BARRE SUPERVISORY UNION
REGULAR BOARD MEETING

Spaulding High School
Library
155 Ayers St., Barre, VT

January 18, 2018
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 Board Meeting Minutes – December 21, 2017
   - 4.2 Special Board Meeting Minutes - January 4, 2018

5. **New Business**
   - 5.1 First Reading Sexually Transmitted Infections (STI) and Pregnancy Prevention Policy (F31)
   - 5.2 First Reading HIV Policy (F32)

6. **Old Business**
   - 6.1 Board Communications
   - 6.2 Second and Final Reading Scholarship Funds Policy (E31)
   - 6.3 Second and Final Reading Prevention of Conflict of Interest in Procurement (E24)
   - 6.4 Second and Final Reading Capitalization of Assests (E23)
   - 6.5 Second and Final Reading Search, Seizure, and Interrogation of Students by Law Enforcement (F11)
   - 6.6 Second and Final Reading Search, Seizure, and Interrogation of Students by School Personnel (F4)
   - 6.7 Act 46

7. **Other Business as Needed**

8. **Reports to the Board**
   - 8.1 Superintendent
   - 8.2 Committee Reports
     - 8.2.1 Policy (Meeting Minutes December 18, 2017)
       Next Meeting: January 22, 2018 at 6:00 p.m. in the BSU 2nd Floor Conference Area
     - 8.2.2 Curriculum (Meeting Minutes January 2, 2018)
       Next Meeting: January 29, 2018 at 5:30 p.m. in the SHS Library
     - 8.2.3 Finance (Meeting Minutes December 5, 2017)
       Next Meeting: January 25, 2018 at 4:00 p.m. in the SHS Library
     - 8.2.4 Negotiations
       Next Meeting:
   - 8.3 Financials

9. **Executive Session (if needed)**
   - 9.1 Administrator Evaluations
   - 9.2 Superintendent Evaluation

10. **Adjournment**

Reminders:

Next Supervisory Union Board Meeting:	February 15, 2018
Next Barre City School Board Meeting:	February 12, 2018
Next Spaulding High School Board Meeting:	February 1, 2018
Next Barre Town School Board Meeting:	February 7, 2018

BOARD MEETING NORMS

- Keep the best interest of the school and children in mind, while balancing the needs of the taxpayers
- Make decisions based on clear information
- Honor the board's decisions
- Keep meetings short and on time
- Stick to the agenda
- Keep remarks short and to the point
- Everyone gets a chance to talk before people take a second turn
- Respect others and their ideas

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BARRE SUPERVISORY UNION #61 SCHOOL DISTRICT
REGULAR BOARD MEETING
Spaulding High School - Library
December 21, 2017 - 6:00 p.m.

MINUTES

BOARD MEMBERS PRESENT:
Alice Farrell (BT) - Clerk
Chad Allen (BT)
Anthony Folland (SHS)
Paul Malone (SHS)
Tyler Smith (BC)
Sonya Spaulding (BC) – arrived at 6:53 p.m.

BOARD MEMBERS ABSENT:
J. Guy Isabelle (SHS) - Chair
Giuliano Cecchinelli, II (BC) – Vice Chair
Rebecca Kerin-Hutchins (BT)

ADMINISTRATORS PRESENT:
John Pandolfo, Superintendent
Donald McMahon, Director of Special Services
Lisa Perreault, Business Manager

GUESTS PRESENT:
Video Vision Tech Pat MacAskill

1. Call to Order
The Clerk, Mrs. Farrell, called the Thursday, December 21, 2017, meeting to order at 6:04 p.m., which was held at the Spaulding High School Library.

2. Additions and/or Deletions to the Agenda
Delete Agenda Item 4.1 (Executive Session). This item will be kept in as a place-holder.
Add 10.3 Contract Issue (not related to Labor Relations Agreements)

3. Public Comment
Patty MacAskill advised that she would like to address the Board regarding the proposed BSU Communications Specialist position. Ms. MacAskill advised that she believes that the district schools do a good job at promoting the schools and their budgets, and that tax payers are supportive of the schools. Ms. MacAskill prefers that her tax dollars be spent at the schools to support teachers, para-educators, and Special Education, and is opposed to spending any tax dollars to hire a Communications Specialist. Additionally, Ms. MacAskill advised that she is concerned regarding possible staff to student ratio limitations, and how those limitations may negatively impact students.

4. Executive Session
~~4.1 Technology Director Interview(s)~~

5. Approval of Minutes
5.1 Approval of Minutes – November 16, 2017 Regular Meeting
On a motion by Mr. Malone, seconded by Mr. Allen, the Board unanimously voted to approve, as amended, the Minutes of the November 16, 2017 Regular Meeting.

6. New Business
6.1 Resignations/Retires/New Hires
The resume and BSU Notification of Employment Status Form for Penny Cahill was distributed. Ms. Cahill has been hired to fill the special educator teacher position that was recently vacated. Mr. Pandolfo provided an overview of Ms. Cahill's education and experience, advised that Ms. Cahill has obtained her provisional license, and has been in the position for four weeks. Mr. McMahon advised that Ms. Cahill has worked as a para-educator, as well as other work within the SU, and that her interview went very well.

On a motion by Mr. Malone, seconded by Mr. Folland, the Board unanimously voted to approve the hiring of Penny Cahill.

6.2 First Reading Search, Seizure, and Interrogation of Students by School Personnel Policy (F4)
Revised copies of the policies referenced in Agenda Items 6.2 through 6.6 were distributed. Mr. Pandolfo provided an overview of the policies including the process for policy development and discussions that were held at BSU Policy Committee meetings. It was noted that, when appropriate, policy drafts were vetted by legal counsel and the VSBA. Mr. Folland expressed concern regarding the lack of detail relating to the definition of 'trained third party', and queried regarding documentation of training and training requirements. Though the policy has been reviewed by legal counsel, the Board would like Mr. Pandolfo to speak with legal counsel regarding the possible addition of verbiage to provide some clarification within the policy. If appropriate, the verbiage will be added to the policy prior to the Second and Final Reading.

On a motion by Mr. Folland, seconded by Mr. Smith, the Board unanimously voted to approve the First Reading of the Search, Seizure, and Interrogation of Students by School Personnel Policy (F4), with agreement that the Superintendent will speak with legal counsel regarding possible clarification that can be added to the policy to address concerns from the Board.

6.3 First Reading Search, Seizure, and Interrogation of Students by Law Enforcement Personnel or Other Non-School Personnel Policy (F11)

On a motion by Mr. Smith, seconded by Mr. Allen, the Board unanimously voted to approve the First Reading of the Search, Seizure, and Interrogation of Students by Law Enforcement Personnel or Other Non-School Personnel Policy (F11).

6.4 First Reading Scholarship Funds Policy (E31)
Mr. Malone advised that the word 'Funds' should be changed to 'Awards'. Under the policy section that pertains to BTMES and BCEMS, the word Principal should be plural.

On a motion by Mr. Malone, seconded by Mr. Folland, the Board unanimously voted to approve, as amended, the First Reading of the Scholarship Funds Policy (E31).

6.5 First Reading Prevention of Conflict of Interest in Procurement Policy (E24)
Mr. Pandolfo provided an overview of the policy and the reasons for implementing it as part of 'best practices'.
On a motion by Mr. Smith, seconded by Mr. Malone, the Board unanimously voted to approve the First Reading of the Prevention of Conflict of Interest in Procurement Policy (E24).

6.6 First Reading Capitalization of Assets Policy (E23)
Mr. Pandolfo provided an overview of the revised version of the policy. This policy is the result of fiscal training. Mrs. Perreault advised that the BSU has been maintaining a schedule of capitalized assets.

On a motion by Mr. Allen, seconded by Mr. Smith, the Board unanimously voted to approve the First Reading of the Capitalization of Assets Policy (E23).

7. Old Business
7.1 Budget Development
Five documents were distributed; the BSU FY19 Budget Considerations document, the FY19 BSU Assessment Information document, the Barre Supervisory Union FY19 Budget Draft 2 (with breakdown of assessment by district school), Draft #2 of the BSU FY19 Budget (line item detail), and the Projected Comparative Tax Rate Calculations document.

Mrs. Perreault provided an overview of the Budget Considerations document, noting significant reductions that were made (as requested) to the Special Education budget. Mrs. Perreault provided an overview of the Assessment Summary document, with particular attention to the notations. The document reflects two budget totals, one that includes the proposed Communications Specialist (a 6.17% increase), and one without the position (a 3.60% increase). Mrs. Perreault advised regarding the calculation used to determine the number of equalized pupils. A review of the summary pages (by district school) followed. It was noted that Administrators are continuing to examine what the best model would be, utilizing 2 SPED Directors, rather than 3. The reduction in the number of SPED Directors results in a reduction of approximately $80,000. It was noted that a portion of both SPED Directors' salary and benefits is split between the three schools. Mrs. Perreault provided an overview of the line item budget draft #2, citing the notations, and advising that the notations are beneficial now, and should be beneficial in the future, whenever historical information is needed. Mrs. Perreault advised that information on the Revenue pages has changed based on various pieces of legislation. The Estimated Tax Calculation pages were reviewed. The numbers do not reflect removal of a SPED Director position. It was noted that the CLA and pupil counts are most likely finalized at this point. The draft budget does not reflect salary and benefit increases, and it is doubtful that a contract agreement will be finalized before the budget needs to be approved by the Board.

On a motion by Mr. Folland, seconded by Mr. Smith, the Board unanimously voted to approve the FY19 BSU Budget as presented ($14,444,417.02) inclusive of the Communications Specialist position.

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7.2 Board Communication

Mr. Pandolfo provided an update on the publication being worked on by Ben Merrill, advising that all is progressing well. The flier is on schedule to be completed by the end of January 2018. The goal is to finish the layout, then review and revise the document. Outstanding items include; writing the Superintendent's Report, deciding how many copies of the Superintendent's Report and budget information documents are needed, and whether or not they should be manually inserted into the flier. Distribution of the flier needs to be determined, though it is unlikely that it will be mailed.

7.3 Second and Final Reading Travel Reimbursement Policy (E11)

A copy of the policy was distributed. A brief overview of the policy was provided. One minor typographical item was identified. **On a motion by Mr. Allen, seconded by Mr. Malone, the Board unanimously voted to approve, as amended, the Second and Final Reading of the Travel Reimbursement Policy (E11), and agreed to adopt said policy.**

7.4 Labor Relation Agreements

Mr. Pandolfo advised that he has received a letter of intent from para-educator representatives, requesting that negotiations begin. AFSCME representatives have also advised that they are ready to begin negotiations, though no date has been set. Teacher Representatives haves spoken at each of the district Board meetings requesting that the Boards work towards reaching a settlement. Though the Superintendent has reached out to Teacher Representatives, to set a meeting date, thus far there has been no response. There is no set date requiring action from either party. In response to a query, Mr. Pandolfo provided an overview of some of the responsibilities of regional NEA UniServ Representatives (a regional support person for the State level Union), including support at regional bargaining meetings, supporting grievance cases and personnel issues.

8. Other Business as Needed

None.

9. Reports to the Board

9.1 Superintendent

A copy of the Superintendent's report dated December 21, 2017 was distributed for review and discussion. The report included information pertaining to the Superintendent's Office, the Business Office, Curriculum, Technology, Early Education, Human Resources, and Facilities. Three additional documents were distributed; a letter to Mr. Isabelle (dated 11/20/17) from Nicole Mace (VSBA), a document titled 'Barre City Elementary School Principal Search Process and Timeline', and a memorandum from ALICE titled 'Hero Teacher Stops Shooter at Mattoon, IL High School'. The Special Education Director's Report was distributed separately. Mr. Pandolfo advised that his work on the Vermont Educational Health Benefits Commission is complete, with the Report being submitted on 12/18/17 (by a 6 - 3 vote). It was noted that the Appendices to the Report are raw data. Mr. Pandolfo advised that, as indicated in his report, Connie Aseltine (BSU/BT Staff Accountant) will retire on 12/29/17, a celebration was held at lunchtime today. The position vacated by Mrs. Aseltine, has been filled. Retiring Technology Director, Diane Stacy's final report is included in the Superintendent's Report. Mrs. Spaulding queried regarding a possible requirement that the Audit Report be reviewed prior to Board approval of the Budget. Mr. Pandolfo will research whether or not the Board is required to have a final audit balance prior to approving the budget. In response to a query from Mrs. Spaulding regarding budget items relating to Fitness Curriculum and the purchase of licenses for using Fitnessgram software, and the possibility of needing to purchase new devices to administer/report assessments, it was noted that this is a new requirement from the State, and ties into required testing/reporting under ESSA. Curriculum Director, Jackie Tolman, SPED Director, Don McMahon, and two PE teachers will be attending mandatory training. Mrs. Spaulding advised that she is officially going on the record to voice her continued frustration relating to unfunded mandates, noting that the cost associated with this requirement may be fairly minimal, but it is another unfunded mandate. It was noted that the State will require testing/reporting for Math, ELA, Science, and Physical Education. Additionally, it was noted that the required reporting hinges on the successful implementation of the new longitudinal reporting system, also an unfunded mandate. In response to a query from Mr. Malone regarding discussion of unfunded mandates at the Governor's Summit, it was noted that discussion was held, but no definitive answers were given regarding how Vermont's supervisory unions can deal with them. In response to a query, Mr. McMahon advised that upcoming training for writing and implementing IEPs will involve 3 Special Educators from each district school, as well as one regular teacher, himself, and possibly Mrs. Anderson. A minimum of 9 individuals must attend training. The maximum number of trainees who can attend, is 20. After attending the training, Mr. McMahon anticipates training additional staff in-house.

9.2 Committee Reports

9.2.1Policy Committee

Minutes from the November 20, 2017 meeting were distributed. The Committee also met on December 18, 2017. The next meeting is scheduled for Monday, January 22, 2018 at 6:00 p.m. in the BSU Upstairs Conference Room. Mr. Pandolfo provided a brief overview of the 5 'First Reading' policies for December, and the 2 'First Readings' anticipated in January 2018. Mr. Pandolfo advised regarding discussion of potential policies presented for discussion (these are not mandated policies). The Committee will begin to look at all remaining policies at each district.

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9.2.2 Curriculum Committee

Minutes from the November 27, 2017 meeting were distributed. Two meetings have been scheduled for January 2018; Monday, January 2, 2018 at 5:30 p.m., and Monday, January 29, 2018 at 5:30 p.m. Both meetings will be held in the SHS Library. Mr. Smith advised that ESSA (Every Student Succeeds Act) will be discussed at the 01/02/18 meeting. The late January meeting will focus on Social Studies. Mr. Smith advised that he is reviewing the structure of the meetings, and flexibility of agenda topics.

9.2.3 Finance Committee

Minutes from the December 5, 2017 meeting were distributed.
The next meeting is scheduled for Thursday, January 25, 2018 at 6:00 p.m. in the SHS Library.
Mr. Malone advised that discussion hinged on cost drivers, mainly unfunded mandates and Special Education costs. The Committee discussed some possible changes to the SPED model currently in use.

9.2.4 Negotiations Committee

Minutes from the November 30, 2017 meeting were distributed. An update was provided under Agenda Item 7.4. There was no additional discussion.

9.3 Financials

The BSU FY18 Expenditures/Year-end Projection Report (dated 12/21/17) was distributed. The BSU FY18 Budget was also distributed. No discussion was held.

10. Executive Session as Needed

10.1 Labor Relations Agreements
10.2 Personnel
10.3 Contract

Items proposed for discussion in Executive Session include Labor Relations Agreements, a Personnel Issue, and a Contract matter.

On a motion by Mr. Malone, seconded by Mr. Smith, 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. Spaulding, seconded by Mr. Smith, the Board unanimously voted to enter into Executive Session, with Mr. Pandolfo in attendance, at 7:50 p.m. under the provisions of 1 VSA section 313 to discuss the items proposed for discussion.

The remaining information was provided by the Board Clerk.

On a motion by Mr. Malone, seconded by Mr. Smith, the Board unanimously voted to exit Executive Session at 8:50 p.m.

11. Adjournment

On a motion by Mrs. Spaulding, seconded by Mr. Smith, the Board unanimously voted to adjourn at 8:51 p.m.

Respectfully submitted,
Andrea Poulin

BARRE SUPERVISORY UNION #61 SCHOOL DISTRICT
SPECIAL BOARD MEETING
Spaulding High School Room 6
January 4, 2018 - 5:00 p.m.

MINUTES

BOARD MEMBERS PRESENT:
Giuliano Cecchinelli, II (BC)
Alice Farrell (BT) (participated by phone)
J. Guy Isabelle (SHS)
Rebecca Kerin-Hutchins (BT)
Paul Malone (SHS)
Tyler Smith (BC)
Sonya Spaulding (BC)

BOARD MEMBERS ABSENT:
Chad Allen (BT)
Anthony Folland (SHS)

ADMINISTRATORS PRESENT:
John Pandolfo, Superintendent

GUESTS PRESENT:
Emmanuel Ajanma

1. Call to Order
The Chair, Mr. Isabelle, called the Thursday, January 4, 2018, meeting to order at 5:10 p.m., which was held in Spaulding High School Room 6.

2. Additions and/or Deletions to the Agenda
None

3. Public Comment
None

4. Executive Session
4.1 Personnel - Technology Director Finalist Interview

On a motion by Mr. Malone, seconded by Mr. Smith, the Board unanimously voted to enter into Executive Session, with Mr. Pandolfo and Mr. Ajanma (invited in part way through) in attendance, at 5:11 p.m. under the provisions of 1 VSA section 313 to discuss the item proposed for discussion.

On a motion by Mr. Malone, seconded by Mr. Smith, the Board unanimously voted to exit Executive Session at 6:04 p.m.

On a motion by Mr. Smith, seconded by Mrs. Kerin-Hutchins, the Board unanimously voted to accept the Superintendent's recommendation to appoint Mr Ajanma to the position of Technology Director, for an annual salary of $75,000.

5. Other Business as Needed
None

6. Adjournment
On a motion by Mr. Smith, seconded by Mrs. Spaulding, the Board unanimously voted to adjourn at 6:05 p.m.

Respectfully submitted,
John Pandolfo

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