

**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.**

## **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)**

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. Rouse, 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. Rouse 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 \$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 9<sup>th</sup> 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 3<sup>rd</sup> 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.

### **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 2<sup>nd</sup> 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 2<sup>nd</sup> 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*