

# **BARRE CITY SCHOOL DISTRICT**

## **REGULAR SCHOOL BOARD MEETING**

Barre City Elementary and Middle School –Library

August 13, 2018 - 5:30 p.m.

### **MINUTES**

#### **BOARD MEMBERS PRESENT:**

Sonya Spaulding – Chair  
Tyler Smith - Clerk  
Jennifer Chioldi  
Michael Deering – departed at 7:03 p.m.  
Sarah Pregent

#### **BOARD MEMBERS ABSENT:**

Giuliano Cecchinelli, II – Vice Chair  
Chris Riddell

#### **ADMINISTRATORS PRESENT:**

John Pandolfo, Superintendent  
Hayden Coon, Principal  
Stacy Anderson, Director of Special Services

#### **GUESTS PRESENT:**

Video Vision Tech            Dave Delcore-Times Argus

#### **1. Call to Order: Pledge of Allegiance**

The Chair, Mrs. Spaulding, called the Monday, August 13, 2018, Regular meeting to order at 5:31 p.m., which was held at the Barre City Elementary and Middle School Library. The flag salute followed.

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

None.

#### **3. Visitors and Communications**

None.

#### **4. Approval of Minutes**

##### **4.1 Approval of Minutes – June 11, 2018 Regular Meeting**

On a motion by Mrs. Pregent, seconded by Mrs. Chioldi, the Board unanimously voted to approve, as amended, the Minutes of the June 11, 2018 Regular Meeting.

#### **5. New Business**

##### **5.1 Garden Visit**

At 5:34 p.m. the Board joined Kris Pavek, Julia Boltin, and Rebekah Mortensen in the BCEMS Garden for a ribbon cutting ceremony and tour. Ms. Pavek, Garden Coordinator introduced Julia Boltin, who performed the ribbon cutting. The garden improvements include increased accessibility via stone walkways and the introduction of raised gardening beds. Ms. Mortensen spearheaded the addition of library boxes in the garden. All are very pleased with the outcome of the ‘Pathways to Accessibility’ project that was first introduced to the Board in August of 2017.

The Board Meeting resumed at 5:46 p.m.

##### **5.2 Resignations/Retirements/New Hires**

The resumes and BSU Notification of Employment Status Forms for Kristin Morrison, Christine Grzebien, and Tiffany Mason were distributed.

Mr. Pandolfo provided an overview of Ms. Morrison’s education and experience. Ms. Morrison is presented for hire as a Licensed Mental Health Counselor (a new position replacing a WCMH employee).

**On a motion by Mr. Smith, seconded by Mrs. Chioldi, the Board unanimously voted to approve the hiring of**

## **Kristin Morrison.**

Mr. Pandolfo and Mrs. Anderson provided an overview of Christine Grzebien's education and experience. Ms. Grzebien is presented for hire for the position of 3<sup>rd</sup>/4<sup>th</sup> grade Special Educator.

**On a motion by Mrs. Pregent, seconded by Mrs. Chioldi, the Board unanimously voted to approve the hiring of Christine Grzebien.**

Mr. Pandolfo provided an overview of Tiffany Mason's education and experience. Ms. Mason is presented for hire for the position of Social Worker. This position is grant funded under the CFP Grant (Consolidated Federal Grant Program).

**On a motion by Mrs. Pregent, seconded by Mrs. Chioldi, the Board unanimously voted to approve the hiring of Tiffany Mason.**

Mr. Pandolfo advised that all open licensed / professional positions have been filled and that there are a few para-educator positions needing to be filled. Hiring of para-educators is more of a struggle this year (across the state), possibly due to the high employment rate.

### **5.3 Budget Development**

A memorandum from Business Manager Lisa Perreault (dated 08/13/18), and budget development schedule with flow chart were distributed. Mr. Pandolfo provided a brief overview and advised regarding changes in the Business Office, including the new Financial Management System and new Chart of Accounts. The Business Manager (in anticipation of consolidation), plans to start the budget as one budget, but will separate district budgets if necessary. Mrs. Perreault will work with each individual Board regarding their individual budgets, and will then create a single budget which incorporates the "individual" budgets. If it is determined that a merger will not occur, separate budgets will be created.

**On a motion by Mrs. Pregent, seconded by Mrs. Chioldi, the Board unanimously voted to approve the FY20 Budget Schedule as presented.**

### **5.4 Annual Designation of Truant Officers**

A document titled 'Title 16 Education, Chapter 25 ATTENDANCE AND DISCIPLINE §1125 Truant officers' was distributed. Mr. Pandolfo provided a brief overview of the requirement that the Board appoint a Truant Officer. Mr. Pandolfo recommended that Assistant Principal, Pierre Laflamme, be appointed to the position of Truant Officer.

**On a motion by Mr. Smith, seconded by Mrs. Pregent, the Board unanimously voted to appoint Pierre Laflamme, as Truant Officer for Barre City Elementary and Middle School.**

### **5.5 Annual Designation of HHB Report Recipients**

A document titled 'APPENDIX A' and 'APPENDIX B' (from Policy F20) was distributed. The document identifies the employees who have been designated by the district to receive complaints of bullying and/or harassment pursuant to the policy and 16 V.S.A. §570a(a)(7) and 16 V.S.A. §570c(7) and under federal anti-discrimination laws. It was explained that HHB stands for Hazing/Harassment/Bullying. Mr. Pandolfo provided a brief overview of the document advising of the individuals named in Appendix A (BSU) and Appendix B (CEMS), as the designated individuals to receive complaints of bullying and/or harassment. The addition of Kristin Morrison is a non-substantive change to the policy and the policy should not require First and Second Readings for approval.

**On a motion by Mrs. Pregent, seconded by Mr. Smith, the Board unanimously voted to approve the designees as listed; John Pandolfo (for the BSU), and Pierre Laflamme and Kristin Morrison (for CEMS).**

### **5.6 Library Dedication**

Mrs. Anderson advised that at the end of the 2018 school year, staff recommended that the CEMS Library be dedicated to James Taffel. Plaques are on site and will be installed in the near future. It is respectfully requested that the Board officially recognize the dedication of the Library.

**On a motion by Mrs. Pregent, seconded by Mrs. Chioldi, the Board unanimously voted to officially dedicate the CEMS Library to Mr. Taffel, and approved the renaming from CEMS Library to James Taffel Library.**

### **5.7 Re-Organization of Tiered Behavior Systems**

Mr. Coon advised of a shift in some of the elementary behavior supports to be more aligned with supports in the middle school. The shift involves the elimination of some contracted services (through WCMH), which will be replaced with employees hired to work for CEMS. This shift allows more flexibility and improved internal oversight and supervision. Pierre Laflamme and Kristin Morrison

will oversee the new hires. Mr. Coon provided an overview of the new staffing structure, including one teaching position. The new structure is designed to allow teachers a simplified way to assist students with getting needed supports. The program is for students who need limited support, but do not require one on one support. The Positive Behavior Classroom will continue to exist and will provide academic and behavioral support. It was noted that the new structure/program, significantly differs from past programs and will be a 'work in progress'. The shift in structure does not eliminate all contracted services with WCMH. Mrs. Spaulding requested that an update be provided at the November 2018 Board Meeting. It was noted that under the new program, family support will continue and hopefully be expanded to assist more families. It was also noted that this program is not budgeted under Special Education as most of the students who are involved are not under IEPs. The budgetary impact is expected to be insignificant, though it is anticipated that more students will be served. Mr. Pandolfo advised that WCMH is implementing a new contracting structure involving 'pods'. Each pod will include 8 Behavioral Interventionists. There will be one pod for the elementary school and one for the middle school. In response to a query, it was noted that the long term goal is to decrease reliance with WCMH. Mr. Deering advised he is very supportive of the elimination of the use of outside vendors.

### **5.8 BSU Facilities Committee**

Mrs. Spaulding advised that the BSU Board approved the formation of a BSU Facilities Committee, and recommends that each districts' Facilities Committee Chair be on the BSU level Committee. The district Facilities Committees will not be replaced by the BSU Committee. This may be revisited in FY20. Mr. Pandolfo advised that the goal is the creation of a single long term plan using a single format. It is anticipated that the first meeting of the new Committee will occur in mid-September. The meeting date/time/location will be finalized at this week's BSU Board Meeting.

**On a motion by Mr. Deering, seconded by Mr. Smith, the Board unanimously voted to appoint the Chair of the BCEMS Facilities Committee (Giuliano Cecchinelli), as BCEMS representative to the BSU Facilities Committee.**

### **5.9 BSU Communications Committee**

A document titled 'Public Agenda Phone Conference 8/2/2018' was distributed. This document will also be referenced under Agenda Item 5.10 (Site-Based Councils). Mrs. Spaulding advised that the BSU Board agreed to the formation of a BSU Communications Committee. The new Communications Specialist will assist with the new Committee. Mr. Pandolfo advised that he spoke with Public Agenda to receive clarification on this Committee. Public Agenda recommends that the Committee remain small for now, and that it consist of three Board Members, the Superintendent, the Communications Specialist, and perhaps three building administrators. The Committee could report back advising of the progress of the Coalition (which will be assisting with the formation of a Site-Based Council), follow the development of the new web site, and assist with supporting budget efforts. Three Board Members volunteered to represent BCEMS on the Communications Committee; Mrs. Chioldi, Mr. Deering, and Mrs. Spaulding.

**On a motion by Mrs. Pregent, seconded by Mr. Smith, the Board unanimously voted to appoint Mrs. Spaulding to the Communications Committee, and to appoint, Mrs. Chioldi and Mr. Deering, to serve as alternates or join the Committee, based on the Committee structure determined by the BSU Board.**

### **5.10 Site-Based Councils**

A document titled 'How to Organize Successful Parent Advisory Committees' was distributed. Mr. Pandolfo advised that he spoke with Public Agenda to received clarification regarding creation of a Coalition to assist with the formation of a Site-Based Council. Public Agenda recommends that a Coalition be created to assist with the formation of a Site-Based Council. The Site-Based council should be formed by July 1, 2019. It is recommended that the Coalition be comprised of 20 individuals. The individuals should come from a broad-based pool of individuals, and to avoid the appearance of bias, should not be heavy on school or school board representatives. Additionally, the make-up of the Coalition should not include a quorum from any of the boards or committees. Mr. Deering expressed concern that some individuals believe that the Site-Based Council should have authority to make decisions (for the BSU, district schools, a unified district), and asked that clarification to be provided regarding what authority the Site-Based Council will/will not have. Mrs. Spaulding advised that Site-Based Councils can't legally make decisions, as they are not elected officials, thus they do not have the authority for decision making. Current Committees make recommendations, but do not make decisions for the BSU or any of the district schools. The purpose of a Site-Based Council is to make possible recommendations to Boards, and to allow the community voice to be heard.

### **5.11 Ratification of Para-Educator Master Contractual Agreement**

A document titled 'Para-Educator Settlement Highlights – August 2018' was distributed. Mr. Pandolfo provided a brief overview of the document, which outlines changes to the proposed one-year Agreement. It is anticipated that the Union will hold a vote in the near future. The Agreement will be presented to each of the Boards for approval, with hope that everything will be finalized prior to the start of the school year. Negotiations for a future contract will begin almost immediately.

**On a motion by Mr. Smith, seconded by Mrs. Pregent, the Board unanimously voted to ratify the Para-Educator Master Contractual Agreement.**

## **6. Old Business**

### **6.1 Board Communications**

Mrs. Spaulding advised that a VSBA representative will be at the BTMES Board Meeting on 08/15/18. The VSBA representative will be providing information relating to the roles and responsibilities of Board Members. All Board Members (SHS and BCEMS) are encouraged to attend.

Mrs. Spaulding believes that with the formation of a Site-Based Council and a Communications Committee, communications issues will be adequately addressed.

In response to a query regarding vendor selection for creation of the new web site, it was noted that in-state vendors were asked to submit bids. The selected vendor, though not local, has much experience with the creation of school web sites, and is believed to be the best candidate. Mrs. Spaulding queried regarding whether or not the Board will have input and view the site as it is being developed.

### **6.2 A.L.I.C.E. & School Security**

A document from the State of Vermont, Department of Public Safety (Advance Notice to Proceed Form (ANP)) was distributed. Approved, grant funded projects for BCEMS are: Interior security doors in the main front lobby, Hand-held radios to communicate on school grounds, security cameras, and Card access points of entry.

Mr. Pandolfo advised regarding completed and upcoming A.L.I.C.E. Training and advised that drills and additional training will occur. Discussions on grade-level appropriate training have been held.

Mr. Pandolfo provided an overview of the ANP document, advising that the BSU is very pleased with the allocations that will be received. Mr. Evans is in the process of obtaining bids to complete the work.

### **6.3 Act 46**

Mr. Smith, Mrs. Akley, and Mr. Pandolfo will 'present' the Final Report (from the Act 46 Study Committee) on Wednesday, August 15, 2018 at 4:00 p.m. (the timeslot reserved for Barre) in Room #11 at the Vermont State House. This is a public meeting and all are welcome to attend. Mr. Pandolfo encouraged Board Members and community members to attend the meeting. If the Board of Education does not approve a November vote, it is anticipated that a vote will occur on September 26, 2018. Individuals who wish to run for seats on the proposed Unified Board, should obtain petitions and gather signatures as soon as possible. If a September vote is required, candidates' petitions need to be submitted to the City/Town Clerks between 08/17/18 and 08/27/18. Board Members and members of the public are encouraged to run for Board seats. It was noted that individuals running for the 'At-Large' seat will need to gather 60 signatures (rather than the standard 30). The 60 signatures can be from any combination of Barre City and Barre Town registered voters.

A subcommittee of the Act 46 Committee has been working with Communications Specialist Ben Merrill regarding promotion of the anticipated vote. Mrs. Akley spoke at a Lions Club Meeting and is making arrangements to attend other meetings to assist with educating community members regarding Act 46.

### **6.4 Summer Projects Update**

A document (from Facilities Director Jaime Evans) titled Summer Projects Update, was distributed. Mrs. Spaulding provided a brief overview of the summer work. It was noted that the majority of VCT tile was installed in primary grade classrooms. There were no questions from the Board.

## **7. Board Reports**

### **7.1 Superintendent**

A copy of the Superintendent's report dated August 6, 2018 was distributed. The report included information pertaining to; Negotiations, the Legislative Session, Act 46, the BSU Administrative Retreat, the 'New School Year', BSU Developments, and the New Secretary of Education (Dan French). Mr. Pandolfo advised that the 'opening day kick-off' meeting with all staff, will occur on Tuesday, August 21, 2018 at Spaulding High School (beginning at 8:00 a.m.). Board Members are encouraged to attend. Mr. Pandolfo is very impressed by the new BCEMS administrative team. Mrs. Anderson reported much enthusiasm and successful teamwork. Mr. Pandolfo advised that with the transition of Special Education to the SU level, Mrs. Anderson has been named as Co-Director of Special Education. Mr. Pandolfo proposes that Mrs. Anderson be excused from most BCEMS Board meetings, as she will be reporting out at the BSU Board meetings.

### **7.2 Principals Report**

A copy of the Co-Principals' report dated August 13, 2018 was distributed. The report included information pertaining to; upgrades to the Community Garden, Summer School, an update on the hiring process, A.L.I.C.E. Training, expansion of the ECO program, PLC Facilitator Training, additional professional development, and important dates for upcoming events. Introduction letters and entry plans from Mr. Coon and Mr. Hennessey were also distributed. Mr. Coon advised regarding some minor edits to the report, and provided additional information regarding employees who have, since the report was written, furthered their education. Mr. Coon advised that although he and Mr. Hennessey worked on their 'Entry Plans' separately, both plans are very similar. The Co-Principals are very well aligned, sharing many of the same ideas, goals, and philosophies. In response to a query, Mr. Coon advised that the first

'Coffee with the Principal' will occur on September 6, 2018 at 8:30 a.m. Mr. Coon encouraged Barre community members to 'come meet the Principal'. Additional promotion will occur for this event, which hopefully, will be the first in a continuing series. Mr. Coon would like this (and future) events shared on Front Porch Forum.

### **7.3 Committee Reports**

#### **7.3.1 Facility/Security**

The next meeting is Monday, September 10, 2018 at 5:00 p.m. in the BCEMS Conference Room.

#### **7.3.2 Finance**

The June meeting was cancelled.

The next meeting is Tuesday, August 28, 2018 at 5:30 p.m. in the BCEMS Conference Room.

#### **7.3.3 Verbal Report of BSU Committees**

BSU Curriculum Committee – Monday, August 27, 2018 at 5:30 p.m. in the SHS Library

BSU Policy Committee – Monday, September 17, 2018 at 6:00 p.m. in the BUS Central Office 2<sup>nd</sup> Floor Conference Area

BSU Finance Committee – Thursday, September 20, 2018 at 4:30 p.m. in the SHS Library

BSU Facilities Committee – TBD

BSU Communications Committee - TBD

### **7.4 Financial Report**

Four reports were distributed; BCEMS FY18 Expenditures/Year-end Projection Report (dated 08/13/18), and the BCEMS General Fund Revenue Summary, BCEMS General Fund Expense Summary, and BSU Expenditures-FY18 report (all dated 08/06/18). There is an unaudited projected surplus of \$88,145. Mrs. Perreault has completed the SEER Report (Special Education Expenditure Report) and has advised that the numbers look positive.

### **8. Round Table/Future Agenda Items**

Mrs. Anderson received confirmation that new staff should be invited to attend a reception before the September Board Meeting.

Mr. Coon will notify staff and will contact Food Service Director Craig Locarno to arrange for refreshments.

Mrs. Anderson advised that Summer School went well.

Mrs. Pregent advised that she received SBAC results for her child and was pleased with the information provided on the report.

Mr. Pandolfo advised that there will be a meeting tomorrow (08/14/18) at 2:00 p.m. in the SHS Library regarding the new After School Program. Mr. Pandolfo advised that funding is available, (for 5 years), projected to be \$70,000 per year (\$35,000 for BCEMS and \$35,000 for BTMES). Mr. Pandolfo and the BCEMS and BTMES Co-Principals recently met with former Barre Superintendent Lyman Amsden and his daughter Marcia Biondolillo (former BCEMS Board Member) to discuss the donation from an organization Mr. Amsden belongs to.

### **9. Executive Session**

No items were proposed for discussion in Executive Session.

### **10. Adjournment**

**On a motion by Mr. Smith, seconded by Mrs. Pregent, the Board unanimously voted to adjourn at 7:29 p.m.**

Respectfully submitted,  
*Andrea Poulin*