

**BTMES REGULAR SCHOOL BOARD MEETING**  
Barre Town Middle and Elementary School – Library  
April 3, 2019 – 6:00 p.m.

**MINUTES**

**BOARD MEMBERS PRESENT:**

Alice Farrell - Chair  
Jay Paterson – Vice Chair  
Rebecca Kerin-Hutchins – Clerk – arrived at 6:05 p.m.  
Chris Hull  
Victoria Pompei

**BOARD MEMBERS ABSENT:**

**ADMINISTRATORS PRESENT:**

John Pandolfo, Superintendent  
Scott Griggs, Principal  
Jennifer W. Nye, Principal  
Jamie Evans, Facilities Director

**GUESTS PRESENT:**

Video Vision Tech            Carol Marold

**1. Call to Order: Pledge of Allegiance**

**The Chair, Mrs. Farrell, called the Wednesday, April 3, 2019, Regular meeting to order at 6:00 p.m., which was held at the Barre Town Middle and Elementary School Library. The flag salute followed.**

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

4.1 Principal Interview – Mr. Pandolfo advised that Carol Marold will give a short presentation regarding the search process, and that typically, an interview is held at the beginning of the meeting, and then an additional Executive Session is held at the end for the Board to deliberate.

**3. Visitors and Communications**

None.

**4. Executive Session**

**4.1 Principal Interview**

A document titled ‘Barre Town Middle and Elementary School Middle School Principal Search Process’ was distributed. Carol Marold, Human Resources Coordinator addressed the Board, advising that given the time of year, there are time constraints involved with the hiring process. Mrs. Marold provided an overview of the Search Process document, advising of the Search Committee structure and charge, the make-up of the Committee, process considerations, timeline and the applicant pool. It was noted that the Committee had narrowed the candidate pool to two individuals. As the Committee wanted to make the final selection, they opted to choose one final candidate, rather than present the Superintendent with two candidates. It was noted that there were 4 out-of-state candidates, but the majority of candidates were from Vermont. A personnel matter (the Principal Interview) was proposed for discussion in Executive Session.

**On a motion by Mrs. Pompei, seconded by Mr. Hull, the Board unanimously voted to enter into Executive Session, with Mr. Pandolfo, Jennifer Nye, Carol Marold, and the Principal candidate in attendance, at 6:14 p.m. under the provisions of 1 VSA section 313 to discuss the item proposed for discussion.**

**On a motion by Mr. Paterson, seconded by Mrs. Pompei, the Board unanimously voted exit Executive Session at 6:59 p.m.**

**5. Approval of Minutes**

**5.1. Approval of Minutes – March 6, 2019 Regular Meeting**

**On a motion by Mrs. Pompei, seconded by Mr. Hull, the Board unanimously voted to approve as amended, the Minutes of the March 6, 2019 Regular Meeting.**

## **6. New Business**

### **6.1 Resignations/Retires/New Hires**

A letter of resignation from Sherri Allen was distributed. Mrs. Nye advised that Mrs. Allen is an excellent employee and her resignation as a teacher is a hard loss.

**On a motion by Mr. Paterson, seconded by Mrs. Kerin-Hutchins, the Board unanimously voted to accept with regrets, the resignation of Sherri Allen.**

Mr. Pandolfo advised that letters of intent have been given to all teachers. A 15 day extension is automatically granted to any teacher who submits a written request for an extension.

### **6.2 Truck Purchase Approval**

A document titled 'BTMES Facilities Projects for Consideration March 28, 2019' was distributed. A document containing the truck/plow bids was distributed. A document containing the bid for the salt/sand spreader bid was distributed. A document titled BTMES Expense Considerations was also distributed. An additional RFP document was also distributed. The Superintendent recommends purchasing the truck/plow from Capitol City GMC for \$42,302, and purchasing the salt/sand spreader from Lucky's Trailer Sales for \$5880. Mr. Pandolfo advised that the draft budget was built with the understanding/assumption that certain purchases/repairs would be completed in FY19. Mr. Pandolfo provided answers to the questions posed at the March Board Meeting, and reiterated the need, purpose, and desire to purchase a truck to supplement, not replace, plowing and sanding, performed by a contracted vendor. It was noted that BTMES has a lot of grounds to maintain.

**On a motion by Mrs. Pompei, seconded by Mrs. Kerin-Hutchins, the Board unanimously voted to approve the Superintendent's recommendation to purchase the truck/plow from Capitol City GMC for \$42,302, and purchase the salt/sand spreader from Lucky's Trailer Sales for \$5880.**

### **6.3 Boiler Repair Approval**

Documentation was distributed under Agenda Item 6.2. An additional RFP document was also distributed. The Superintendent recommends contracting with Messersmith Manufacturing, Inc. for \$35,000. Mr. Evans advised that Messersmith Manufacturing is a very well-known company and he is confident that they will do a great job.

**On a motion by Mr. Hull, seconded by Mrs. Pompei, the Board unanimously voted to approve the Superintendent's recommendation to contract with Messersmith Manufacturing, Inc. for \$35,000 for boiler repairs.**

There is no update on the roof membrane quote, as the weather has prevented a site visit. Regarding repair to the canopy and sidewalk replacement, Mr. Evans advised that he reached out to 5 concrete contractors, 4 of which are interested in bidding on the job. The engineer will be present for the site visit, which will be held within the next few weeks. After the site visit is held, bids will be submitted. In addition to the repair of the columns and replacement of the sidewalk, Mr. Evans will be looking for a separate quote to replace the sidewalk leading to the parking lot. 'Hard' numbers will be available in approximately one month. It was noted that the construction/maintenance line item in the draft budget was reduced from the industry standard of \$1 per square foot to 80¢ per square foot. With this reduction, it is anticipated that the canopy repair/sidewalk replacement will utilize most of the budgeted amount (\$125,000 - \$130,000).

### **6.4 Field Trip Approval**

A document titled '6<sup>th</sup> Grand BTMES Field Trip Proposal' (dated 03/26/19) was distributed. Mr. Griggs provided a brief overview of the Field Trip Proposal and advised that any out of state or over-night field trips must be approved by the Board. The proposed field trip is tied into curriculum, including Next Generation Science Standards. Mr. Griggs fully supports the proposed field trip. It was noted that there are alternatives for students who don't wish to participate in the 'climb'. In response to a query, Mr. Griggs advised that he will check into the number of adults who will be present (including para-educators).

**On a motion by Mr. Paterson, seconded by Mrs. Kerin-Hutchins, the Board unanimously voted to approve the 6<sup>th</sup> grade field trip to Lost River Gorge in North Woodstock, NH.**

## **7. Old Business**

### **7.1 Merger Update**

Mr. Pandolfo provided an update, including an overview of the information contained in the Superintendent's Report. Next Tuesday's BUUSD Board Member election has been advertised. The first meeting of the Initial Board will be held on Thursday, 04/11/19. There is a tentative budget vote date of 05/14/19. It is anticipated that the BUUSD Board will also meet on 05/09/19 and 06/13/19. At these two meetings, it is anticipated that the BUUSD Board will be able to approve 61+/- policies, so that policies will be in effect for 07/01/19. Donna Kelty, BUUSD Clerk has agreed to attend the meeting on 04/11/19 and, as the first order of business, will swear in Board Members. Mr. Pandolfo strongly encourages BUUSD Board Members to attend the all-day VSBA Board Member training

on 06/01/19. Mr. Pandolfo provided an update on H39 and advised that lawsuits are still active and that an outcome may occur before 07/01/19.

## **7.2 Budget Update**

Mr. Pandolfo provided updated numbers based on the recommendation of the BUUSD Transitional Board which met on 03/14/19. Three support positions and the Technology Integrationist position were removed from the draft budget in an effort to reduce the tax increase. The BTMES Literacy Interventionist and SRO position were both left in the draft budget. Mrs. Pompei advised that at the 04/02/19 Select Board Meeting, the Select Board advised that they do not want to commit to BTMES for a School Resource Officer, as they are currently short two officers. The Draft Budget will be presented to the BUUSD Initial Board on 04/11/19. Mr. Pandolfo advised regarding changes to year-end projections for BTMES, BCEMS, and SHS and the impact to the projected fund balance for 07/01/19.

## **8. Board Reports**

### **8.1. Superintendent**

A copy of the Superintendent's report dated March 27, 2019 was distributed. The report included information pertaining to; the school calendar, the merger, and negotiations. Mr. Pandolfo advised that there was nothing additional to report. There were no questions from the Board.

### **8.2 Principals Report**

The BTMES Administrative Report for April 3, 2019 was distributed. The report included information pertaining to; the Art Show, the Crops by Kids Garden, Drama Club, Dynamic Landscapes 2019, Enrollment (a copy of the report was distributed), the Food Service RFP, the Homework Survey, the PBIS system, SBAC testing, Staff Appreciation Week, Staff Development Day, and Upcoming Events. Mrs. Nye highlighted the Talent Show, the Winooski Valley Music Festival, Pre-K Registration, and Friday's Staff Development. Mrs. Nye encouraged parents to complete the Homework Survey. Mr. Griggs highlighted the 5<sup>th</sup>/6<sup>th</sup> grade play Aladdin, and commended Darby Hiebert, Emily Jones, and Dani Kehlmann for their efforts in coordinating this event. Additionally, Mr. Griggs commended Jessica Van Orman and Stephanie Kingzett for their work on Dynamic Landscapes. Mr. Griggs and Mrs. Nye provided an overview of the enrollment report and advised regarding anticipated staffing changes. Mrs. Nye queried the Board regarding their willingness to assist with the traditional staff breakfast held during Staff Appreciation Week. It was decided to hold the Staff Appreciation Breakfast on Tuesday, May 7, 2019. Board Members will assist with the breakfast that will start at approximately 6:45 a.m.

### **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 Curriculum Committee -**

The Committee met on March 25, 2019. Mrs. Pompei provided an overview of the discussion, which included; an Early Education Presentation, the Continuous Improvement Plan, and an update on Professional Development.

#### **BSU Policy Committee -**

The Committee met on March 18, 2019. Discussion included;  
If another meeting of the BSU Policy Committee is required, it is tentatively scheduled for Monday, May 20, 2019.

#### **BSU Finance Committee -**

No discussion was held.

#### **BSU Facilities Committee -**

The BSU Facilities Committee has not met recently. The next meeting date is to be announced.

#### **BSU Communications Committee -**

The Committee met on March 20, 2019 and reviewed the Annual Report and 'Thank You' brochure. Mrs. Farrell advised that it will be necessary to promote the upcoming budget vote. Pamphlets are available at the Barre Town Clerk's Office.

#### **BSU Negotiations Committee -**

Mr. Pandolfo advised that a negotiation session was held on 04/02/19. An additional session is scheduled for 04/23/19. Negotiation sessions have alternated between teachers and para-educators, but the next session may involve both teachers and para-educators.

## **8.4 Financials**

Four reports were distributed; BTMES FY19 Expenditures/Year-end Projection Report (dated 04/03/19), the BTMES General Fund Expenditure Report (dated 03/26/19), the BTMES General Fund Revenue Summary Report (dated 03/26/19), and the BSU Expenditures – FY19 Report (dated 03/26/19). There is an unaudited projected deficit of \$184,312.22. In response to a query

regarding the change in the projected fund balance (for 07/01/19), it was noted that year-end projections and maintenance items have been factored in. It was also noted that the draft budget for FY20 uses \$200,000 of the fund balance (in an effort to lessen the tax increase). Mrs. Nye advised that administrators continue to meet with Business Manager Lisa Perreault to keep a close eye on expenses for FY19.

#### **9. Other Business**

None.

#### **10. Future Agenda Items and Upcoming Committee Meetings**

The next Regular Board Meeting will be on Wednesday, May 1, 2019 at 6:00 p.m. in the BTMES Library.

##### Agenda Items:

Resignations/Retirements/New Hires

Merger Update

After-School Program

Roof Repair Approval

Canopy Update

As discussed under Additions and Deletions to the Agenda, the Board agreed that an additional Executive Session would be necessary for the purpose of discussing a personnel matter (deliberation of the Middle School Principal recommendation).

**On a motion by Mr. Paterson, seconded by Mrs. Kerin-Hutchins, the Board unanimously voted to enter into Executive Session, with Mr. Pandolfo, Mrs. Nye, and Mrs. Marold in attendance, at 7:59 p.m. under the provisions of 1 VSA section 313 to discuss the item proposed for discussion.**

**On a motion by Mr. Paterson, seconded by Mr. Hull, the Board unanimously voted exit Executive Session at 9:00 p.m.**

**On a motion by Mrs. Kerin-Hutchins, seconded by Mr. Hull, the Board unanimously voted to make a recommendation to the BUUSD Board to accept Erica Pearson as Principal of Barre Town Middle School.**

#### **11. Adjournment**

**On a motion by Mrs. Farrell, seconded by Mr. Hull, the Board unanimously voted to adjourn at 9:02 p.m.**

Respectfully submitted,

*Andrea Poulin*