

BARRE SUPERVISORY UNION  
REGULAR BOARD MEETING

Barre Supervisory Union  
Conference Room  
120 Ayers St., Barre, VT

April 12, 2016  
6.00 p.m.

AGENDA

1. **Call to Order**
2. **Additions or Deletions to the Agenda**
3. **Public Comment**
4. **Approval of Minutes**
  - 4.1 Regular Meeting - March 24, 2016
5. **New Business**
  - 5.1 SPED Report
  - 5.2 CFP Approval
6. **Old Business**
  - 6.1 Act 46 Update
  - 6.2 Second Reading Grade Advancement: Retention, Promotion, and Acceleration of Students Policy (G9)
  - 6.3 Tri-Board Retreat Planning
7. **Other Business as Needed**
8. **Reports to the Board**
  - 8.1 Superintendent
  - 8.2 Committee Reports
9. **Executive Session (if needed)**
  - 9.1 Personnel
10. **Adjournment**

Reminders:

Next Supervisory Union #61 Board Meeting:  
Next Barre City School Board Meeting:  
Next Spaulding High School Board Meeting:  
Next Barre Town Elementary School Board Meeting:

May 10, 2016  
April 11, 2016  
May 5, 2016  
May 4, 18 (cancelled), 25, 2016

## **BARRE SUPERVISORY UNION BOARD**

### **BOARD MEETING NORMS**

- ~ Keep meetings short and on time**
- ~ Honor the board's decisions**
- ~ Stick to the agenda**
- ~ Everyone gets a chance to talk before people take a second turn**
- ~ Keep remarks short and to the point**
- ~ Respect others and their ideas**

**BARRE SUPERVISORY UNION #61 SCHOOL DISTRICT  
REGULAR BOARD MEETING  
Barre Supervisory Union – Conference Room  
March 24, 2016 - 6:00 p.m.**

**MINUTES**

**BOARD MEMBERS PRESENT:**

Chad Allen - Chair (BT)  
Giuliano Cecchinelli, II – Vice Chair (BC)  
J. Guy Isabelle - Clerk (SHS)  
Joe Blakely (SHS) – arrived at 6:08 p.m.  
Brenda Buzzell (BT)  
Kristin McCarthy (BT)  
Carlotta Perantoni (SHS)  
Tyler Smith (BC)

**BOARD MEMBERS ABSENT:**

Sonya Spaulding (BC)

**ADMINISTRATORS PRESENT:**

John Pandolfo, Superintendent

**GUESTS PRESENT:**

Video Vision Tech

**1. Call to Order**

The Superintendent, Mr. Pandolfo, called the Thursday, March 24, 2016, meeting to order at 6:00 p.m., which was held at the Barre Supervisory Union Central Office in the Conference room. Board Members introduced themselves advising which Board they represent.

**1.1 Board Reorganization**

VSBA Board Re-organization documentation was distributed. Additionally, Mr. Pandolfo distributed a document providing information pertaining to Executive Sessions. It was noted that all SU Board Members have signed an oath and copies of the 'Code of Ethics For Vermont School Board Members' document, as part of reorganization of their respective Boards.

Mr. Pandolfo advised regarding Board re-organization and requested nominations for the position of Board Chair.

Mrs. Buzzell nominated Mr. Allen for the position of Board Chair, seconded by Mr. Cecchinelli. There were no additional nominations. The Board unanimously voted to elect Mr. Allen as Board Chair. Mr. Allen chaired the remainder of the meeting.

Mr. Smith nominated Mr. Cecchinelli for the position of Vice-Chair, seconded by Mr. Isabelle. There were no additional nominations. The Board unanimously voted to elect Mr. Cecchinelli as Vice Chair.

Mrs. Buzzell nominated Mr. Isabelle for the position of Clerk, seconded by Mrs. Perantoni. There were no additional nominations. The Board unanimously voted to elect Mr. Isabelle as Clerk.

The Policy Committee Chair assignment was discussed and the Board agreed to the following:  
Policy Committee Chair: Mr. Pandolfo.

On a motion by Mrs. Perantoni, seconded by Mrs. Buzzell, the Board unanimously voted to authorize the Board Chair to sign Teacher Contracts and other contracts, as approved by the Board.

The Board agreed to hold Board meetings at 6:00 p.m. on the second Tuesday of each month.

The Board agreed to a tentative date (June 21, 2016 from 5:00 p.m. until 8:00 p.m.) for the Board Retreat.

The Board was advised of Board Chair and Superintendent training that will be held at Lake Morey on May 18, 2016, from 1:00 p.m. until 7:30 p.m.

The Board agreed to post Agendas and Minutes at the Supervisory Union, the City Clerk's Office, and the Barre Town Clerk's Office.

The Board agreed to use Roberts Rules.

The Board reviewed communication practices. The Board agreed that the Chair and the Superintendent would act as spokespersons for the Board. The Board also reviewed Board development opportunities and Board advocacy.

The Board agreed to designate the Times Argus and Washington World as the newspaper publications to be utilized for meeting notices, warnings and employment advertisements. Brief discussion was held regarding use of an additional publication and electronic methods of communication.

**2. Additions and/or Deletions to the Agenda**  
None.

**3. Public Comment**  
None.

**4. Approval of Minutes**

**4.1 Approval of Minutes – February 11, 2016 Regular Meeting**  
On a motion by Mrs. Buzzell, seconded by Mr. Isabelle, the Board unanimously voted to approve, as amended, the Minutes of the February 11, 2016 Regular Meeting.

**5. New Business**

**5.1 2016 – 2017 School Calendar**

A copy of the proposed 2016 – 2017 School Calendar, dated 03/24/16 was distributed. Mr. Pandolfo reiterated that the calendar was drafted in coordination with other schools districts, to better align student days and allow for coordinated training and in-service days. Mr. Pandolfo advised that each of the school boards has reviewed and given their approval of the proposed calendar.

On a motion by Mrs. Perantoni, seconded by Mr. Blakely, the Board unanimously voted to approve the 2016 – 2017 School Calendar as presented.

**5.2 Notice of Non-Discrimination Policy (B6) Code change to C6**

A copy of the policy was distributed. Brief discussion was held. On a motion by Mrs. McCarthy, seconded by Mr. Isabelle, the Board unanimously agreed to approve the code change of B6 to C6, for the Notice of Non-Discrimination Policy.

**5.3 First Reading Grade Advancement: Retention, Promotion, and Acceleration of Students Policy (G9)**

A copy of the policy was distributed. It was noted that Mr. Pandolfo will collaborate with leadership at each school to develop common procedures, if possible. On a motion by Mrs. Perantoni, seconded by Mrs. Buzzell, the Board unanimously voted to approve the First Reading of the Grade Advancement: Retention, Promotion, and Acceleration of Students Policy (G9).

**5.4 BSU Tri-Board Meeting**

The Board agreed to choose June 21, 2016 as a tentative date. The meeting would be held from 5:00 p.m. until 8:00 p.m. Each Board will confirm the date. An alternate date would be June 28, 2016. There will not be a Regular SU Board Meeting on June 14, 2016. The Administrative Retreat will be held on June 15<sup>th</sup>, 16<sup>th</sup>, and 17<sup>th</sup>. The Board held brief discussion regarding the carousel model for meetings. Brief discussion was also held regarding joint board strategic planning, with individual boards reporting back with progress updates.

**6. Old Business**

**6.1 Second and Final Reading Special Education Policy (G15)**

A copy of the policy was distributed. On a motion by Mrs. Perantoni, seconded by Mrs. McCarthy, the Board unanimously voted to approve the Second and Final Reading of the Special Education Policy (G15).

**6.2 Act 46 Update**

Draft Minutes from the March 17, 2016 meeting were distributed. Mr. Pandolfo provided an overview of the meeting, including Board make-up, sample Articles of Agreement, public outreach (including large and small 'neighborhood' forums), financial implications, and voting (possibly with the November 2016 elections).

### 6.3 Facilities Director Position

A document titled 'Facilities Director Input from BSU Principals/Directors' was distributed. Mr. Pandolfo provided a re-cap regarding the retirement of Grant Fleming (at the end of Fiscal Year 2016), possible options for configuring the position, and the consensus to move forward with a centralized Facilities Director.

### 6.4 Superintendent Evaluation Survey Results

A document containing the survey results was distributed. There were 33 respondents. Mr. Pandolfo advised that the goal of the survey was to determine if he was 'headed in the right direction'. Feedback on the Superintendent's performance was very positive. It is a goal to have survey information available for the Board to use when performing the Superintendent's evaluation. An additional goal is to have Administrative personnel develop a survey to help assess their performance.

### 7. Other Business as Needed

None.

In response to a query regarding sign-off of warrants, it was reported that signature of warrants is part of the Business Office Procedures and it is anticipated that the current authorizers will continue in their current role.

### 8. Reports to the Board

#### 8.1 Superintendent

A copy of the Superintendent's report dated March 24, 2016 was distributed for review and discussion. The report included information pertaining to the Superintendent's Office, the Business Office, Curriculum, Special Services, Technology, Early Education, and Human Resources. Mr. Pandolfo would like to discuss some re-organization matters in Executive Session. Mr. Pandolfo highlighted an upcoming meeting with custodial staff (April 7, 2016). Mr. Pandolfo advised the he will be out of the office Monday through Wednesday (03/28 – 03/30). Donald McMahon is the official designee to contact in Mr. Pandolfo's absence. VEHI changes will have an impact on negotiations. Mr. Pandolfo will be attending a Policy/Governance Workshop on April 1, 2016. Mr. Pandolfo shared an e-mail requesting Boards to reconsider the substitute rate of pay. The current rate at BCEMS and BTMES is \$73.00 per day. SHS pays an hourly rate of approximately \$117.00. The HR Coordinator will be performing research on substitute pay rates.

#### 8.2 Committee Reports

Policy – Minutes from the February 17, 2016 meeting were distributed.

### 9. Executive Session

#### 9.1 Personnel

#### 9.2 Bargaining Agreements

Items proposed for discussion in Executive Session include Personnel Matters (including a reorganization matter), and Bargaining Agreements.

**On a motion by Mr. Smith, 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 Barre Supervisory Union at a substantial disadvantage should the discussion be public.**

**On a motion by Mrs. McCarthy, seconded by Mr. Cecchinelli, the Board unanimously voted to enter into Executive Session at 7:33 p.m. under the provisions of 1 VSA section 313 to discuss the items proposed for discussion.**

Mr. Pandolfo was invited to join Executive Session.

**On a motion by Mrs. Buzzell, seconded by Mr. Smith, the Board unanimously voted to exit Executive Session at 8:16 p.m.**

### 10. Adjournment

**On a motion by Mr. Allen, seconded by Mrs. Perantoni, the Board unanimously voted to adjourn at 8:17 p.m.**

Respectfully submitted,  
*Andrea Poulin*

**BARRE SUPERVISORY UNION #61**

**CODE: G9**

**1<sup>ST</sup> READING: 03/24/2016**

**2<sup>ND</sup> READING: 4/12/2016**

**ADOPTED:**

**GRADE ADVANCEMENT: RETENTION, PROMOTION, AND ACCELERATION OF STUDENTS<sup>1</sup>**

**Policy**

A goal of the Barre Supervisory Union #61 is for each student to progress in his or her educational program by reaching a standard of achievement necessary to progress from grade to grade.

**Definitions**

**“Acceleration”** is the advancement of a student by more than one grade beyond the current grade level.

**“Promotion”** is the single grade step most students take from year to year.

**“Retention”** allows a student to repeat all or part of a grade in order to more fully prepare for the work of the next grade.

Promotion, retention and acceleration decisions will be based on the extent to which a student is meeting the standards established by the Vermont Framework of Standards and Learning Opportunities as well as other relevant factors, including social, emotional, physical and mental growth, past academic performance, behavior, motivation, and attendance.

**Implementation**

The principal/director will develop rules to implement this policy that will specify a process for determining the promotion, retention or acceleration of individual students.

*Legal Reference(s):*

*VT State Board of Education Manual of Rules & Practices: §2120.2.2 (b)*

*Cross Reference: Student Attendance (F25)*

<sup>1</sup>SBE Rule 2120.2.2(d). “Each school shall develop and adopt policies on grade advancement.”

**BARRE SUPERVISORY UNION DISTRICT #61**

*Barre City Elementary and Middle School*

**John Pandolfo**  
Superintendent of Schools

**Richard McCraw, M.Ed.**  
Director of Curriculum, Instruction, and Assessment

*Barre Town Middle and Elementary School*

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Business Manager

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*Doing whatever it takes to ensure success for every child.*

**Donald E. McMahon**  
Director of Special Services

*Spaulding High School*

**Diane Stacy**  
Director of Technology

**Sandra Cameron, M.Ed., MOT**  
Director of Early Education

April 12, 2016

TO: The Members of the Barre Supervisory Union Board

RE: Superintendent's Report

Please accept the following report to the Supervisory Union Board:

1. Superintendent's Office

- a. I met with custodial/maintenance/transportation union representation on April 7 to begin negotiating a merged agreement for the two locals.
- b. We are finalizing the Facilities Director job description and will be posting the position soon.
- c. Administrative Retreat days are planned for June 15, 16, 17 and August 18. We will focus on Administrative Job Descriptions and Evaluation process, as well as our Theory of Action (i.e.; Strategic Plan or Continuous Improvement Plan) for the Supervisory Union.

2. Business Office:

- a. Business Office Restructure: Connie Aseltine and Cindy Lemieux have recently taken on the BCEMS accounts payable and payroll responsibilities respectively. Their experience and expertise in these areas have allowed them to take on the added responsibilities. Their hard work and flexibility is very much appreciated.
- b. The Automated Substitute Management System (AESOP) certification course is on schedule with an anticipated implementation date in early May.
- c. In response to questions resulting from the February Audit presentation by John Mudgett regarding the lack of a policy/procedure for custodial credit risk, I contacted Shelley Quinn, Vice President of Cash Management & Governmental Banking at the Merchants Bank. Shelley informed me that Vermont has no statutes that mandate the type of securities towns or school district must invest in. Additionally Vermont has no laws that require government entities to carry additional deposit protection for funds exceeding FDIC limits. We do have a Repurchase agreement with the Merchants Bank which assures the funds are protected and invested wisely. Following is an excerpt from the Master Repurchase Agreements between the BSU/Member Districts & Merchants Bank: "Purchased Securities" means the Securities transferred by Seller to Buyer in a Transaction hereunder, and any Securities substituted therefore in accordance with Section 9 hereof. The term "Purchased Securities" with respect to any Transaction at any time also shall include Additional

Purchased Securities delivered...Purchased Securities shall consist of AAA rated securities or obligations issued by the United States Government, GNMA, FNMA or FHLMC.

- d. The BSU recently replaced the security system after Mountain View Securities determined that the old system was not working properly. We have also received quotes on a secure door access system. We anticipate this access system to be installed by the end of the school year. Both security systems will be funded by a VSBIT Safety Grant.
- e. Transportation Bids are due on April 13<sup>th</sup>. We will share information about the bids at this meeting and invite transportation contractors to present a more comprehensive and thorough description of their bids at the May meeting.

### 3. Curriculum:

- a. **PD Planning** is under way to identify professional development needs for the coming year and beyond. So far this has taken the form of creating a matrix of needs at a meeting of the BSU administrators, and that matrix is now forming a backbone for more detailed planning. We will focus on balancing emerging needs (for instance, proficiency-based grading) with the desire to sustain and coordinate work already under way (of which trauma-informed education is an example).
- b. **Summer School** is being organized for July 5-29 for PreK-8. Teachers have been recruited, and a schedule is coming together.
- c. The **BTMES Principal Search** is once again under way to find candidates to replace Tim Crowley at Barre Town. The timeline calls for interviews to identify finalists on May 2nd and, if possible, bring finalists to the School Board at their May 4th meeting.
- d. **Grants:** It's a busy time of year for grants. We are winding up the current year's grants and preparing grant applications for FY17. Part of the latter effort was attending the state's annual Consolidated Federal Programs conference in Killington last week.
- e. **Development of a common standards-based report card** continues apace with the goal of having a common report card for the elementary-middle schools. There is also a goal of having as much continuity in reporting as possible between the elementary-middles and Spaulding. This work is spearheaded by a cross-school committee that will reach out to larger groups in order to identify such details as marking systems and the standards to be reported. We plan to identify a timeline by the end of school.
- f. **ESSA:** Finally, there is a lot of activity at the state level to define Vermont's response to the new Every Student Succeeds Act (ESSA). A great deal of established Agency practice around topics like federal funding and school improvement will change. However, the nature of much of that change will not be known until early next year when the state's compliance plan has been approved by the U.S. Education Department. What we know is that school improvement will look much different, and it will almost certainly rely far less on the SBAC test and more on other measures. It will also be far less punitive in nature than was accountability under the No Child Left Behind Act.

### 4. Special Services

- a. The BSU has applied through the Stern Center for Language and Learning for a Cynthia K. Hoehl Institute for Excellence Fellowship which will provide a three day Wilson Introductory Level course for 12 teachers.
- b. The BSU continues to develop current job descriptions for it's Paraeducators and Behavioral Interventionists.

- c. SHS's Masters of Social Work is developing a support group for students who are exhibiting or have exhibited self-harming behaviors.

5. Technology:

- a. **SBAC Test Administrators** have noted that the wireless access this year is more robust and reliable than last year. This is due to the installation of new wireless access points in every classroom.
- b. **Infrastructure upgrades:** The district wide project to install new network switches and WAPs in every classroom continues.
- c. **BTMES copiers:** an RFP for 2 year lease and maintenance contracts is being prepared for copier replacement at BTMES.
- d. **Digital Learning Plan:** The state of Vermont is requiring a new Digital Learning Plan. Although they have not "officially" made this request or released the state "Digital Learning Plan" they have supplied a template and requested that districts start working on their own plan that will be due July 1 2016. Initial research on this has been started.

6. Early Education

- a. Preparing for new early childhood licensing regulations, expected to go into effect Fall, 2016.
- b. Working with licensing office to allow middle school students as mentors in our PreK classrooms.
- c. Working with Co-Op Coordinator at CVCC to have high school students in our PreK classrooms in the coming year (due to closure of CVCC child care program).
- d. Preparing for "Act 166 Launch" meeting on May 5th with area PreK providers: will review the process from enrollment to payment and everything in between.
- e. Increasing access to technology in PreK classrooms (Promethean Boards in all BT rooms, one on order for BC).
- f. Fall PreK enrollment is complete. All BT children offered a space; waitlist has begun at BC.
- g. Recruitment of additional staff at BT has begun.
- h. Coordinating purchase & transfer of equipment from CVCC childcare program to new BT PreK classroom.
- i. Working with Tech team re: 1) a single BSU database for all prek children and 2) tracking student attendance from partner programs.
- j. Completing application for eMTSS (Early Multi-tiered Systems of Support). This would bring \$10,000 of AOE-sponsored professional training and coaching to the PreK staff as well as funding for materials and staff coverage.

7. Human Resources:

- a. As a result of the Business Office/HR reorganization, the new Benefits Specialist position has been posted, and the first round interviews will begin on 4/14. The addition of the Specialist will ensure efficiency and/or compliance in critical areas such as:
  - FMLA/leave designation and tracking;
  - Worker's Compensation administration;
  - Consistent communication of all SU benefit programs, and
  - Standardized employee orientations.
- b. Recruiting

- The implementation of Talent Ed Recruit and Hire continues. We will be ready and able to post positions with this application within 2 weeks.
- The Assistant Principal's position at BCEMS has ended the recruiting phase with 41 applicants. The first round interviews are in the process of being scheduled for mid April.
- This year's "hiring season" has begun, and open positions have increased significantly. Working in partnership with the schools, we are working quickly to standardize our postings as the positions become open.

c. Organizational Structure and Design

- We have created a standardized format for job descriptions, and we continue to create job descriptions for new positions. We are making progress with our effort to standardize and define some of the existing "other", non-union positions.
- Along with our focus on job descriptions we have been working with the Special Ed team as well as the support/office groups in the schools to create organizational charts and job descriptions to define positions/structure, and look for opportunities to improve.
- HR and Finance continue the AESOP implementation. From an HR perspective, we are working with the building administrators to explore what adjustments will be needed and what efficiencies can be gained as we begin to see a reduction in workload resulting from the implementation of AESOP.

d. Employee Relations

- The number of employees seeking help to resolve employment issues continues to increase. There have been many opportunities to foster open communication and teamwork between supervisor and employee.
- The number of supervisors seeking help to resolve employee issues continues to increase. This is leading to a more consistent approach and appropriate precedent as it relates to employment issues.

Respectfully Submitted,

John Pandolfo  
Superintendent of Schools  
on behalf of the Barre SU Central Office Administrative Team

# Barre Supervisory Union

## BSU EXPENSE BUDGET STATUS REPORT

Report # 17274

Statement Code: BOARD BSU

Account Number / Description	ADOPTED BUDGET 7/1/2015 - 6/30/2016	Y-T-D EXPENSES 7/1/2015 - 6/30/2016	ENCUMB 7/1/2015 - 6/30/2016	REMAINING BALANCE 7/1/2015 - 6/30/2016
2210 Curriculum Development	\$147,799	\$94,973	\$27,884	\$24,942
2225 Technology	\$556,680	\$389,464	\$105,533	\$61,683
2310 Board of Education	\$45,665	\$57,874	\$12,240	\$(24,449)
2319 Board - Other Services	\$0	\$3,479	\$0	\$(3,479)
2320 Superintendent's Office	\$281,169	\$242,069	\$76,799	\$(37,699)
2421 Early Ed Administration	\$3,300	\$875	\$125	\$2,300
2520 BUSINESS OFFICE SERVICES	\$393,142	\$340,874	\$81,009	\$(28,741)
2600 PLANT OPERATION & MAINTENANCE	\$59,305	\$46,309	\$5,469	\$7,527
1191 BC SHARED STAFF SERVICES	\$0	\$125,562	\$71,503	\$(197,065)
1192 BT SHARED STAFF SERVICES	\$0	\$85,747	\$35,311	\$(121,058)
1193 SHS SHARED STAFF SERVICES	\$0	\$108,751	\$56,474	\$(165,225)
2420 Special Education Administration	\$40,760	\$28,723	\$8,026	\$4,011
2740 VEHICLE SERVICING & MAINT	\$0	\$7,000	\$0	\$(7,000)
<b>GRAND TOTAL</b>	<b>\$1,527,820</b>	<b>\$1,531,700</b>	<b>\$480,373</b>	<b>\$(484,253)</b>