

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

SHS Library

March 7, 2016

6:00 p.m. – Regular Meeting

AGENDA

1. Call to Order
2. Board Reorganization
3. Additions or Deletions to the Agenda
4. Visitors and Communication
5. Consent Agenda
 - 5.1 February 1, 2016 Regular School Board Meeting Minutes
6. Old Business
 - 6.1 Second Reading Barre Supervisory Union Responsible Computer Network & Internet Use Policy (G11)
 - 6.2 Second Reading Barre Supervisory Union Title I Comparability Policy (G12)
7. New Business
 - 7.1 Vote Certification Resolution
 - 7.2 Policy Re: Board Participation
 - 7.3 Recoding of SHS B3 to BSU B3
 - 7.4 Recoding of SHS 20-1 to BSU 20-1
8. Other Business
9. Reports to the Board
 - 9.1 Superintendent
 - 9.2 Principal
 - 9.3 CVCC Director
 - 9.4 Committee Reports
 - 9.5 Financials
 - 9.6 Student Representatives
10. Future Agenda Items
11. Executive Session
 - 11.1 Personnel
 - 11.2 Student Matter
12. Adjourn

Reminders:

Next Spaulding High School Union District Meeting
Next Barre Town School District Meeting
Next Barre City School District Meeting
Next Barre Supervisory Union Meeting

April 4, 2016
March 16, 2016
March 14, 2016
March 24, 2016 (Tentative)

**SPAULDING HIGH SCHOOL
REGULAR BOARD MEETING**
Spaulding High School – Library
February 1, 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.
Dottye Ricks – departed at 9:04 p.m.
Ed Rousse

BOARD MEMBERS ABSENT:

Veronica Foiadelli-McCormick
Mark Tatro

ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent
Brenda Waterhouse, Principal
Penny Chamberlin, Director Central Vermont Career Center
Scott Griggs, Assistant Director, Central Vermont Career Center
Richard McCraw, M.Ed., Director of Curriculum, Instruction, and Assessment
Lisa Perrault, Business Manager

GUESTS PRESENT:

Video Vision Tech Dave Delcore – Times Argus Julia Arguin Ruth Durkee Kerri Lamb
John Mudgett

1. Call to Order

The Chair, Mrs. Perantoni, called the Monday, February 1, 2016, 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

Delete Agenda Item #3 – Executive Session for Student Matter

Ms. Ricks will be adding some 'deletions' under Agenda Item 6.8 (5.8, with the removal of Executive Session Agenda Item #3).

Agenda Item 6.9 - Policy Code Changes (5.9, with the removal of Executive Session Agenda Item #3).

Mr. Rousse would like to discuss the Spaulding Foundation.

On a motion by Ms. Ricks, seconded by Mr. Rousse, the Board unanimously voted to change the order of discussion such that the Auditor's Report, SBAC Update, and the CVCC Adult Education Proposal would be discussed prior to the FY '17 Budget discussion.

3. Visitors and Communication

None.

4. Consent Agenda

4.1 Approval of Minutes – January 4, 2016 Regular Meeting

On a motion by Mr. Rousse, seconded by Ms. Ricks, the Board unanimously voted to approve, as amended, the Minutes of the January 4, 2016 Regular Meeting.

5. Old Business

5.1 FY '17 Budget

Mr. LaCroix reported that the approved budget can remain as approved by the Board. Recent legislation that altered the calculations for the Allowable Threshold, does not negatively impact the budget. The budget remains below the Allowable Threshold Cap.

5.2 Second and Final Reading Field Trips Policy (G3)

Copies of all policies for Agenda Items 5.2 through 5.7 were distributed.

On a motion by Ms. Ricks, seconded by Mr. LaCroix, the Board unanimously voted to approve the Second and Final Reading of the Field Trips Policy (G3).

5.3 Second and Final Reading Selecting Library Material Policy (G4)

On a motion by Ms. Ricks, seconded by Mr. Blakely, the Board unanimously voted to approve the Second and Final Reading of the Selecting Library Material Policy (G4).

5.4 Second and Final Reading Selection of Instructional Materials and Sensitive Issues Policy (G5)

On a motion by Mr. Blakely, seconded by Mr. LaCroix, the Board unanimously voted to approve the Second and Final Reading of the Selection of Instructional Materials and Sensitive Issues Policy (G5).

5.5 Second and Final Reading Educational Support System Policy (G7)

On a motion by Mr. Blakely, seconded by Ms. Ricks, the Board unanimously voted to approve the Second and Final Reading of the Educational Support System Policy (G7).

5.6 Second and Final Reading Animal Dissection Policy (G13)

On a motion by Mr. Blakely, seconded by Mr. LaCroix, the Board unanimously voted to approve the Second and Final Reading of the Animal Dissection Policy (G13)

5.7 Second and Final Reading Class Size Policy (G14)

On a motion by Ms. Ricks, seconded by Mr. Blakely, the Board unanimously voted to approve the Second and Final Reading of the Class Size Policy (G14).

5.8 Rescind the Following Policies: IMB, GBCC, GBK/JGBK, GCL, JAB/CHCA, JE, JECA, JECB, JECBA, JECF, JECFR, JECFE JECG, JFA, JFABDE, JFCG/JICI, JFCH, JFCM/GBCD, JFCMR/CBCDR, JFG, JFGA, JGBK/GBK/, JGD, JGDBT, JGDR, JGE, JHCD, JHCE/GBEB, JHCER, JHG, JIBB, JICI, JICFA, JJI, JJID, JKR, JRA, JRA-R, JRA-R1, JRA-R2, JRA-R3, JRA-R4, JRA-R5, JRA-R6, JRA-R7, JRA-R8, JRA-R9, JRA-E, JRA-E1, JRA-E2, AND JRA-E3.

Policies are slated to be rescinded because they are obsolete due to; being non-required, re-numbered, duplicate, or covered by law or statute. Ms. Ricks is adding the following policies to the list on the Agenda: JFCGG, IIB, IMG, and INA

On a motion by Ms. Ricks, seconded by Mr. Rousse, the Board unanimously voted to rescind policies: IMB, GBCC, GBK/JGBK, GCL, JAB/CHCA, JE, JECA, JECB, JECBA, JECF, JECFR, JECFE JECG, JFA, JFABDE, JFCG/JICI, JFCH, JFCM/GBCD, JFCMR/CBCDR, JFG, JFGA, JGBK/GBK/, JGD, JGDBT, JGDR, JGE, JHCD, JHCE/GBEB, JHCER, JHG, JIBB, JICI, JICFA, JJI, JJID, JKR, JRA, JRA-R, JRA-R1, JRA-R2, JRA-R3, JRA-R4, JRA-R5, JRA-R6, JRA-R7, JRA-R8, JRA-R9, JRA-E, JRA-E1, JRA-E2, AND JRA-E3, JFCGG, IIB, IMG, and INA

5.9 Policy Code Changes

On a motion by Ms. Ricks, seconded by Mr. LaCroix, the Board unanimously approved Policy Code changes as follows: GBG will be recoded as D13 and IJOC will be recoded to D7.

6. New Business

6.1 Report from the Auditors

A copy of the Draft Audit was distributed. Mr. John Mudgett addressed the Board, providing an overview of the Draft Audit. Mr. Mudgett advised of one Finding (2015-001) relating to internal controls over scholarships. Procedures will be created to address the Finding. On a motion by Ms. Ricks, seconded by Mr. LaCroix, the Board unanimously voted to accept the Audit Report as presented. Board members were encouraged to contact Ms. Perreault or Mudgett, Jennett & Krogh-Wisner, PC, with any additional questions.

6.2 SBAC Update

Screen prints from a Power Point presentation titled 'The SBAC Assessment / The 2015 Test and Next Steps' were distributed. Curriculum Director, Richard McCraw addressed the Board, providing an overview of SBAC results, utilizing a Power Point presentation. Mr. McCraw provided an overview of SBAC testing and SHS results, including comparison to Vermont state-wide results. SHS students were part of the pilot testing and were familiar with the system. The results of the recent SBAC testing will not be used for accountability purposes. The Board expressed disappointment with the results presented and queried regarding what steps will be taken to improve the levels of proficiency. It was noted that the State is actively investigating the use of SAT or ACT testing, in lieu for SBAC for students in 11th grade.

6.3 Central Vermont Career Center Adult Ed Program Proposal

A document titled 'Central Vermont Career Center Adult Education Plan January – June 2016' was distributed. Ms. Chamberlin advised that CVCC is seeking Board approval to re-start the LNA courses. Scott Griggs and Ruth Durkee addressed the Board, providing an overview of the proposed plan, including research involved in the planning process, transfer of oversight, budget, financing, and implementation. On a motion by Ms. Ricks, seconded by Mr. Blakely, the Board unanimously voted to accept the proposal as submitted.

6.4 First Reading Barre Supervisory Union Responsible Computer Network & Internet Use Policy (G11)

Copies of policies G11 and G12 were distributed. Ms. Ricks provided a brief overview and expressed her concern that the BSU policies be written to more closely resemble the model policies. Brief discussion ensued.

On a motion by Mr. Rousse, seconded by Mr. Blakely, the Board voted 3 to 1 to approve the First Readings of the BSU Responsible Computer Network & Internet Use Policy (G11), and the BSU Title I Comparability Policy (G12). Ms. Ricks voted against the motion.

6.5 First Reading Barre Supervisory Union Title I Comparability Policy (G12)

Approved under Agenda Item 6.4.

6.6 Resignation

A letter of resignation from Katie S. Meyer was distributed. Brief discussion was held. **On a motion by Mr. Rousse, seconded by Mr. Blakely, the Board unanimously voted to accept, with regrets, the resignation of Ms. Meyer.**

7. Other Business

Mrs. Perantoni thanked Ms. Ricks and Mrs. Foadelli-McCormick for their service on the Board. Ms. Ricks applauded the Board for striving to see that policies are being updated. Mrs. Perantoni is looking forward to upcoming elections and advised of the Board's goal to have full representation at each meeting.

8. Reports to the Board

8.1 Superintendent

A copy of the Superintendent's Report dated January 25, 2016 was distributed. The report included information pertaining to; an update on the Act 46 Exploratory Study Committee, the Legislative Meeting (re-scheduled for Tuesday, February 9, 2016 at 6:15 p.m., the Pre-K – Administrative Winter Retreat (held on January 27, 2016), and the BSU 2016 – 2017 Calendar. Three additional documents were distributed; "Act 46 Implementation Project" (Act 46 Implementation Status), "Act 46 Exploratory Study Report, Barre Supervisory Union, dated January 31, 2016", and a color keyed map identifying the status of each SU in the state. Mr. Pandolfo provided an overview of consolidation activity around the state, as well as the status of the BSU Act 46 Consolidation Study Committee. Mr. Pandolfo provided an overview of the Act 46 Committee's report and advised that the Committee recommends moving to a 706 Study. The Committee's recommendation will be presented to BCEMS and BTMES Boards at their next regular meetings. Mr. Pandolfo has applied for the \$20,000 3718 grant. The tentative date for the first 706 meeting is February 18, 2016. Mr. Pandolfo queried Mr. Rousse and Mr. Blakely regarding interest in representing Barre City on the 706 Study Committee. There is one known open position and one anticipated opening. Interested parties should contact Mr. Pandolfo. Mr. Pandolfo reiterated that the SU Act 46 site has links to many Act 46 informational documents and videos. Community members are encouraged to attend the 706 meetings.

8.2 Principal

Mrs. Waterhouse reported on black and white photography displayed in the library. The photographs were recently donated by Mike Gilbert. Colleen Couture, Whitney Renaud, Kate Patterson, and Kelsi Ensminger recently spearheaded the Student Council's project collecting supplies and creating activity bags that were donated to pediatric patients at CVMC. Phoenix Program recently graduated 9 students. The Program is currently at capacity. Parent/Teacher conferences will be held on Monday, February 15, 2016.

8.3 CVCC Director

Ms. Chamberlain read an e-mail from the Barre City Fire Department, commending a past graduate of the Emergency Service Program for her professionalism when participating in a recent 'ride-along'. February 10, 2016 is 'Showcase Day', a day for students to preview the various CVCC programs. Approximately 250 students will be participating. The Natural Resources Program is currently working with Administration to coordinate a location to be used for placement of a greenhouse.

8.4 Committee Reports

Policy Committee –

Minutes from the January 19, 2016 meeting were distributed. The next meeting is February 16, 2016 at 5:30 p.m. in the SHS Library. Ms. Ricks has identified items for future discussion.

Curriculum Committee –

Minutes from the January 12, 2016 meeting were distributed. CVCC presented an overview of current programs, including the use of grant funds. The next meeting will be held on February 9, 2016.

Finance Committee – The Committee met earlier this evening. Meetings will be held on the 2nd Thursday of each month, at 4:30 p.m., at the SU.

Facilities Committee – The Committee met on January 13, 2016 and conducted a safety walk-thru of CVCC, which resulted in a recommendation to upgrade eyewash stations. Discussion was also held regarding the move of the administrative offices. The project is progressing positively. There will be no meeting in February. The next meeting will be held in March.

Spaulding Foundation –

Mr. Rousse reported that at a recent meeting, there was discussion regarding various venues for solicitation. The current balance is \$12,000. The Foundation is currently supporting the Alumni Association with costs associated with installation of a trophy case. Fund raising has been occurring specifically for this project. Discussion was held regarding the possibility of starting a Capital Campaign to fund improvements to the auditorium. The Foundation would like to be advised regarding what is necessary to upgrade the auditorium to a performing arts center. Once needs and costs are identified, a Capital Campaign could be started.

8.5 Financials

Ms. Ricks requested that financial reports be included in the Board packet.

8.6 Student Representatives

Ms. Arguin reported on the recent Drama Club trip to Boston. Student Council would like to hold a Bon-Fire fundraiser in the spring. The Drama Club will perform 'The Wedding Singer' April 7, 2016 through April 9, 2016. On 04/07 and 04/08, the performances will be held at 7:30 p.m. Two performances will be held on April 9th (2:00 p.m., and 7:00 p.m.).

9. Future Agenda Items

April – FY '17 Perkins Plan

April – School Calendar, Professional Development Days, Student Counts and Student Handbook

May – School Scholarship Investment Trust Presentation

May – CVCC Assessment Presentation

10. Executive Session - Personnel Matter

10.1 Personnel

Three Personnel Matters were proposed for discussion in Executive Session.

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

On a motion by Mr. Rousse, seconded by Mr. LaCroix, the Board unanimously voted to enter into Executive Session at 8:42 p.m. under the provisions of 1 VSA section 313 to discuss the items proposed for discussion.

Mr. Pandolfo was invited to join in Executive Session for discussion of three personnel matters. Mrs. Waterhouse was invited to join in Executive Session for two personnel matters.

The remaining information was provided by the Superintendent.

Ms. Ricks departed the meeting at 9:04 p.m. and was not present for the remainder of the meeting.

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

On a motion by Mr. LaCroix, seconded by Mr. Rousse, the Board unanimously voted to approve a one year leave of absence for Teacher "A", unpaid and without benefits, with the teacher being allowed to return to current position with current seniority and sick time, as accrued through June 30, 2016.

On a motion by Mr. LaCroix, seconded by Mr. Rousse, the Board unanimously voted to deny the request of ex-employee "B", to reverse the administration's decision to terminate.

11. Adjournment

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

Respectfully submitted,

Andrea Poulin

SHS 1st Reading: 2/1/2016
2nd Reading: 3/7/2016

1ST READING:
2ND READING:
ADOPTED: 6/12/2014

Code Change from IIC: 11/12/2015

Acceptable Use of Electronic Resources & the Internet

1. POLICY

Statement of Purpose

This policy outlines the proper and acceptable use of all aspects of electronic resources in the Barre Supervisory Union (BSU). Electronic resources enhance school curriculum and improve teaching and learning. It is important to remember that use of those resources is a privilege and carries with it responsibilities for all involved.

Responsibilities

All users will assume full liability – legal, financial or otherwise- for their use of electronic resources on school grounds or while engaged in school-approved activities.

Privacy

Authorized BSU IT staff may inspect any materials created on, transmitted by, or stored on BSU electronic resources for any reason at any time without prior notice. BSU staff has the right to remove inappropriate materials and make referrals to school administration for disciplinary action. There should be no expectation of privacy.

Acceptable Uses

The BSU provides information technology for **educational purposes only**. Information technology extends the classroom, and all school rules and policies apply.

- a) All users must abide by rules of network etiquette. They should be polite and considerate and use appropriate behavior, language and graphics at all times.
- b) Teachers may allow individuals to use email and web tools for strictly educational purposes. The use of blogs, podcasts, other web tools and social networking sites is considered an extension of the classroom. Any speech or graphics that are considered inappropriate in the classroom are also inappropriate in all online uses. If the teacher wants to use resources normally blocked by the BSU, that teacher may apply to the BSU Director of Technology for temporary or extended access.
- c) Personal electronic devices will not be connected directly or via BSU wireless access point to the BSU network, without the permission of the BSU Director of Technology. Such requests will be granted only under special circumstances.
- d) No personal addresses, phone numbers, or last names of students will be given out. No identifiable photographs of students may be published electronically without prior written parental consent.

Copyright and Fair Use

All users will respect copyright laws for print, media, and software licensing agreements and will adhere to accepted standards for academic integrity.

Acceptable Use Policy Violations

Involvement in the following or similar activities will result in disciplinary action.

- a) Intentional circumvention of the firewall or other protection measures. This includes internet access by students through any means other than the BSU firewall while on BSU grounds.
- b) Hacking, including accessing, storing, transferring, altering, deleting, installing or downloading files without authorization.
- c) Use that causes harm to others or damage to property.
- d) Use that does not respect the rights of others, including threatening, obscene, harassing, bullying, hate-speech, or abusive language or images.
- e) Use for commercial ventures.
- f) Use that invades or violates the privacy of another user.
- g) Misrepresenting oneself as another user.
- h) Involvement in any activity prohibited by law. Such activity is considered a crime under state and/or federal law and may be referred to the appropriate legal authorities.

Disciplinary Action May Include

- a) Cancellation or restriction of access privileges.
- b) Additional disciplinary action, as determined by school administration.
- c) Legal action.
- d) In the case of staff, termination of employment.

Internet Safety

As required by statute, the BSU filters Internet content. The BSU monitors users' online activities through direct observation and technological means. The BSU or its member schools are not liable for online content.

2. IMPLEMENTATION

The BSU Director of Technology will coordinate with building administrators to issue rules and procedures for the implementation of the above policy.

Legal References: 20 U.S.C. § 6777 *et seq.* (Enhancing Education Through Technology Act)
 47 U.S.C. §254 (Children's Internet Protection Act)
 47 CFR §54.520 (CIPA Certifications)

Original Policy Adopted - June, 2000

Revision I - May, 2001

Revision II - June, 2008

Revision III - October, 2012

Revision IV - May 8, 2014

Recoded - November 12, 2015

6.2

BARRE SUPERVISORY UNION #61

CODE: G12

POLICY

SHS 1st Reading: 2/1/2016

2nd Reading: 3/7/2016

1ST READING: 3/13/2014

2ND READING: 5/8/2014

ADOPTED:

Code Change from IGBB: 11/12/2015

Title I Comparability

1. POLICY

If a school in the Barre Supervisory Union becomes eligible to receive Title I funds, the school district in which the school is located shall provide comparable services, staffing levels, curriculum materials and instructional supplies for Title I eligible and non-Title I eligible schools. The district shall use local and state funds to ensure equivalence among schools in staffing and the provision of curricular materials and instructional supplies. Students in all schools shall be eligible for comparable programs and supplemental supports. The district shall utilize district-wide salary schedules for professional and non-professional staff.

2. IMPLEMENTATION

The superintendent or his or her designee shall develop procedures for compliance with this policy and shall maintain records that are updated biennially documenting the district's compliance with this policy.

Legal Reference: 20 USCA §6321(c).
 20 USC 7801(26) (LEA defined)
 16 V.S.A. 144

**BARRE SUPERVISORY UNION #61
POLICY MANUAL**

CODE: B3

1ST READING: 10/09/2014

2ND READING: 11/13/2014

ADOPTED: 11/13/2014

Spaulding High School - recoded/ratified:

BOARD MEMBER CONFLICT OF INTEREST

Policy

It is the ethical and legal duty of all school board members of the Spaulding High School Union District #41 to avoid conflicts of interest as well as the appearance of conflicts of interest.¹

Definitions

“Conflict of interest” means a situation when a board member’s private interests, as distinguished from the board member’s interest as a member of the general public, would benefit from or be harmed by his or her actions as a member of the board.

Implementation

In order to comply with the obligations thus imposed, the board and its members will adhere to the following recommended standards.

1. A board member will not give the impression that he or she would represent special interests or partisan politics for personal gain.
 2. A board member will not give the impression that he or she has the authority to make decisions or take action on behalf of the board or the school administration.
 3. A board member will not use his or her position on the board to promote personal financial interests or the financial interests of family members, friends or supporters.
 4. A board member will not solicit or accept anything of value in return for taking particular positions on matters before the board.
 5. A board member will not give the impression that his or her position on any issue can be influenced by anything other than a fair presentation of all sides of the question.
 6. Board members will be familiar with, and adhere to, those provisions of Vermont education law which define school board powers and govern board member compensation and public bidding processes.
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¹See 16 V.S.A. §563(20). "...establish policies and procedures designed to avoid the appearance of conflict of interest."

Avoiding Conflicts

When a board member becomes aware that he or she is in a position that creates a conflict of interest or the appearance of a conflict of interest as defined in state law or this policy, he or she will declare the nature and extent of the conflict or appearance of conflict for inclusion in the board minutes, and will abstain from voting or participating in the discussion of the issue giving rise to the conflict.

Complaints of Conflict of Interest

When a conflict of interest claim against a board member is brought to the board in writing and is signed by another board member or a member of the public, and the board member against whom the claim is made does not concur that a conflict in fact exists, the following board procedures will be followed.

1. Upon a majority vote of the remaining board members, or upon order of the chair, the board will hold an informal hearing on the conflict of interest claim, giving both the board member and the person bringing the claim an opportunity to be heard.
2. At the conclusion of the informal hearing, the remaining board members will determine by majority vote whether to:
 - a. Issue a public finding that the conflict of interest charge is not supported by the evidence and is therefore dismissed;
 - b. Issue a public finding that the conflict of interest charge is supported by the evidence and that the member should disqualify him or herself from voting or otherwise participating in the board deliberations or decision related to that issue, as required by Vermont statute; and/or
 - c. Issue a public finding that the conflict of interest charge is supported by the evidence and the board member should be formally censured or subjected to such other action as may be allowed by law.

Legal Reference(s):

16 V.S.A. § 262(d) (*Election of officers*)
 16 V.S.A. §557 (*Gratuity/compensation prohibited*)
 16 V.S.A. §558 (*Eligibility for election to school board*)
 16 V.S.A. §559 (*Public bids*)
 16 V.S.A. §563(20) (*Powers of school boards*)

**BARRE SUPERVISORY UNION #61
POLICY MANUAL**

CODE: F20-1

1ST READING: 12/10/2015

2ND READING: 1/14/2016

ADOPTED: 1/14/2016

Spaulding High School: recoded/ratified:

**MODEL PROCEDURES ON THE PREVENTION OF HARASSMENT,
HAZING, AND BULLYING OF STUDENTS**

I. Reporting Complaints of Hazing, Harassment and/or Bullying

- A. Student Reporting:** Any student who believes that s/he has been hazed, harassed and/or bullied under this policy, or who witnesses or has knowledge of conduct that s/he reasonably believes might constitute hazing, harassment and or/bullying, should promptly report the conduct to a designated employee or any other school employee.
- B. School employee reporting:** Any school employee who **witnesses conduct** that s/he reasonably believes might constitute hazing, harassment and/or bullying shall take reasonable action to stop the conduct and to prevent its recurrence and immediately report it to a designated employee and immediately complete a Student Conduct Form.

Any school employee **who overhears or directly receives information** about conduct that might constitute hazing, harassment and/or bullying shall immediately report the information to a designated employee and immediately complete a Student Conduct Form. If one of the designated employees is a person alleged to be engaged in the conduct complained of, the incident shall be immediately reported to the other designated employee or the school administrator.

- C. Other reporting:** Any other person who witnesses conduct that s/he reasonably believes might constitute hazing, harassment and/or bullying under this policy should promptly report the conduct to a designated employee.
- D. Documentation of the report:** If the complaint is oral, the designated employee shall promptly reduce the complaint to writing in a Student Conduct Form, including the time, place, and nature of the alleged conduct, the identity of the complainant, alleged perpetrator, and any witnesses. Both the complainant and the alleged perpetrator will have the right to present witnesses and other evidence in support of their position.
- E. False complaint:** Any person who knowingly makes a false accusation regarding hazing, harassment and/or bullying may be subject to disciplinary action up to and including suspension and expulsion with regard to students, or up to and including discharge with regard to employees. There shall be no adverse action taken against a person for reporting a complaint of hazing,

harassment and/or bullying when the person has a good faith belief that hazing, harassment and/or bullying occurred or is occurring.

- F. **Rights to Alternative Complaint Process:** In addition to, or as an alternative to filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted below:

Vermont Human Rights Commission
14-16 Baldwin Street
Montpelier, VT 05633-6301
(800) 416-2010 or (802) 828-2480 (voice); (877) 294-9200 (tty)
(802) 828-2481 (fax)
Email: human.rights@state.vt.us

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
617-289-0111 (voice)
877-521-2172 (tdd)
617-289-0150 (fax)
Email: OCR.Boston@ed.gov

II. **Responding to Notice of Possible Policy Violation(s)**

- A. **Upon notice of information** that hazing, harassment and/or bullying may have occurred the designated employee shall:
- i. **Promptly reduce** any oral information to writing, including the time, place, and nature of the conduct, and the identity of the participants and complainant.
 - ii. **Promptly inform** the school administrator(s) of the information;
 - iii. If in the judgment of the school administrator, the information alleges conduct which may constitute harassment, hazing or bullying, the school administrator shall, as soon as reasonably possible, **provide a copy of the policy on hazing, harassment and bullying** and these procedures to the complainant and accused individual, or if either is a minor, cause a copy to be provided or delivered to their respective parent or guardian.
- B. **Upon initiation of an investigation**, the designated employee shall:
- i. **Notify in writing** both the complainant and accused individual (or if either is a minor inform their respective parent or guardian) that:
 1. an investigation has been initiated;
 2. retaliation is prohibited;

- 3. all parties have certain confidentiality rights; and
- 4. will be informed in writing of the outcome of the investigation.

- C. **All notifications shall be subject to state and/or federal laws** protecting the confidentiality of personally identifiable student information. Pursuant to 34 CFR Part 99.30, a school administrator may seek the consent of the parent/guardian of the accused student, or the accused eligible student (if 18 or older, the accused student has the ability to consent), in order to inform the complainant of any disciplinary action taken in cases where the school determined that an act(s) of harassment, hazing, and/or bullying, or other misconduct occurred. The parent/guardian or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records.

III. Investigating Hazing, Harassment and/or Bullying Complaints

- A. **Initiation of Investigation - Timing.** Unless special circumstances are present and documented, such as reports to the Department for Children and Families ("DCF") or the police, the school administrator shall, no later than one school day after notice to a designated employee, initiate or cause to be initiated, an investigation of the allegations, which the school administrator reasonably believes may constitute harassment, hazing or bullying.
- B. **Investigator Assignment.** The school administrator shall assign a person to conduct the investigation; nothing herein shall be construed to preclude the school administrator from assigning himself/herself or a designated employee as the investigator. No person who is the subject of a complaint shall conduct such an investigation.
- C. **Interim Measures.** It may be appropriate for the school to take interim measures during the investigation of a complaint. For instance, if a student alleges that he or she has been sexually assaulted by another student, the school may decide to place the students immediately in separate classes and/or transportation pending the results of the school's investigation. Similarly, if the alleged harasser is a teacher, allowing the student to transfer to a different class may be appropriate.

In all cases, the school will make every effort to prevent disclosure of the names of all parties involved – the complainant, the witnesses, and the accused -- except to the extent necessary to carry out the investigation. In all cases where physical harm has resulted and/or where the targeted student is known to be expressing suicidal ideation, or experiencing serious emotional harm, a safety plan will be put in place. Safety plans must also be considered in cases where the targeted student is known to have difficulty accessing the educational programs at the school as a result of the inappropriate behavior. No contact orders, or their enforcement, may also be appropriate interim measures.

- D. Due Process.** The United States Constitution guarantees due process to students and district employees who are accused of certain types of infractions, including but not limited to sexual harassment under Federal Title IX. The rights established under Title IX must be interpreted consistent with any federally guaranteed due process rights involved in a complaint proceeding, including but not limited to the ability of the complainant and the accused to present witnesses and other evidence during an investigation. The district will ensure that steps to accord due process rights do not restrict or unnecessarily delay the protections provided by Title IX to the complainant.
- E. Standard Used to Assess Conduct.** In determining whether the conduct constitutes a violation of this policy, the investigator shall consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. The complainant and accused will be provided the opportunity to present witnesses and other evidence during an investigation. The school will also consider the impact of relevant off- campus conduct on the school environment where direct harm to the welfare of the school can be demonstrated or the conduct can be shown to pose a clear and substantial interference with another student's equal access to educational programs. Whether a particular action constitutes a violation of this policy requires determination based on all the facts and surrounding circumstances.
- F. Completion of Investigation – Timing.** No later than five school days from the filing of the complaint with the designated employee, unless special circumstances are present and documented, the investigator shall submit a written initial determination to the school administrator.
- G. Investigation Report.** The investigator shall prepare a written report to include a statement of the findings of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes hazing, harassment and/or bullying. The report, when referencing student conduct, is a student record and therefore confidential. It will be made available to investigators in the context of a review conducted by either Vermont AOE, or investigations of harassment conducted by the Vermont Human Rights Commission or U.S. Department of Education Office of Civil Rights.
- H. Notice to Students/Parents/Guardians.** Within five school days of the conclusion of the investigation, the designated employee shall:
- i. Notify in writing both the complainant and accused individual** (or if either is a minor inform their respective parent or guardian) that:
 - 1.** the investigation has been completed;
 - 2.** whether or not the investigation concluded that a policy violation occurred (and which policy term was violated, i.e. harassment, hazing and/or bullying);
 - 3.** that federal privacy law prevents disclosure of any discipline

- imposed as a result of the investigation unless the Parent/guardian of the accused student and/or the accused eligible student consents to such disclosure, pursuant to 34 CFR Part 99.30, as set forth in Section II, Part C, above.
- ii. **Notify the Complainant Student** - or if a minor, their parent(s) or guardian - in writing of their rights to:
 - 1. an internal review by the school of its initial determination as a result of its investigation as to whether harassment occurred;
 - 2. request an independent review of the school's "final" determination as to whether harassment occurred within thirty (30) days of the final determination or although a "final" determination was made that harassment indeed occurred the school's response to that harassment was inadequate to correct the problem; and that the review will be conducted by an investigator to be selected by the superintendent from a list developed by the Agency of Education;
 - 3. file complaints of harassment with either the Vermont Human Rights Commission and/or the federal Department of Education's Office of Civil Rights.
 - iii. **Notify the Accused Student** - or if a minor, their parent(s) or guardian - in writing of their right to appeal as set forth in Section V of these procedures.

I. **Violations of Other Policies.** In cases where the investigation has identified other conduct that may constitute a violation of other school disciplinary policies or codes of conduct, the designated employee shall report such conduct to the school administrator for action in accordance with relevant school policies or codes of conduct.

IV. Responding to Substantiated Claims

- A. **Scope of Response.** After a final determination that an act(s) of hazing, harassment and/or bullying has been committed, the school shall take prompt and appropriate disciplinary and/or remedial action reasonably calculated to stop the hazing, harassment and/or bullying and prevent any recurrence of harassment, hazing and/or bullying, and remedy its effects on the victim(s). In so doing, the following should be considered.
 - i. **Potential Remedial Actions.** Remedial action may include but not be limited to an age appropriate warning, reprimand, education, training and counseling, transfer, suspension, and/or expulsion of a student, and warning, reprimand, education, training and counseling, transfer, suspension and/or termination of an employee. A series of escalating consequences may be necessary if the initial steps are ineffective in stopping the hazing, harassment and/or bullying. To prevent recurrences counseling for the offender may be appropriate to ensure that he or she understands what constitutes hazing/harassment and/or bullying and the effects it can have. Depending on how

widespread the hazing/harassment/bullying was and whether there have been any prior incidents, the school may need to provide training for the larger school community to ensure that students, parents and teachers can recognize hazing/harassment/bullying if it recurs and know how to respond.

- ii. **School Access/Environment Considerations.** The district will also take efforts to support victims' access to the district's programs, services and activities and consider and implement school-wide remedies, where appropriate. Accordingly, steps will be taken to eliminate any hostile and/or threatening environment that has been created. For example, if a female student has been subjected to harassment/bullying by a group of other students in a class, the school may need to deliver special training or other interventions for that class to repair the educational environment. If the school offers the student the option of withdrawing from a class in which a hostile environment/bullying occurred, the district will assist the student in making program or schedule changes and ensure that none of the changes adversely affect the student's academic record. Other measures may include, if appropriate, directing a bully/harasser to apologize to the affected student. If a hostile environment has affected the entire school or campus, an effective response may need to include dissemination of information, the issuance of new policy statements or other steps that are designed to clearly communicate the message that the school does not tolerate harassment and/or bullying and will be responsive to any student who reports that conduct.
- iii. **Hazing Case Considerations.** Appropriate penalties or sanctions or both for organizations that or individuals who engage in hazing may include revocation or suspension of an organization's permission to operate or exist within the institution's purview if that organization knowingly permits, authorizes, or condones hazing.
- iv. **Other Remedies:** Other remedies may include providing counseling to the victim(s) and/or the perpetrator(s), and additional safety planning measures for the victim(s).

- B. **Retaliation Prevention.** It is unlawful for any person to retaliate against a person who has filed a complaint of harassment or against a person who assists or participates in an investigation, proceeding or hearing related to the harassment complaint. A person may violate this anti-retaliation provision regardless of whether the underlying complaint of harassment is substantiated.

The district will take reasonable steps to prevent any retaliation against the student who made the complaint (or was the subject of the harassment), against the person who filed a complaint on behalf of a student, or against those who provided information as witnesses. At a minimum, this includes making sure that the students and their parents, and those witnesses involved in the school's investigation, know how to report any subsequent problems,

and making follow-up inquiries to see if there are have been any new incidents or any retaliation.

- C. **Alternative Dispute Resolution.** At all stages of the investigation and determination process, school officials are encouraged to make available to complainants alternative dispute resolution methods, such as mediation, for resolving complaints. Certain considerations should be made before pursuing alternative dispute resolution methods, including, but not limited to:
1. the nature of the accusations (for example, face-to-face mediation is not appropriate for sexual violence cases),
 2. the age of the complainant and the accused individual,
 3. the agreement of the complainant, and
 4. other relevant factors such as any disability of the target or accused individual, safety issues, the relationship and relative power differential between the target and accused individual, or any history of repeated misconduct/harassment by the accused individual.

V. Post Investigative Reviews

Rights of Complainants

A. **Internal Review of Initial Harassment Determinations By Complainant.**

A complainant or parent of a complainant may request internal review by the district of a designee's initial determination (following investigation) that harassment has not occurred via written request submitted to the district superintendent. All levels of internal review of the investigator's initial determination, and the issuance of a final decision, shall, unless special circumstances are present and documented by the district, be completed within 30 calendar days after review is requested.

B. **Independent Reviews of Final Harassment Determinations By Complainant.**

A complainant may request an independent review within thirty (30) days of a final determination if s/he: (1) is dissatisfied with the final determination as to whether harassment occurred, or (2) believes that although a final determination was made that harassment occurred, the school's response was inadequate to correct the problem.

The complainant shall make such a request in writing to the superintendent of schools within thirty (30) days of a final determination. Upon such request, the superintendent shall promptly initiate an independent review by a neutral person as described under 16 V.S.A. § 570a(b)(1) and shall cooperate with the independent reviewer so that s/he may proceed expeditiously. The review shall consist of an interview of the complainant and relevant school officials and a review of the written materials from the school's investigation.

Upon completion of the independent review, the reviewer shall advise the complainant and school officials in writing: (1) as to the sufficiency of the

school's investigation, its determination, and/or the steps taken by the school to correct any harassment found to have occurred, and (2) of recommendations of any steps the school might take to prevent further harassment from occurring. A copy of the independent review report shall be sent to the Secretary of Education.

The reviewer shall advise the student of other remedies that may be available if the student remains dissatisfied and, if appropriate, may recommend mediation or other alternative dispute resolution. The independent reviewer shall be considered an agent of the school for the purpose of being able to review confidential student records. The costs of the independent review shall be borne by the district. The district may request an independent review at any stage of the process.

- C. Rights to Alternative Harassment Complaint Process.** In addition to, or as an alternative to filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted below:

Vermont Human Rights Commission
14-16 Baldwin Street
Montpelier, VT 05633-6301
(800) 416-2010 or (802) 828-2480 (voice)
(877) 294-9200 (tty)
(802) 828-2481 (fax)
Email: human.rights@state.vt.us

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
617-289-0111 (voice)
877-521-2172 (tdd)
617-289-0150 (fax)
Email: OCR.Boston@ed.gov

Rights of Accused Students

- A. Appeal.** Any person determined to have engaged in an act(s) of hazing, harassment and/or bullying may appeal the determination and/or any related disciplinary action(s) taken, directly to the school board of the school district. The school board shall conduct a review on the record. The standard of review by the school board shall be whether the finding that an act(s) of hazing, harassment, and/or bullying has been committed constitutes an abuse of discretion by the school level fact finder. Appeals should be made to the school board within ten (10) calendar days of receiving the determination that an act(s) of hazing, harassment

and/or bullying has occurred and/or any announced discipline. The school board shall set the matter for a review hearing at the next scheduled school board meeting to the extent practicable, but not later than 30 days from receipt of the appeal filing.

- B. Accused Student/Appellant Access to Investigative Reports/Findings.** The school district shall make available upon request of the accused student/appellant, any relevant information, documents, materials, etc. related to the investigation and related finding on appeal that can be redacted and de-identified in compliance with the requirements set forth at 34 CFR Part 99. For those documents that cannot be provided due to the requirements set forth at 34 CFR Part 99, when an accused student/appellant seeks a review on the record before the school board of the school district, a school administrator may seek the consent of the parent/guardian of the targeted student, or the accused eligible targeted student (if 18 or older, the targeted student has the ability to consent), in order to inform the accused student of the findings which gave rise to the school's determination that an act(s) of harassment, hazing, and/or bullying occurred. The parent/guardian or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records.

VI. Confidentiality and Record Keeping

- A. Privacy Concerns.** The privacy of the complainant, the accused individual, and the witnesses shall be maintained consistent with the district's obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.
- i. Concerns Related to Harassment Complaints.** The scope of appropriate response to a harassment complaint may depend upon whether a student or parent of a minor student reporting the harassment asks that the student's name not be disclosed to the harasser or that nothing be done about the alleged harassment. In all cases, school officials will discuss confidentiality standards and concerns with the complainant initially. The school will inform the student that a confidentiality request may limit the school's ability to respond. The school will remind the student that both federal Title IX and Vermont Title 9 prevent retaliation and that if he or she is afraid of reprisals from the alleged harasser, the school will take steps to prevent retaliation and will take strong action if retaliation occurs. If the student continues to ask that his or her name not be revealed, the school should take all reasonable steps to investigate and respond to the complaint consistent with the student's request as long as doing so does not prevent the school from responding effectively to the harassment and preventing harassment of other students.

The school will evaluate the confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. The factors the school might consider in this regard include the seriousness of the alleged harassment, the age of the student harassed, whether there have been other complaints or reports of harassment against the alleged harasser, and the rights of the accused individual to receive information about the accuser and the allegations if a formal proceeding with sanctions may result. If information about the incident is contained in an "education record" of the student alleging the harassment, as defined by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, the school will consider whether FERPA prohibits it from disclosing information without the student's consent.

- B. Document Maintenance.** The superintendent or school administrator shall assure that a record of any complaint, its investigation and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation, is maintained by the district in a confidential file accessible only to authorized persons. All investigation records created in conformance with this model policy and model procedures, including but not limited to, the complaint form, interview notes, additional evidence, and the investigative report, shall be kept by the equity coordinator, designated employees, and district/supervisory union central office for at least six years after the investigation is completed.

VII. Reporting to Other Agencies

- A. Reports to Department of Children and Families.** When a complaint made pursuant to this policy includes allegations of child abuse, any person responsible for reporting suspected child abuse under 33 V.S.A. § 4911, *et seq.* must report the allegation to the commissioner of DCF. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to Adult Protective Services in accordance with 33 V.S.A. § 6901 *et seq.*
- B. Reports to Vermont Agency of Education.** If a harassment complaint is made in a public school about conduct by a licensed educator that might be grounds under Vermont law for licensing action, the principal shall report the alleged conduct to the superintendent and the superintendent shall report the alleged conduct to the commissioner. If a harassment complaint is made in an independent school about conduct by a licensed educator that might be grounds under Vermont law for licensing action, the head of school is encouraged to report the alleged conduct to the Secretary of Education.
- C. Reporting Incidents to Police**
- a. FERPA Rights.** Information obtained and documented by school administration regarding the school's response to notice of student

conduct that may constitute hazing, harassment and/or bullying may constitute an “educational record” regarding the student or student(s) involved as defined by the Family Education Rights and Privacy Act. Accordingly, such information may not be disclosed without prior parent approval to local law enforcement except in response to a lawfully issued subpoena, or in connection with an emergency if disclosure is necessary to protect the health or safety of the student or other individuals.

- b. **First Hand Reports.** Nothing in this policy shall preclude persons from reporting incidents and/or conduct witnessed first-hand that may be considered to be a criminal act to law enforcement officials.
- c. **Hazing Incidents.** It is unlawful to (1) engage in hazing; (2) solicit direct, aid, or attempt to aid, or abet another person engaged in hazing; or (3) knowingly fail to take reasonable measures within the scope of the person’s authority to prevent hazing. It is not a defense in an action under this section that the person against whom the hazing was directed consented to or acquiesced in the hazing activity. Hazing incidents will be reported to the police in a manner consistent with the confidentiality rights set forth above in this section.

- D. **Continuing Obligation to Investigate.** Reports made to either DCF or law enforcement shall not be considered to absolve the school administrators of their obligations under this policy to pursue and complete an investigation upon receipt of notice of conduct which may constitute hazing, harassment and/or bullying.

VIII. Disseminating Information, Training, and Data Reporting

- A. **Disseminating Information.** Annually, prior to the commencement of curricular and co-curricular activities, the district shall provide notice of this policy and procedures to students, custodial parents or guardians of students, and staff members, including references to the consequences of misbehavior contained in the plan required by 16 V.S.A. 1161a. Notice to students shall be in age-appropriate language and include examples of hazing, harassment and bullying. At a minimum, this notice shall appear in any publication of the district that sets forth the comprehensive rules, procedures and standards of conduct for the district.
- B. **Student Training.** The school administrator shall use his/her discretion in developing age-appropriate methods of discussing the meaning and substance of this policy with students to help prevent hazing, harassment and bullying.
- C. **Staff Training.** The board or its designee shall ensure that teachers and other staff receive training in preventing, recognizing and responding to hazing, harassment and bullying.
- D. **Data Gathering.** Public school districts shall provide the Vermont Agency of Education with data requested by the Secretary of Education.

Legal References:

Title V, Section B, 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794 et seq.;
 Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d;
 Title IX of the Educational Amendments Act of 1972, 20 U.S.C. §§ 1681 et seq.;
 Family Education Rights Privacy Act; 20 U.S.C. §1232g; Public
 Accommodations Act, 9 V.S.A. §§4500 et seq.;
 Education, Classifications and Definitions, 16 V.S.A. §11(26);(30)(A);(32);
 Education, 16 V.S.A. §140(a)(1); Education, 16 V.S.A. §166(e);
 Education, Bullying, 16 V.S.A. §570c;
 Education, Harassment, Hazing and Bullying, 16 V.S.A. § 570;
 Education, Harassment, 16 V.S.A. §570a;
 Education, Harassment, 16 V.S.A. §570c;
 Education, Harassment, 16 V.S.A. §570f;
 Education, Hazing, 16 V.S.A. §570b;
 Education, Hazing, 16 V.S.A. §570f Education,
 Discipline, 16 V.S.A. §1161a;
 Education, Suspension or Expulsion of Pupils; 16 V.S.A. §1162;
 Child Abuse, 33 V.S.A. §§4911 et seq.;
 Adult Protective Services, 33 V.S.A. §6901 et seq., all as they may be amended from time to time.
 Washington v. Pierce, 179 VT 318 (2005).

Cross Reference:

9.1

BARRE SUPERVISORY UNION DISTRICT #61

Barre City Elementary
and Middle School

John Pandolfo
Superintendent of Schools

Rick McCraw, M. Ed.
Director of Curriculum, Instruction,
& Assessment

Spaulding High School and
Barre Technical Center Campus

120 Ayers St.
Barre, VT 05641
802-476-5011
FAX: 802-476-4944

Lisa Pervault
Business Manager

Barre Town Middle
and Elementary School

Donald McMahon
Special Services Director

Doing whatever it takes to ensure success for every child.

Diane Stacy
Technology Director

Sandra Cameron M.Ed., MGS
Director of Early Education

February 29, 2016

TO: The Members of the Spaulding High School Board

RE: Superintendent's Report

Please accept the following report to the Spaulding High School Board:

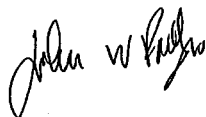
(1) Act 46 Study Committee

- The Act 46 Committee met on February 18 to begin the Merger Study (also known as the 706 Study). Alice Farrell from Barre Town and Tommy Walz from Barre City will act as co-chairs. The committee next meets on Thursday, March 17 at 5:30pm in the Spaulding HS Library and plans to meet the third Thursday of each month.
- On February 18, the committee decided to not pursue an Accelerated Merger, which would have required community votes by June 30, 2016. The committee instead took on the charge "to pursue whether or not it is advisable to form a Phase 2 (RED) Regional Educational District." If advisable, this would require community votes by June 30, 2017.
- The committee reviewed a work plan drafted by Peter Clarke, our Act 46 consultant, aligned with the creation of Articles of Agreement. The committee will begin work on the plan, including researching and discussing the configuration options for a single district board, and how to gather public input on board configuration. The draft plan is attached.
- The committee also decided to set up tables outside the polls in both Barre Town and Barre City, with a one page bulleted handout. Committee members will be present from 7:00 – 9:00am, 11:00am – 1:00pm, and 5:00 – 7:00pm.
- The Barre SU website homepage has a link to an Act 46 page with details from each meeting as well as general resources related to Act 46 (<http://bsuvt.org/joomla/index.php/act-46>)

(2) 2016-2017 BSU Calendar

- I met with regional superintendents to create a draft of the Regional Calendar for next year. Given the different student year and staff year lengths across the region, I feel we have a well-coordinated schedule with many common vacation and in-service days. The calendar is attached.

Respectfully Submitted,



John Pandolfo
Superintendent of Schools

Regional Calendar
Barre Supervisory Union
2016-17 Calendar

DRAFT #2

DRAFT #2

DRAFT #2

August

[illegible]**September**

	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
				1	2
V	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	
Student Days				21	
Staff Dev. Days				0	

October

<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>	
3	4	5	6	SD	
V	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					
Student Days					19
Staff Dev. Days					1.5

November

<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
	1	2	3	4
7	8	9	10	SD
14	15	16	17	18
21	22	V	V	V
28	29	30		
Student Days				18
Staff Dev. Days				1

Conferences will occur after school during October or November and will count for 0.5 Staff Dev.

December

<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
V	V	V	V	V

Student Days	17
Staff Dev. Days	0

January

<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
2	3	4	5	6
9	10	11	12	13
SD	17	18	19	20
23	24	25	26	27
30	31			

Student Days	21
Staff Dev. Days	1

February

<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
		1	2	SD
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
V	V			

Student Days 17
Staff Dev. Days 1.5

March

<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
		<u>V</u>	<u>V</u>	<u>V</u>
V	V	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	SD

Student Days	18
Staff Dev. Days	1

Conferences will occur after school during February, March, or April and will count for 0.5 Staff Dev.

April

<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
3	4	5	6	7
10	11	12	13	14
V	V	V	V	V
24	25	26	27	28

Student Days	14
Staff Dev. Days	0

May

<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
V	30	31		

Student Days	22
Staff Dev. Days	0

June

<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
			1	2
5	6	7	8	9
12	13	14		

Student Days 10
Staff Dev. Days 0
Make up days** June 15 - 21

V Student Vacation
SD Staff Development - No school for students

Students: 180 days
88 days before Jan 16, 92 days after Jan 16
Teachers: 180 student days plus 10 SD

9, 4

**SPAULDING HIGH SCHOOL
FINANCE COMMITTEE MEETING**
Spaulding High School – Library
February 1, 2016 - 4:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

David LaCroix - Chair
Penny Chamberlin, Director Central Vermont Career Center
John Pandolfo, Superintendent
Dottye Ricks – arrived at 4:38 p.m.
Lisa Perrault, Business Manager
Brenda Waterhouse, Principal

COMMITTEE MEMBERS ABSENT:

Joe Blakely
Veronica Foiadelli-McCormick
Norma Malone
Paul Malone
Carlotta Simonds-Perantoni

GUESTS PRESENT:

1. Call to Order

The Chair, Mr. LaCroix, called the Monday February 1, 2016, Finance Committee meeting to order at 4:35 p.m., which was held at the Spaulding High School Library.

2. Additions and/or Deletions to the Agenda

None.

3. Approval of Minutes – December 22, 2015 Finance Committee Meeting

On a motion by Mr. Pandolfo, seconded by Ms. Chamberlin, the Committee unanimously voted to approve the Minutes of the December 22, 2015 Finance Committee meeting.

4. Discussion on Allowable Growth Thresholds

Copies of the BCEMS and BTMES Comparative Tax Rate Calculations Budget Years 2016 – 2017 documents were distributed.

Mr. Pandolfo provided an overview of the implications of Legislative action relating to the Allowable Growth Threshold and other financial impacts to budgets and tax rates. The budget, as approved by the Board is within the threshold limit and there will be no penalty assessed. The SHS Unified District currently has one of the lowest cost per equalized pupil costs in the state.

5. Budget Discussion

SHS and CVCC Financial Reports were distributed. Discussion of the CVCC financial status for the current year, included discussion on the use of the anticipated CVCC surplus (\$195,880) which could be utilized for relocating the administrative office, with most of the remainder being used to partially finance the required installation of a sprinkler system. Brief discussion was held regarding a possible 'phased in' approach to the installation of a sprinkler system, though VSBIT and the Fire Marshall may request a more accelerated approach. Mr. Pandolfo has been asked to provide reporting that confirms significant progress is being made to meet sprinkler requirements. Discussion of the SHS financial status for the current year included discussion on the projected deficit, which is mainly the result of Special Education Expenses. The projected deficit does not reflect anticipated income. Additional information will be available in March. It was noted that Special Education Expenses are budgeted on known costs. The district cannot predict those students that may move into the district.

6. Other Business

Ms. Ricks advised that she may stay on the Finance Committee as a community member. The Finance Committee agreed to meet on the second Thursday of each month, beginning at 4:30 p.m., at the Supervisory Union. This change will be effective in March 2016. Mr. Pandolfo advised that the SHS Board will need to choose a representative to the SU Board.

7. Next Meeting Date

The next meeting will be held on Thursday March 10, 2016 at 4:30 p.m., at the Barre Supervisory Union Office.

8. Adjournment

On a motion by Ms. Chamberlin, seconded by Ms. Ricks, the Committee unanimously voted to adjourn at 5:25 p.m.

Respectfully submitted,
Andrea Poulin

DRAFT

915

Spaulding UHS and CVCC

SHS EXPENSE BUDGET STATUS REPORT

Report # 36367

Statement Code: BOARD SHS

Account Number / Description	ADOPTED BUDGET 7/1/2015 - 6/30/2016	Y-T-D EXPENSES 7/1/2015 - 6/30/2016	ENCUMB 7/1/2015 - 6/30/2016	REMAING BALANCE 7/1/2015 - 6/30/2016
4000 Construction	\$0	\$0	\$0	\$0
Class: Revenue	\$0	\$0	\$0	\$0
5001 OTHER - ON BEHALF	\$0	\$0	\$0	\$0
5200 Fund Transfers	\$0	\$100,000	\$0	\$(100,000)
5400 Prior Period Adjustment	\$0	\$0	\$0	\$0
1190 BSU Shared Staff Services	\$0	\$0	\$0	\$0
1191 BC Shared Staff Services	\$0	\$5,639	\$0	\$(5,639)
1192 BT Shared Staff Services	\$0	\$0	\$0	\$0
1100 Direct Instruction	\$3,794,282	\$2,155,426	\$1,545,084	\$93,772
1300 Tech Ed Instruction	\$1,065,648	\$349,197	\$0	\$716,451
1410 Co-Curricular	\$49,726	\$24,101	\$0	\$25,625
1411 ECHO Yearbook	\$0	\$0	\$0	\$0
1412 Sentinel Newspaper	\$0	\$0	\$0	\$0
1413 Drama	\$0	\$0	\$0	\$0
1420 Athletics	\$437,972	\$318,500	\$54,187	\$65,285
2120 Guidance Services	\$542,604	\$323,244	\$230,274	\$(10,914)
2130 Health Services	\$98,663	\$54,309	\$44,678	\$(324)
2140 Psychological Services	\$0	\$0	\$0	\$0
2149 Other Psychological Services	\$0	\$0	\$0	\$0
2150 SLP Services	\$0	\$0	\$0	\$0
2190 Other Support Services - Students	\$105,055	\$142,551	\$61,823	\$(99,319)
2210 CURRICULUM	\$2,125	\$1,626	\$0	\$499
2211 NEASC	\$0	\$0	\$0	\$0
2212 Staff Support Services	\$44,085	\$18,270	\$13,034	\$12,781
2213 Instructional Staff Training Services	\$0	\$0	\$0	\$0

Spaulding UHS and CVCC SHS EXPENSE BUDGET STATUS REPORT

Report # 36367

Account Number / Description	ADOPTED BUDGET 7/1/2015 - 6/30/2016	Y-T-D EXPENSES 7/1/2015 - 6/30/2016	ENCUMB 7/1/2015 - 6/30/2016	REMAING BALANCE 7/1/2015 - 6/30/2016
2220 Library Services	\$146,225	\$80,666	\$52,661	\$12,898
2225 TECHNOLOGY	\$187,942	\$127,977	\$13,105	\$46,860
2310 SCHOOL BOARD	\$154,357	\$20,267	\$0	\$134,090
2312 Board Secretary / Clerk Services	\$4,445	\$0	\$0	\$4,445
2313 Board Treasurer Services	\$445	\$0	\$0	\$445
2314 Election Services	\$444	\$0	\$0	\$444
2321 Office of the Superintendent	\$453,322	\$302,215	\$151,107	\$0
2410 Principal's Office	\$572,443	\$389,712	\$167,975	\$14,756
2490 School Resource Officer	\$35,937	\$0	\$39,862	\$(3,925)
2523 Fiscal Services	\$43,050	\$0	\$0	\$43,050
2600 FACILITIES	\$1,310,306	\$903,154	\$317,649	\$89,503
2711 TRANSPORTATION	\$0	\$0	\$0	\$0
2720 Athletic Transportation	\$68,000	\$44,886	\$0	\$23,114
2721 Co-Curricular Transportation	\$3,000	\$1,639	\$0	\$1,361
3100 Food Service Operations	\$6,000	\$12,197	\$0	\$(6,197)
3200 Enterprise Operations	\$0	\$6,069	\$0	\$(6,069)
5000 Other Uses	\$0	\$0	\$0	\$0
5100 Bond Proceeds	\$364,678	\$354,795	\$0	\$9,883
5200 Fund Transfers	\$0	\$0	\$0	\$0
5300 Sale of Assets/Fund Transfers	\$0	\$0	\$0	\$0
5400 Prior Period Adjustment	\$0	\$0	\$0	\$0
1200 SPECIAL ED INSTR	\$2,442,151	\$1,938,931	\$1,154,717	\$(651,497)
2100 STUDENT SUPPORT SRVC	\$0	\$0	\$0	\$0
2130 Health Services	\$25,070	\$11,060	\$24,605	\$(10,595)
2140 Psychological Services	\$163,111	\$125,945	\$84,814	\$(47,648)

Spaulding UHS and CVCC SHS EXPENSE BUDGET STATUS REPORT

Report # 36367

Account Number / Description	ADOPTED BUDGET 7/1/2015 - 6/30/2016	Y-T-D EXPENSES 7/1/2015 - 6/30/2016	ENCUMB 7/1/2015 - 6/30/2016	REMAING BALANCE 7/1/2015 - 6/30/2016
2149 Other Psychological Services	\$49,273	\$0	\$0	\$49,273
2150 SLP Services	\$179,532	\$112,085	\$86,698	\$(19,251)
2210 CURRICULUM	\$0	\$0	\$0	\$0
2212 Staff Support Services	\$0	\$0	\$0	\$0
2420 Special Ed Administration	\$124,594	\$58,540	\$52,111	\$13,943
2600 FACILITIES	\$0	\$0	\$0	\$0
2711 TRANSPORTATION	\$85,054	\$9,202	\$2,969	\$72,883
5400 Prior Period Adjustment	\$0	\$0	\$0	\$0
1200 SPECIAL ED INSTR	\$83,284	\$40,108	\$33,946	\$9,230
2420 Special Ed Administration	\$0	\$3,744	\$1,656	\$(5,400)
2600 FACILITIES	\$5,800	\$2,814	\$3,060	\$(74)
2711 TRANSPORTATION	\$0	\$0	\$0	\$0
3100 Food Service Operations	\$0	\$0	\$0	\$0
1100 Direct Instruction	\$0	\$0	\$0	\$0
2321 Office of the Superintendent	\$0	\$0	\$0	\$0
2600 FACILITIES	\$0	\$0	\$0	\$0
Class: Expense	\$12,648,623	\$8,038,869	\$4,136,015	\$473,739
GRAND TOTAL	\$12,648,623	\$8,038,869	\$4,136,015	\$473,739

Spaulding UHS and CVCC

CVCC EXPENSE BUDGET STATUS REPORT

Report # 36368

Statement Code: BOARD CVCC

Account Number / Description	ADOPTED BUDGET 7/1/2015 - 6/30/2016	Y-T-D EXPENSES 7/1/2015 - 6/30/2016	ENCUMB 7/1/2015 - 6/30/2016	REMAING BALANCE 7/1/2015 - 6/30/2016
5300 Sale of Assets/Fund Transfers	\$0	\$0	\$0	\$0
5400 Prior Period Adjustment	\$0	\$0	\$0	\$0
1197 BTC ASSOC Shared Services	\$0	\$0	\$0	\$0
5300 Sale of Assets/Fund Transfers	\$0	\$0	\$0	\$0
1200 SPECIAL ED INSTR	\$68,981	\$37,169	\$31,180	\$632
1300 Tech Ed Instruction	\$1,687,933	\$921,412	\$552,368	\$214,153
1410 Co-Curricular	\$18,291	\$7,947	\$637	\$9,707
2120 Guidance Services	\$86,481	\$49,117	\$32,692	\$4,672
2130 Health Services	\$21,656	\$11,699	\$9,807	\$150
2212 Staff Support Services	\$1,625	\$1,627	\$0	\$(2)
2220 Library Services	\$32,099	\$16,515	\$11,388	\$4,196
2225 TECHNOLOGY	\$118,152	\$39,853	\$54,308	\$23,991
2310 SCHOOL BOARD	\$34,509	\$18,504	\$0	\$16,005
2312 Board Secretary / Clerk Services	\$976	\$0	\$0	\$976
2313 Board Treasurer Services	\$98	\$0	\$0	\$98
2314 Election Services	\$98	\$0	\$0	\$98
2321 Office of the Superintendent	\$97,077	\$64,718	\$32,359	\$0
2410 Principal's Office	\$432,050	\$284,308	\$120,063	\$27,679
2411 PreTech Satellite Admin	\$0	\$0	\$0	\$0
2490 School Resource Officer	\$7,889	\$0	\$8,750	\$(861)
2523 Fiscal Services	\$9,450	\$0	\$0	\$9,450
2600 FACILITIES	\$244,294	\$155,293	\$89,239	\$(238)
2711 TRANSPORTATION	\$8,800	\$857	\$4,067	\$3,876
5100 Bond Proceeds	\$80,052	\$77,882	\$0	\$2,170
5200 Fund Transfers	\$0	\$0	\$0	\$0

Spaulding UHS and CVCC CVCC EXPENSE BUDGET STATUS REPORT

Report # 36368

Account Number / Description	ADOPTED BUDGET	Y-T-D EXPENSES	ENCUMB	REMAING BALANCE
	7/1/2015 - 6/30/2016	7/1/2015 - 6/30/2016	7/1/2015 - 6/30/2016	7/1/2015 - 6/30/2016
5300 Sale of Assets/Fund Transfers	\$0	\$0	\$0	\$0
5400 Prior Period Adjustment	\$0	\$0	\$0	\$0
1300 Tech Ed Instruction	\$0	\$0	\$0	\$0
Class: Expense	\$2,950,511	\$1,686,901	\$946,858	\$316,752
GRAND TOTAL	\$2,950,511	\$1,686,901	\$946,858	\$316,752