

BARRE SUPERVISORY UNION #61 SCHOOL DISTRICT
REGULAR BOARD MEETING
Barre Supervisory Union – Conference Room
November 17, 2016 - 6:00 p.m.

MINUTES

BOARD MEMBERS PRESENT:

Chad Allen (BT) - Chair
Giuliano Cecchinelli, II (BC) – Vice Chair
J. Guy Isabelle (SHS) - Clerk
Kristin McCarthy (BT)
Tyler Smith (BC)
Sonya Spaulding (BC)

BOARD MEMBERS ABSENT:

Joe Blakely (SHS)
Brenda Buzzell (BT)
Carlotta Perantoni (SHS)

ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent
Lisa Perreault, Business Manager

GUESTS PRESENT:

Video Vision Tech

1. Call to Order

The Chair, Mr. Allen, called the Thursday, November 17, 2016, meeting to order at 6:02 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 5.8 FY18 Budget Development – This Agenda Item will be discussed before Agenda Items 5.1 – 5.7.

3. Public Comment

None.

4. Approval of Minutes

4.1 Approval of Minutes – October 13, 2016 Tri-Board Meeting

On a motion by Mr. Isabelle, seconded by Mrs. McCarthy, the Board unanimously voted to approve, as amended, the Minutes of the October 13, 2016 Tri-Board Meeting.

5. New Business

5.1 Resign/Retire/New Hire

There was no business to conduct under this agenda item.

5.2 First Reading Student Conduct and Discipline Policy (F1)

Copies of all policies referenced in Agenda Items 5.2 through 5.6 were distributed. Mr. Pandolfo provided an overview of the policies. It was noted that most of the policies are model VSBA policies. Mr. Aither has discussed his concerns with the VSBA attorney. Policy F7 (Student Alcohol and Drugs Policy) will have the ‘blanks’ filled in prior to the Second Reading.

On a motion by Mrs. Spaulding, seconded by Mr. Smith, the Board unanimously voted to approve the First Readings of policies F1, F7, F21, and F25 (Agenda Items 5.2 through 5.5).

5.3 First Reading Student Alcohol and Drugs Policy (F7)

Approved under Agenda Item 5.2.

5.4 First Reading Firearms Policy (F21)

Approved under Agenda Item 5.2.

5.5 First Reading Student Attendance Policy (F25)

Approved under Agenda Item 5.2.

5.6 First Reading Proficiency-Based Graduation Requirements (PBGRs) (G20)

An overview of the policy was provided. Lengthy discussion ensued, including discussion of the 'PBGRs' (whose descriptions are not included in the policy). It was noted that inclusion of PBGRs in the policy, would result in numerous policy revisions in the future (as the policy would need to be changed each time a requirement was changed). The Board agreed that the policy requires more research and discussion prior to being presented for approval. **The Board agreed to send Policy G20 back to Committee.**

5.7 Superintendent's Evaluation

A copy of the Superintendent's Evaluation Survey was distributed. This year, the survey will be sent to a broader group of stakeholders. Mr. Pandolfo will create two versions of the survey (Version #1 for boards. Version #2 for all staff.). The plan is for individual boards to meet and discuss survey results and discuss their input for the evaluation, then have the individual boards share/discuss their input at the SU level. Staff input may not be received until after the Superintendent's evaluation is completed. Mr. Pandolfo would like to see 360 evaluation forms utilized as part of the evaluation process for all building Administrators. Eventually, Mr. Pandolfo would like this process used for teaching staff as well. The Board discussed the schedule for survey distribution, and for board review at the SU level. No specific date was set for completion of evaluation by individual boards, though their discussions should be completed prior to the January SU meeting. The survey should be created by the beginning of December, with feedback being received by the end of December.

5.8 FY18 Budget Development

Three documents were distributed; the 'BSU FY18 Budget Considerations' Report (dated 11/11/16), the 'FY18 BARRE SUPERVISORY UNION ASSESSMENT INFORMATION 11/17/16' report, and the BSU FY18 Budget Draft #1 (11/17/16) report. Mrs. Perreault provided a line by line review of the budget highlights and considerations, and advised regarding the unaudited Fund Balance of \$287,511 (of which \$104,391 is being used in the FY 17 budget, leaving a remainder of \$183,120). One item that will continue to have a budgetary impact (a significant impact over time), is the VSTRS Health Assessment. This assessment is being used to help fund the teacher retirement fund. Assessments started being charged in July of 2015. Assessments are per teacher, per year, for each teacher who is new to the retirement system. Eventually, the SU will be assessed each year, for all teachers. Mrs. Perreault advised regarding the purchase of a new financial accounting system (currently in the RFP process). Discussion continued with the addition of one full time IT staff member, as well as moving all Education Technologists to the BSU. Mrs. Spaulding voiced concern regarding BCEMS losing Tech Integrationist services, if one individual is hired to work in all three schools. Mrs. Perreault continued to provide an overview of the budget considerations listed on the document, including those that involve moving expenses to different line items, for example, moving the HR Coordinator from the Superintendent's Office, to the Business Office. It was noted that the Business Office is understaffed, which may be resulting in the high rate of turnover in staff. Mrs. Perreault believes the Business Office needs to be restructured, and is in the process of developing a restructured configuration. Ideally, the Business Office should be staffed with a Business Manager, a high level accountant, 2 Payroll/AP accountants, and one additional accountant. In comparison to other school districts of comparable size, the BSU is significantly under paid and understaffed. There are currently a number of personnel issues that are resulting in some staff members consistently working a significant number of overtime hours. After lengthy discussion, it was agreed that the Board required additional information (personnel related) to fully understand the scope of the issues. **Personnel Issues were proposed for discussion in Executive Session.**

On a motion by Mrs. McCarthy, seconded by Mrs. Spaulding, the Board unanimously voted to enter into Executive Session, with Mr. Pandolfo and Mrs. Perreault in attendance, at 6:41 p.m. under the provisions of 1 VSA section 313 to discuss the item proposed for discussion.

On a motion by Mr. Smith, seconded by Mrs. McCarthy, the Board unanimously voted to exit Executive Session at 7:05 p.m.

The Board continued discussion of budget considerations, including Special Education and Transportation district-wide services. Mrs. Perreault continued the discussion by providing an overview of the BSU Assessment Information document. The Board discussed 'next steps', and acknowledged that the SU budget needs to be finalized to allow for the district boards to move ahead with their budget development. The SU Board may need to meet twice in December. The next SU Meeting is scheduled for December 15, 2016. It was noted that the SHS Board meets on December 1, 2016, and that the Act 46 Study Committee is meeting on December 8, 2016. The SU Board may meet on Thursday, December 1, 2016 from 5:00 p.m., until 6:30 p.m. The start time for the Spaulding Board Meeting could be changed from 6:00 p.m. to 6:30 p.m.

6. Old Business

6.1 Act 46 Update

Two documents were distributed; 'Barre Act 46 Process – Next Steps (November 2016), and a document from the State Board of Education (dated August 23, 2016) pertaining to '3400 Proposals for Alternative Structures Under Act 46 (2015)'. Mr. Pandolfo advised that Act 46 was discussed at the BTMES Board Meeting on November 16, 2016. Petitions for reconsideration of the vote in Barre Town are being circulated. The last day to submit the petitions is December 8, 2016. If petitions are submitted, a revote would

need to occur within 60 days. Mrs. Spaulding advised that, as someone who has worked on the Act 46 Study Committee, it is difficult to hear that members of the community are misinformed regarding consolidation of governance. Mrs. Spaulding reiterated that there was no 'hidden agenda'. Mr. Allen expressed disappointment that feedback was not received earlier in the process. Mr. Pandolfo advised that if a revote occurs and is positive, the Board that was elected on November 8, 2016 would remain. If no revote occurs or if the revote is negative, and the Boards wish to make changes to the proposed Articles of Agreement, a new Act 46 706 Study Committee will need to be formed, and any subsequent voting will also involve electing members to a consolidated board.

6.2 Second and Final Reading Substitute Teachers Policy (D6)

Copies of policies for Agenda Items 6.2 through 6.9 were distributed. Mr. Allen provided a brief overview of the policies slated for approval.

On a motion by Mr. Isabelle, seconded by Mr. Smith, the Board unanimously voted to approve the Second and Final Readings of policies D6, D7, F5, F19, F23, F27, C23, and G13.

6.3 Second and Final Reading Volunteers and Work Study Students Policy (D7)

Approved under Agenda Item 6.2.

6.4 Second and Final Reading Education Records Policy (F5)

Approved under Agenda Item 6.2.

6.5 Second and Final Reading Limited English Proficiency Students Policy (F19)

Approved under Agenda Item 6.2.

6.6 Second and Final Reading Participation of Home Study Students Policy (F23)

Approved under Agenda Item 6.2.

6.7 Second and Final Reading Pupil Privacy Rights Policy (F27)

Approved under Agenda Item 6.2.

6.8 Second and Final Reading Use of Restraint and Seclusion Policy (C23)

Approved under Agenda Item 6.2.

6.9 Second and Final Reading Animal Dissection Policy (G13)

Approved under Agenda Item 6.2.

7. Other Business as Needed

None.

8. Reports to the Board

8.1 Superintendent

A copy of the Superintendent's report dated November 17, 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, Human Resources, and Facilities. A letter from Lori T. Bibeau, dated July 1, 2016 was distributed. The letter from Ms. Bibeau confirms that Lisa Perreault has become re-certified as a Director of School Business Management and Finance. A copy of the letter from the Secretary of Education, confirming their approval of the Transportation Plan and recognizing that the BSU is in compliance with 16 V.S.A. §261a(a)(8)(E), was also distributed. Mr. Pandolfo distributed a copy of a Memorandum from the Vermont State Board of Education (dated 11/17/16) regarding a Resolution from the November 15, 2016 meeting. Mr. Pandolfo recognized Mrs. Perreault for her re-certification as a Director of School Business Management and Finance. Brief discussion was held regarding corrective action that will need to be taken to as the result of the Annual Review for IEPs not in compliance. The threshold was 95% in compliance; the District was compliant in 94.35% of cases. Mr. Pandolfo advised that Mr. Allen, as Chair of the SU Board, is required to sign the Financial Management Questionnaire Form.

8.2 Committee Reports

Policy Committee – Minutes from the October 25, 2016 meeting were distributed. The Committee met on Tuesday, November 15, 2016. Minutes will be forthcoming. Discussion was held regarding the Class Size Policy. The Committee received a very comprehensive wellness report from the SU Team. This 'Policy' is a bit different than the VSBA Model Policy (which is currently being changed). The State advised that the policy written by the SU Team could be implemented. Mr. Pandolfo believes the efforts of the SU Team should be honored and recommends implementing the wellness policy they submitted. Mr. Pandolfo advised regarding upcoming policy discussion.

Negotiations Committee – Minutes from the October 4, 2016, October 12, 2016, October 14, 2016, October 17, 2016,

October 25, 2016, November 2, 2016, and November 7, 2016 meetings were distributed. Mr. Pandolfo advised that he will be having the webmaster set up an informational web site (similar to Act 46), for the Negotiations Committee.

8.3 Financials

Three reports were distributed; the BSU Expense Budget Report, the BSU FY16 Expenditures/Year-end Projection Report (dated 11/08/16), and the 'Financial Management Questionnaire – BARRE SUPERVISORY UNION – 11/10/16). Mr. Allen advised that it was premature to make projections regarding end of year projections.

9. Executive Session as Needed

9.1 Labor Relations Agreements

No Executive Session was necessary.

10. Adjournment

On a motion by Mr. Isabelle, seconded by Mrs. McCarthy, the Board unanimously voted to adjourn at 9:09 p.m.

Respectfully submitted,
Andrea Poulin