

**SPAULDING HIGH SCHOOL
REGULAR BOARD MEETING**
Spaulding High School – Library
May 3, 2018 - 6:00 p.m.

MINUTES

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

ADMINISTRATORS PRESENT:

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

GUESTS PRESENT:

Video Vision Tech Chloe Lamphere

1. Call to Order

The Chair, Mr. Malone, called the Thursday, May 3, 2018, Regular meeting to order at 6:02 p.m., which was held at the Spaulding High School Library.

2. Additions and/or Deletions to the Agenda

Agenda Item 8.1 (Student Representatives) will be discussed out of order - after Agenda Item 4.1.
Delete 5.2 Solar Panel Agreement/Savings Update (keep in as a place holder).
Add 5.7 Superintendent’s Recommendation for CVCC Vans Purchase

3. Visitors and Communication

None.

4. Approval of Minutes

4.1 Approval of Minutes – April 5, 2018 Regular Meeting

On a motion by Mr. Isabelle, seconded by Mr. Blakely, the Board unanimously voted to approve the Minutes of the April 5, 2018 Regular Meeting.

Agenda Item 8.1 was discussed after Agenda Item 4.1.

5. New Business

5.1 Resignations/Retires/New Hires

Letters of resignation from Jayne Parker and Brad Miller were distributed. Mr. Pandolfo advised regarding the resignations of Ms. Parker and Mr. Miller. It was noted that both of these employees have contributed greatly to the school.

On a motion by Mr. Blakely, seconded by Mr. Isabelle, the Board unanimously voted to accept the resignations of Jayne Parker and Brad Miller.

The resume and BSU Notification of Employment Status Form for Jan Zumba was distributed. Mr. Pandolfo and Mrs. Waterhouse provided an overview of Ms. Zumba’s education and experience. It was noted that Ms. Zumba has been at SHS (student teaching) for one semester and is a ‘very good fit’ for the department. Mr. Pandolfo reminded the Board of the approved hiring procedure that enables the Board Chair to authorize the Superintendent to hire employees prior to Board meetings, to allow for timely hiring.

On a motion by Mr. Isabelle, seconded by Mr. Folland, the Board unanimously voted to approve the hiring of Jan Zumba.

~~5.2 Solar Panel Agreement/Savings Update~~

Deleted. Kept as a place holder.

5.3 Scholarship Fund

Mr. LaCroix advised that the Trust is growing and scholarships are expanding. A flyer has been created and is being distributed in various law offices. It is expected that flyer distribution will be expanded in June. A web site is being developed and it is hoped that it will be up and running in two months. Mr. LaCroix provided an overview of the process for those interested in starting a scholarship fund, and circulated a packet of information that is provided to those individuals. Mr. LaCroix advised that Mrs. Waterhouse and two members of the Trust Board, personally meet with all individuals who are setting up scholarship funds. A copy of the Balance Sheet and Profit and Loss Statement are available for review. A copy of the Awards and Qualification lists are also available for review. The Scholarship Fund balance is \$5,510,000. Approximately \$248,000 will be distributed this year. The Trust is healthy and the portfolio is well managed, with awards being paid from income, without delving into the principal. Mr. LaCroix advised regarding some new scholarship funds, some of the larger existing awards, and advised regarding the hope that the 6 Reynold's Awards can be raised next year (from \$25,000 each to \$30,000 each). Mr. Malone advised that the York Scholarship is a separate fund, managed by David Otterman. The value of the York Trust is 4.7 million dollars. Four \$60,000 scholarships will be awarded. Twenty-one students applied for the scholarship this year. Ry Hoffman was lauded for his efforts in distributing scholarship information and encouraging students to apply. This year, the Scholarship Awards Ceremony and the Alumni Banquet will be combined into one celebration.

5.4 Perkins FY19 Summary for Approval

A document titled 'Central Vermont Career Center – Perkins FY19 Summary – Thursday, April 5, 2019' was distributed. An updated version, reflecting an additional \$22,000 was distributed. Ms. Chamberlin provided an overview of the document and advised that the additional monies will allow a second DMA (Digital Media Arts) instructor to be hired to expand the program to a 2 year program. The Medical Professions instructor salary will be funded by the Innovation Grant (\$50,000) and \$4,000 from the Perkins Grant. Ms. Chamberlin provided an overview of enrollment, and advised that additional applications are being reviewed next week.

On a motion by Mr. Isabelle, seconded by Mr. Blakely, the Board unanimously voted to accept the recommendations for the Perkins Grant.

5.5 Warrant Procedure and Financial Policy

Three documents were distributed; the BSU Warrant Procedure document, and BSU policies; Fiscal Management and General Financial Accountability Policy (E1), and the Budgeting Policy (E2). Mr. Pandolfo provided a brief overview of the documents, noting that policies have been reviewed by counsel. All Board Members are notified of Warrants. The Board should designate one Board Member and one Alternate Board Member to examine claims against the district for school expenses and to sign Warrants for payments for approved purchases and services. Starting in 2019, the designation will occur as part of Board reorganization.

On a motion by Mr. Isabelle, seconded by Mr. Blakely, the Board unanimously voted to designate Mr. Malone as the primary SHS designee, and Mr. LaCroix as the alternate SHS designee.

5.6 First Reading BSU Transportation Policy (F9)

A copy of the policy was distributed. Mr. Pandolfo provided a brief overview of the policy, noting that the SHS Board has previously discussed this policy.

On a motion by Mr. Isabelle, seconded by Mr. Folland, the Board unanimously voted to approve the First Reading of the BSU Transportation Policy (F9).

5.7 Superintendent's Recommendation for CVCC Van Purchase

A document titled 'RFP Results for 2 CVCC 2018 Grand Caravan Vans – with 2 2009 Grand Caravan Trade-ins', (dated 05/03/18) was distributed. The document advises that it is the Superintendent's recommendation to purchase the vans from Goss Dodge. A brief overview of the need for 2 vans was provided and it was confirmed that purchasing the vans is much less expensive than utilizing STA for the transportation of CVCC students. It was noted that Ms. Chamberlin devoted much time and effort to obtain the quotes. The quote of \$33,766 is the total cost for two vans.

On a motion by Mr. Blakely, seconded by Mr. Isabelle, the Board unanimously voted to approve the Goss Dodge proposal for the purchase of two vans.

6. Old Business

6.1 Board Communications

Mr. Pandolfo advised that on April 13, 2018, he met with Susan Holson regarding the Community Engagement Technical Assistance Grant. Mrs. Farrell attended the Grant workshop on April 14, 2018. The grant will assist with improved communication and

engagement with parents, students, and non-parent community members. Assistance will include a review of successes and challenges relating to engagement of families on the low end of the socio-economical scale.

The RFP (for building a new website) is being worked on and is almost finalized. Ben Merrill will continue to work on communications through the end of June 2018.

6.2 Act 46

Mr. Rousse advised that the Committee is making slow progress. Challenges associated with a possible merger are being addressed. The Committee is reviewing the Articles of Agreement, and still need to make a decision on whether or not a merger should be put before the voters. Mr. Pandolfo advised that the Draft Statewide Plan is due June 1, 2018. Barre may or may not be included in the Draft Plan. As Twinfield is not currently merged with another district, there is the possibility that the Statewide Draft Plan, includes a merger of Barre and Twinfield.

Two Study Committee meetings are scheduled:

Thursday, May 10, 2018 at 6:00 p.m. at the SHS Library

Thursday, May 24, 2018 at 6:00 p.m. at the SHS Library

6.3 A.L.I.C.E. & School Safety

A Memorandum from Thomas Anderson (Commissioner of Public Safety) and Heather Bouchey (Acting Secretary of Education), dated 04/23/18, was distributed. The subject of the Memorandum is School Safety Infrastructure Grants. Mr. Pandolfo advised that the School Safety Grant paperwork is in-house. The grant allows for up to \$25,000 per school (SHS and CVCC), for a total of \$50,000 for the building. Grant monies cannot be used for labor costs (personnel), but may be used for items such as cameras and card swipes. Mr. Malone advised that our local Representatives, who sponsored the Bill, were not aware of the dollar limitations. The first A.L.I.C.E. Community Informational Meeting was held. There were 3 community members in attendance. One community member questioned why BTMES does not have an SRO. Two more sessions are planned; 05/12/18 at 9:30 a.m., and 05/17/18 at 5:00 p.m. Meetings will be held in the SHS Auditorium. Mr. Pandolfo has invited the four Barre Representatives and 3 Washington County Senators to attend A.L.I.C.E. Training on May 17, 2018.

6.4 Second and Final Reading BSU Title 1, Part A Parental Involvement Policy (H7)

Copies of the policies referenced in Agenda Items 6.4 through 6.6 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 Title 1, Part A Parental Involvement Policy (H7), and agreed to ratify said policy.

6.5 Second and Final Reading BSU Board Member Conflict of Interest Policy (B3)

On a motion by Mr. Isabelle, seconded by Mr. LaCroix, the Board unanimously voted to approve the Second and Final Reading of the BSU Board Member Conflict of Interest Policy (B3), and agreed to ratify said policy.

6.6 Second and Final Reading BSU Non-Discrimination Policy (C6)

On a motion by Mr. Boltin, seconded by Mr. Isabelle, the Board unanimously voted to approve the Second and Final Reading of the BSU Non-Discrimination Policy (C6), and agreed to ratify said policy.

7. Other Business

None.

8. Reports to the Board

8.1 Student Representatives

Ms. Lamphere advised the Board regarding various spring sports teams, the Spring Musical, which drew record attendance, the Student Council sponsored events including the blood drive, the Pennies for Patients Fund Raiser, and Spring Spirit Week. Student Council held elections, and Jesse King has been elected as the new President. Additionally, Ms. Lamphere reported on the Key Club "Spin it to Win it" fund raiser, and the Power Puff fundraiser (to benefit Cornerstone Field). Ms. Lamphere advised that most seniors have made their college decision. Mr. Pandolfo asked that Ms. Lamphere share some of her Student Representative Reports with the new Student Representative, Natalie Taylor.

8.2 Superintendent

A copy of the Superintendent's report dated April 26, 2018 was distributed. The report included information pertaining to; Negotiations, the Legislative Session, Act 46, School Safety, and Employment Contracts. A copy of a letter from the State of Vermont, Office of the State Treasurer, regarding the Vermont Municipal Employees Retirement System, (received 05/02/18) was distributed. Mr. Pandolfo provided a brief overview of the letter from VMERS, advising that VMERS is looking for Board Members. The letter provides details regarding how to run for a Board of Trustee seat. Mr. Pandolfo advised that Board Members should have received the most recent legislative update, and provided a brief overview of recent activity including testimony to the Senate Education Committee regarding Statewide Healthcare Bargaining. Much discussion is occurring regarding the Education Funding Bill.

8.3 Principal

A copy of the Principal's Report, dated 05/03/18 was distributed. The Report contained information on Academics, Athletics, and Community Service. Two documents, editorials regarding 'test re-takes', were distributed. A copy of an article from The World was circulated. The article relates to the recognition of seniors at the Pro Merito Dinner sponsored by the Kiwanis Club. Mrs. Waterhouse highlighted recent trips by students in Chorus (to Orlando, Florida) and Marine Biology (to Costa Rica). Links to pictures and video highlights from the trips, are in the report and have been e-mailed to Board Members. Mrs. Waterhouse circulated a framed copy of Francis Leo Quinlan's 1921 Spaulding High School diploma. The diploma was presented to the school by Mr. Quinlan's son, Robert C. Quinlan. Mrs. Waterhouse read a letter from Robert Quinlan that was submitted with the diploma.

Regarding the new sign for the high school, it is hoped that all prep work will be completed over the summer, with the sign to be installed after the ordinance is passed in the fall.

Mrs. Waterhouse attended a 3 day Educational Leadership Experience Program. The Program is sponsored by the Margaret Waddington Foundation. There are follow-up leadership and training sessions that Mrs. Waterhouse will attend in the fall. Mrs. Waterhouse reported that this program was a very remarkable experience.

8.4 CVCC Director

The CVCC Director's Board Report for May 2018 was distributed. The Report contains information regarding; National Technical Honor Society Inductees, the SkillsUSA State Competitions, 2018 – 2019 Admissions, New Programming (Medical Professions), Expansion of the Digital Media Arts Program, Proficiency Graduation Requirements, and the Regional Advisory Board Meeting. Ms. Chamberlin provided an overview of the report, highlighting that students who placed 'Gold' in the SkillsUSA Competition, will be traveling to Louisville, Kentucky the last week of June, to represent Vermont in the Nationals SkillsUSA Competition. Additionally, Ms. Chamberlin advised regarding a new "Fees for Service" program that will provide assistance for students that are struggling to meet graduation proficiency requirements. This new program will be presented to the Regional Advisory Board on Tuesday, May 22, 2018. The 05/22/18 RAB Meeting, is the last for academic year 2017 – 2018. CVCC Graduation will take place on June 12, 2018 at the Barre Auditorium at 6:00 p.m.

8.5 Committee Reports

8.5.1SHS Finance Committee

The next meeting is Wednesday, May 9, 2018 at 4:00 p.m. in the SHS Library.

8.5.2SHS Facilities Committee

Minutes from the April 11, 2018 meeting were distributed. Mr. LaCroix provided a recap of the meeting which included discussion of the findings of architect David Lauren, upgrades to swipe cards/readers, and upgrades to cameras and DVRS. The next meeting is Tuesday May 22, 2018 at 3:30 p.m. in the SHS Library. Mr. Derner (representing CVCC) can attend until 4:30 p.m. Mr. Aither will represent SHS until Mrs. Waterhouse arrives around 4:15 p.m.

8.5.3Verbal Report of BSU Committees

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

BSU Curriculum Committee -

Mr. Blakely advised that the latest meeting included discussion on changing 'Family and Consumer Sciences', to 'Health', to more accurately reflect what is being taught. Discussion also included differences in 'Health' curriculum between BCEMS and BTMES, and what would need to be done to align the elementary and middle schools' curriculum offerings and content. The next meeting will be Monday, June 4, 2018 at 5:30 p.m. in the SHS Library. The Committee also received an overview of the new Autism Spectrum Disorder Program.

BSU Policy Committee -

The next meeting of the Policy Committee will be May 21, 2018 at 6:00 p.m. in the BSU 2nd Floor Conference Area. The Agenda will include discussion of central, combined policies.

BSU Finance Committee -

The next meeting date is to be announced.

8.6 Financials

Seven reports were distributed; SHS and CVCC Revenue Summary Reports (dated 04/25/18 and 10/20/18 respectively), the SHS and CVCC FY18 Expenditure/Year-end Projection Reports (dated 05/03/18), the SHS and CVCC Expenditures Summary Reports (dated 04/25/18), and the BSU Expenditure FY18 Report (dated 04/29/18). SHS has an unaudited year-end projected deficit of \$295,027, which is primarily due to Special Education Costs.

CVCC has an unaudited year-end projected surplus of \$113,989. It was noted that the cost to purchase 2 vans was deducted prior to calculating the projected surplus. The surplus is mainly the result of 2 staffing positions.

9. Future Agenda Items

The next SHS Board Meeting is Thursday, June 7, 2018 at 6:00 p.m. in the SHS Library.

In response to a query, it was noted that no changes to school start times are being considered at this time.

Agenda Items include;

Resignations/Resigns/New Hires

Scholarship Program Update

SHS Foundation Report

Policy Reading(s)

Negotiations

Board Communications

A.L.I.C.E.

Act 46

CVCC Enrollment

A possible presentation by the Athletic Directors will be discussed at the BSU Curriculum Committee Meeting.

10. Executive Session as Needed

No items were proposed for discussion in Executive Session.

11. Adjournment

On a motion by Mr. Isabelle, seconded by Mr. Boltin, the Board unanimously voted to adjourn at 8:10 p.m.

Respectfully submitted,

Andrea Poulin