

**SPAULDING HIGH SCHOOL  
REGULAR BOARD MEETING**  
Spaulding High School – Library  
May 5, 2016 - 6:00 p.m.

**MINUTES**

**BOARD MEMBERS PRESENT:**

Carlotta Simonds-Perantoni - Chair  
David LaCroix - Vice Chair  
Joe Blakely – Clerk – arrived at 6:12 p.m.  
Anthony Folland  
J. Guy Isabelle  
Ed Rousse – Arrived at 6:08 p.m.

**BOARD MEMBERS ABSENT:**

Vacant Position

**ADMINISTRATORS PRESENT:**

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

**GUESTS PRESENT:**

Video Vision Tech          Julia Arguin                  Tori Biondolillo                  Lynn Guy                  Paul Malone

**1. Call to Order**

**The Chair, Mrs. Perantoni, called the Monday, May 5, 2016, Regular meeting to order at 6:03 p.m., which was held at the Spaulding High School Library.**

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

Add: 5.4 Summer Facilities Projects  
Add: 6.1 CVCC Office Move

**3. Visitors and Communication**

None.

**4. Approval of Minutes**

**4.1 Approval of Minutes – April 4, 2016 Regular Meeting**

**On a motion by Mr. Isabelle, seconded by Mr. Folland, the Board unanimously voted to approve the Minutes of the April 4, 2016 Regular Meeting. Mrs. Perantoni voted.** Mrs. Waterhouse was thanked for taking the Minutes of the April 4<sup>th</sup> meeting.

**5. New Business**

**5.1 Scholarship Funds Update**

Two documents were distributed; ‘The SHS Scholarship Trust’, and ‘SHS Scholarship Investment Trust Budget 2015-2016’. Mrs. Perantoni introduced Spaulding High School Scholarship Trust Board Members David LaCroix – Chair, Paul Malone – Vice Chair, and Lynn Guy – Treasurer. Mr. LaCroix provided an overview of the flow chart document and advised regarding the Board’s responsibilities, including; policies, procedures, Agreements, and financial management/investments. Mr. LaCroix reported that the Committee uses a conservative withdrawal rate. The balance at the end of April 2016 was \$4,727,000. Mr. LaCroix provided a listing of the scholarships being presented. Mrs. Guy addressed the Board providing an overview of the Investment Trust document, the liability insurance requirement, involvement of the Salvador and Babic Accounting firm, and a future audit. It was noted that the Scholarship Trust is not tied to the Business Office. Mr. Malone advised that the Board has spent much time and effort reconciling the various scholarships and is currently working to document criteria requirements for each scholarship and assure that all scholarships are awarded utilizing the criteria set forth by the benefactors. Scholarships are aggressively promoted. Some scholarships have detailed applications, though some are simple. It was reported that the Scholarship Trust Board still has extensive work to perform to reconcile all accounts and create policies to assure that all scholarship stipulations are met. The SHS Board commended the Trust Board Members, including Norma Malone, for their efforts.

## **5.2 Resign/Retire/New Hire**

Letters of resignation from Amy Lester (CVCC School Counselor and Guidance Director) and Matt Caputo were distributed. Resumes and BSU Notification of Employment Status forms for Gerard T. Reymore and Stephen McKinstry were distributed.

**On a motion by Mr. Rousse, seconded by Mr. Isabelle, the Board unanimously voted to accept, with regrets, the resignation of Amy Lester.**

**On a motion by Mr. LaCroix, seconded by Mr. Blakely, the Board unanimously voted to accept the resignation of Mr. Caputo.** It was noted that Mr. Caputo's position will not be filled.

**On a motion by Mr. Rousse, seconded by Mr. Isabelle, the Board unanimously voted to approve the hiring of Gerard T. Reymore for the position of Applied Academics and STEM.** Ms. Chamberlin will check with the licensing department regarding endorsements for Science and CTE.

**On a motion by Mr. Isabelle, seconded by Mr. Rousse, the Board unanimously voted to approve the hiring of Stephen McKinstry for the Automotive position.**

## **5.3 Vacant Board Seat**

Mr. Pandolfo advised that Mr. Lucas Herring has expressed an interest in the vacant Board seat. Mr. Herring will be interviewed by the BCEMS Board at their Monday, May 9, 2016 meeting. The BCEMS Board is required to appoint an individual to fill the vacant SHS seat.

## **5.4 Summer Facilities Projects**

Two documents were distributed; 'Science room 111' and 'SHS/CVCC Facility Projects, Etc...Summer 2016, -5/5/16'.

Mr. Evans provided an overview of the work to be completed over the summer of 2016, including upgrades to one science room, new tile for the cafeteria floor and replacement of univentilators. The cost of the projects is approximately \$155,665. There is \$200,000 budgeted for maintenance projects. Mr. Evans advised that he would like to use some of the remaining budgeted money to purchase additional univentilators. It was noted that many NEASC mandated upgrades have been made to the building. There is one more science room that must be upgraded to meet NEASC requirements. Mr. Evans cited some of the past work, including upgrades to bathrooms, roofs, floor tiles and the phone system. The Superintendent recommends moving forward with the summer projects numbered 5, 6, and 7 in the SHS/CVCC Facility Projects, Etc...Summer 2016', -5/5/16 document. These projects are listed as #5 Cafeteria Floor & Abatement, #6 Science Room Cabinetry/lab stations, and #7 Unit-Ventilators. It was noted that the lowest bid contractor does not need to be selected for each project. A decision to choose a bid other than the lowest bid may be deemed to be in the best interest of the school. **On a motion by Mr. Isabelle, seconded by Mr. Rousse, the Board unanimously voted to accept the Superintendent's recommendation on summer projects # 5 – 7.**

## **6. Old Business**

### **6.1 CVCC Office Move**

A document titled 'CVCC Office Move/Campus Entrance Summer 2016' was distributed. Mrs. Perantoni opened the discussion by reminding the Board that the CVCC Office Move was previously approved with a financial cap of \$90,000. Mr. Evans provided an overview of the options as outlined in the distributed document. Option #1 which includes completion of the entire project this year has a cost of \$152,079. Option #2 which completes the project over 2 years, has a first year cost of \$89,427. The cost to complete the project in year 2 is not known, as estimates will change. Ms. Chamberlin provided historical information regarding this project, advising that repositioning of administrative personnel would assist with assuring the safety and security of students. Ms. Chamberlin advised that she believes she has funding available to cover the cost of option #1. Mrs. Perantoni cautioned that fund availability needed to be discussed in Executive Session. Mrs. Perantoni advised that option #2 falls within the amount approved by the Board, while option #1 would require Board action/approval.

## **7. Other Business**

Mr. Blakely would like the Board to consider sending a survey to 8<sup>th</sup> grade students/parents regarding their transportation needs for high school next year.

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

### **8.1 Superintendent**

A copy of the Superintendent's Report dated April 27, 2016 was distributed. The report included information pertaining to; an update on the activity of the Act 46 Study Committee, Custodial/Maintenance negotiations, the open Facilities Director Position, the Tri-Board Retreat (June 21, 2016), VEHI (health insurance usage – 2 informational documents were distributed), and the planned implementation of the Aesop & VeriTime Substitute Management software. The Act 46 Committee met on April 28, 2016. The Act 46 Public Forum will be held on March 19, 2016 at 6:00 p.m. in the SHS Chorus room. Discussion will include the Board make-up / representation and financial projections. The next Act 46 Committee Meeting is scheduled for June 16, 2016. Staff will be given Act 46 information at the June 13, 2016 SU wide staff meeting. Mr. Pandolfo met with Custodial/Maintenance staff on May 5, 2016.

Four more negotiation meetings have been scheduled. Board members who have an interest in serving on the negotiating committee should contact Mr. Pandolfo. Additionally, Mr. Pandolfo advised that interviews for the position of Facilities Director are scheduled for May 11, 2016, with the goal to interview finalists on May 17, 2016, with a fall-back date of May 31, 2016. The SU's health insurance claims information indicates that the SU's usage is in line with the state average. The Substitute time management software is on schedule to be used in the 2016/2017 year, with limited use at the end the 2015/2016 year.

### **8.2 Principal**

The Spaulding High School Senior Survey for the Class of 2014 was distributed. Mrs. Waterhouse provided an overview of the information, noting that participation in the survey was voluntary, thus information does not reflect information on all graduates. Mr. Isabelle believes the information contained in the report, reflects the great impact that SHS has on its students. Mrs. Waterhouse distributed a document titled 'Spaulding High School End of the Year Events for 2016'. Mrs. Waterhouse highlighted a number of upcoming events, including AP testing, NECAP testing, Step-up Night, and the 123<sup>rd</sup> SHS graduation which will take place on Saturday, June 11 at 11:00 a.m. at the A.G. Pendo Memorial Field. Mrs. Perantoni reminded Board Members that they do participate in the graduation ceremony. Mrs. Waterhouse advised that All State events are currently underway. The Spaulding High School Band participated in the All State Parade in Swanton, VT. Their performance can be viewed on-line via links on the school's web site and the school's Facebook page. Mrs. Waterhouse advised that this is teacher and staff appreciation week and thanked and recognized those who have contributed to various events for staff, including the Board, Dave Gould from A.G. Edwards, and the Student Council. Additionally, Mrs. Waterhouse advised that she and Fitz-Vogt Food Service Director, Craig Locarno, were invited (by the Green Mountain United Way) to present on the great work being done with Spaulding's food service program and other ways the school is working to promote healthy eating by students. Mrs. Waterhouse reported that Tori Biondolillo is graduating this year, and that she is currently looking for a replacement to fill Tori's Board Representative position.

### **8.3 CVCC Director**

Three documents were distributed; '2016-2017 BTC STUDENT APPLICATION COUNT – dated 05/03/16', the SHS/CVCC School Board Director's Report dated 05/12/16, and the invitation to the CVCC Award Celebration. Ms. Chamberlin provided an overview of the reports, including information pertaining to the number of applicants for next year's programs, the CVCC Awards Night (June 7, 2016 at 6:30 p.m. at the Barre Auditorium), and the First Annual Color Run (May 7, 2016 – registration begins at 9:00 a.m.). Ms. Chamberlin thanked the Board and A.G. Edwards for the 'goodies' provided in celebration of Teacher/Staff Appreciation Week.

### **8.4 Committee Reports**

Policy Committee – no update at this time.

Curriculum Committee – The Committee will meet on Monday, May 9, 2016 at 3:00 p.m. in the SHS Library. Topics for discussion include Flexible Pathways and Community Service Learning, SBAC testing, Report Cards, and Proficiency Based Grading.

Finance Committee – The Committee met on April 27, 2016. The next meeting is scheduled for Wednesday, May 25, 2016 at 4:30 p.m., at the Spaulding High School Library. Mr. LaCroix provided an overview of the April 27<sup>th</sup> meeting and advised regarding projected year-end surpluses (SHS - \$102,072 and CVCC - \$171,933). It was noted that the CVCC surplus, is in part due to the Pre-Tech Outreach Program not being run, and revenue from the sale of some equipment.

Facilities Committee – Minutes from the April 19, 2016 meeting were distributed. Mr. Rousse expressed his appreciation to Patty Merriam for the tremendous presentation pertaining to SHS Auditorium Renovations. Mrs. Merriam provided a very extensive report, detailing all aspects of the existing components and the potential scope of work involved in a potential renovation project. Other discussion included an overview of the summer projects (by Jaime Evans), and a review of plans (from Jeff Tucker of DuBois & King) relating to future athletic field renovations.

CVCC Regional Advisory Board - Minutes from the March 29, 2016 meeting were distributed. The next meeting is scheduled for May 24, 2016 from 4:00 – 5:30 p.m. in Room 136.

### **8.5 Financials**

No discussion.

### **8.6 Student Representatives**

Ms. Arguin reported that the Spring Musical, The Wedding Singer drew record audiences. The Student Council has a surprise scheduled for staff on Friday. The Drama Club banquet will be held on May 19, 2016 at the Old Labor Hall from 5:30 p.m. until 8:00 p.m.

## **9. Future Agenda Items**

Statistics on suspensions and expulsions will be added to the June Principal's report.

Board Members were advised to contact Mrs. Perantoni or Mr. Pandolfo with any agenda items they would like added.

## **10. Executive Session as Needed**

### **10.1 Personnel**

### **10.2 Negotiations**

Items proposed for discussion in Executive Session include Personnel Matters and Negotiations.

**On a motion by Mr. Blakely, seconded by Mr. LaCroix, the Board unanimously agreed to find that premature general public knowledge of the items proposed for discussion would clearly place Spaulding High School at a substantial disadvantage should the discussion be public.**

**On a motion by Mr. Isabelle, seconded by Mr. Rousse, the Board unanimously voted to enter into Executive Session at 7:46 p.m. under the provisions of 1 VSA section 313 to discuss the items proposed for discussion.**

Mr. Pandolfo was invited to join Executive Session.

The remaining information was provided by the Board Clerk.

**On a motion by Mr. Isabelle, seconded by Mr. LaCroix, the Board unanimously voted to exit Executive Session at 8:15 p.m.**

**On a motion by Mr. Isabelle, seconded by Mr. Blakely, the Board unanimously voted to approve the Superintendent's recommendation on pay increases for non-bargaining unit staff.**

## **11. Adjournment**

**On a motion by Mr. Rousse, seconded by Mr. Blakely, the Board unanimously voted to adjourn at 8:17 p.m.**

Respectfully submitted,  
*Andrea Poulin*