

**SPAULDING HIGH SCHOOL
REGULAR BOARD MEETING**
Spaulding High School – Library
March 8, 2018 - 6:00 p.m.

MINUTES

BOARD MEMBERS PRESENT:

Paul Malone – Chair
David LaCroix – Vice Chair – via teleconference – departed at 7:00 p.m.
Joe Blakely – Clerk
Tim Boltin
Anthony Folland
J. Guy Isabelle
Ed Rousse

BOARD MEMBERS ABSENT:

ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent

GUESTS PRESENT:

Video Vision Tech Dave Delcore – Times Argus Tyler Kimberly

1. Call to Order

The Superintendent, Mr. Pandolfo, called the Thursday, March 8, 2018, Regular meeting to order at 6:09 p.m., which was held at the Spaulding High School Library.

2. Board Reorganization

VSBA Board Re-organization documentation was distributed. Mr. Pandolfo advised regarding Board re-organization, provided an overview of the slides, verified that all Board Members have taken the required oath, encouraged Board Members to view the video relating to The Essential Work of School Boards, and provided an overview of Important Attributes of School Board Chairs. Mr. Pandolfo directed Board Members to the Reorganization Check List, and requested nominations for the position of Board Chair.

Mr. Isabelle nominated Paul Malone for the position of Board Chair, seconded by Mr. Boltin. There were no additional nominations. **The Board voted 6 to 0 to elect Mr. Malone as Board Chair. Mr. LaCroix, Mr. Blakely, Mr. Boltin, Mr. Folland, Mr. Isabelle, and Mr. Rousse voted for the motion. Mr. Malone abstained.** Mr. Malone chaired the remainder of the meeting.

Mr. Folland nominated Mr. LaCroix for the position of Vice-Chair, seconded by Mr. Isabelle. There were no additional nominations. **The Board unanimously voted to elect Mr. LaCroix as Vice Chair.**

Mr. Folland nominated Mr. Blakely for the position of Clerk, seconded by Mr. Isabelle. There were no additional nominations. **The Board unanimously voted to elect Mr. Blakely as Clerk.**

The Board discussed Committee Assignments;

Mr. Malone, Mr. Isabelle, and Mr. Folland agreed to serve as representatives on the Barre Supervisory Union Board.

Mr. Malone, Mr. LaCroix, and Mr. Boltin agreed to serve on the SHS Finance Committee. Mr. Malone agreed to Chair the Committee.

Mr. LaCroix, Mr. Rousse, and Mr. Blakely agreed to serve on the SHS Facilities Committee. Mr. LaCroix agreed to Chair the Committee.

Mr. Isabelle and Mr. Rousse agreed to serve as representatives to the Regional Advisory Board

Mr. Boltin and Mr. Blakely agreed to serve as representatives on the Enterprise Committee

Mr. Blakely and Mr. Rousse agreed to serve as representatives on the BSU Curriculum Committee

Mr. Isabelle agreed to serve as representative on the BSU Policy Committee

Mr. LaCroix and Mr. Malone agreed to serve as representatives on the BSU Finance Committee

Mr. Boltin agreed to serve as representatives on the BSU Negotiations Committee

On a motion by Mr. Rousse, seconded by Mr. Isabelle, the Board unanimously voted to approve Committee assignments as discussed and agreed upon.

On a motion by Mr. Isabelle, seconded by Mr. Folland, the Board unanimously voted to authorize the Board Chair to sign Teacher Contracts.

On a motion by Mr. Rousse, seconded by Mr. Isabelle, the Board unanimously voted to authorize the Board Chair to sign other contracts as approved by the Board.

The Board agreed to hold Board meetings on the first Thursday of each month, at 6:00 p.m. in the SHS Library.

Mr. Pandolfo advised he will propose two tentative Tri-Board Meeting dates (05/10/18 and 05/17/18) to the SU Board. The meeting date will be announced after approval by the SU Board. Mr. Pandolfo would like Board Members to participate in A.L.I.C.E. Training, as part of this meeting.

The Board agreed to post Agendas and Minutes at Spaulding High School, the Supervisory Union, the Barre City and Barre Town Clerks' Offices, and on the Spaulding High School web site.

The Board agreed to use Roberts Rules.

The Board Members present, reviewed and signed copies of the 'Code of Ethics For Vermont School Board Members' document. Mr. LaCroix will sign a copy upon his return to Vermont.

The Board reviewed communication practices, Board development opportunities, and Board advocacy. The Board was advised that information shared as a discussion (verbally, electronically or written), outside of board meetings, violates the Open Meeting Law. Board Members were reminded that no individual Board Member can act on or give an opinion on matters brought to their attention. Board Members should forward information (concerns/complaints) to the Board Chair or Superintendent, for Board discussion and action, during an open meeting. Board Members were advised of development opportunities and were encouraged to sign up for VSBA webinars and seminars, which are beneficial to both new and seasoned Board Members. Board Members were encouraged to stay in communication with legislators and senators, in an effort to stay informed and provide feedback on proposed legislation.

The Board agreed to designate the Times Argus and The World as the newspaper publications to be utilized for meeting notices, warnings and employment advertisements.

3. Additions and/or Deletions to the Agenda

None.

4. Visitors and Communication

None.

5. Approval of Minutes

5.1 Approval of Minutes – February 1, 2018 Regular Meeting

On a motion by Mr. Isabelle, seconded by Mr. Folland, the Board unanimously voted to approve the Minutes of the February 1, 2018 Regular Meeting.

5.2 Approval of Minutes – February 1, 2018 Tri-Board Meeting

On a motion by Mr. Isabelle, seconded by Mr. Boltin, the Board unanimously voted to approve the Minutes of the February 1, 2018 Tri-Board Meeting.

6. New Business

6.1 Audit Presentation

The Audit Report was previously distributed. Tyler Kimberly introduced himself and encouraged Board Members to offer comments and ask questions as he provided an overview of the Audit Report. Mr. Kimberly advised regarding the timeframe of the audit process and that he would provide an overview of two reports; the Financial Statements Report (Operations), and the Internal Control and Compliance Report. It was announced that there were no deficiencies, and no instances of non-compliance. Mr. Kimberly noted a small number of audit adjustments relating to; inter-district transactions, long term debt balances, capital assets, and USDA Commodities. The Audit included significant discussion regarding reconciliation of Inter-district accounting and pooling of Title I and Title II monies. It was noted that the Business Manager is doing a good job and is very detail oriented. Mr. Kimberly noted that there is nothing significant to be highlighted.

6.2 SHS Foundation Report

Mr. Rousse advised that there has not been a lot of activity, thus there is not a lot to report. The Foundation recently successfully submitted recertification of its 501c3 status. There has been a change in administration for banking. There is currently approximately \$15,000 in the Foundation's account. The Board, which is made up of Mr. Rousse, Mr. LaCroix, Fran Pinard, and administrators,

hope to become more active later in the year as participants become more available. Mr. Rousse anticipates reporting additional information at a future meeting.

6.3 First Reading Travel Reimbursement Policy (E11)

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

On a motion by Mr. Folland, seconded by Mr. Isabelle, the Board unanimously voted to approve the First Reading of the Travel Reimbursement Policy (E11).

6.4 First Reading 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 First Reading of the Sexually Transmitted Infections (STI) and Pregnancy Prevention Education Policy (F31).

6.5 First Reading HIV Policy (F32)

On a motion by Mr. Rousse, seconded by Mr. Isabelle, the Board unanimously voted to approve the First Reading of the HIV Policy (F32).

6.6 Transportation

A document titled 'Transportation Proposal for Consideration' was distributed. Mr. Pandolfo provided an overview of the document, advising that although Transportation is at the Supervisory Union level, the proposal relates to SHS. The proposal relates to providing transportation to and from Chelsea, with stops in Washington and Orange. As Chelsea is closing their high school, it makes sense to offer transportation in an effort to recruit students. It has been determined that the cost of transportation is covered by tuition of approximately 5 students. Any additional students would add tuition revenue to SHS and perhaps allow for more student opportunities. The tuition paid for students from outside the district, provides added revenue for Spaulding. The BSU Policy Committee held discussion on the proposal at their February 19, 2018 meeting. The proposed policy change allows for transportation of out of district students, but does not mandate that transportation be provided. Transportation of out of district students (student counts and transportation costs) will be reviewed on an annual basis. A First Read of the proposed policy change is slated for the March 15, 2018 BSU Board Meeting. As students are currently making decisions regarding high school enrollment, time is of the essence. It is important that the community understand that students from outside the district provide revenue and increased enrollment numbers. The cost of transportation for out of district students would be covered by tuition. Transportation of students inside the district is an added expense. Mr. Malone advised that U32 has received 25 preliminary registrations (of students from Chelsea) because they have assured that they will provide transportation. It has been calculated that if 25 new students enrolled in SHS, it would bring in approximately \$400,000 in revenue.

On a motion by Mr. Isabelle, seconded by Mr. Blakely, the Board unanimously voted to move forward with the proposed policy change to provide transportation for out of district students.

Mr. Isabelle stressed that he supports the policy change with the caveat that transportation for in-district students be looked into. Mr. Pandolfo advised that he has been holding discussions with Green Mountain Transit regarding in-district transportation, and will continue with these discussions.

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

Six documents were distributed; 'BSU School Safety & Security A.L.I.C.E. Training Summary - Past, Current, and Future Action' (dated March 2018), a copy of an e-mail from Tim Vincent (from School Safety & Security), a document titled 'Governor's School Safety Conference 2017', the Vermont School Safety Center Newsletter (from the AOE – dated January 2018), a Memorandum from the Secretary of Education regarding School Safety Site Assessments (dated 03/05/18), a document titled 'School Emergency Information Guide for Parents and Guardians', and a copy of the School Safety & Security Alert Newsletter (dated February 2018). Mr. Pandolfo provided an overview of the 6 bulleted items in the A.L.I.C.E. document (The current plan to roll out A.L.I.C.E. training), and provided an overview of the summary, noting that the BSU is always looking to improve student safety. Mr. Pandolfo provided an overview a past safety audit, and advised regarding recommendations and security enhancements that have been made as a result of the audit. Mr. Pandolfo plans to contact VSBIT regarding opportunities to participate in future audits. Mr. Pandolfo advised regarding the Governor's School Safety Conference, and the March 2017 review of Emergency Protocols resulting from the 'after action' debrief following the BCEMS evacuation (due to a furnace malfunction). Mr. Pandolfo advised that Mr. Aither, Mr. Derner, and Officer Amaral (SHS School Resource Officer) have been trained as A.L.I.C.E. Trainers. It was reported that administrators and custodial staff received A.L.I.C.E. training in January and February, respectively. Mr. Pandolfo advised regarding the schedule for training remaining staff. Mr. Pandolfo read the last paragraph of the A.L.I.C.E. document. Mr. Isabelle provided some historical information regarding enhancement of safety procedures/protocols carried out under the direction of previous boards. Mr. Malone provided a brief overview of some of the newer enhancements that have been implemented in an effort to 'stay ahead of the curve'. Mr. Pandolfo advised that administrators continue to identify areas for improvement and are looking for the best way to advise students of safety matters in the most age appropriate manner.

7. Old Business

7.1 Budget Development

A press release from VSBA (dated 03/07/18) relating to school budget voting results was distributed. Mr. Pandolfo provided a brief overview of the information. The Board expressed their thanks to voters for approving the budgets. School board members and administrators were thanked for their efforts in drafting the budgets.

7.2 Board Communications

It was announced that additional copies of the color brochure are available. The Board was queried regarding 'next steps' for community engagement and improved communication. Mr. Malone stressed the importance of year-round community engagement.

7.3 Second and Final Reading Scholarship Awards Policy (E31)

Copies of policies referenced in Agenda Items 7.3 through 7.7 were distributed.

On a motion by Mr. Isabelle, seconded by Mr. Folland, the Board unanimously voted to approve the Second and Final Reading of the Scholarship Awards Policy (E31) and agreed to ratify said policy.

7.4 Second and Final Reading Prevention of Conflict of Interest in Procurement Policy (E24)

It was noted that this policy was well vetted.

On a motion by Mr. Boltin, seconded by Mr. Rousse, the Board unanimously voted to approve the Second and Final Reading of the Prevention of Conflict of Interest in Procurement Policy (E24) and agreed to ratify said policy.

7.5 Second and Final Reading Capitalization of Assets Policy (E23)

On a motion by Mr. Isabelle, seconded by Mr. Folland, the Board unanimously voted to approve the Second and Final Reading of the Prevention of Conflict of Interest in Procurement Policy (E24) and agreed to ratify said policy.

7.6 Second and Final Reading Search, Seizure, and Interrogation of Students by Law Enforcement Policy (F11)

It was noted that both policies relating to search and seizure were the subject of much discussion and have been well vetted.

On a motion by Mr. Folland, seconded by Mr. Isabelle, the Board unanimously voted to approve the Second and Final Reading of the Search, Seizure, and Interrogation of Students by Law Enforcement Policy (F11), and agreed to ratify said policy.

Mr. Malone stated for the record, that he also voted in the affirmative on this motion.

7.7 Second and Final Reading Search, Seizure, and Interrogation of Students by School Personnel Policy (F4)

On a motion by Mr. Isabelle, seconded by Mr. Boltin, the Board unanimously voted to approve the Second and Final Reading of the Search, Seizure, and Interrogation of Students by School Personnel Policy (F4), and agreed to ratify said policy.

8. Other Business

None.

9. Reports to the Board

9.1 Student Representatives

Mr. Pandolfo advised that given the severe weather, student representatives were asked not to travel to this evening's meeting, and that he would provide an update based on a report received from Ms. Lamphere. Mr. Pandolfo advised that the SHS hockey team would be playing in the semi-finals against South Burlington on Friday, the Senior Class Gift has been finalized, seniors are hearing back from colleges and are now focusing on scholarships, the Key Club fund raiser (chocolate covered strawberries and pretzels) was very successful, and other community related activities/fundraisers are being held by Student Council and other school clubs.

9.2 Superintendent

A copy of the Superintendent's Report dated February 28, 2018 was distributed. The report included information pertaining to; Negotiations, Act 46, School Safety, Administrator Evaluations, and Annual and Budget Reports. A letter from architect David Laurin, (dated 03/07/18) regarding the Sprinkler System, was distributed. Mr. Pandolfo provided a briefing on the letter from Mr. Laurin, which advises, among other items, that an area on the third floor, exceeds length limitations and will require the addition of a door. Mr. Laurin would like to meet with members of the SHS Facilities Committee to discuss his findings and recommendations. Mr. Delcore was thanked for his assistance with providing historical information relating to the sprinkler system. Mr. Pandolfo advised that the Act 46 - 706 Study Committee held their organizational meeting on February 28, 2018. A copy of the minutes was distributed. Tyler Smith (BC) and Gina Akley (BT) were appointed as Co-Chairs. The Committee is in the process of identifying reasons to merge and reasons not to merge. Committee Members are currently reviewing, in detail, the Final Report of the previous Study Committee and will be crafting a work plan (time line) based on their determination on whether or not it is advisable to bring a merger proposal before the voters. Mr. Pandolfo advised that the Secretary of Education will be submitting a draft Statewide Plan by June 1, 2018. The State Board of Education is required to approve a Statewide Final Plan by November 30, 2018.

9.3 Principal

The Principal's Report, dated March 8, 2018 was distributed. The Report contained information pertaining to; Academics, Athletics, and Community related matters, including the upcoming spring musical, The Sound of Music (04/04/18 – 04/06/18). Due to severe

weather, administrators were excused from attending this evening's meeting. If there are any questions from the Board, they will be discussed at the April Board meeting.

9.4 CVCC Director

The CVCC Newsletter for January 2018 was distributed. Due to severe weather, administrators were excused from attending this evening's meeting. If there are any questions from the Board, they will be discussed at the April Board meeting.

9.5 Committee Reports

9.5.1 Finance

Seven reports were distributed; the SHS and CVCC FY 18 Expenditure/Year-end Projection Reports (dated 03/08/18), the SHS and CVCC Revenue Summary Reports (dated 03/01/18), the SHS and CVCC Expenditure Summary Reports (dated 03/01/18), and the BSU Expenditures-FY18 Report (dated 03/01/18). The next meeting is Wednesday, March 28, 2018 at 4:00 p.m. in the SHS Library. The Committee will be reviewing the latest year-end projections.

9.5.2 Facilities

The next meeting is tentatively scheduled for Wednesday, April 11, 2018 at 4:00 p.m. Robert Sponable, Regional Manager of the Vermont Department of Fire Safety, and architect David Laurin are expected to attend the meeting for discussion of a Sprinkler System Plan.

9.5.3 Verbal Report of BSU Committees

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

BSU Curriculum Committee – The next meeting is Monday, March 26, 2018 at 5:30 p.m. in the SHS Library. The meeting will cover 'SHS only' topics, including; Work Based Learning, Flexible Pathways, Personalized Learning Plans (PLPs), Graduation Requirements (including a Community Service requirement), and Proficiency Based Learning and Grading.

BSU Policy Committee – The next meeting is scheduled for March 19, 2018 at 6:00 p.m. The Committee will review the work accomplished by district teams.

BSU Finance Committee – The next meeting date is to be determined.

BSU Negotiations Committee- Proposed meeting dates have been sent to Para-educator and AFSME representatives. Mr. Pandolfo is currently waiting for responses.

9.6 Financials

Seven reports were distributed; SHS and CVCC Revenue Summary Reports (dated 03/01/18), the SHS and CVCC FY18 Expenditure/Year-end Projection Reports (dated 03/08/18), the SHS and CVCC Expenditure Summary Reports (dated 03/01/18 and 03/02/18 respectively), and the BSU Expenditures FY18 Report (dated 03/01/18). Board Members were asked to contact Mr. Malone with any questions.

10. Future Agenda Items and Upcoming Committee Meetings

Agenda Items:

- Safety/Security
- Second and Final Readings / Ratification of Policies
- SHS Foundation Report

Board Members were asked to notify Mr. Malone of any additional items.

The next meeting is Thursday, April 5, 2018 at 6:00 p.m. in the SHS Library

11. Executive Session as Needed

No items were proposed for discussion in Executive Session.

12. Adjournment

On a motion by Mr. Isabelle, seconded by Mr. Boltin, the Board unanimously voted to adjourn at 7:50 p.m.

Respectfully submitted,
Andrea Poulin