

**BARRE TOWN MIDDLE AND ELEMENTARY SCHOOL
REGULAR SCHOOL BOARD MEETING**
Barre Town Middle and Elementary School – Library
March 6, 2019 – 6:00 p.m.

MINUTES

BOARD MEMBERS PRESENT:

Alice Farrell - Chair
Jay Paterson – Vice Chair
Rebecca Kerin-Hutchins – Clerk – departed at 7:46 p.m.
Chris Hull
Victoria Pompei

BOARD MEMBERS ABSENT:

ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent
Jennifer W. Nye, Principal
Erica Pearson, Assistant Principal
Donald McMahon, Director of Special Services – departed at 7:47 p.m.

GUESTS PRESENT:

Video Vision Tech

1. Call to Order: Pledge of Allegiance

Mrs. Farrell called the Wednesday, March 6, 2019, Regular meeting to order at 6:02 p.m., which was held at the Barre Town Middle and Elementary School Library. The flag salute followed.

2. Board Reorganization

The Annual Reorganizational Check List was distributed. VSBA Board Re-organization documentation was distributed. Mr. Pandolfo advised regarding Board re-organization. It was noted that there were no ‘new’ Board Members, which may allow for a less detailed overview of re-organization. It was suggested that because the Board will only be operational until the end of June 2019, the Board may wish to continue with the same ‘positions’. Mr. Pandolfo advised that Mrs. Kerin-Hutchins and Mr. Paterson have not taken the oath of office and will not be eligible to vote during this evening’s meeting. A copy of an e-mail from Kerri Lamb (VSBA) was distributed.

On a motion by Mrs. Pompei, seconded by Mr. Hull, the Board unanimously voted to elect/appoint as elected/appointed in 2018:

**Board Chair: Alice Farrell
Vice-Chair: Jay Paterson
Clerk: Rebecca Kerin-Hutchins**

Barre Supervisory Union Board Representatives: Alice Farrell, Rebecca Kerin-Hutchins, and Victoria Pompei

Committee Assignments:

**Finance/Facilities/Transportation Committee: Jay Paterson (Chair) and Chris Hull
BSU Curriculum Committee: Victoria Pompei
BSU Policy Committee: Rebecca Kerin-Hutchins
BSU Finance Committee: Alice Farrell and Jay Paterson
BSU Negotiations Committee: Jay Paterson
BSU Facilities Committee: Chris Hull
BSU Communications Committee: Alice Farrell**

On a motion by Mrs. Pompei, seconded by Mr. Hull, the Board unanimously voted:

**To authorize the Board Chair to sign teacher contracts,
To authorize the Board Chair to sign other contracts,
To designate Mrs. Farrell as the primary Board Member to sign warrants,
To designate Mrs. Pompei as the secondary Board Member to sign warrants,**

**Not schedule a Board Retreat or Tri-Board Meeting at this time,
To hold Regular Board Meetings on the first Wednesday of each month at 6:00 p.m. in the BTMES Library,
To post Agendas and Minutes at the Town Clerk's Office, the BSU Office, and BTMES,
To post Warnings in the Times Argus and on Front Porch Forum,
To use Robert's Rules of Order,
To adopt the Code of Ethics,
To name the Times Argus as the designated newspaper for publications, and
To continue the current practices relating to confidentiality of Executive Session and Open Meeting Laws.**

All Board Members signed a Code of Ethics document.

Brief discussion was held regarding communication practices, Board development opportunities, and Board advocacy.

3. Additions and/or Deletions to the Agenda

End-of-year projections and review of the draft budget will be discussed under Agenda Item 7.1, Merger Update

4. Visitors and Communications

None.

5. Approval of Minutes

5.1. Approval of Minutes – February 13, 2019 Regular Meeting

Mrs. Kerin-Hutchins will provide the closing information to Mrs. Poulin. The Board agreed to approve the Minutes, as amended with the information provided by Mrs. Kerin-Hutchins. Minutes will be amended prior to posting the approved version.

On a motion by Mrs. Pompei, seconded by Mr. Hull, the Board unanimously voted to approve, as amended, the Minutes of the February 13, 2019 Regular Meeting.

6. New Business

6.1 Resignations/Retires/New Hires

A document titled '2019 Barre Town Middle School Principal Search Process and Timeline' was distributed. There were no resignations, retirements, or new hires proposed for discussion. Mr. Pandolfo provided an overview of the document, advising that technically, the new Co-Principal will be hired by the BUUSD Board, and the BUUSD Board will be asked to approve a candidate at their initial meeting which is slated for 04/11/19. Mr. Pandolfo will ask the BTMES Board to approve his recommendation at their 04/03/19 meeting. Mr. Pandolfo advised that both Boards (BTMES and BUUSD) will be asked to approve all BTMES hires for the 2019-2020 year. Brief discussion was held regarding the hiring process and the upcoming Parent/Community public forum, which will be held on 03/12/19 at 6:00 p.m.

6.2 Approval of Truck Purchase

Mr. Pandolfo advised that Mr. Evans has received two quotes and is currently waiting for a third. Mr. Pandolfo requested that the Board approve the truck purchase with a motion that includes a dollar limit. Brief discussion was held regarding the type of truck to be purchased (diesel or gas, warranty information, new or used). The Board agreed to table discussion until additional information can be provided.

7. Old Business

7.1 Merger Update

Six documents were distributed; 'BUUSD Moving Forward, Looking Back: A Timeline for School Governance', FY20 BUUSD Budget Highlights (dated 02/21/19), the BUUSD Proposed Budget - Expense Summary Report, the BUUSD Proposed Budget - Revenue Summary Report, and the BUUSD Projected Comparative Tax Rate Calculations Reports (for both Barre City and Barre Town, for the budget as proposed and for the proposed budget using \$500,000 from the Tax Stabilization Reserve). Mr. Pandolfo provided a brief overview of the timeline and next steps, including upcoming votes. The new BUUSD Board will oversee operations effective 07/01/19, at which point the district Boards will only be responsible for 'close-out' business (relating to FY19).

Mr. Pandolfo provided a lawsuit update, advising that the preliminary injunction request has been denied. Mr. Pandolfo advised that he has reviewed the 25 page Judgement, and proceeded to provide an overview of his interpretation of the document. Portions of the Judgement were read to the Board. A copy of the Judgement is available to those who would like to review it in its entirety. Mr. Pandolfo provided a brief update on current legislation. It was agreed that given the divided Board, BTMES Board Members should not testify at an upcoming hearing.

The Transitional Board will be meeting on 03/14/19 at 6:00 p.m. in the SHS Library. The primary focus of the meeting will be discussion of the FY20 budget draft. If an additional meeting is necessary, it is slated for 03/28/19. Mr. Pandolfo advised that CVCC balances have been removed from the district 'fund balances' section of the draft budget. A review of BTMES year-end projections currently shows a projected deficit of \$186,074.22. The projected deficit includes the purchase of a truck as well as additional work

(roof repair and boiler work). If the truck and additional work are removed, the projected deficit is \$56,000. A better sense of the projection will be available at the end of March. Mr. Paterson voiced concern that deficits might draw fund balances so low, that using \$500,000 from the Tax Stabilization fund might make fund balances too low. Mr. Paterson is concerned that decisions made in isolation in FY19 may have a negative impact on FY20 and beyond. Mrs. Kerin-Hutchins queried regarding Transportation expenses on the year-end projection report. It was noted that the additional pre-k bus run and having bus monitors on all buses, have contributed to the line item being over budget. Line item #20 may be the expense budgeted for field trips. Other items contributing to the deficit include an increase in para-educator support in the Library, as well as additional expenses for the Substitute line item, some of which can be attributed to State requirements to provide benefits to individuals working over a specific number of hours.

Mr. Pandolfo advised that more information is being received from the State regarding a possible Yield number. The State is now projecting that budgets will be increasing approximately 4%. This is an increase from their original projection. The projected Yield is changing from 10,660 to 10,565. When the Yield decreases, tax rates increase. The current draft budget results in tax increases of 6 cents for Barre City and 7 cents for Barre Town. Using \$500,000 from the Tax Stabilization Fund decreases these amounts to 4 cents and 5 cents respectively. These amounts are based on the previous Yield number and may increase. In response to a query regarding the impact of Act 173, Mr. Pandolfo advised that more will be known once the SEER Report (Special Education Expense Report) is generated. Mrs. Kerin-Hutchins queried Mrs. Nye regarding increasing budget lines for items that ran over budget in FY19. Mrs. Farrell queried regarding an update on the CVCC Feasibility Study. Mr. Pandolfo advised that the CVCC Director will be presenting the results at the April Board meetings (SHS and/or BSU) and noted that the Legislature is looking at unfreezing construction funds.

8. Board Reports

8.1. Superintendent

A copy of the Superintendent's report dated February 28, 2019 was distributed. The report included information pertaining to; Act 173/Special Education/Roles and Responsibilities, BSU Building Renovation, Integrated Field Review, School Calendar Update, Merger Update, and Negotiations. A letter from Josh Souliere, Assistant Director Education Quality Reviews, Agency of Education (dated 02/19/19) was distributed. The 2019 – 20 Integrated Field Review (IFR) Timeline was distributed. A letter from VEHI (dated 02/21/19) was distributed. Mr. Pandolfo provided additional information relating to; the Food Service RFP (a much more involved process) Integrated Field Reviews (will begin in the Fall of 2019), and the memo from VEHI regarding changes to Health and Dental Program Member Agreements and composition of the VEHI Board. In response to a query from Mrs. Pompei regarding running an in-house food service program, Mr. Pandolfo advised that the Program has become much more involved and that many schools that have been running their own programs are looking to switch to using food service providers.

8.2 Principals Report

The BTMES Administrative Report for March 26, 2019 was distributed. The report included information pertaining to; 8th and 9th Grade Course Registration, the Afterschool Program, the BSU Art Show, Day of Play, Enrollment (a copy of the Enrollment Report was distributed), Great Schools Partnership, the Lip Sync Challenge, Summer School, a Waste Audit, the YMCA Vacation Camp, and Upcoming Events. A copy of a 'Certificate of Environmental Stewardship' was distributed. Mrs. Nye advised that pre-school screening will be conducted on 04/04/19, and 04/05/19 if necessary. The BTMES March newsletter will be available on 03/07/19. The Homework Committee Survey was recently distributed. The CIP (Continuous Improvement Plan) was recently shared with staff. Ms. Pearson provided an overview of the written report, highlighting the successful Art Show (much thanks to Anne Leeds and Michael Pope for their involvement). The Day of Play was enjoyed by all. It was noted that 4 additional students registered at BTMES today.

8.3 Committee Reports

8.3.1 Verbal Report of BSU Committees -

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

BSU Policy Committee

The Committee met on February 18, 2019. A number of policies were presented to the BSU Board for approval (of First Readings). The next meeting is scheduled for Monday, March 18, 2019 at 6:00 p.m. in the BSU Upstairs Conference Room. Approximately six policies are slated for review by the Committee. Work still needs to be performed to prepare policies for the BUUSD. Once established, the BUUSD Board will need to set up a schedule for the ongoing review of policies.

BSU Curriculum Committee

The January and February meetings were cancelled.

The next meeting is scheduled for Monday, March 25, 2019 at 5:30 p.m. in the SHS Library.

BSU Finance Committee

The Committee met on February 21, 2019 and held extensive discussion regarding the draft budget.

BSU Facilities Committee

The next meeting date is to be determined.

BSU Communications Committee

The Committee met on February 14, 2019. The meetings have been held on the 2nd Thursday of each month. Mr. Pandolfo may change the meeting day to be the 2nd Wednesday of each month, but that change will not be effective in March due to a conflict with a Negotiations Committee meeting. The next meeting date is to be announced.

BSU Negotiations Committee

Meetings are planned for 03/13/19 and 03/20/19 at 5:30 p.m. in the SHS Library.

8.4 Financials

Four reports were distributed; the BTMES Expenditures Year-end Projection Report (dated 03/06/19), the BTMES General Fund Expenditures Report (dated 02/25/19), the BTMES General Fund Revenue Report (dated 02/25/19), and the BSU Expenditures FY19 Report (dated 02/25/19). Discussion was held under Agenda Item 7.1 (Merger Update). No additional discussion was held. Mrs. Pompei encouraged the Board to reconsider acting upon the truck purchase, advising that she believes it has been postponed for too long. The Board did not take additional action. Mr. Pandolfo will obtain information relating to questions raised at tonight's meeting. Mr. Pandolfo hopes to have the information available for the next Transitional Board Meeting on 03/14/19.

9. Other Business

None.

10. Future Agenda Items and Upcoming Committee Meetings

The next Regular Board Meeting is Wednesday, April 3, 2019 at 6:00 p.m. in the BTMES Library.

Agenda Items Include:

Resignations/Retirements/New Hires
Merger Update
Truck RFPs
Budget Discussion – revisit

11. Executive Session

No items were proposed for discussion in Executive Session

12. Adjournment

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

Respectfully submitted,
Andrea Poulin