

SPAULDING HIGH SCHOOL DISTRICT
REGULAR SCHOOL BOARD MEETING

SHS Library
September 7, 2017

***5:30 – New Staff Reception**
6:00 p.m. – Regular Meeting

AGENDA

***Please note the early start time**

1. Call to Order
2. Additions or Deletions to the Agenda
3. Visitors and Communication
 - 3.1 Introduction of New Staff
4. Consent Agenda
 - 4.1 August 24, 2017 Regular School Board Meeting Minutes
5. New Business
 - 5.1 Fitz-Vogt - Overview of Food Program
 - 5.2 Resign/Retire/New Hire
 - 5.3 Advance Placement Scores
 - 5.4 Fuel Bid and Plowing Recommendations
6. Old Business
 - 6.1 FY19 Budget Development
 - 6.2 Labor Relations Agreements
 - 6.3 Board Communications
7. Other Business
8. Reports to the Board
 - 8.1 Student Representatives
 - 8.2 Superintendent
 - 8.3 Principal
 - 8.4 CVCC Director
 - 8.5 Committee Reports
 - 8.5.1 Finance
Next Meeting: September 14, 2017, 4:00 p.m., SHS Library
 - 8.5.2 Facilities (Meeting Minutes: August 9, 2017)
Next Meeting: September 13, 4:00 p.m., SHS Library
 - 8.5.3 Verbal Report of BSU Committees
 - 8.6 Financials
9. Future Agenda Items
10. Executive Session
 - 10.1 LRA
11. Adjourn

Reminders:

Next Spaulding High School Union District Meeting
Next Barre Town School District Meeting
Next Barre City School District Meeting
Next Barre Supervisory Union Meeting

October 5, 2017
October 4, , 2017
September 11, 2017
September 21, 2017

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

4.1

**SPAULDING HIGH SCHOOL
REGULAR BOARD MEETING**
Spaulding High School – Library
August 24, 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 Rouse

BOARD MEMBERS ABSENT:

ADMINISTRATORS PRESENT:

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

GUESTS PRESENT:

Video Vision Tech

1. Call to Order

The Chair, Mr. Malone, called the Thursday, August 24, 2017, Regular 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

None.

3. Visitors and Communication

None.

4. Approval of Minutes

4.1 Approval of Minutes – June 1, 2017 Regular Meeting

On a motion by Mr. LaCroix, seconded by Mr. Isabelle, the Board unanimously voted to approve, as amended, the Minutes of the June 1, 2017 Regular Meeting.

4.2 Approval of Minutes – June 8, 2017 Tri-Board Meeting

On a motion by Mr. Isabelle, seconded by Mr. Blakely, the Board unanimously voted to approve the Minutes of the June 8, 2017 Tri-Board Meeting.

5. New Business

5.1 Resignations/Retires/New Hires

Letters of resignation from David Nicholson (Director of Guidance), Liesel Manchester (CVCC – Cosmetology Instructor), Laura Betts (Special Educator – Granite Academy), and Shannon Lessley (Science teacher and Department Chair) were distributed.

The resumes and BSU Notification of Employment Status Forms for Laurie Berryman (Guidance Counselor), Schuyler Chambers (Math), Guinevere Fredriksen (Science), John Bushnell (Social Studies), Hayley Fitzgerald (Special Educator), Tom O'Toole (Special Educator – Granite Academy), and Tracy Taylor (Medical Professions) were distributed.

Mr. Pandolfo advised regarding the letters of resignation submitted by David Nicholson, Liesel Manchester, and Laura Betts.

On a motion by Mr. Isabelle, seconded by Mr. Folland, the Board unanimously voted to accept, with thanks for his years of service, the resignation of David Nicholson.

On a motion by Mr. Rouse, seconded by Mr. Isabelle, the Board unanimously voted to accept the resignation of Liesel Manchester.

On a motion by Mr. Blakely, seconded by Mr. LaCroix, the Board unanimously voted to accept the resignation of Laura Betts.

Mr. Pandolfo and Mrs. Waterhouse advised regarding the letter of resignation submitted by Shannon Lessley, noting that she was a strong contributor to the school, including her efforts on the implementation of Proficiency Based Grading. It was also noted that Ms. Lessley was voted the 2016/2017 "Teacher of the Year".

On a motion by Mr. Isabelle, seconded by Mr. Boltin, the Board unanimously voted to accept, with thanks for her contributions to the Supervisory Union, the resignation of Shannon Lessley.

Mr. Pandolfo provided an overview of Schuyler Chambers' education and experience.

On a motion by Mr. Isabelle, seconded by Mr. Boltin, the Board unanimously voted to approve the hiring of Schuyler Chambers.

Mr. Pandolfo provided an overview of Laurie Berryman's education and experience, advising that Ms. Berryman would be hired as a Guidance Counselor, rather than as Department Head. Ry Hoffman will be the Department Head. For the time being, the position of Director of Guidance has been eliminated.

On a motion by Mr. Rousse, seconded by Mr. Blakely, the Board unanimously voted to approve the hiring of Laurie Berryman.

Mr. Pandolfo provided an overview of the education and experience of John Bushnell and Tom O'Toole.

**On a motion by Mr. Rousse, seconded by Mr. Boltin, the Board unanimously voted to approve the hiring of John Bushnell.
On a motion by Mr. Isabelle, seconded by Mr. Folland, the Board unanimously voted to approve the hiring of Tom O'Toole.**

Mr. Pandolfo and Ms. Chamberlin provided an overview of Tracy Taylor's education and experience and advised that there is grant funding available for this newly created position. The position may move into 'Perkins' to allow grant funding for a period of 4 years.

On a motion by Mr. Isabelle, seconded by Mr. Rousse, the Board unanimously voted to approve the hiring of Tracy Taylor.

Mr. Pandolfo provided an overview of Hayley Fitzgerald's education and experience.

On a motion by Mr. Rousse, seconded by Mr. Boltin, the Board unanimously voted to approve the hiring of Hayley Fitzgerald.

Mr. Pandolfo and Mrs. Waterhouse provided an overview of Guinevere Fredriksen's education and experience, noting her expertise and background in Environmental Science.

On a motion by Mr. Boltin, seconded by Mr. Rousse, the Board unanimously voted to approve the hiring of Guinevere Fredriksen .

5.2 Truant Officer Appointment

A document titled 'Title 16 Education, Chapter 25 ATTENDANCE AND DISCIPLINE §1125' was distributed.

Mr. Pandolfo provided a brief overview of the requirement that the Board appoint a Truant Officer. Mr. Pandolfo recommended that Assistant Principals, Luke Aither and Jim Ferland, be appointed as Truant Officers. Mr. Pandolfo advised that in the future, Truant Officer Appointment will be placed on the June Agenda.

On a motion by Mr. Rousse, seconded by Mr. Isabelle, the Board unanimously voted to appoint Assistant Principals, Mr. Aither, and Mr. Ferland, as Truant Officers for Spaulding High School and the Central Vermont Career Center.

5.3 Process for Board Approval of New Hires

Mr. Pandolfo provided an overview of the general process for approval of new hires, including the annual 'March' approval for the Board Chair to sign contracts. Mr. Pandolfo advised regarding the statute for the Superintendent to present prospective employees (for licensed positions) to the Board for approval. Given the length of time between Board meetings, Mr. Pandolfo is concerned that potential employees could be hired by other districts, if their contracts are not signed in a timely manner. Mr. Pandolfo would like to implement year-round procedures, in written form, that would allow the Board Chair to authorize the Superintendent to sign contracts in a timely fashion. Mr. Pandolfo has drafted procedures that would assure that Board Members receive for review and comment, information for all pertinent potential new hires. Board Members would have a specified timeframe in which to convey (to the Board Chair) any questions, comments and concerns. If no 'red flags' are raised within the given timeframe the Board Chair will authorize the Superintendent to sign the contracts. It is believed that the proposed procedures do not violate open meeting laws. Mr. Pandolfo will present the draft procedural document at the September Board Meeting.

5.4 Budget Development for FY19

Five documents were distributed; BSU Budget Development Schedule for FY 2019 (Draft dated 07/25/17), a Budgeting and Financial Management Self-Assessment form, a document titled 'Develop and Adopt a Budget and Assure Sound Financial Oversight', and two policies (Fiscal Management and General Financial Accountability (E1) and Budgeting (E2)). Mr. Pandolfo provided an overview of

the documents. Meetings with Mr. Pandolfo, Administrators, and the Business Manager, are being scheduled for early September. It would be beneficial for Board Members to hold preliminary discussions (in September) regarding goals and program changes. Mr. Pandolfo advised regarding legislation (H542) relating to the withholding of funding, in anticipation of savings realized through the new health insurance programs. It was noted that negotiations may have an impact on the budget. Mr. Malone asked Board Members to complete the self-assessment form and be prepared to hold discussion at the September meeting. It was noted that separate assessment forms should be completed for the SHS Budget process and the BSU Budget process. Mr. Pandolfo reminded the Board that Business Manager, Lisa Perreault has a large binder which contains procedures that support policies. Mr. Isabelle advised that he would have liked to approach the FY18 – FY19 budget development process, under Act 46 consolidation.

5.5 Policy Rescinds – Standing and Special Committees (C7), Policy Committee (C7-1), Curriculum Committee (C7-2), Facilities Committee (C7-3), and Finance Committee (C7-4)

Mr. Pandolfo provided an overview of the policies, noting that statute does not define/require these policies, no other BSU district school has policies relating to these policies, and that there are no VSBA recommended policies relating to committees. Mr. Pandolfo suggested that if district Boards find it necessary to have committee policies, those policies should be created at the SU level. Mr. Malone provided a brief overview of the creation of the SU wide committees (Curriculum, Finance, and Policy).

On a motion by Mr. Rouse, seconded by Mr. LaCroix, the Board unanimously voted to rescind policies C7, C7-1, C7-2, C7-3, and C7-4, (Standing and Special Committees Policy, Policy Committee Policy, Curriculum Committee Policy, Facilities Committee Policy, and the Finance Committee Policy).

5.6 SHS Foundation Report

Mr. Rouse advised regarding the tentative date for the next SHS Foundation Meeting – Monday, September 11, 2017 at 4:00 p.m. in the SHS Library. Mr. Rouse noted that recently there has been little activity/participation. Mr. Rouse reported that the SHS Foundation supported the purchase of SHS Alumni Banners and new trophy cases.

5.7 Enterprise Corporation Report and Action

Three documents were distributed; 'RESOLUTION OF THE TRUSTEE and THE BOARD OF DIRECTORS OF BARRE VOC-TECH ENTERPRISES, INC.', 'FILING HISTORY BARRE VOC-TECH ENTERPRISES, INC.', and 'Barre Voc-Tech Enterprise House Construction, Accounting, and Sale Procedures' (Draft document). Mr. Pandolfo provided an overview of the documents and advised that he recommends dissolving the Enterprise Corporation, and forming a committee, as a subcommittee of the Board. It was noted that Business Manager, Lisa Perreault, has documented procedures relating to CVCC house construction, accounting, and sales. It was suggested that if a new committee is formed, it should be comprised of the Superintendent, the CVCC Director, the BSU Business Manager, the Building and Plumbing Instructors, and some members of the Board.

On a motion by Mr. Rouse, seconded by Mr. LaCroix, the Board unanimously voted to approve dissolution of the Enterprise Corporation and formation of a CVCC Enterprise Committee, as a subcommittee of the SHS Board.

5.8 Sprinkler System Update

Mr. LaCroix presented an overview of the August Facilities Committee Meeting and advised that there will be a 'walk-through' with the Assistant State Fire Marshall on September 13, 2017, beginning at 3:45 p.m. Mr. LaCroix encouraged Board Members to attend and advised that some possible options may be presented, including installation of fire doors. Mr. Malone advised that the State Fire Marshall is requesting a 5 year plan. If the building is to be fully sprinkled, the cost is approximately \$1,000,000. The cost (\$200,000) of Phase 2 of the sprinkler system (area above the Trade Center) could be financed through the Capital Improvement Fund. Mr. Malone also encouraged Board Members to attend the walk-through. Mr. LaCroix will be sending out an agenda for the September 13, 2017 Facilities Committee Meeting.

6. Old Business

6.1 Labor Relations Agreements

Mr. Pandolfo advised regarding members of the Negotiations Committee; Mr. Blakely (SHS), Mr. Paterson (BTMES), and Mrs. Spaulding (BCEMS). The Negotiations Committee has held several meetings with Para-educators, who have now declared an impasse. A mediator will need to be scheduled, which could prove difficult at this time of year.

The Negotiations Committee has been meeting with AFSCME / Custodial Staff. The next meeting is scheduled for August 29, 2017. It is hoped that much progress will be made at that meeting.

The Negotiations Committee is in the process of hiring a Fact Finder to meet with Teacher Representatives. Scheduling a Fact Finder is also difficult at this time of year. The last meeting with Teacher Representatives was April 27, 2017. Mr. Blakely advised that the Committee and Teacher Representative were not able to reach an agreement regarding salaries, benefits, and health insurance.

The SU will continue to operate under the 'current' (past) contract until such time as a new contract is negotiated. The current health care plan will be eliminated on 12/31/17. If a new contract is not in effect at that time, it may be complicated to determine the 'cost share' to be used with the new health care program which goes into effect on 01/01/018. HR wants to begin the

enrollment process as soon as possible. H542 passed, which will result in withholding of education revenue, due to anticipated savings with the new health insurance plans. If the State's calculation for withholding is not accurate, it could cost the BSU a significant amount of money. Brief discussion was held regarding South Burlington negotiations.

Additionally, Mr. Blakely advised that 'merging' of employees is a bit difficult, but that merging and consistency of pay structures, job titles, and retirement benefits is necessary.

6.2 Summer Project Report

Ms. Chamberlin advised that the new CVCC entrance is 95% complete. Ms. Chamberlin advised she is very pleased with the outcome of this project and commended all involved for a job well done. Mrs. Waterhouse advised that a summary of summer work is included in the Principal's Report. Mr. Pandolfo expressed his gratitude to custodial staff for their efforts over the summer.

6.3 Act 46

A document titled 'Highlights of Changes to Act 46 related to Side by Sides', and pages 4 – 9 of the 2017 Education Legislative Report #14 were distributed. Mr. Pandolfo provided a brief overview of Act 46 related legislation and provided detail and examples of the new 'side by side' structures, advising that it appears that none of the new side by side structures applies to the BSU. Additionally, Mr. Pandolfo advised regarding the cohort formed for the first groups of schools merging under Act 46, and advised regarding a second cohort to be formed for those who decide to merge after the first groups. The cohort groups will assist with the identification of how to gain benefits and efficiencies through consolidation. Mr. Pandolfo advised that the BTMES Board will hold a community input meeting on September 20, 2017. The BTMES Board will need to make a decision regarding whether they should pursue consolidation, ask the State to allow them to continue as is, or ask the State to make a decision regarding consolidation. The BCEMS Board will decide a course of action after learning how the BTMES Board wants to proceed. After the BTMES and BCEMS Boards make their decision, the SHS Board will need to put forth an argument to the State regarding how they wish to proceed. The argument to the State needs to be submitted by the end of November 2017. A Tri-Board meeting may be scheduled for Thursday, October 12, 2017 for the purpose of discussing Act 46 Consolidation and Board Communications.

7. Other Business

A 'write-up' of the SHS Class of 1947 - 70th Class Reunion was circulated. The write-up was from a recent edition of The World. It was noted that SHS has an unaudited anticipated deficit. CVCC has an unaudited anticipated surplus of \$49,790.

8. Reports to the Board

8.1 Student Representatives

No discussion.

8.2 Superintendent

A copy of the Superintendent's report dated August 18, 2017 was distributed. The report included information pertaining to; Administrative Retreats and Professional Development, Negotiations, Act 46, Federal Grants, and BSU Central Office changes. A BSU Organizational chart was also distributed. Mr. Pandolfo provided an overview of the highlights of his report and the organizational chart. In response to a query, it was noted that Board Member identification cards do not allow electronic entry into the buildings.

8.3 Principal

The Principal's Report, dated August 24, 2017 was distributed. The report contained information pertaining to Athletics, Academics, Summer Highlights, Staff Development, and Communications. Mrs. Waterhouse provided a brief overview of the highlights, advised that a permit application has been submitted to the City of Barre (for the lighted sign), and advised that SHS is currently looking for a Girls' Soccer Coach.

8.4 CVCC Director

The CVCC Board Report for August/September 2017 was distributed. The report contained information relating to the Summer Tech Camp, SkillsUSA June 2017, Professional Development of Kim Richardson, Lori Hebert, Emmanuel Ajanma, and Gerry Reymore, the Apprenticeship/Teacher Preparation Program, and open positions (Medical Professions, 3D Animation & Web Design, and Cosmetology). In response to a query, Ms. Chamberlin advised that one 'tiny' house has been built and they are looking into building more. Additionally, Ms. Chamberlin advised that the Medical Professions position has been filled and that interviewing for the Cosmetology opening will occur on Monday.

8.5 Committee Reports

8.5.1 Finance

Minutes from the May 24, 2017 meeting were distributed. The next meeting is scheduled for **Wednesday, September 14, 2017** at 4:00 p.m. in the SHS Library.

8.5.2 Facilities

Minutes from the August 9, 2017 meeting were distributed. The next meeting is scheduled for Wednesday, September 13, 2017 in the SHS Library. The meeting will commence at the conclusion of the walk-through with the Assistant State Fire Marshall. The walk-through will begin at 3:45 p.m. All Board Members are encouraged to attend. The October meeting will be held on Wednesday, October 4, 2017 at 3:30 p.m. in the SHS Library.

8.5.3 Verbal Report of BSU Committees

BSU Curriculum Committee – The next meeting is Monday, August 28, 2017 at 5:30 p.m. – 7:30 p.m. in the SHS Library

BSU Policy Committee – The next meeting is Monday, September 18, 2017 at 6:00 p.m. in the BSU 2nd Floor Conference Room. Mr. Isabelle advised regarding policies recently sent to the SU Board for approval of First Readings. Mr. Isabelle advised that he attended the ‘opening day ceremony’ and felt it was a great testament to Mr. Pandolfo’s leadership.

8.6 Financials

The CVCC Unaudited FY17 Expenditures/Year-end Projections report (dated 08/24/17) was distributed.

It was noted that Title Funding information will be needed for creation of the FY19 budget. There will be a greater impact on the FY18 budget, as a loss of 15% of Title Funding was not known during budget creation.

9. Future Agenda Items and Upcoming Committee Meetings

BSU Curriculum Committee – Monday – August 28, 2017 at 5:30 p.m. – 7:30 p.m. in the SHS Library

SHS Regular Board Meeting – Thursday, September 7, 2017 at 6:00 p.m. in the SHS Library. Teacher meet and greet will be held prior to the meeting, at 5:30 p.m. Mrs. Waterhouse will contact the Food Service Director regarding refreshments. The meeting agenda will include budget discussion, fuel and snow removal bids, Board communication, AP Scores, and SBACS.

SHS Facilities Committee – Wednesday, September 13, 2017 in the SHS Library. The meeting will be preceded by a walk-through with the Assistant State Fire Marshall, beginning at 3:45 p.m. The October meeting will be held on Wednesday, October 4, 2017 beginning at 3:30 p.m. in the SHS Library.

SHS Finance Committee – Wednesday, September 14, 2017 at 4:00 p.m., in the Spaulding High School Library

BSU Finance Committee – Wednesday, September 14, 2017 at 6:00 p.m., in the Spaulding High School Library

BSU Policy Committee – Monday, September 18, 2017 at 6:00 p.m. in the BSU 2nd Floor Conference Room

10. Executive Session as Needed

10.1 Personnel

10.2 Labor Relations Agreements (negotiation strategies)

Items proposed for discussion in Executive Session include a Personnel Issue and Negotiation Strategies for Labor Relations Agreements.

On a motion by Mr. Rousse, seconded by Mr. Blakely, the Board unanimously agreed to find that premature general public knowledge of the items proposed for discussion, specifically Negotiation Strategies for Labor Relations Agreements, would clearly place Spaulding High School at a substantial disadvantage should the discussion be public.

On a motion by Mr. Isabelle, seconded by Mr. Boltin, the Board unanimously voted to enter into Executive Session, with Mr. Pandolfo in attendance, at 8:13 p.m. under the provisions of 1 VSA section 313 to discuss the items proposed for discussion.

The remaining information was provided by the Superintendent.

On a motion by Mr. Rousse, seconded by Mr. Boltin, the Board unanimously voted to exit Executive Session at 8:30 p.m.

11. Adjournment

On a motion by Mr. Folland, seconded by Mr. Isabelle, the Board unanimously voted to adjourn at 8:32 p.m.

Respectfully submitted,
Andrea Poulin