

**SPAULDING HIGH SCHOOL DISTRICT
REGULAR SCHOOL BOARD MEETING**

**SHS Library
May 3, 2018
6:00 p.m. - Regular Meeting**

AGENDA

1. Call to Order
2. Additions or Deletions to the Agenda
3. Visitors and Communication
4. Consent Agenda
 - 4.1 April 5, 2018 Regular School Board Meeting Minutes
5. New Business
 - 5.1 Resign/Retire/New
 - 5.2 Solar Panel Agreement/Savings Update
 - 5.3 Scholarship Fund
 - 5.4 Perkins FY19 Summary for Approval
 - 5.5 Warrant Procedure and Financial Policy
 - 5.6 First Reading BSU Transportation Policy (F9)
6. Old Business
 - 6.1 Board Communications
 - 6.2 Act 46
 - 6.3 A.L.I.C.E & School Safety
 - 6.4 Second and Final Reading BSU Title 1, Part A Parental Involvement Policy (H7)
 - 6.5 Second and Final Reading BSU Board Member Conflict of Interest Policy (B3)
 - 6.6 Second and Final Reading BSU Non-Discrimination Policy (C6)
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 (Meeting cancelled April 25, 2018)
Next Meeting: May 9, 2018, 4:00 p.m., SHS Library
 - 8.5.2 Facilities (Meeting Minutes April 11, 2018)
Next Meeting: May 22, 2018, 3:30 p.m., SHS Library
 - 8.5.3 Verbal Report of BSU Committees
 - 8.6 Financials
9. Future Agenda Items
10. Executive Session
11. Adjourn

Reminders:

Next Spaulding High School Union District Meeting	June 7, 2018
Next Barre Town School District Meeting	June 6, 2018
Next Barre City School District Meeting	May 14, 2018
Next Barre Supervisory Union Meeting (Tri-Board)	May 17, 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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SPAULDING HIGH SCHOOL
REGULAR BOARD MEETING
Spaulding High School – Library
April 5, 2018 - 6:00 p.m.

MINUTES

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

Anthony Folland

ADMINISTRATORS PRESENT:

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

GUESTS PRESENT:

Video Vision Tech Dave Delcore – Times Argus

1. Call to Order

The Chair, Mr. Malone, called the Thursday, April 5, 2018, Regular meeting to order at 6:08 p.m., which was held at the Spaulding High School Library.

2. Additions and/or Deletions to the Agenda

Delete 6.1 – Budget Development
Add 6.6 Sprinkler System Update
Delete 8.1 Student Representatives
Change Meeting Dates on second page to reflect:
BSU Regular Board Meeting – April 12, 2018
BTMES Regular Board Meeting – May 2, 2018
SHS Regular Board Meeting – May 3, 2018

3. Visitors and Communication

None.

4. Approval of Minutes

4.1 Approval of Minutes – March 8, 2018 Regular Meeting

On a motion by Mr. Isabelle, seconded by Mr. Rousse, the Board unanimously voted to approve the Minutes of the March 8, 2018 Regular Meeting.

4.2 Approval of Minutes – March 5, 2018 Annual Meeting

On a motion by Mr. Isabelle, seconded by Mr. Boltin, the Board unanimously voted to approve the Minutes of the March 5, 2018 Annual Meeting.

5. New Business

5.1 Resignations/Retires/New Hires

The resume and BSU Notification of Employment Status Form for Jennifer Luck-Hill was distributed. Mrs. Luck-Hill is presented for the position of CVCC Technology Integrationist. Mr. Pandolfo and Ms. Chamberlin provided an overview of the candidate's qualifications and experience, noting that she previously worked at SHS in the Library. Mrs. Luck-Hill is slated to start on July 1, 2018.

On a motion by Mr. Rousse, seconded by Mr. LaCroix, the Board unanimously voted to approve the hiring of Jennifer Luck-Hill.

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5.2 SHS Foundation Report

Mr. Rousse advised that the SHS Foundation focuses on making improvements in three areas; Athletics, Performing Arts, and Academic Advancement. The SHS Foundation will be launching a Capital Campaign, aimed at raising funds for several previously discussed projects; completion of the athletic field redesign, construction of a foot path around the campus, construction of a foot bridge (to the student parking lot), and refurbishing the auditorium (performing arts center). Mr. Rousse circulated drawings created by Dubois and King. The goal is to raise \$500,000. Most of the fundraising will be done by dedicated SHS Alumni. The SHS Foundation hopes to receive/review updated project quotes. Once funds are raised, the school will decide which projects to move forward with. It is anticipated that the school will share in the cost of construction/improvement projects.

5.3 A.L.I.C.E. & School Security

Mr. Pandolfo advised that information has been presented at each of the most recent district board meetings. Administrators continue to move forward with the training/implementation plan. The CRT Team met recently to discuss age appropriate training. Tony Amaral (SHS SRO) and Jason Derner attended additional A.L.I.C.E. Training in Ohio. It was noted that A.L.I.C.E. Training will be conducted at the May, 17, 2018 Tri-Board Meeting. The Tri-Board Meeting which commences at 6:00 p.m., will be preceded by a brief BSU Board Meeting at 5:30 p.m.

There is a good sense of security during school hours, but it is felt that additional security is necessary outside of the school day. It was noted that there are limitations during certain activities, including school board meetings, which must be open to the public. Administrators continue to review protocols and procedures in an effort to continue making safety/security improvements. It was noted that there has been legislative activity relating to safety, including grant monies that will be available for 'Capital' improvements, but will not cover costs associated with personnel. It was noted that law enforcement personnel have performed safety/security "audits" of schools, a report is to be given to the Governor by April 15, 2018. The report will contain more of a general compilation of data, and is not intended to be school specific.

5.4 First Reading BSU Title 1, Part A Parental Involvement Policy (H7)

Copies of the policies referenced in Agenda Items 5.4 through 5.6 were distributed. Mr. Malone provided an overview of the policies. Mr. Pandolfo advised that these policies are already in existence at the high school. The policies presented tonight are at the BSU level. Once these policies are ratified by the SHS Board, the local policies will be rescinded.

On a motion by Mr. Boltin, seconded by Mr. Blakely, the Board unanimously voted to approve the First Reading of the BSU Title 1, Part A Parental Involvement Policy (H7).

5.5 First Reading BSU Board Member Conflict of Interest Policy (B3)

On a motion by Mr. Isabelle seconded by Mr. Rousse, the Board unanimously voted to approve the First Reading of the BSU Board Member Conflict of Interest Policy (B3).

5.6 First Reading BSU Non-Discrimination Policy (C6)

On a motion by Mr. Rousse, seconded by Mr. Blakely, the Board unanimously voted to approve the First Reading of the BSU Non-Discrimination Policy (C6).

5.7 Rescind Policies:

- Standing and Special Committees (C7)
- Policy Committee (C7-1)
- Curriculum Committee (C7-2)
- Facilities Committee (C7-3)
- Finance Committee (C7-4)
- Grant and Foundation Funding Policy (DDA)
- Scholarship Awards Policy (DFB)
- Student Fund Raising (DFH)
- Student Fund Raising Procedures (DFH-R)
- Curriculum Development (IF)
- Composition of the Basic Staffing Team (IGBAC)
- Educational Support System Policy (INA)
- Expulsion Policy (JGE)
- Public Participation at Board Meetings (KD)
- Donations of Materials, Equipment, & Non-Personal Services (KHA)
- Student Fund Raising Activities (KHB)
- Procedure for Handling Complaints (KLA)

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Mr. Malone confirmed that Board Members have read all of the policies. Mr. Isabelle noted that the BSU Policy Committee has been in the process of making BSU level policies and advised that representatives from each district are in the process of reviewing local policies to determine if policies are superseded by BSU policies, are actually procedures, or are policies that should remain at the district level.

On a motion by Mr. Isabelle, seconded by Mr. LaCroix, the Board unanimously voted to rescind policies C7, C7-1, C7-2, C7-3, C7-4, DDA, DFB, DFH, DFH-R, IF, IGBAC, INA, JGE, KD, KHA, KHB, and KLA.

5.8 Policy Discussion

A document titled 'Policy Manual Index – Phase 2 – District Policies for Consideration' was distributed. Mr. Pandolfo advised that each district is reviewing BSU policies to confirm that they have been ratified at the local level. The distributed document is a list of SHS policies that will be discussed at the Committee Meeting, to determine if they can be implemented at the BSU level. The process to create policies at the BSU level and have them ratified at each district level, will probably take 6 months. It was noted that the Video Surveillance Policy (ECA) is not a Model Policy. Mr. Pandolfo may run this policy by the VSBA. Once all policies have been reviewed/adopted, policies will be put on a 3 year review schedule.

6. Old Business

6.1 Budget Development - Agenda Item deleted, but kept in as a placeholder.

6.2 Board Communications

A letter from VSBA regarding community engagement was distributed. Mr. Pandolfo provided an overview of the letter, advising of an upcoming workshop (directed towards board members) for improving community engagement, and information relating to applying for one of the district-level technical assistance grants. Attendance at the workshop will most likely be beneficial for those wishing to apply for the grant, though the timing of the workshop, during April vacation, may prevent some board members from attending. Under the grant, three districts will be chosen for a pilot program, with priority given to districts with a large population of students that qualify for Free/Reduced Lunch. The BSU has been notified that it has been identified as a district that would most likely qualify for the grant, and would benefit from participation. Mr. Pandolfo is unable to attend, but will be in contact with Susan Holson.

Mr. Pandolfo believes that the money spent on creation of the annual report was well spent, and advised that Ben Merrill will continue with some additional work through the end of the school year. Mr. Pandolfo advised the Board that a decision will need to be made regarding the best way to spend the Communications Specialist line item in FY19. Mr. Pandolfo advised regarding three options; use the entire line item for posting and hiring an entry level Communications Specialist, hire a more experienced individual for part-time work, or put some of the money towards a specific project (a total rebuild of the web site), and then use funds to support the daily update of the site. There are currently 5 separate individuals updating the existing site. It would take approximately 6 months to prepare a new site and approximately one month to implement it. The options will be put before the BSU Board. If the BSU Board agrees with moving forward with the third option, an RFP is ready to go out. Mr. Boltin advised that there are many local companies that would most likely provide a free consultation and estimate. Mr. LaCroix advised that the Scholarship web site is being worked on and that a link to it should be on the BSU/SHS site.

6.3 Second and Final Reading BSU Travel Reimbursement Policy (E11)

Copies of the policies referenced in Agenda Items 6.3 through 6.5 were distributed.

On a motion by Mr. Isabelle seconded by Mr. Blakely, the Board unanimously voted to approve the Second and Final Reading of the BSU Travel Reimbursement Policy (E11), and agreed to ratify said policy.

6.4 Second and Final Reading BSU Sexually Transmitted Infections (STI) and Pregnancy Prevention Education Policy (F31)

On a motion by Mr. Isabelle, seconded by Mr. Rousse, the Board unanimously voted to approve the Second and Final Reading of the BSU Sexually Transmitted Infections (STI) and Pregnancy Prevention Education Policy (F31), and agreed to ratify said policy.

6.5 Second and Final Reading BSU HIV Policy (F32)

On a motion by Mr. Rousse seconded by Mr. Isabelle, the Board unanimously voted to approve the Second and Final Reading of the BSU HIV Policy (F32), and agreed to ratify said policy.

6.6 Sprinkler System Update

Two documents were distributed; a letter from David Laurin, AIA (dated 03/07/18), and a letter from Jaime Evans (dated 04/05/18). Mr. Pandolfo provided an overview of the letter from architect David Laurin regarding what needs to be completed to be in compliance with the variance issued in 1996. It was noted that Mr. Laurin cannot attend the April 11, 2018 Facilities Committee meeting. A meeting was held on April 2, 2018, a summary of which is in the letter from Mr. Evans. Mr. Evans believes that an RFP should be sent out and work should be completed this summer. Seven sets of fire doors will need to be installed (approximately

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\$8,000 to \$12,000 per set). Mr. Evans will provide details of the project at the 04/11/18 SHS Facilities Committee Meeting. Fire door installation will be financed through the Capital Improvement Fund.

7. Other Business

Mr. Rousse advised regarding two SHS teams that placed as runners-up in State Finals. The Board may wish to have the Athletic Director attend a future Board Meeting.

8. Reports to the Board

8.1 Student Representatives - Agenda item deleted, but kept in as a placeholder.

8.2 Superintendent

A copy of the Superintendent's Report dated March 30, 2018 was distributed. The report includes information pertaining to; Negotiations, the Legislative Breakfast, Act 46, School Safety, Employment Contracts and the resignation of the Secretary of Education, Rebecca Holcombe. A memorandum from the State (dated 04/04/18) regarding the Act 46 Schedule and Process was also distributed. Mr. Pandolfo advised that one of the negotiation dates listed in his report should be changed from March 9th to May 9, 2018. Additionally, Mr. Pandolfo advised regarding a recent Supreme Court ruling, that negotiation sessions are not 'meetings' and do not require Warnings or Minutes. One more meeting will be held so that prior Minutes can be approved. There was no indication in the ruling regarding whether or not the public can attend. Mr. Pandolfo provided a brief overview of the memo from the State, which advises that the schedule and process for Act 46 will remain as is (no impact is resulting from the resignation of the Secretary of Education). Deputy Secretary, Heather Bouchey has been named as the interim Secretary of Education.

8.3 Principal

The Principal's Report, dated 04/05/18 was distributed. The report contained information relating to Academics (2018-2019 class registration, the SHS Choral performance, and 3rd quarter Reassessment Day) Athletics, and Community Events (the Walkout, World-Wide 'I Matter, You Matter' Day, and the Spring Musical, The Sound of Music). A flyer titled 'SHS Tide Pride' was distributed. Mrs. Waterhouse gave a very comprehensive presentation at the Curriculum Committee Meeting (a copy of the Power Point Presentation was distributed). The presentation included Flexible Pathways, Work Based Learning, Personalized Learning Plans, Proficiency Based Learning and Grading, as well as a draft of the proposed Community Service Graduation Requirement. Mrs. Waterhouse was commended for her efforts that resulted in a presentation that was highly praised by all district boards. Mrs. Tolman was also commended for her assistance with the presentation, as well as her efforts to provide information to the Act 46 Study Committee. Mr. Boltin expressed concern that Proficiency Based Learning is not preparing students for college or the job market, where there are no 'do overs', and queried regarding any trends that may have been identified. Mrs. Waterhouse believes that as Proficiency Based Learning evolves, students are becoming more accountable. Mrs. Waterhouse advised that the SHS Tide Pride Flyer is being used in an effort to assist with increasing enrollment. At the next Board Meeting, Mrs. Waterhouse will present Natalie Taylor as a new Student Representative and advised that an additional student will need to be chosen to replace Chloe Lamphere, as she graduates in June 2018.

8.4 CVCC Director

The March 2018 CVCC Newsletter and the CVCC Program of Studies (Updated 2018) were distributed.

Ms. Chamberlin advised that 45 students are participating in the Skills USA Competition in Burlington, and she anticipates that many students will be receiving awards. Areas participating in the competition include; Emergency Medical Services, Electrical, Plumbing, Automotive, Building Trades, Pre-tech, Digital Arts Media and Natural Resources. CVCC has received 210 applications for next year. It is anticipated that 150 to 160 students will be admitted. Round one of the admissions process begins Monday, April 9, 2018. A second admissions session will be held mid-May. The student admission count will be provided at the May Board Meeting. The Perkins FY19 Summary will also be presented at the May Board Meeting. The Perkins grant will provide a little over \$197,000 for the FY19 year.

8.5 Committee Reports

8.5.1 SHS Finance

Minutes from the March 26, 2018 meeting were distributed. There is a projected deficit of \$264,483. It is believed that there will be an end-of-year deficit of approximately \$125,000, which should be absorbed in FY19.

The next meeting is Wednesday, April 25, 2018 at 4:00 p.m. in the Spaulding High School Library.

8.5.2 SHS Facilities

Items for discussion at the April meeting include; School Security, Architect, David Laurin's Findings, and New Card Swipe Readers. The next meeting is Wednesday, April 11, 2018 at 3:30 p.m. in the Spaulding High School Library. The Finance and Facilities Committees may swap meeting dates for May.

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8.5.3 Verbal Report of BSU Committees

Minutes from all BSU Committee meetings were previously sent to all Board Members.

BSU Curriculum Committee -

Screen prints from the Power Point Presentation were distributed under Agenda Item 8.3.

The next meeting is Monday, April 23, 2018 from 5:30 p.m. until 7:30 p.m. in the SHS Library

BSU Policy Committee -

Discussion was held under Agenda Item 5.8

The next meeting is Monday, May 21, 2018 at 6:00 p.m. in the BSU 2nd Floor Conference Area

BSU Finance Committee -

The next meeting date is to be determined. This meeting will most likely occur in June. The Committee plans to meet quarterly.

8.6 Financials

Seven reports were distributed; SHS and CVCC Revenue Summary Reports (dated 03/30/18 and 03/21/18 respectively), the SHS and CVCC FY18 Expenditure/Year-end Projection Reports (dated 04/05/18), the SHS and CVCC Expenditures Reports (dated 03/30/18 and 03/21/18 respectively) and the BSU Expenditures FY18 Report (dated 03/30/18).

9. Future Agenda Items

- SHS Scholarship Fund
- Act 46
- Resigns/Retirements/New Hires
- Solar Panel Agreement/Savings Update

SHS Facilities Committee – Wednesday, April 11, 2018 at 4:00 p.m. in the Spaulding High School Library

BSU Curriculum – Monday, April 23, 2018 from 5:30 p.m. until 7:30 p.m. in the SHS Library

SHS Finance Committee – Wednesday, April 25, 2018 at 4:00 p.m. in the Spaulding High School Library

SHS Regular Board Meeting – Thursday, May 3, 2018 at 6:00 p.m. in the SHS Library

Supervisory Union – Thursday, May 17, 2018 at 5:30 p.m. in the SHS Library (this will be a brief meeting to conduct any necessary business, most likely contract approvals – the Tri-Board Meeting will follow this abbreviated meeting)

Tri-Board - Thursday, May 17, 2018 at 6:00 p.m. in the Spaulding High School Library – (A.L.I.C.E Training)

BSU Policy – Monday, May 21, 2018 at 6:00 p.m. in the BSU 2nd Floor Conference Area

BSU Finance – To be determined. This meeting will most likely occur in June. The Committee plans to meet quarterly.

10. Executive Session as Needed

There were no items presented for discussion in Executive Session.

11. Adjournment

On a motion by Mr. Isabelle, seconded by Mr. LaCroix, the Board unanimously voted to adjourn at 7:42 p.m.

Respectfully submitted,
Andrea Poulin

APR 06 2018

**SCHOOL PSYCHOLOGICAL SERVICES
SPAULDING HIGH SCHOOL**

**JAYNE A. PARKER, CAES, NCSP
VERMONT LICENSED SCHOOL PSYCHOLOGIST**

155 Ayers Street ♦ Barre, VT 05641 ♦ Tel. (802) 479-1451 ext. 1141 ♦ Fax (802) 479-4535

April 6, 2018

To: John Pandolfo
Superintendent of Schools

From: Jayne Parker, School Psychologist

CC: Brenda Waterhouse
Principal, Spaulding High School

Donald McMahon
Director of Special Services

[Handwritten signature]
4/10/18

Dear John,

I am writing to inform you that I will be retiring from my position as School Psychologist for Spaulding High School at the conclusion of the current 2017-2018 school year.

Please forward this notification to the Board of School Directors of the Barre Supervisory Union.

Thank you.

[Handwritten signature of Jayne A. Parker]

Jayne A. Parker

Fwd: Notice of Resignation

1 message

John Pandolfo <jpandbsu@u61.net>

Wed, Apr 25, 2018 at 2:51 PM

To: Tina Gilbert <tgilbbsu@u61.net>

for shs packet only

On Wed, Apr 25, 2018 at 2:21 PM, Brad Miller <bmillshs@u61.net> wrote:

Dear Mr. Pandolfo,

It is with a heavy heart that I submit this, my letter of resignation, to your office. I have had a wonderful five years working at Spaulding High School. The connections I made with students and staff are deep and very meaningful to me. Ultimately, my fiancé and I have decided to stay put in the Burlington area, and a job close by is too appealing to turn down. I told my principal and department head that I am happy to help as much as they need to find my replacement. Spaulding is a very special place that has been exceedingly kind to me. It is very important to me to be as available as possible to facilitate this transition. From the bottom of my heart, thank you so much for helping me to be successful within this community over the past five years.

Sincerely,
Brad Miller

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Brad Miller
Spaulding High School
History Department
@MrMillerSHS

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--

John Pandolfo
Superintendent of Schools
Barre Supervisory Union
120 Ayers St.
Barre, VT 05641
802-476-5011x1017

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Central Vermont Career Center

Perkins FY19 Summary

Thursday, April 05, 2018

Outreach Coordinator

Salary and Benefits	\$	38,000
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Medical Professions Instructor

Salary/benefits/supplies/equipment	\$	54,000
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(only \$15,000 in salary)

**\$50,000 in salary/Innovation Grant*

Professional Development

*Proficiency Alignment/Prog of Study Development	\$	24,000
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*SREB Winter/Summer conference	\$	24,000
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*Trauma Informed Schools	\$	8,000
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SREB Tech Assistance Visit	\$	1,854
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Summer Camp

*8-10 offerings/one week end of June	\$	8,000
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Women Can Do/Non Traditional

Rosie's Girls	\$	1,200
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VTC Fall Conference	\$	2,500
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Career Day	\$	8,500
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Assessment Software

Workkeys	\$	12,000
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Agency of Education:

Teacher Prep Program	\$	14,146
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CTSO Leadership Program	\$	1,786
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CVCC Proposal	\$	197,986
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Total Allocation for FY2019	\$	197,986
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BARRE SUPERVISORY UNION
Barre City Elementary & Middle School
Barre Town Middle Elementary School
Spaulding High School
Central Vermont Career Center

Warrant Procedure
Updated 4/10/18

The purpose of this procedure is to ensure that the business of Barre Supervisory Union, Barre City School District, Barre Town School District, Spaulding High School, and the Central Vermont Career Center will be conducted according to the Barre Supervisory Union Fiscal Management and General Financial Accountability Policy (E1).

The Board shall, annually, authorize the Superintendent or his/her designee to "examine claims" against the district for school expenses "accounts payables" and payroll.

Accounts Payable

The Board shall, annually, designate one representative and an alternate (if designee is not available) of each Board to be available to examine claims against the district for school expenses and to sign warrants for payments for approved purchases and services. Warrants and invoices will be available at the Barre Supervisory Union and may be reviewed at a mutually agreed upon time. The Principal, Administrator, and/or Director in each entity are responsible for overseeing purchases and will approve each invoice. The Superintendent and/or Business Manager are also authorized to sign warrants in the event the Board members are not available. In addition, the Treasurer of the Barre City/SHS School Districts and BSU and Treasurer of the Barre Town School District will also sign.

Payroll

The Board shall, annually, authorize the Superintendent or Business Manager to sign Payroll warrants. In addition, the Treasurer of the Barre City/SHS School Districts and BSU and Treasurer of the Barre Town School District will also sign.

1ST READING: 1/14/2016
2ND READING: 2/11/2016
ADOPTED: 2/11/2016

SHS 1st Reading: 8/22/16
2nd Reading: 9/1/16
Ratified: 9/1/16

Fiscal Management and General Financial Accountability

1. POLICY

It is the policy of the Barre Supervisory Union and its member districts (Barre Town, Barre City and Spaulding High School Union Districts, and Central Vermont Career Center) to manage its financial affairs using generally accepted accounting practices, providing appropriate accountability, and assuring compliance with guidelines published by the Agency of Education.

2. ADMINISTRATIVE RESPONSIBILITIES

With the advice and consent of the Auditor of Accounts and the Secretary of Education, the Superintendent shall establish and maintain an accrual system of accounting for the proper control and reporting of school district finances and for stating the financial condition of the School Districts.

Guidelines

1. The approved budget will be the spending plan for the year. The Superintendent or his or her designee is authorized to make commitments on behalf of the organization. Expenditures in excess of \$15,000 require approval by the Board. The Superintendent shall assure that the district does not materially deviate from the approved spending plan, and shall notify the Board of significant overages in spending or significant reduction in revenue that might threaten adherence to the annual budget plan for the year.
2. The Superintendent or designee shall arrange with the Barre Supervisory Board an annual audit of accounts by a certified public accountant.
3. The Superintendent shall be responsible for establishing a system of appropriate internal controls for the handling of all financial obligations and all funds and accounts.
4. The Superintendent or designee shall provide regular information to the board regarding the status of the organization relative to expenses and revenues according to a schedule established by the Board.
5. The Board shall, annually, authorize the Superintendent or his/her designee to "examine claims against the district for school expenses and draw orders for such as shall be allowed by it payable to the party entitles thereto."¹
6. The bidding requirements of 16 V.S.A. §559 will be followed by the Board and its designees.

¹ 16 V.S.A. §563

*Legal Reference(s): 16 V.S.A. §563 (3) (Powers of school boards)
16 V.S.A. §559 (Public bidding)
16 V.S.A. §1756 (Indemnity and insurance)*

**BARRE SUPERVISORY UNION #61
POLICY**

CODE: E2

1ST READING: 1/14/2016
2ND READING: 2/11/2016
ADOPTED: 2/11/2016

SHS 1st Reading: 8/22/16
2nd Reading: 9/1/16
Ratified: 9/1/16

Budgeting

1. POLICY

It is the policy of the Barre Supervisory Union and its member districts (Barre Town, Barre City and Spaulding High School Union Districts, and Central Vermont Career Center) to develop school budget(s) that reflect the Supervisory Union and Districts' goals in improving student achievement as outlined in its strategic and annual action plans and to ensure responsiveness to community needs.

Administrative Responsibilities

The Superintendent will develop an annual calendar for budget development. The calendar will provide sufficient time for:

- Establishing a budget which aligns with priorities of the recommendations of the school administration and staff, parents, students, and other citizens.
- Holding public hearings and informational meetings prior to the formal adoption of the budget proposal by the board.
- Aligning the budget according to the goals of the board.

Approval

The Board will, after public hearings and/or informational meetings adopt a budget for consideration by the electorate. The budget and special articles will be presented by the Board for approval by the electorate at the annual meeting of the District. Preparation of the Board's budget presentation and other Board strategies for explaining and supporting its budget will be a formal agenda item at a meeting of the Board prior to the annual district meeting.

**BARRE SUPERVISORY UNION #61
POLICY**

CODE: F9

1ST READING (REVISED): - 3/15/2018
2ND READING (REVISED): 4/12/2018
PREVIOUSLY ADOPTED: 4/12/2018

SHS 1st Reading: 5/3/2018
2nd Reading:
Ratified:

TRANSPORTATION

Policy

Where it is reasonable and necessary to enable a student entitled or required to attend an elementary or a secondary school within the Barre Supervisory Union, the supervisory union may furnish transportation on public roads to students who reside within the district. The supervisory union may also provide transportation to non-resident students as authorized by the board.

The superintendent will establish routes and designate stops after considering both the safety of children and efficiency of operation. The superintendent will consider the following factors when determining routes and stops.

1. The age and health of pupils,
2. Distance to be traveled,
3. Condition of the road, and
4. Type of highway.

The superintendent may consider any other factors he or she deems appropriate when establishing routes and designated stops.

The Barre Supervisory Union shall furnish transportation for students enrolled at Barre City Elementary and Middle School and Barre Town Middle and Elementary School in accordance with the following guidelines:

- Transportation decisions are guided by publicly approved budgets.
- Daily transportation to and from school is a privilege offered to all PreK-8 students.
- Transportation to and from extra-curricular activities shall be the responsibility of the parents.

The Barre Supervisory Union will only furnish transportation for students enrolled at Spaulding High School under the following circumstances and/or conditions:

- A. Transportation to and from home for students with disabilities – either permanent or temporary – as required by the student's Individual Education Plan or 504 Plan.

- B. Transportation to and from school sponsored field trips, scheduled extra-curricular events, and special activities.
- C. Transportation to and from scheduled interscholastic events.
- D. Transportation for students living in communities outside Barre Supervisory Union boundaries, as decided annually by the Superintendent based on enrollment on August 1st, from school districts that do not operate a high school and pay tuition to Spaulding High School.

The superintendent shall establish transportation procedures to support this policy.

The superintendent shall submit to the school board for approval any contracts, leases or purchases necessary to maintain and operate transportation equipment, and shall include in his or her annual report to the board information as to all pupils transported by the school district and the expense thereof.

Legal

Reference(s):

16 V.S.A. §§ 1222, 1224 (Student transportation)

16 V.S.A. §1551 (Technical center transport)



MEMORANDUM

TO: Superintendents, Principals, Career Technical Education Directors,
Independent School Headmasters, School Board Members, School Crisis
Planning Team Members

FROM: Thomas Anderson, Commissioner of Public Safety
Heather Bouchey, Acting Secretary of Education

SUBJECT: School Safety Infrastructure Grants

DATE: April 23, 2018

Throughout the month of March, Vermont law enforcement conducted statewide school safety site assessments of public, independent, and tutorial schools. The intent of these site assessments was to identify school emergency preparedness strengths, areas for improvement, and future school safety planning, training, exercise and resource needs.

On Thursday April 19, the Governor held a press conference where he announced his intention to provide 4 million dollars in capital funding for public, private and independent schools for school safety infrastructure. Pending the capital funding approval by the Legislature, the Department of Public Safety, in collaboration with the Agency of Education and the Vermont School Safety Center, has developed the following school safety grant timeline:

June 1, 2018: Requests for Proposals (RFPs) delivered to schools

July 1, 2018: Proposals due back to Department of Public Safety

August 1, 2018: Grants awarded to schools

This will be a competitive grant process and current legislation calls for a maximum grant award of \$25,000.00 per school. We strongly encourage superintendents, principals, and local school boards to collaborate with each other when developing these grant requests. We recommend that schools refer to the school safety site assessment survey tool that was utilized when conducting these site assessments to address any potential safety/security gaps identified. For your review and

consideration, please also see the statewide results noted in the Governor's School Safety memo and the School Safety Summary Report.

The Department of Public Safety has formed a School Safety and Security Grant working group of stakeholders to advise the Secretary of Education and the Commissioner of Public Safety on the grant process.

Enhancing school safety infrastructure and security technology is an important part of developing a comprehensive school safety plan. While the approved equipment/infrastructure list for these grants has not been fully developed, schools should begin to consider possible equipment selections that include but are not limited to: access control systems, public address systems, door locks, visitor management systems, portable radios, security cameras, window shading, lights, panic/duress alarms and door prop alarms. Recognizing that each school has its own unique environment, schools are encouraged to work with their school crisis planning team and other school safety partners as they develop their own school safety approaches and initiatives.

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**BARRE SUPERVISORY UNION #61
POLICY**

CODE: H7

1ST READING: 2/5/2015
2ND READING: 10/8/2015
ADOPTED: 10/8/2015

SHS 1st Reading: 4/5/2018
2nd Reading: 5/3/2018
Ratified:

Title I, Part A Parental Involvement Policy

1. POLICY

The Barre Supervisory Union maintains programs, activities, and procedures for the involvement of parents of students receiving services, or enrolled in programs, under Title I Part A of Elementary and Secondary Education Act. These programs, activities and procedures are described in school district and school level compacts.

2. DEFINITION

Compact: Agreement between the school district/supervisory union and the parent/family/community.

School District: Refers to the LEA (Local Educational Agency) which in Vermont is the Supervisory Union (or Supervisory District for communities with no Supervisory Union)

School Level: Refers to the compact for each school, regardless of the governance structure of: (a) one school/one district; (b) multiple schools/one district.

Parent: Includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

School District Parental Involvement Compact

The Superintendent

or his or her designee, shall develop an LEA-Level Parental Involvement Compact according to Title I, Part A requirements. The LEA Compact shall include: (1) the school district's expectations for parental involvement, (2) specific strategies for effective parent involvement activities to improve student academic achievement and school performance, and (3) other provisions required by law. The Superintendent or designee shall ensure that the Compact is distributed to parents of students receiving services, or enrolled in programs, under Title I Part A.

School Level Parental Involvement Compact

Each building principal, or his or her designee shall develop a School-Level Parental Involvement Compact in accord with Title I, Part A requirements. The School Level Parental

Involvement Compact shall include: (1) a process for continually involving parents in its development and implementation, (2) how parents, the entire school staff and students share the responsibility for improved academic achievement, (3) the means by which the school and parents build and develop a partnership to help students achieve the State's standards, and (4) other provisions as required by law. Each principal or designee shall ensure that the compact is distributed to parents of students receiving services, or enrolled in programs under Title I, Part A.

Legal Reference(s):

- *Title I, Part A of the Elementary and Secondary Education Act ("No Child Left Behind Act"), 20 USC §6318.*
- *16 V.S.A. §144b. Definition of "LEA" for NCLBA purposes.*

**1st Reading: 10/9/2014
2nd/Final Reading: 11/13/2014
ADOPTED: 11/13/2014**

**SHS 1st Reading: 4/5/2018
2nd Reading: 5/3/2018
Ratified:**

BOARD MEMBER CONFLICT OF INTEREST

Policy

It is the ethical and legal duty of all School Board members to avoid conflicts of interest as well as the appearance of conflicts of interest.

Definitions

"Conflict of interest" means a situation when a board member's private interests, as distinguished from the board member's interest as a member of the general public, would benefit from or be harmed by his or her actions as a member of the board.

Implementation

In order to comply with the obligations thus imposed, the Board and its members will adhere to the following recommended standards.

1. A Board member shall not engage in or give the impression that he or she would represent special interests or partisan politics for personal gain.
 2. A Board member shall not engage in or give the impression that he or she has the authority to make decisions or take action on behalf of the Board or the school administration.
 3. A Board member shall not engage in or use his or her position on the Board to promote personal financial interests or the financial interests of family members, friends or supporters.
 4. A Board member shall not engage in or solicit or accept anything of value in return for taking particular positions on matters before the Board.
 5. A Board member shall not engage in or give the impression that his or her position on any issue can be influenced by anything other than a fair presentation of all sides of the question.
 6. Board members will be familiar with, and adhere to, those provisions of Vermont education law which define School Board powers and govern Board member compensation and public bidding processes.
-

¹ See 16 V.S.A. §563(20). "...establish policies and procedures designed to avoid the appearance of conflict of interest."

Avoiding Conflicts

When a Board member becomes aware that he or she is in a position that creates a conflict of interest or the appearance of a conflict of interest as defined in state law or this policy, he or she will declare the nature and extent of the conflict or appearance of conflict for inclusion in the Board minutes, and will abstain from voting or participating in the discussion of the issue giving rise to the conflict.

Complaints of Conflict of Interest

When a conflict of interest claim against a Board member is brought to the Board in writing and is signed by another Board member or a member of the public, and the Board member against whom the claim is made does not concur that a conflict in fact exists, the following Board procedures will be followed.

1. Upon a majority vote of the remaining Board members, or upon order of the chair, the Board will hold an informal hearing on the conflict of interest claim, giving both the Board member and the person bringing the claim an opportunity to be heard.
 2. At the conclusion of the informal hearing, the remaining Board members will determine by majority vote whether to:
 - a. Issue a public finding that the conflict of interest charge is not supported by the evidence and is therefore dismissed;
 - b. Issue a public finding that the conflict of interest charge is supported by the evidence and that the member should disqualify him or herself from voting or otherwise participating in the Board deliberations or decision related to that issue, as required by Vermont statute; and/or
 - c. Issue a public finding that the conflict of interest charge is supported by the evidence and the Board member should be formally censured or subjected to such other action as may be allowed by law.
-

Legal Reference(s): 16 V.S.A. § 262(d) (Election of officers)
 16 V.S.A. §557 (Gratuity/compensation prohibited)
 16 V.S.A. §558 (Eligibility for election to school board)
 16 V.S.A. §559 (Public bids)
 16 V.S.A. §563(20) (Powers of school boards)

**BARRE SUPERVISORY UNION #61
POLICY**

CODE: C6

1ST READING: 2/5/2015
2ND READING: 3/19/2015
ADOPTED: 3/19/2015

Code Change from B6 to C6: 3/24/2016

SHS 1st Reading: 4/5/2018
2nd Reading: 5/3/2018
Ratified:

Notice of Non-Discrimination

1.POLICY

The Barre Supervisory Union will not unlawfully discriminate in its programs and activities against any person or group on any basis prohibited by federal or state law, and will provide equal access to the Boy Scouts and other designated youth groups.

The Supervisory Union shall make reasonable accommodations to the known physical or mental limitations of an otherwise qualified handicapped applicant or employee unless the Supervisory Union can demonstrate that the accommodation would impose an undue hardship on the operation of its program or activity.

The Superintendent, or his or her designee, shall prepare, and the Board shall approve, guidance to applicants and employees regarding requests for reasonable accommodations, including provisions for undue hardship.

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Supervisory Union are hereby notified that this supervisory union does not discriminate on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sex, sexual orientation, gender identity, disability, age, political affiliation or marital status in admission or access to, or treatment or employment in, its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

2. IMPLEMENTATION

The Superintendent, or his or her designee, shall develop procedures necessary to ensure compliance and enforcement of this policy.

A person has been designated by the Supervisory Union to coordinate the efforts to comply with the regulations implementing Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973, and other non-discrimination laws or regulations. The designated coordinator is identified in the procedure accompanying this policy along with information on how that person may be contacted.

Any person having inquiries concerning the Supervisory Union's compliance with the regulations implementing Title VI, Title IX, Section 504 or other state or federal non-discrimination laws or regulations is directed to contact the non-discrimination coordinator described above.

3. GRIEVANCE PROCEDURE

In the absence of a controlling grievance procedure outlined in a collective bargaining agreement the procedure accompanying this policy will be in effect.

Legal Reference(s): 9 V.S.A. §4502 (Public accommodations)
21 V.S.A. §§495 et seq. (Employment practices)
21 V.S.A. §1726 (Unfair labor practices)
20 U.S.C. §§1400 et seq. (IDEA)
20 U.S.C. §§1681 et seq. (Title IX, Education Amendments of 1972))
29 U.S.C. §206(d) (Equal Pay Act of 1963)
29 U.S.C. §§621 et seq. (Age Discrimination in Employment Act)
29 U.S.C. §794 (Section 504, Rehabilitation Act of 1973)
42 U.S.C. §§2000d et seq. (Title VI of the Civil Rights Act of 1964)
42 U.S.C. §§12101 et seq. (Americans with Disabilities Act of 1990)

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BARRE SUPERVISORY UNION DISTRICT #61

Barre City Elementary & Middle School / Barre Town Middle & Elementary School / Spaulding High School / Central Vermont Career Center

Lisa Perreault
Business Manager

Jacquelyn Ramsay-Tolman
Director of Curriculum, Instruction, and
Assessment

Carol Marold
Human Resource Coordinator

Emmanuel Ajanma
Director of Technology

John Pandolfo
Superintendent of Schools

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*Doing whatever it takes to ensure
success for every child.*

Donald E. McMahon, M.Ed.
Director of Special Services

Sandra Cameron, M.Ed., MOT
Director of Early Education/Act 166
Coordinator

Lauren May
Interim Early Education Coordinator

Jamie Evans
Director of Facilities

April 26, 2018

TO: The Members of the Spaulding High School Board
RE: Superintendent's Report

Please accept the following report to the Spaulding Union High School Board:

(1) Negotiations

- We have met with AFSCME negotiators for three sessions on March 29, April 11, and April 25, and are very close to having an agreement. We are scheduled to meet again on May 9.
- We have sent tentative dates to the Para-Educator team to try to begin negotiations ASAP and await their response.

(2) Legislative Session

- Things continue to move fast and furious on several big issues, and the administration has signaled the strong possibility of a veto session. On April 26 the latest version of the PreK bill was passed out of the House Ed Committee; this version contains some changes we like and some we do not. Legislation was passed on gun control and school safety which will provide grants for up to \$25,000 per school for safety improvements. A Special Education Funding bill and a general Education Funding bill are still each likely to pass in some fashion. I will be testifying on April 27 to the Senate Ed Committee on a statewide health benefit. For the latest legislative report, please go to: <https://mailchi.mp/dbac2764e9dc/2017-education-legislative-update-714381?e=1d425dfb77>

(3) Act 46

- The committee meets on Thursday, April 26 at 6:00pm in the Spaulding High School Library to hear from the Chair of the Harwood UUSD and to begin reviewing the previous Articles of Agreement..
- Our Act 46 web page has been revised, and can be viewed at:
<http://bsuvt.org/joomla/index.php/act-46>

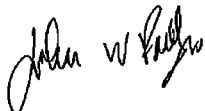
(4) School Safety

- We continue to move forward with our plans to make each building more secure and to train our staff.
- Public Forums on A.L.I.C.E. are scheduled for April 25, May 12, and May 17.

(5) Employment Contracts

- Teacher and Administrator contracts have been returned, with a few extensions still out there. The heavy part of the hiring season is underway. Para-educator and non-union contracts will be issued by next week.

Respectfully Submitted,



John Pandolfo
Superintendent of Schools

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SPAULDING HIGH SCHOOL
FACILITIES COMMITTEE MEETING
Spaulding High School Library
April 11, 2018 - 3:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

David LaCroix - Chair
Joe Blakely, arrived at 4:04 p.m.
Jason Derner, Assistant Director Central Vermont Career Center
Jaime Evans, Facilities Director

COMMITTEE MEMBERS ABSENT:

Luke Aither, Assistant Principal
Ed Rousse

GUESTS PRESENT:

Paul Malone

1. Call to Order

The Chair, Mr. LaCroix, called the Wednesday, April 11, 2018, Facilities Committee meeting to order at 3:34 p.m., which was held at the Spaulding High School Library.

2. Additions and/or Deletions to the Agenda

Add 7.1 Outside Storage for CVCC
Add 7.2 Library Renovations Update
Add 7.3 School Sign Update

3. Approval of Minutes – December 5, 2017 Facilities Committee Meeting

On a motion by Mr. Evans, seconded by Mr. Derner, the Committee unanimously voted to approve the Minutes of the December 5, 2017 Facilities Committee meeting.

4. Reports from David Lauren on Building Fire Safety Doors

Three documents were distributed; a letter from David Laurin, AIA (dated 03/07/18), a letter from Jaime Evans (dated 04/05/18), and a letter from Robert Sponable, Barre Regional Manager of the Vermont Division of Fire Safety (dated 12/14/17). Mr. Evans advised regarding the letter from Robert Sponable, confirming that the 1996 Variance is being upheld, conditional on SHS hiring an architect to perform a site visit, review the building plans, and prepare a report regarding his findings of compliance with 1996 Code, and any necessary work to be performed. Mr. Evans advised that 6 stairway fire door assemblies (one hour rated - doors and frames) and 1 hallway fire door assembly (one hour rated – doors and frame) will need to be installed (for a hallway that is in excess of 20 feet long). The cost of door installation is approximately \$10,000 per door assembly. Architect David Laurin is in agreement that these changes will keep the building in compliance with the 1996 Variance and that the entire building does not need to be sprinkled. Mr. Pandolfo and Mr. Evans met with Robert Sponable (Regional Manager -DFS) and Maurice VanDemark (Assistant State Fire Marshall - DFS), and all are in agreement with the assessment performed by David Laurin. Mr. Evans advised that he is waiting for a letter from Robert Sponable confirming that the State finds the proposed modifications acceptable. Mr. Evans would like to wait for receipt of the letter before sending out the RFP. Mr. Evans will confer with Mr. Pandolfo regarding whether or not the RFP should be held pending receipt of the letter. If all approvals are received, Mr. Evans plans to have the required fire door assemblies installed in the summer of 2018. It was noted that at least 3 vendors will be contacted. It may be necessary to publicize the RFP.

5. Upgrade on Card Swipe System and Camera System

Mr. Evans advised that during April break, Integrity Systems will be installing new operating hardware and software. This summer, staff cards will be replaced with more secure cards (higher levels of security on the cards). Use of the upgraded staff cards may require replacing 2 of the card readers that are located in CVCC. Cards will be purchased, and then programmed in-house.

6. School Security Report

Mr. Evans advised that during April break, the DVR will be replaced (by Control Technologies). The existing DVR failed. The existing DVR has been causing issues as it does not handle both analog and digital. Mr. Derner is hoping that the new DVR has more memory and can capture more time (activity). The DVR is now on its own network so as not to have to compete with the school's bandwidth. Two 'downed' cameras will also be replaced over the break. Mr. Malone queried regarding the possibility of utilizing a district wide security system, and having camera feeds available at the BSU Central Office. Mr. Malone feels it would be beneficial

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to have a system that allows all buildings to be monitored from one location. There is State/Federal money available, but the funds have specified things that they must be used for. The funds are dedicated to "hardening" schools. It was noted that all schools have cameras, card swipes, are upgrading camera systems, and escort visitors throughout their buildings.

BTMES representatives have been discussing a centralized lock-down system. Mr. Derner provided an overview of some of the challenges at BTMES. The 'open classroom' structure at BTMES presents security challenges. Discussions have included door film (a preventative measure), and possible installation of 'Lock-down Door Barricade Devices'. An informational flyer of one such device was circulated. Mr. Malone mentioned that safety issues were discussed at the Legislative Breakfast. There may be some conflict between fire code and security measures. Mr. Malone would like Mr. Evans to identify any safety items and their associated costs.

7. Other Business

7.1 Outside Storage for CVCC

The relocation of the Phoenix Program to the SHS building will require construction of a new entrance. This entrance requires moving the storage building used for CVCC storage. Finding a place to relocate the building to, and the costs associated with such a move seem to be prohibitive. Relocation to have the building in line with other storage buildings requires construction of a retaining wall and there are complications associated with underground power lines. Mr. Derner advised that technical centers are required to have a specified amount of storage space per student. Loss of the existing storage building would cause problems, including accreditation issues. Brief discussion was held regarding purchasing/leasing/renting of a shipping container. A shipping container could possibly be placed on the side of the building where buses are currently parked. Mr. Evans will research the cost of shipping containers.

7.2 Library Renovations Update

Discussion of library upgrades has been minimal recently, as Mr. Evans must focus on summer projects. Librarian Christine Smith has some ideas that she is considering. It is anticipated that library upgrades will be performed in the summer of 2019.

7.3 School Sign Update

The Sign Ordinance has been finalized. Mr. Evans and Mrs. Waterhouse are in the process of crafting a letter to Janet Shatney of the Barre City Planning Commission. Mr. Evans and Mrs. Waterhouse will be meeting with the Planning Commission on April 25, 2018.

8. Next Meeting Date

The next meeting will be held on Wednesday, May 23, 2018 at 3:30 p.m., in the Spaulding High School Library.

9. Adjournment

On a motion by Mr. Derner, seconded by Mr. Evans, the Committee unanimously voted to adjourn at 5:17 p.m.

Respectfully submitted,
Andrea Poulin