

**SPAULDING HIGH SCHOOL  
REGULAR BOARD MEETING**  
Spaulding High School – Library  
September 7, 2017 - 6:00 p.m.

**MINUTES**

**BOARD MEMBERS PRESENT:**

Paul Malone - Chair  
David LaCroix – Vice Chair  
Joe Blakely - Clerk  
Tim Boltin  
Anthony Folland  
J. Guy Isabelle  
Ed Rousse

**BOARD MEMBERS ABSENT:**

**ADMINISTRATORS PRESENT:**

John Pandolfo, Superintendent  
Brenda Waterhouse, Principal  
Penny Chamberlin, Director Central Vermont Career Center

**GUESTS PRESENT:**

Video Vision Tech	Dave Delcore – Times Argus	Julia Arguin	Danny Boone	John Bushnell
Nora Duane	Lisa Fredette	Guin Fredriksen	Timothy Hammond	Chloe Lamphere
Craig Locarno	Matthew Martino	Thomas O’Toole	Cassandra Ross	Nick Ross
Tracy Taylor	Nealee Thibault			

**1. Call to Order**

**The Chair, Mr. Malone, called the Thursday, September 7, 2017, Regular meeting to order at 6:09 p.m., which was held at the Spaulding High School Library.**

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

Mr. Isabelle recognized Mike Gilbert for all his contributions to SHS, most recently, the painting of the flag pole and donation of a new flag.

**3. Visitors and Communication**

**3.1 Introduction of New Staff**

Mr. Pandolfo welcomed new staff members. New staff members provided a brief overview of their experience and expressed their pleasure working at SHS. The Board thanked new staff members for attending the meeting and welcomed them to SHS.

**4. Approval of Minutes**

**4.1 Approval of Minutes – August 24, 2017 Regular Meeting**

**On a motion by Mr. Isabelle, seconded by Mr. Boltin, the Board unanimously voted to approve the Minutes of the August 24, 2017 Regular Meeting.**

**5. New Business**

**5.1 Fitz-Vogt – Overview of Food Program**

Craig Locarno, Food Service Director addressed the Board, advising of his experience and advised regarding improvements he is making to the food service program, including the purchase of bulk milk and juice, the introduction of Speeder & Earl’s coffee, supporting local agriculture, a decrease in processed foods, accompanied by an increase in fresh foods, the addition of a breakfast cart in the lobby, and ongoing communication with administrators to receive feedback. Mr. Locarno advised he recently worked with Mr. Whalen’s class on a coffee pricing analysis project. Mr. Locarno shared his goals, which include building a food program around the community and school, providing high quality meals on a daily basis, and increasing the use of local food. In response to a query, Mr. Locarno advised that the new Federal Food Service Guidelines should have minimal impact on the food service program at the school.

**5.2 Resignations/Retires/New Hires**

There were no resignations, retirees or new hires to approve. A copy of a document titled ‘Board Approval Procedure for Licensed New Hire Candidates’ was distributed. Mr. Pandolfo provided a brief overview of the document and explained how use of these

procedures will assist with timely hiring of desirable candidates, by eliminating the lengthy time between interviews and Board approval. The current, more delayed process, risks losing qualified candidates, as they may be hired by another supervisory union prior to Board approval. The procedures were shared with the BTMES Board on 09/06/17 and will be shared with the BCEMS Board on 09/11/17. After review by all Boards, Mr. Pandolfo will present the document to the SU Board. Mr. Pandolfo advised that the document is for informational purposes and that no Board action is necessary.

### **5.3 Advance Placement Scores**

Two documents were distributed; 'The ACT College Readiness Letter for Spaulding High School' and a document titled 'Advanced Placement Courses – SHS'. Mrs. Waterhouse addressed the Board, advising that historical data on AP classes is in the process of being located. AP (Advanced Placement) classes are very beneficial to students (regardless of their final grades), as they help prepare students for college. APUSH (AP US History) may be removed as an option for sophomores, as it may be too advanced for grade 10. There is an online AP Environmental Science course available. Student, Chloe Lamphere advised that she found the AP US Government & Politics course to be very beneficial. In response to a query, Mrs. Waterhouse advised she would obtain statistics regarding the number of students who take AP classes. It was noted that in the past, more AP courses were available.

Mrs. Waterhouse provided an overview of the AP Courses document and advised that she would like to improve the use of data and share the information with faculty. Mrs. Waterhouse provided an overview of the ACT document, advising that the scores were similar to the SAT scores. Only 10 students took the ACT exam last year. Though most colleges prefer to review SAT scores, ACT scores are preferred by some southern colleges. In response to a query, Mrs. Waterhouse advised that students are informed regarding the scholarships available through SHS, and are encouraged to apply.

### **5.4 Fuel Bid and Plowing Recommendations**

A document titled 'RFP Results for FUEL OIL, PROPANE, and WOOD CHIPS' was distributed. The Superintendent advised regarding his recommendations: Fuel Oil – Irving \$1.95 per gallon, Propane – Irving \$1.25 per gallon, and Wood Chips – Cousineau \$60.00 per ton. It was noted that at this point, there is no concern regarding the quality of the chips from Cousineau.

**On a motion by Mr. Blakely, seconded by Mr. LaCroix, the Board unanimously voted to approve the Superintendent's recommendation for the purchase of fuel oil from Irving at \$1.95 per gallon, propane from Irving at \$1.25 per gallon, and wood chips from Cousineau at \$60.00 per ton.**

A document titled 'RFP Results for BSU Snow Plowing Bids – FY18 & FY19' The Superintendent advised regarding his recommendation to contract with Thygesen Construction Company for fiscal years 2018 and 2019 (\$14,000 per year). It was reiterated that this contract is for a period of 2 years. Mr. Pandolfo advised regarding the comprehensive process involved in the bidding process, including walk-throughs of the property at each facility, and detailed requirements regarding when services are to be provided.

**On a motion by Mr. Folland, seconded by Mr. Rousse, the Board unanimously voted to approve the Superintendent's recommendation to contract with Thygesen Construction Company for snow plowing for FY2018 and FY2019, at a rate of \$14,000 per year.**

## **6. Old Business**

### **6.1 FY19 Budget Development**

Three documents were distributed; a memo from Lisa Perreault (dated 09/01/17) relating to 'FY19 Budget Development Timeline', the BSU Budget Development Schedule for FY 2019, and the BSU FY19 Budget Development Process document (flow chart). Mr. Malone polled Board Members regarding their answers to the Self-Assessment. Mr. Pandolfo recorded the responses. It is the consensus of the Board that there is concern that communication with the community needs improvement.

### **6.2 Labor Relations Agreements**

A copy of a letter from VSBA, dated 09/06/17 was distributed. The letter, to school board chairs, outlined recommendations regarding health insurance enrollment options for supervisory unions that are still in negotiations. Mr. Pandolfo advised that the Negotiations Committee and AFSCME Representatives reached a conceptual agreement, which will be put in written form and be reviewed by AFSCME representatives. If the written form is approved it will be presented for ratification. The agreement is for a one year contract. There are still some differences between salaries, insurance, and retirement benefits between BCEMS/SHS and BTMES. It is hoped that the differences can be resolved with next year's contract, so that all custodial/maintenance staff, regardless of school district, will have the same salary, and benefits. Mediation with Para-educators is slated for September 25, 2017, with the goal of reaching a settlement. Teacher representatives have yet to agree to a Fact Finding meeting on October 25, 2017. Mr. Pandolfo provided a brief overview of the impact of H.542, relating to the State calculated withholding amount, which has been determined based on estimated savings resulting from the new health care plans. At this time, it appears as though a default health insurance plan will be necessary.

### **6.3 Board Communications**

This is a standing agenda item which serves as a reminder to continue to reach out and engage community members. Discussion should include Board and Administrator roles in communication. Mr. Isabelle was recognized for his efforts engaging the community.

### **7. Other Business**

None.

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

#### **8.1 Student Representatives**

Chloe Lamphere advised regarding fall sports, and advised regarding theme nights, such as the recent 'white out', where students were encouraged to dress all in white. Ms. Lamphere advised regarding upcoming Spirit Week and Homecoming events, the large turnout at the Freshmen Class Meeting, the fall Drama Club Play (Peter and the Star Catcher) foreign exchange students (4 this year), and her upcoming trip to Chile to visit with one of last year's foreign exchange students.

#### **8.2 Superintendent**

A copy of the Superintendent's Report dated August 31, 2017 was distributed. The report included information pertaining to; the Opening of School, a possible 10/12/17 Tri-Board Meeting, Negotiations, Act 46, and Federal Grants. Mr. Pandolfo highlighted the tentative Tri-Board Meeting (10/12/17), advising that a final decision will be made at the SU Board Meeting on 09/21/17. Topics for discussion should include Act 46 and Communication/Community Engagement. Mr. Pandolfo advised that the BTMES Board has scheduled a public forum on 09/20/17. The purpose of the forum is to gain input from BTMES community members regarding how they wish to proceed regarding Act 46. The meeting will be held in the BTMES Library, beginning at 6:30 p.m. It was announced that the Assistant State Fire Marshall is unable to attend the SHS Facilities Committee Meeting scheduled for 09/13/17. The walk through, to review the sprinkler system, will need to be rescheduled.

#### **8.3 Principal**

A copy of the Principal's Report, dated 09/07/17 was distributed. The report contained information pertaining to; Fall Athletics, Academics, Communication, and School Support Programs. Mrs. Waterhouse advised that administrators have been working on improving communication, including information in the Tide Pride and Twitter. An e-mail will be forthcoming regarding the SHS Facebook page. Mrs. Waterhouse announced that Dawn Poitras has been appointed to the Governor's Marijuana Advisory Commission and that Tim Boltin will be recognized at the Barre Joint Services Club's 36<sup>th</sup> Annual Recognition Celebration.

#### **8.4 CVCC Director**

The CVCC Board Report, dated September 2017 was distributed. The report contained information pertaining to Office//Entrance Renovations, the Back to School Campaign, Program Openings, New Staff, a New York Time article relating to technical centers, and the upcoming CVCC Open House – Wednesday, November 15, 2017 from 5:30 p.m. until 7:00 p.m. A copy of the New York Times article titled 'Seeing Hope for Flagging Economy, West Virginia Revamps Vocational Track' was also distributed. Two additional documents were distributed; the Central Vermont Career Center 2017 School Report and the 2017 – 2018 CVCC Student Count report (dated 09/05/17). Ms. Chamberlin provided an overview of the School Report, highlighting page two, which documents that the CVCC tuition rate is lower than many other technical centers in the state. Preparations are being made to host the Open House, which celebrates 50 years of CVCC. A 10 year report, containing information on tuition rates and student counts, will be presented at the Finance Committee Meeting. Ms. Chamberlin provided an overview of some of the new offerings at CVCC, advised that due to an unfilled position, the Cosmetology program is running with 2 teachers, and that there remains one (shared) unfilled par educator position for the Plumbing and Electrical Trades programs.

#### **8.5 Committee Reports**

##### **8.5.1 Finance**

Minutes from the August 9, 2017 meeting were distributed. No discussion.

##### **8.5.2 Facilities**

Minutes from the August 9, 2017 meeting were attached. No discussion.

##### **8.5.3 Verbal Report of BSU Committees**

###### **BSU Curriculum Committee -**

No discussion.

###### **BSU Policy Committee -**

No discussion.

#### **8.6 Financials**

The SHS and CVCC FY17 Expenditures/Year-end Projection reports (unaudited), dated 09/07/17 were distributed. SHS has an unaudited anticipated deficit of \$287,957. CVCC has an unaudited anticipated surplus of \$49,790.

Vermont Statutes Title 16 – Chapter 009 - §555 and Vermont Statutes Title 24 – Chapter 051 - §1523 were also distributed. Mr. Isabelle suggested that during budget discussions, the Board devise a strategy to reduce the deficit.

#### **9. Future Agenda Items and Upcoming Committee Meetings**

Mr. Pandolfo has an itemized list of items for discussion at the October SHS Board Meeting.

SHS Finance Committee – Thursday, September 14, 2017 at 4:00 p.m. in the SHS Library  
BSU Finance Committee – Wednesday, September 14, 2017 at 6:00 p.m. in the SHS Library  
BSU Policy Committee – Monday, September 18, 2017 at 6:00 p.m. in the BSU 2<sup>nd</sup> Floor Conference Room  
SU Regular Board Meeting – Thursday, September 21, 2017 at 6:00 p.m. in the SHS Library  
BSU Curriculum Committee – Monday, September 25, 2017 at 5:30 p.m. in the SHS Library  
SHS Facilities Committee – Wednesday, October 4, 2017 at 3:30 p.m. in the SHS Library  
SHS Regular Board Meeting – Thursday, October 5, 2017 at 6:00 p.m. in the SHS Library  
Tri-Board – Tentative date: Thursday, October 12, 2017 at 6:00 p.m. in the SHS Library

#### **10. Executive Session as Needed**

##### **10.1 Labor Relations Agreements – Negotiation Strategies**

Negotiation Strategies for Labor Relations Agreements was proposed for discussion in Executive Session.

**On a motion by Mr. Rouse, seconded by Mr. Boltin, the Board unanimously agreed to find that premature general public knowledge of the item proposed for discussion would clearly place Spaulding High School at a substantial disadvantage should the discussion be public.**

**On a motion by Mr. Rouse, seconded by Mr. LaCroix, the Board unanimously voted to enter into Executive Session, with Mr. Pandolfo in attendance, at 8:30 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. Rouse, seconded by Mr. Boltin, the Board unanimously voted to exit Executive Session at 9:16 p.m.**

#### **11. Adjournment**

**On a motion by Mr. Folland, seconded by Mr. Malone, the Board unanimously voted to adjourn at 9:17 p.m.**

Respectfully submitted,  
*Andrea Poulin*