

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

**SHS Library  
December 7, 2017  
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 November 9, 2017 Regular School Board Meeting Minutes
  - 4.2 November 17, 2017 Special Board Meeting Minutes
5. New Business
  - 5.1 Resign/Retire/New Hire
  - 5.2 Policy Rescinds: (F11) Student Clubs & Activities, (F9) Transportation, (KGD (H3)) Community Use of School Facilities
  - 5.3 Approval of Medical Professions Program
6. Old Business
  - 6.1 Budget Development
  - 6.2 Board Communications
  - 6.3 Act 46
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 Minutes November 29, 2017)  
**Next Meeting:** December 27, 2017, 4:00 p.m., SHS Library
    - 8.5.2 Facilities (Meeting Minutes October 4, 2017; No November Meeting)  
**Next Meeting:** December 5, 2:00 p.m., SHS Rm. 110
    - 8.5.3 Verbal Report of BSU Committees
  - 8.6 Financials
9. Future Agenda Items
10. Executive Session
  - 10.1 Labor Relation Agreements
11. Adjourn

**Reminders:**

Next Spaulding High School Union District Meeting	January 4, 2017
Next Barre Town School District Meeting	January 3, 2017
Next Barre City School District Meeting	December 11, 2017
Next Barre Supervisory Union Meeting	December 21, 2017

### BOARD MEETING NORMS

- Keep the best interest of the school and children in mind, while balancing the needs of the taxpayers
- Make decisions based on clear information
- Honor the board's decisions
- Keep meetings short and on time
- Stick to the agenda
- Keep remarks short and to the point
- Everyone gets a chance to talk before people take a second turn
- Respect others and their ideas

**SPAULDING HIGH SCHOOL  
REGULAR BOARD MEETING**  
Spaulding High School – Library  
November 9, 2017 - 6:00 p.m.

**MINUTES**

**BOARD MEMBERS PRESENT:**

Paul Malone - Chair  
Joe Blakely – Clerk – arrived at 6:20 p.m.  
Tim Boltin  
J. Guy Isabelle  
Ed Rousse

**BOARD MEMBERS ABSENT:**

David LaCroix – Vice Chair  
Anthony Folland

**ADMINISTRATORS PRESENT:**

John Pandolfo, Superintendent  
Brenda Waterhouse, Principal  
Jaime Evans, Facilities Director  
Lisa Perrault, Business Manager – departed at 7:14 p.m.

**GUESTS PRESENT:**

Video Vision Tech

**1. Call to Order**

The Chair, Mr. Malone, called the Thursday, November 9, 2017, Regular meeting to order at 6:11 p.m., which was held at the Spaulding High School Library.

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

Agenda Items 6.1.1, 5.3, 6.6, and 5.2 will be discussed out of order (after agenda 4).  
Delete Agenda Item 5.5 (this will be kept as a place holder)  
Change Agenda Item 10.1 from Labor Relations Agreements to 'Student Matter'.

**3. Visitors and Communication**

Mr. Isabelle encouraged Board Members to attend the Regional Advisory Board Meeting.

**4. Approval of Minutes**

**4.1 Approval of Minutes – October 5, 2017 Regular Meeting**

On a motion by Mr. Isabelle, seconded by Mr. Boltin, the Board unanimously voted to approve the Minutes of the October 5, 2017 Regular Meeting.

**4.2 Approval of Minutes – October 12, 2017 Tri-Board Meeting**

On a motion by Mr. Isabelle, seconded by Mr. Rousse, the Board unanimously voted to approve, as amended, the Minutes of the October 12, 2017 Tri-Board Meeting.

**4.3 Approval of Minutes – October 19, 2017 Special Meeting**

On a motion by Mr. Isabelle, seconded by Mr. Boltin, the Board unanimously voted to approve the Minutes of the October 19, 2017 Special Meeting.

**5. New Business**

**5.1 Resignations/Retires/New Hires**

A letter of resignation from Diane Stacy was distributed. Mr. Pandolfo advised regarding the resignation submitted by Technology Director Diane Stacy. Mrs. Stacy is an employee who has given many years of dedicated service. Ms. Stacy will be retiring on December 31, 2017. The job opening has been posted. No Board action is necessary. Formal action will be taken by the BSU Board.

Mr. Pandolfo advised the Board that BCEMS that Elementary School Principal, and educator of 45 years, James Taffel, will be retiring at the end of FY18.



## **5.2 NECAP Science Assessment Scores**

A copy of a Power Point Presentation titled 'Spaulding High School - Science NECAP Results 2017' was distributed. Mrs. Waterhouse provided an overview of the document, noting that there has been steady and marked improvement in scores. The NECAP (New England Common Assessment Program) assessments are not aligned with NGSS and will no longer be performed. Vermont is working with Rhode Island to develop new assessments that will be aligned with NGSS (Next Generation Science Standards). The new assessments will be given to 5<sup>th</sup> and 11<sup>th</sup> graders. 4<sup>th</sup> grade will no longer participate in the annual testing. The new NGSS assessments will be shorter than NECAP assessments, and will be computer based, similar to SBAC testing. Mr. Pandolfo advised that staff have received professional development on NGSS study units and it is believed that the NGSS curriculum will be very engaging to students. Science curriculum changed in FY17. Rather than the standard classes, an integrated science class was implemented. This was effective with the FY17 freshmen class. Not all freshmen were able to take the integrated class in their freshmen year, and will be taking it in their sophomore year.

## **5.3 CVCC Open House**

The Central Vermont Career Center Open House is being held today, Thursday, November 09, 2017 from 5:30 p.m. until 7:30 p.m. Board Members attended the Open House from 7:15 p.m. until 7:35 p.m.

## **5.4 Financial Management Questionnaire**

A copy of the 'Financial Management Questionnaire for the BSU was distributed. Mr. Pandolfo provided a brief overview of the document and advised that completion of the Financial Management Questionnaire is required by statute. The BSU Board Chair will be asked to sign the document at the 11/16/17 BSU Board Meeting. The document is being presented to the SHS Board for informational purposes. No action is required.

## **5.5 VMERS Plans for AFSCME and Para-educator Agreements**

## **6. Old Business**

### **6.1 Budget Development**

#### **6.1.1 Budget Draft #1 Presentation**

The CVCC and SHS Budget Considerations documents (dated 11/09/17) were distributed. Screen-prints from a Power Point Presentation titled 'Spaulding High School & Central Vermont Career Center Proposed FY19 Budgets DRAFT #1' was distributed. Mrs. Perreault began the presentation noting that the FY19 budget presentation differs from past presentations, in that it focuses on highlighting the positive attributes of the school rather than focusing solely on numbers. Mrs. Perreault provided an overview of the presentation, including; the school's mission, Flexible Pathways, Work Based Learning, Personalized Learning Plans, the JROTC program, numerous music related opportunities, the extensive scholarship program, the welcoming atmosphere/student interaction, athletics, the CVCC 50<sup>th</sup> Anniversary celebration, and the numerous programs available at the Career Center. The presentation continued with an overview of budget considerations, including Revenue and Expenditure pressures, including items for which the Board has no control (the State Education Fund deficit, the health insurance 'recapture', rising wage and benefit costs, unfunded mandates, and increasing costs of tuition (CHOICE Academy etc...), utilities, supplies, etc...). Mrs. Perreault advised regarding changes to the budget for Special Education (resulting from Act 148). All SPED Expenses and Revenues will be at the SU level. Assessments back to the district schools will be apportioned based on Child Count. Mr. Isabelle and Mr. Malone expressed their belief that the rising cost of SPED will have a negative impact on 'regular' education. The presentation continued with an overview of required ballot language, listings of SHS and CVCC budget additions and deletions, the proposed equalized cost per pupil, contributing factors affecting the tax rate, Community Engagement, and a comparison of educational spending with other comparable schools. When queried for direction from the Board, the Board advised that they are requesting no changes or additions at this time.

The Board broke from the meeting at 7:15 p.m. to attend the CVCC Open House. The meeting resumed at 7:40 p.m.

### **6.2 Board Communications**

Screen prints of a Power Point Presentation titled 'Effective Community Engagement Through Strategic Communications' was distributed. Mr. Pandolfo advised that this presentation was made at the VSBA/VSA Conference in October. Mr. Pandolfo provided an overview of the document, highlighting the importance of clear communication, 'knowing your audience', 'knowing your message' and writing effective press releases. The presentation stressed that 'less is more' and included discussion on venues for sharing information to reach the most individuals. Mr. Pandolfo felt the presentation, which concluded with work sessions, was very informative. Mr. Pandolfo reported that the most recent BSU Board Meeting included discussion regarding the hiring of a Communications Specialist to assist with promotion of the schools and their budgets. The BSU Board feels that this is a very important position and would like to include the position in the FY19 budget. Mr. Pandolfo has performed some preliminary work and has provided copies of some job descriptions and salaries of Communications Specialists positions from other supervisory unions. A Communications Specialist job description will be included in the BSU Board packet. The BSU Board felt strongly that some PR work begin in FY18. Mr. Pandolfo cautioned that his capacity is being challenged by several high priority, time consuming responsibilities and that he currently cannot devote much time to this endeavor. Discussion was held regarding how to achieve PR work in FY18, including the staffing and financing. Mr. Pandolfo advised that he has spoken with an individual who may be available



to perform some work in FY18. Additional information will be provided at the BSU Board Meeting. Mr. Pandolfo distributed a copy of the BSU Newsletter and provided a brief overview of this document which goes out to all staff.

### **6.3 Second and Final Reading BSU Transportation Policy (F9)**

Copies of policies referenced in Agenda Items 6.3 through 6.5 were distributed. Mr. Malone provided a brief overview of the policies.

**On a motion by Mr. Rousse, seconded by Mr. Blakely, the Board unanimously voted to approve the Second and Final Readings of the policies referenced in Agenda Items 6.3 through 6.5 and agreed to ratify said policies F9, F33, and H3.**

### **6.4 Second and Final Reading BSU Student Clubs & Activities Policy (F33)**

Approved under Agenda Item 6.3.

### **6.5 Second and Final Reading BSU Community Use of School Facilities Policy (H3)**

Approved under Agenda Item 6.3.

### **6.6 Facilities – Respite House Parking**

A site plan map from DeWolfe Engineering Associates for 'Tender Loving Respite House' was distributed. Mr. Evans provided an overview of the plans outlined on the site plan map, noting that all work will be performed by and financed by Tender Loving Respite House. The owner would like to improve and rent a portion of land owned by Spaulding High School. It is understood and agreed that Spaulding High School will 'take back' the land at some point in the future, possibly when renovations are made to the baseball fields. If the Board approves moving forward with the proposal, a legal agreement will be written. **On a motion by Mr. Blakely, seconded by Mr. Isabelle, the Board unanimously voted to approve Administrators to move forward with the proposal.**

### **6.7 Labor Relations Agreements**

A copy of a document titled 'Interim Default Health Insurance Proposal: Barre Supervisory Union and Teachers' was distributed. Mr. Pandolfo advised that the final signatures for AFSCME and Para-educator Contract Agreements were obtained last week and that the Agreements are officially in place. Payroll personnel are in the process of implementing the new wages. The Negotiations Committee and Teacher Representatives met on 10/25/17 for a Fact Finding Hearing. The Fact Finder will respond with a recommendation within 30 days. Once the recommendation has been received, Teacher Representatives will have 10 days to respond. A default health insurance agreement was also agreed upon on 10/25/17. HR personnel worked to enroll employees, Open Enrollment has now closed. AFSCME representatives have advised that they are ready to begin FY19 negotiations.

### **6.8 Act 46**

The BCEMS Board will decide at their November 13, 2017 meeting, whether or not to agree to form a 706 Study Committee. If the BCEMS Board opts not to form new 706 Study Committee, the SHS Board will need to submit a letter to the State Board of Education by December 26, 2017.

## **7. Other Business**

None.

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

### **8.1 Student Representatives**

Student Representative are not available this evening. A written report will be emailed to Board Members.

### **8.2 Superintendent**

A copy of the Superintendent's report dated October 26, 2017 was distributed. The report included information pertaining to; Educational Funding, ALICE Training, Negotiations, the Health Insurance Transition, Act 46, Federal Grants, and policy guidance for STD/Pregnancy Prevention (a copy of a letter from Harry Chen, MD (Commissioner, Department of Health), and Rebecca Holcombe (Secretary of Education) was distributed. The subject of the letter dated 11/22/16, is 'Comprehensive Sex Education and Condom Distribution Programs'. A copy of the October 2017 BSU Newsletter was also distributed. Mr. Pandolfo reiterated that this will be a very challenging budget season, reminding the Board that the State has predicted a 7 to 9 cent tax increase at the state level.

A document titled 'ALICE and Active Shooter Response Training', and information from the ALICE (Alert/Lockdown/Inform/Counter/Evacuate) website were distributed. Mr. Pandolfo advised that this item is on the agenda as an initial informative session and that he has recently received a letter from a parent and State employee, regarding ALICE training. It was noted that there are different options available for the Safety and Crisis Response Team to review. Mr. Pandolfo has been in contact with other SUs regarding their procedures. It was noted that the SU's current response plans are being reviewed with the goal of identifying possible improvements and that the plans have been shared (for review and input) with the Vermont State School Safety Office and Homeland Security. There has been much discussion lately regarding various crisis situations (e.g. shooters, weather issues). Three staff members have attended ALICE training and strongly recommend that all staff be trained. There is a State level Safety Training meeting on November 30, 2017.



Mr. Pandolfo advised that the BSU Policy Committee has been discussing the STD/Pregnancy Prevention Policies and believe the BSU should strongly consider implementing one. The Policy Committee will continue discussion and a policy will most likely be presented for approval in a few months. There is no VSBA model policy on this topic.

A copy of a memo (dated 11/07/17) from Secretary Rebecca Holcombe was distributed. The memo is in regard to the 'Statewide Longitudinal Data System, Update Fall 2017'. This memorandum refers to a new unfunded State mandate which requires the BSU system to be compatible with the State system.

### **8.3 Principal**

The Principal's Report, dated November 2, 2017 was distributed. The report contained information pertaining to Academics (Proficiency Recovery on 11/03/17, and Workshop Wednesdays), Athletics, Community (Retired Teacher's Recognition held on 10/26/17, the first newsletter publication, and donations from the Class of 2017 (a granite table and benches), and from CVCC (6 handicap accessible picnic tables). Mrs. Waterhouse advised that Student Representative Chloe Lamphere could not attend the meeting as she is involved in the school play. A copy of Ms. Lamphere's report will be e-mailed to Board Members. Each Board Member received a ticket to attend the school play, Peter and the Star Catchers and it was noted that the Girls Field Hockey team had a great season.

### **8.4 CVCC Director**

The CVCC Director's Board Report for November 2017 was distributed. The report contained information on the Culinary Lunch Box, the Women Can Do Conference, the Automotive Technology Program, Open House (11/09/17 from 5:30 p.m. until 7:30 p.m., and the upcoming Regional Advisory Board Meeting on Tuesday, December 5, 2017 from 4:00 p.m. until 5:30 p.m. in the Automotive Technology Program.

### **8.5 Committee Reports**

#### **8.5.1 Finance**

Minutes from the October 25, 2017 Finance Committee Meeting were distributed.

The next meeting is scheduled for Wednesday, November 29, 2017 at 4:00 p.m. in **room 136 in the Central Vermont Career Center**. The Facilities Committee Meeting will precede this meeting. Meeting time noted under Agenda Item 8.5.2.

#### **8.5.2 Facilities**

Minutes from the October 4, 2017 Facilities Committee Meeting were distributed.

The next meeting is scheduled for Wednesday, November 29, 2017 **at 2:00 p.m. in room 136 at the Central Vermont Career Center**.

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

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

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

The Committee last met on Monday, October 23, 2017. Topics of discussion were Technology and Homework.

The next meeting is Monday, November 27, 2017 at 5:30 p.m. in the SHS Library. The topic of discussion is Science.

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

The Committee last met on Monday, October 16, 2017. Topics discussed included interrogation/search/seizure policies (including technology), and STD/Pregnancy Prevention related policies.

The next meeting is Monday, November 20, 2017 at 6:00 p.m. in the BSU 2nd Floor Conference Room

#### **BSU Finance Committee -**

The Committee last met on Thursday, October 26, 2017. Discussion focused mainly on budgets, Communications, and Special Education. The next meeting is **tentatively** set for Thursday, November 30, 2017 at 6:00 p.m. in the SHS Library.

### **8.6 Financials**

Seven reports were distributed; SHS and CVCC Revenue Summary Reports (dated 10/23/17 and 10/20/17 respectively), the SHS and CVCC FY18 Expenditure/Year-end Projection Reports (dated 10/25/17), the SHS and CVCC Expenditures Reports (dated 10/20/17), and the BSU Budget FY18 Report (dated 10/20/17). No discussion was held.

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

Administrative Evaluations

Athletics – Department Head / Coaches, etc...

BSU Regular Board Meeting – Thursday, November 16, 2017 at 6:00 p.m. in the SHS Library

BSU Policy Committee – Monday, November 20, 2017 at 6:00 p.m. in the BSU 2nd Floor Conference Room

BSU Curriculum Committee – Monday, November 27, 2017 at 5:30 p.m. in the SHS Library

SHS Facilities Committee – Wednesday, November 29, 2017 at **2:00 p.m. in Room 136 at CVCC**  
SHS Finance Committee – Wednesday, November 29, 2017 at **4:00 p.m. in Room 136 at CVCC**  
BSU Finance Committee – Thursday, November 30, 2017 at 6:00 p.m. in the SHS Library (**TENTATIVE DATE**)  
SHS Regular Board Meeting – Thursday, December 7, 2017 at 6:00 p.m. in the SHS Library

**10. Executive Session as Needed**

**10.1 Student Matter**

A Student Matter was proposed for discussion in Executive Session.

**On a motion by Mr. Isabelle, seconded by Mr. Boltin, the Board unanimously voted to enter into Executive Session, with Mr. Pandolfo and Mrs. Waterhouse in attendance, at 9:00 p.m. under the provisions of 1 VSA section 313 to discuss the item proposed for discussion.**

The remaining information was provided by the Board Clerk.

**On a motion by Mr. Rousse, seconded by Mr. Boltin, the Board unanimously voted to exit Executive Session at 9:05 p.m.**

**11. Adjournment**

**On a motion by Mr. Rousse, seconded by Mr. Boltin, the Board unanimously voted to adjourn at 9:06 p.m.**

Respectfully submitted,  
*Andrea Poulin*