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BARRE UNIFIED UNION SCHOOL DISTRICT BOARD MEETING

Spaulding High School – Library
April 11, 2019 - 6:00 p.m.

MINUTES

BOARD MEMBERS PRESENT:

Paul Malone (BT) - Chair
Sonya Spaulding (BC) – Vice-Chair
Victoria Pompei (BT) – Clerk
Gina Akley (BT)
Tim Boltin (BC)
Giuliano Cecchinelli (BC)
J. Guy Isabelle (At-Large)
Rebecca Kerin-Hutchins (BT)
Chris Riddell (BC)

BOARD MEMBERS ABSENT:

ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent

GUESTS PRESENT:

Video Vision Tech Dave Delcore – Times Argus Tammy Cochrane Robert Hildebrand Donna Kelty
Monica Tolman

1. Oath of Allegiance

Donna Kelty, Barre Town Clerk and Clerk of the Barre Unified Union School District administered the Oath of Office to all Board Members and circulated copies of the Oath of Office for each Board Member to sign.

2. Call to Order

The Superintendent, John Pandolfo called the Thursday, April 11, 2019, Initial Board Meeting of the new Barre Unified Union School District to order at 6:00 p.m., which was held at the Spaulding High School Library.

3. Organize

VSBA Board Re-organization documentation was distributed. A document titled ‘VSBA School Board U. Live’ was also distributed. Each Board Member was provided with a copy of the organizational check list and data sheet. Mr. Pandolfo advised regarding Organization of the Initial BUUSD Board, provided an overview of the slides contained in the documentation, and requested nominations for the position of Board Chair.

Mrs. Spaulding nominated Paul Malone for the position of Board Chair, seconded by Mr. Isabelle. There were no additional nominations. The Board unanimously voted to elect Paul Malone as Board Chair. Mr. Malone chaired the remainder of the meeting.

Mrs. Pompei nominated Sonya Spaulding for the position of Vice Chair, seconded by Mr. Cecchinelli. There were no additional nominations. The Board unanimously voted to elect Sonya Spaulding as Vice Chair.

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

Mr. Pandolfo recommended that Board Members, as a group, attend and participate in the VSBA School Board U. Live workshop on Saturday, June 1, 2019, from 9:00 a.m. until 3:00 p.m. at the Steakhouse Restaurant in Berlin Vermont. The Superintendent’s Executive Assistant, Tina Gilbert can assist with reservations for those who wish to attend. It was noted that Board Members are required to participate in a specific number of hours of training.

The Board agreed to discuss and finalize the remaining Board Organization and to have one motion to approve all remaining organizational business.

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On a motion by Mrs. Spaulding, seconded by Mr. Boltin, the Board unanimously voted to (all items approved under this motion are in bold):

Hold Board meetings on the second Thursday of each month, and to reserve the fourth Thursday of each month for an additional Board Meeting (when necessary).

That Board Meetings will begin at 5:30 p.m.

Discussion was held regarding limiting Board Meetings to two hours. Though two hours is often enough time to conduct Board business, there are matters, including important work that must be conducted in Executive Session (outside of regular board meeting time), which warrant a longer meeting. Board Member questions, public comment/participation, and other items, can also extend meeting time. Mr. Malone stressed that the Board is elected by the community and he believes they should be allowed time to be heard.

It was noted that currently only the SHS Board has student representatives. Student representation on the BUUSD Board will be added to the May agenda.

Mr. Pandolfo would like to have Board packets sent out one week in advance of meetings, and would like to avoid the extra 'handouts' distributed during meetings. Mr. Pandolfo advised of the goal to have building reports (administrator reports) and newsletters ready for distribution with the initial packets. It is also the goal, to e-mail Board Members, on the Tuesday immediately preceding the Board Meeting, any written information that was not available at the time the board packets were distributed. Addendums to the Board Packet will be posted after the meeting.

Mr. Pandolfo would like to work by 'slate' whenever possible, e.g., approve all new hires with one motion, rather than have a separate motion for each hire.

Discussion was held regarding the various committees, including information regarding the purpose and work of the Regional Advisory Board (RAB) and the Enterprise Committee. A document identifying 'required', 'recommended', and 'to be considered' Board Operations policies was also distributed.

That BUUSD Committee assignments are as follows:

Finance Committee: Mrs. Akley, Mrs. Pompei, Mr. Riddell, and Mrs. Spaulding.

Facilities Committee: Mr. Boltin, Mr. Cecchinelli, and Mrs. Kerin-Hutchins.

Curriculum Committee: Mrs. Akley, Mr. Boltin, Mrs. Pompei, and Mr. Riddell.

Policy Committee: Mr. Cecchinelli, Mr. Isabelle, and Mrs. Kerin-Hutchins.

Communications Committee: Mr. Isabelle, Mrs. Kerin-Hutchins, Mr. Riddell, and Mrs. Spaulding.

Negotiations Committee: Mrs. Akely, Mr. Boltin, Mr. Malone, and Mrs. Spaulding

RAB: Mr. Cecchinelli, Mr. Boltin, and Mr. Isabelle.

Enterprise: Mr. Cecchinelli, Mr. Boltin, and Mr. Isabelle.

That BUUSD Committees will meet on the following schedule:

Finance Committee: First Tuesday of each month

Facilities Committee: Second Tuesday of each month

Curriculum Committee: Fourth Tuesday of each month

Policy Committee: Third Tuesday of each month

Communications Committee: Third Thursday of each month

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The Regional Advisory Board meets quarterly (usually on a Tuesday, from 4:00 p.m. until 5:30 p.m. The Enterprise Committee meets twice a year.

It was noted that community members will most likely be invited to join BUUSD Committees. Mr. Isabelle advised that Committee meetings are open and he encourages participation.

That BUUSD Committees should first meet as follows:

Finance Committee: May 2019

Facilities Committee: May 2019

Curriculum Committee: July 2019

Policy Committee: July 2019

Communications Committee: May 2019

Discussion was held regarding the current BSU Committees; all remain in existence, with some meeting less often than in the past. Currently both the BSU Curriculum and Policy Committees have meetings scheduled. It may be beneficial for BUUSD Curriculum and Policy Committee Members to attend the respective meetings.

To authorize the Board Chair to sign Employee Contracts.

To authorize the Board Chair to sign other contracts, as approved by the Board.

To designate three members of the Finance Committee to sign warrants. This will be discussed with Business Manager Lisa Perreault.

To designate Mr. Malone as the alternative person to sign warrants.

To post Agendas and Minutes at BCEMS, BTMES, SHS, the BUUSD Office, the Barre City Clerk's Office, the Barre Town Clerk's Office, and on the BUUSD web site. Information may also be posted on Front Porch Forum and Facebook.

To use Roberts Rules.

To designate the Times Argus as the newspaper publication to be utilized for meeting notices, warnings and employment advertisements

END OF APPROVALS/DECISIONS MADE AS PART OF THE ORGANIZATIONAL MOTION MADE BY MRS. SPAULDING AND SECONDED BY MR. BOLTIN.

It was noted that other than Mrs. Akley, Board Members have recently signed copies of the 'Code of Ethics For Vermont School Board Members' document. Mrs. Akley will be provided with a copy to sign.

The Board reviewed communication practices, Board development opportunities, and Board advocacy. Mr. Pandolfo reiterated the importance of Board Members attending the VSBA School Board U. Live Board Orientation Meeting on Saturday, June 1, 2019 from 9:00 a.m. until 3:00 p.m. at the Steakhouse Restaurant in Berlin Vermont. The Board was advised that no one individual is authorized to make decisions and that Board Members do not speak with the press. Inquiries from the press should be referred to the Board Chair or the Superintendent.

It was suggested that a short re-cap of meetings be posted on Front Porch Forum and Facebook.

4. Additions and/or Deletions to the Agenda

Add 7.9 Addition of Certification of the Election into the Record

5. Public Comment

None.

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6. Approval of Minutes

6.1 Approval of Minutes – March 14, 2019 - BUUSD Transitional Board Meeting Minutes

On a motion by Mr. Boltin, seconded by Mrs. Spaulding, the Transitional Board Members present, unanimously voted to approve the Minutes of the March 14, 2019 - BUUSD Transitional Board Meeting.

7. Current Business

7.1 Approve FY20 Budget Vote Warning

A document titled ‘WARNING for the SPECIAL MEETING of the BARRE UNIFIED UNION SCHOOL DISTRICT – May 14, 2019’ was distributed. Six budget related documents were distributed; ‘FY20 Barre Unified Union School District Budget Highlights – April 11, 2019 – DRAFT 4’, the BUUSD FY20 Proposed Budget Expense and Revenue Summary Reports, the CVCC FY20 Proposed Budget Expense and Revenue Summary Reports, and the BUUSD Projected Comparative Tax Rate Calculations Report (containing information for both Barre City and Barre Town). Mr. Pandolfo advised that the Warning originally in the packet, has been updated to reflect the results of the election. Mr. Pandolfo provided a brief overview of the budget, announced the public informational session, advised of the cost per equalized pupil (\$13,562), and answered questions from the Board.

On a motion by Mrs. Spaulding, seconded by Mrs. Kerin-Hutchins, the Board unanimously voted to approve an expenditure budget of \$45,134,804 for FY20.

On a motion by Mrs. Spaulding, seconded by Mrs. Kerin-Hutchings, the Board unanimously voted to approve the WARNING for the SPECIAL MEETING of the BARRE UNIFIED UNION SCHOOL DISTRICT – May 14, 2019.

The Warning was circulated for signatures from Donna Kelty and Members of the Board.

7.2 Approve New Hires

The resumes and BSU Notification of Employment Status Forms for Margaret Fagan (Speech/Language Pathologist – BCEMS and BTMES), Samantha Loesch (SHS English), Victoria Everett (CVCC Literacy Coordinator), Karen Moran (.50 FTE Health Education), Scott Griggs (CVCC Assistant Technical Education Director), and Erica Pearson (BTMES Middle School Principal) were distributed. Mr. Pandolfo advised that he would be looking for approval of the slate of teacher positions, and advised that there is no legal requirement for Board approval of teachers who take new teaching positions within the BUUSD.

Mr. Pandolfo provided a brief overview of the candidates’ education and experience.

On a motion by Mrs. Spaulding, seconded by Mr. Riddell, the Board unanimously voted to approve the hiring of Margaret Fagan, Samantha Loesch, Victoria Everett, and Karen Moran.

Mr. Pandolfo provided an overview of Scott Grigg’s education and experience, including his previous tenure in the same position at CVCC. It was noted that the SHS/CVCC Board recommends hiring Mr. Griggs. Mr. Pandolfo provided an overview of the interview process for the position of middle school Principal at BTMES and advised that only the Principal position involved an interview by the Board. It was agreed that discussion of both administrative positions would occur in Executive Session at the end of the meeting and that a formal vote would be held after Executive Session.

7.3 Approve VMERS Language

A document titled ‘Following is a statement for the BUUSD Board to take action on at the April 11 meeting:’. The document identifies language that needs to be approved by the Board, relating to the Vermont Municipal Employee Retirement System. Mr. Pandolfo advised regarding the request to approve the VMERS language.

On a motion by Mr. Boltin, seconded by Mr. Isabelle, the Board unanimously voted that the Barre Unified Union School District will offer Vermont Municipal Employee Retirement System (VMERS) benefits (to) group A for all qualified union paraeducators, group B for all non-union employees (4 BTMES only), and group C for all qualified custodial staff. This will take effect on July 1, 2019. (These options were originally conditions of employment before the districts merged).

7.4 Approval of FY20 Perkins Summary

A document titled ‘Central Vermont Career Center Perkins FY20 Summary’ (dated 03/28/19) was distributed. Mr. Pandolfo provided an overview of the document, advising that Board approval is being requested. It was noted that Perkins funds can be used for new programs for a term of up to three years.

On a motion by Mr. Isabelle, seconded by Mr. Riddell, the Board unanimously voted to approve the FY20 Perkins Summary as presented in the Board packet.

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7.5 Approval to Apply for CFP Grant

A document titled 'Motion to Authorize Application for CFP Grant' was distributed. Mr. Pandolfo provided a brief overview and requested that the Board vote to authorize the Superintendent's Office to apply for the CFP Grant.

On a motion by Mr. Isabelle, seconded by Mr. Cecchinelli, the Barre Unified Union School District (BUUSD) authorizes the BUUSD Superintendent's Office to accept grants, to administer, and to act as the representative on behalf of all member schools.

7.6 Approval of Food Service Contract

Six documents were distributed; 'Food Service Management Company Request For Proposal Process Update' (dated 04/05/19), a copy of a memorandum to Lisa Perreault from the Vermont Agency of Education (dated 04/08/19), an AOE document titled 'Food Service Management Contract – Competitive Bidding Instructions for School Food Authorities', a document titled 'Best Practice for Judging Proposals for Food Service Management Companies', a document titled 'BUUSD FSMC Contract Scoresheet (April 5, 2019), and a document titled 'Barre Unified Union School District FSMC Proposal Score Totals' (dated 04/05/19). Mr. Pandolfo provided an overview of the extensive RFP process, including the required involvement of the Agency of Education. Mr. Pandolfo advised of the scoring system and announced the score assigned to each vendor who submitted a bid. Beginning with this contract, all schools in the district will be served by a single food service vendor.

On a motion by Mr. Boltin, seconded by Mrs. Spaulding, the Board unanimously voted to offer the food service contract to Aladdin, as approved by the Agency of Education.

Mrs. Pompei voiced concern that an increase in meal prices may be a hardship for some parents of BTMES students.

7.7 Approval of Summer 2019 BCEMS Partial Roofing Replacement and Repair

A document containing the BCEMS Partial Roofing Replacement and Repair for the Summer of 2019 bid information was distributed. Mr. Pandolfo advised that Dayco, Inc. had originally submitted a bid, but due to hiring issues had to decline the project. The BCEMS Board has approved the Superintendent's recommendation. The Superintendent's recommendation is to award the contract to Evergreen Roofing at a cost of \$281,300. In response to a query, it was noted that this project is not the final roof project for BCEMS. There will need to be some additional work performed in the future. Mr. Pandolfo noted that BTMES will be performing some smaller roofing projects before June 30, 2019 and that extensive repairs will be made to the front canopy area during the summer.

On a motion by Mrs. Spaulding, seconded by Mrs. Pompei, the Board unanimously voted to accept the Superintendent's recommendation to award the contract to Evergreen Roofing for partial roof repair/replacement.

7.8 School Calendar for 2019 – 2020

A copy of the Regional Calendar – Barre Supervisory Union 2019 – 2020 Calendar was distributed. Mr. Pandolfo advised that the calendar in the packet, dated 03/27/19 is the most up to date copy and includes some minor corrections. No Board action is necessary.

7.9 Addition of Certification of the Election into the Record

Mr. Pandolfo advised that he would like the April 9, 2019 Certification of the Election entered into the record of this meeting.

On a motion by Mr. Isabelle, seconded by Mr. Cecchinelli, the BUUSD Board unanimously voted to have the Certification of the April 9, 2019 Initial BUUSD Board Election entered into the record.

8. Other Business

A document from the Vermont School Boards' Association (VSBA) was distributed. The letter relates to Act 11 of 2018 (Commission on Public School Employee Health Benefits / statewide negotiations). Mr. Pandolfo provided a brief overview of the letter.

8.1 Future Agendas

Building Reports (BCEMS, BTMES, SHS, CVCC, and Central Office) will be included in future packets.
Current Newsletter will be included in future packets.

After completion of a few board meetings, the Board will 'check in' to assess how things are working and identify possible changes/improvements to meeting structure.

It was noted that e-mail addresses may be changing under the BUUSD. Additional information will be forthcoming.

It was noted that during Organization, the Board did not name a meeting location. The Board agreed to meet at Spaulding High School in the library through August 2019. The location of the September meeting will be announced. It was suggested that there be some

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rotation of meeting location, though moving the meeting location may cause confusion. Continuity may be preferred. It was suggested that 1 or 2 meetings be held each year at each of the elementary/middle schools (BCEMS and BTMES).

Mrs. Spaulding requested that the Board receive tours of each of the schools. The tours could be held separately, or as part of Board Meetings. Mr. Pandolfo will coordinate school visits/tours, and will try to have them held while the 2018/2019 school-year is still in session.

May Agenda:

New Hires

Policies (60 – 65)

Approval of Continuous Improvement Plan

Student Representatives

June Agenda:

Policies (Second and Final Readings and Adoption of Policies)

How Administrators Will Report to the Board

Administrative Representation at Committee Meetings

June or July Agenda:

Special Education / Act 173

Mr. Pandolfo advised that he will not be available the last week in June or the first two weeks of July.

9. Executive Session

Employment of Employees was proposed for discussion in Executive Session.

On a motion by Mr. Boltin, seconded by Mrs. Kerin-Hutchins, the Board unanimously voted to enter into Executive Session, with Mr. Pandolfo in attendance, at 8:17 p.m. under the provisions of 1 VSA section 313 to discuss the item proposed for discussion.

The remaining information was provided by the Board Clerk.

On a motion by Mr. Isabelle, seconded by Mr. Riddell, the Board unanimously voted to exit Executive Session at 9:07 p.m.

On a motion by Mr. Riddell, seconded by Mr. Boltin, the Board unanimously voted to approve the hiring of Scott Griggs.

On a motion by Mr. Isabelle, seconded by Mrs. Kerin-Hutchins, the Board voted 8 to 1 to approve the hiring of Erica Pearson as Middle School Principal at BTMES. Mrs. Spaulding voted against the motion.

10. Adjournment

On a motion by Mr. Boltin, seconded by Mrs. Kerin-Hutchins, the Board unanimously voted to adjourn at 9:09 p.m.

Respectfully submitted,

Andrea Poulin