures on the Prevention of Harassment, Hazing, and Bullying of Students (F21).**

### 6.4 Act 46 Update

Mr. Pandolfo advised that the Act 46 Study Committee Public Forum was held on January 12, 2016 at Spaulding. Approximately 25 to 35 individuals were in attendance. After an initial introduction session, the attendees broke into four groups. The small group sessions yielded great discussion and feedback. Information gathered at the meeting has been forwarded to Mr. Peter Clark for addition into the Exploratory Report. The Exploratory report will be presented for review, to the Act 46 Study Committee at their final meeting on January 21, 2016. Feedback received at the meeting indicates that the Act 46 information provided on the BSU site (via a link), is being viewed by the public. In response to a query, it was noted that though many towns are holding discussions regarding consolidation with other towns, the Barre Act 46 Committee did not ask other schools to consolidate with Barre. Mr. Pandolfo distributed a copy of the 'testimony' he provided to the Senate Education Committee on January 12, 2016. Mr. Pandolfo advised that the House Committee agreed to add .9% to the threshold limit. Additional discussion is being held regarding options for changes to the Allowable Threshold cap. Additionally, Mr. Pandolfo distributed a copy of a letter to the editor of the St. Albans Messenger titled 'Merger vote should make you furious', that appeared in the January 6, 2016 edition. The decision to form a 706 Committee has not been finalized. The intent of Act 46 Study Committee Members to 'stay on' for a 706 Committee, has not yet been decided.

### 6.5 Act 153 Update

Mr. Pandolfo distributed a copy of a letter from Secretary of Education, Rebecca Holcombe. Ms. Holcombe advises that the plan outlined in the progress report dated November 6, 2015 is acceptable. The final cost study and the SU's plan for compliance needs to be submitted to Ms. Holcombe no later than June 1, 2016. The SU must be in full compliance of act 153 by FY2018. Mr. Pandolfo is in the process of sending out RFPs for Transportation. Interested parties will be asked to submit proposals for each school as a separate entity, and as a whole. Mrs. Buzzell provided a brief historical overview of busing service in Barre Town.

### 6.6 Supervisory Union Building Renovations

Mr. Pandolfo distributed a copy of floor plans which show modifications allowing for the creation of an office for the HR Coordinator, and additional work stations on the second floor. The first floor renovations are relatively straight forward and it is anticipated that construction of the HR Coordinator office will be completed soon. No concrete plans have been finalized for second floor work station renovations.

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

None.

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

### **8.1 Superintendent**

A copy of the Superintendent's report dated January 14, 2016 was distributed for review and discussion. The report included information pertaining to the Education Legislative Report (included in packet), upcoming negotiations with custodial/maintenance staff, employee investigation training, the follow-up Legislative Breakfast to be held at SHS in the "LunchBox" (January 25, 2016 – beginning at 7:30 or 8:00 a.m.), FY17 budgets, compliance with new IRS regulations, Curriculum (planning for Staff Development Day and grants to be used to support students who are victims of trauma), Special Services (data collection/analysis, 8<sup>th</sup> grade student transition, and transportation), Technology (infrastructure improvements, professional development, and teacher website development), and Early Education updates (BCEMS and BTMES each have 90 children enrolled and waiting lists of 29 to 36 children). Mr. Pandolfo advised that the date in Item 1. 'c' should read January 14<sup>th</sup> rather than January 11<sup>th</sup>. Mrs. Buzzell queried regarding the number of Board Members who have confirmed they will attend the Legislative Breakfast. Mrs. Buzzell is concerned that there will not be enough representation and suggested that an evening 'mixer' event might allow more Board Members to attend. Mr. Pandolfo will find out the number confirmed participants and advise the Board. In response to a query from Mrs. Ristau, Mr. Pandolfo advised that the purchase of a van for student transportation is absolutely the most cost effective way to provide the necessary transportation.

### **8.2 Committee Reports**

Minutes from the December 16, 2015 Policy Committee Meeting were distributed. The next meeting is scheduled for Wednesday, January 20, 2016. The Committee is currently working on the existing list (compiled by Norma Malone). Future work will most likely include a review of VSBA recommended policies. The BCEMS Board is finding the policy number scheme to be a bit confusing.

## **9. Executive Session**

### **9.1 Superintendent's Evaluation**

The item proposed for discussion in Executive Session is the Superintendent's Evaluation.

**On a motion by Mr. Herring, seconded by Mrs. Spaulding, 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 Mr. Herring, seconded by Mrs. Spaulding, the Board unanimously voted to enter into Executive Session at 7:42 p.m. under the provisions of 1 VSA section 313 to discuss the items proposed for discussion.**

**On a motion by Mr. Herring, seconded by Mrs. Spaulding, the Board unanimously voted to exit Executive Session at 8:10 p.m.**

## **10. Adjournment**

**On a motion by Mrs. Spaulding, seconded by Mrs. Buzzell, the Board unanimously voted to adjourn at 8:11 p.m.**

Respectfully submitted,  
*Andrea Poulin*