

**BARRE UNIFIED UNION SCHOOL DISTRICT
BOARD MEETING**

Barre City Elementary and Middle School – James Taffel Library
September 12, 2019 - 5:30 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)
Anthony Folland (BC)
Guy Isabelle (At-Large)
Rebecca Kerin-Hutchins (BT) – arrived at 5:43 p.m.

BOARD MEMBERS ABSENT:

ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent
Penny Chamberlin, Director, Central Vermont Career Center
Haydon Coon, BCEMS Principal
Scott Griggs, Assistant Director, Central Vermont Career Center
Chris Hennessey, Principal

GUESTS PRESENT:

Video Vision Tech Dave Delcore – Times Argus Pat McAskill Steve McKinstry

1. Call to Order

The Chair, Mr. Malone, called the Thursday, September 12, 2019, Regular meeting to order at 5:33 p.m., which was held at Barre City Elementary and Middle School in the James Taffel Library.

2. Additions and/or Deletions with Motion to Approve to the Agenda

There were no changes to the agenda.

On a motion by Mrs. Spaulding, seconded by Mr. Isabelle, the Board unanimously voted to approve the Agenda for the September 12, 2019 BUUSD Regular Board Meeting.

3. Public Comment for Items Not on the Agenda

Mrs. Spaulding introduced two BCEMS 8th grade students who participated in the Public Agenda meeting held on May 30, 2019. Students advised that attending the meeting was fun and they like that they got to share their thoughts, and got to hear the thoughts of other students. Students did receive a copy of the meeting report. It was noted that student participants believe that ‘student voice’ is important.

Mr. Pandolfo advised the Board of a parental concern relating to busing. In the past, some BTMES buses made a few stops in Barre City. Other than stops made for legal reasons, all Barre City stops (by BTMES buses) have been eliminated. A parent has advised that the change to eliminate non-legally required stops poses challenges for her. Mr. Pandolfo advised that the Board may wish to think about this issue, and discuss it at a future Board meeting. Mrs. Spaulding advised that the Finance Committee is interested in looking into more efficient ways to deliver transportation services. Mrs. Spaulding will add this item to a future Finance Committee Meeting Agenda. The Facilities Committee will also discuss taking on Transportation.

4. Approval of Minutes

4.1 BUUSD Board Meeting Minutes – August 22, 2019

On a motion by Mrs. Pompei, seconded by Mr. Folland, the Board unanimously voted to approve the Minutes of the August 22, 2019 Regular Meeting.

5. Reports to the Board

5.1 Central Office Report

A copy of the September 2019 BUUSD Central Office Newsletter was distributed. A document titled 'ALiS – AOE Online Licensing System for Educators' was distributed. Mr. Pandolfo advised that BCEMS is currently waiting for new buses to arrive. The transportation contract calls for new buses every 5 years and Barre City is due for new buses. For unknown reasons, the delivery of new buses has been delayed. There have been some issues with buses breaking down, but it is not known if breakdowns are related to the age of buses, or if breakdowns are the result of buses being put into service after being parked all summer.

Mr. Pandolfo advised that the BUUSD has completed the RFQ for the electric bus pilot program and is now in the RFP stage. Under the pilot program, BCEMS and BTMES will each receive one electric bus and charging stations will most likely be installed at each school.

Mr. Pandolfo advised regarding the PE teacher vacancy at BTMES, noting that there is a qualified individual who will fill in for a few weeks. The vacant position remains posted.

5.2 Building Reports

5.2.1 Spaulding High School

The Principal's Report for September 2019 was distributed. The Report included information pertaining to; Athletics and Students & Community (a new robot "Baxter", Freshman Orientation, the 1 – 1 computer to student program, library renovations, and installation of granite pillars and benches – to increase safety in the exterior cafeteria seating area and on the campus egress). A copy of the SHS September 2019 Newsletter was also distributed. Mrs. Spaulding queried regarding whether or not the Board will receive a report on the spring sports evaluations. Mr. Pandolfo advised that the Board will receive a general summary report regarding satisfaction with spring sports programs. Mrs. Spaulding advised she is excited about the new 'office hours' relating to proficiency based learning, but would like to hear more detail regarding how it will be implemented, how it is working, and any possible changes that may be implemented.

5.2.2 Barre City Elementary and Middle School

The Co-Principals' Report dated September 12, 2019 was distributed. The Report included information pertaining to; Enrollment, Transportation, Professional Development, and Community News (Fuel Up To Play 60, the Walk Run Fun event scheduled for 10/18/19, and the Race to Read celebration). Mr. Coon advised regarding the success of the Race to Read Event held on 09/11/19 and 09/12/19. Mr. Hennessey promoted the annual Walk/Run/Fun event, which last year raised over \$30,000. This year the Walk/Run/Fun Event will be held on 10/18/19. Mr. Hennessey also advised that the first Students on the Move Assembly for 5th – 8th graders will be held on Friday, 09/13/19. Mr. Hennessey encouraged Board Members to attend this student led assembly. Mrs. Pompei queried regarding kindergarten enrollment. Enrollment is at 80 students. There have been many students moving in and out of the district. Much of the change in student population is due to changes in housing situations.

5.2.3 Barre Town Middle and Elementary School

The BTMES Building Report dated September 12, 2019 was distributed. The Report included information pertaining to; the Chicken Coop, the first Safety Drill for 2019-2020, Responsive Classroom and Development Designs Practices, Outdoor Lighting Upgrades, the upcoming Open House/Harvest Dinner/Farmers' Market (09/26/19), and Upcoming Events. The Report also included a Calendar of Events.

5.2.4 Central Vermont Career Center

The CVCC Director's Report for September 2019 was distributed. The Report included information pertaining to; Outstanding Staff Members of the Year (Steve McKinstry and Dimitri Kolomietsev), August Professional Development, 2019-2020 Admissions, Open House (12/05/19), Current Vacancies, the Regional Advisory Board, and Planning for FY21 Budget Development. Ms. Chamberlin advised that enrollment is 30 – 40 students higher than last year. This increase in enrollment is most likely the result of recruitment efforts. Steve McKinstry, who was in attendance at the meeting, was recognized for receiving the designation of Outstanding Staff Member of the Year.

5.3 Committee Reports

5.3.1 Policy Committee

The next meeting is Monday, September 16, 2019 at 5:30 p.m. in the BUUSD Central Office.

The October meeting will be held on Monday, October 21, 2019 at 5:30 p.m. in the BUUSD Central Office.

5.3.2 Curriculum Committee

Minutes from the August 27, 2019 meeting were distributed. There were no questions from the Board.

The next meeting is Tuesday, September 24, 2019 at 5:30 p.m. in the BUUSD Central Office.

5.3.3 Finance Committee

Minutes from the September 10, 2019 meeting were distributed. Mrs. Spaulding advised that the last meeting included discussion on; Miscellaneous Expenses, Sunshine Funds, Preferred Product Lists, Price Matching, the Budget Survey, the Business Manager's Meetings with Administrators, FY19 Budget Questions, and review of one set of procedures. The next meeting is Tuesday, October 8, 2019 at 5:30 p.m. in the BUUSD Central Office.

5.3.4 Facilities Committee

Minutes from the September 9, 2019 meeting were distributed. Mr. Cecchinelli advised that the Committee agreed that it may be beneficial to have the Business Manger provide an overview of the Solar Credits Program to the Board, and that the possible purchase of a generator (emergency management use) for BTMES should be on a future agenda. Barre Town Selectmen and State Representatives should be invited to attend the discussion. Mr. Cecchinelli commended custodial staff for their efforts on upkeep to all of the buildings.

The next meeting is Monday, October 7, 2019 at 5:30 p.m. in the BUUSD Central Office.

5.3.5 Communications Committee

Minutes from the August 15, 2019 meeting were distributed. Mr. Folland advised that the Committee would like to conduct a first review of applicants at their next meeting. Mr. Pandolfo advised that 12 applications were received, and that three individuals were interviewed by the hiring committee. The two final candidates will meet with the Communications Committee. Mr. Pandolfo will need to coordinate the scheduling of the meeting for interviews by the Committee.

The next meeting is Thursday, September 19, 2019 at 5:30 p.m. in the BUUSD Central Office.

Beginning in October, this Committee will meet on the first Thursday of each month.

The October meeting is Thursday, October 3, 2019 at 5:30 p.m. in the BUUSD Central Office.

5.3.6 Negotiations Committee

The Committee met on September 11, 2019. The Committee appointed Mrs. Akley as Committee Chair and Mrs. Spaulding as Committee Vice-Chair. Mrs. Akley advised that she, Mr. Pandolfo, and Mrs. Spaulding will meet with Association Representatives and heads of the Local Association to discuss a new bargaining strategy. This meeting is scheduled for Wednesday, September 18, 2019 at 3:30 p.m. The next meeting date of the full Committee is to be determined.

5.3.7 Regional Advisory Board

The next meeting is Monday, October 7, 2019 at 4:00 p.m. at CVCC in the Automotive Technology room. Mr. Pandolfo provided an overview of the make-up of the RAB Board and advised that he chairs the RAB meetings. The RAB Board is not a formal committee of the BUUSD Board, but the BUUSD Board should have representation on the Regional Advisory Board.

5.4 Financials

The BUUSD Expense Report (dated 09/04/19) was distributed. Mrs. Kerin-Hutchins believes the Board should go through financial reports in detail, and would also like the Business Manager to produce a summary of the report highlights. It was noted that the Business Manager usually has notations on the report (to highlight significant surpluses and deficits), but as it is very early in the fiscal year, there are not a lot of surpluses/deficits to report on. Mrs. Spaulding will check with Lisa Perreault regarding highlights to the report.

6. Current Business

6.1 Resignations/Retires/New Hires

There were no resignations or new hires to present to the Board. Mr. Pandolfo advised that the BUUSD is being creative in finding ways to fill current vacancies.

6.2 First Reading Board Meetings, Agenda Preparation & Distribution Policy (A20)

Copies of all policies referenced in Agenda Items 6.2 through 6.10 were distributed.

After brief discussion, it was agreed to incorporate information relating to the Executive Committee into the policy. Mr. Pandolfo will make the change. Mr. Pandolfo will check with VSBA regarding the necessity of posting Agendas and Minutes for the Executive Committee.

On a motion by Mr. Cecchinelli, seconded by Mrs. Kerin-Hutchins, the Board unanimously voted to approve, as amended, the First Reading of the Board Meetings, Agenda Preparation & Distribution Policy (A20).

6.3 First Reading Public Participation at Board Meetings Policy (A21)

Mr. Pandolfo provided a brief overview of the policy. Mrs. Spaulding voiced concern regarding procedures on complaints. It was noted that there are no formal procedures at this point. Complaints are supposed to follow the documented chain of command.

Mrs. Spaulding would like formal procedure documents created. Mrs. Kerin-Hutchins will add this topic for discussion at the next Policy Committee meeting, though it was noted that the Policy Committee does not write procedures.

On a motion by Mrs. Pompei, seconded by Mr. Cecchinelli, the Board unanimously voted to approve the First Reading of the Public Participation at Board Meetings Policy (A21).

6.4 First Reading Community Engagement and Vision Policy (A23)

Mrs. Kerin-Hutchins provided a brief overview noting that the strategic plan and vision of the BUUSD are still being worked on. Mrs. Spaulding voiced concern that the policy is being presented for approval prior to the strategic plan and vision statement being in place. Mr. Pandolfo recommends approving the policy, and updating it in the future once the strategic plan and vision statement are written. Mr. Malone polled the Board regarding their preference. The majority of the Board agreed with the Superintendent's recommendation.

On a motion by Mr. Isabelle, seconded by Mr. Boltin, the Board unanimously voted to approve the First Reading of the Community Engagement and Vision Policy (A23), with the understanding that the Board move towards writing and adopting a Strategic Plan and Vision Statement.

Creation and Adoption of Strategic Plan and Vision Statement will be added to the next Board Agenda.

6.5 First Reading Board/Superintendent Relationship Policy (A24)

There were no questions from the Board.

On a motion by Mrs. Pompei, seconded by Mrs. Kerin-Hutchins, the Board unanimously voted to approve the First Reading of the Board/Superintendent Relationship Policy (A24).

6.6 First Reading Board Member Education Policy (A31)

Mr. Malone reiterated the importance of training for Board Members. Mr. Pandolfo reminded Board Members of the upcoming VSBA/VSA Conference (11/07/19 - 11/08/19). It was noted that this meeting may conflict with the November Communications Committee meeting. Board Members were also advised of the upcoming Regional VSRA meeting which is to be held on 10/15/19.

On a motion by Mrs. Spaulding, seconded by Mr. Isabelle, the Board unanimously voted to approve the First Reading of the Board Member Education Policy (A31).

6.7 First Reading Board Goal-Setting & Evaluation Policy (A32)

After brief discussion, the Board agreed to make a small amendment, replacing 'The Instructional Program' with 'Curriculum'.

On a motion by Mrs. Pompei, seconded by Mrs. Akley, the Board unanimously voted to approve as amended, the First Reading of the Board Goal-Setting & Evaluation Policy (A32).

6.8 First Reading School Visits by Board Members Policy (A33)

Discussion ensued regarding what steps would be taken if an elected official (Board Member) did not pass a background check. Mr. Pandolfo advised that there are protocols in place regarding escorting visitors in the buildings. It was agreed that Board Members should follow the same protocol as non-board members regarding visits to the school buildings. In response to a query regarding background checks for parents who transport student athletes to sporting events, Mr. Pandolfo advised he would need to conduct research and respond to the Board. The Communications Committee will discuss name tags for Board Members.

On a motion by Mrs. Pompei, seconded by Mr. Isabelle, the Board voted 8 to 0 to approve the First Reading of the School Visits by Board Members Policy (A33). Mr. Malone abstained.

6.9 First Reading Board Relations With School Personnel Policy (A34)

Discussion included how Board Members should respond when approached by staff members. Additional discussion included Board Member adherence to 'procedures required by board policy and Vermont law related to collective bargaining and teacher evaluation'

On a motion by Mrs. Pompei, seconded by Mr. Folland, the Board unanimously voted to approve the First Reading of the Board Relations With School Personnel Policy (A34).

6.10 First Reading Capitalization of Assets Policy (F23)

Mr. Pandolfo provided a brief overview of the modifications that were made to the policy based on information from the Business Manager.

On a motion by Mrs. Spaulding, seconded by Mrs. Pompei, the Board unanimously voted to approve the First Reading of the Capitalization of Assets Policy (F23).

6.11 Education Quality Reviews/Integrated Field Reviews

A document titled 'Education Quality Reviews' was distributed. Mr. Pandolfo advised that Integrated Field Reviews are one component of Education Quality Reviews, which also includes the Annual Snapshot. Integrated Field Reviews are qualitative reviews of schools conducted on visits by peers. Integrated Field Reviews are scheduled for October 2019, and will be conducted in one day. There should be a quick turn-around time for feedback. The upcoming IFR is the first IFR for the BUUSD.

6.12 Public Agenda Student Dialogue Summary/Barre Education Coalition

A report from Susan McCormack, Creative Discourse and Nicole Cabral, Public Agenda (dated 08/27/19) was distributed. Mr. Pandolfo provided an overview of the report, advising that the first 3 pages are the summary, with the remainder of the document being raw data of the flip charts from the meetings. There are three key parts; hopes and concerns, opportunities for a meaningful voice, and what students want school board members and leaders to know. Mr. Pandolfo asked that Board Members keep this document handy, for reference in the future. Brief discussion was held regarding the contents of the report, and it was noted that the Board should be thoughtful and intentional regarding student involvement on the Board. The document advises that students want 'more of a say' in their schools. It is important to ask students 'what they want'. Mr. Pandolfo suggested that perhaps student/staff meetings could be held once a month. The Communications Committee will add student involvement to their October Agenda.

6.13 CVCC Re-visioning

A document titled 'Re-Envisioning the Central Vermont Career Center – Barre Unified Union School District 09/12/19' was distributed. Board Members were previously sent links to three other documents which were to be reviewed prior to the meeting. Ms. Chamberlin addressed the Board, advising that the RAB Board has voted on a recommendation that the BUUSD Board approve funding for the purpose of the next phase of feasibility studies regarding the expansion and/or relocation of CVCC. Ms. Chamberlin advised that in 50 years there has never been a needs assessment or feasibility study to look into what students/parents/community members/industry leaders, or post-secondary institutions are looking for. The next step in the process that was initiated in 2018 is to conduct feasibility studies. It is necessary to take a data driven look at what CVCC offers and should offer to meet the needs of all stakeholders. There is much work involved in the required assessment/study. Ms. Chamberlin advised regarding the timeline; bidding process (Oct 2019 – Feb 2020), and study time (Feb 2020 – Aug 2020). The proposed study would include a fairly large committee (14 to 18 members), composed of board members, community members, students, parents, and industry representatives. The New England School Development Council may also be involved in the process/study. Ms. Chamberlin advised that to create a new program at CVCC takes 18 months, and that it takes 3 years to get a program actively moving. Mr. Malone advised regarding the extensive presentation by Mr. DeWees (Branch Schoolhouse Consulting) at the April 2019 SHS Board meeting. It was noted that currently 92% of students who graduate from CVCC go on to post-secondary education. The study will also provide insight regarding programming for adults. Mr. Griggs addressed the Board advising that it is a critical time to obtain a full picture of what community needs are. At the present time, CVCC is at a point of near crisis as a bridge from high school to post-secondary school. There are surplus funds available for the study. Mrs. Akley appreciates the work that went into the first phase (report). Mrs. Spaulding queried regarding whether or not CVCC is being displaced. Ms. Chamberlin advised that there were conversations approximately 18 months ago regarding how the BSU/BUUSD could address ongoing Special Education deficits. Much of the SPED deficit is due to the cost of students who are outplaced. Discussion included the possible savings that may be realized if more SPED programs were housed on the SHS campus. Additional discussion included the current lack of space for pre-tech classes (for 9th and 10th grade students), lack of space to hold additional programs to expose students to more career opportunities, lack of necessary shops, air quality concerns, and possible governance structures should CVCC be relocated. Governance structure would most likely be decided by the State. Mr. Isabelle lauded CVCC for its amazing programs and teaching staff and encouraged Board Members to visit CVCC. Ms. Chamberlin advised that there is an open house for middle school students/families on 12/05/19 from 5:30 p.m. to 7:30 p.m. Ms. Chamberlin encouraged Board Members to attend the Open House and advised that she is available to give tours to Board Members most days between the hours of 8:30 – 2:30. Board Members are encouraged to stop by for a tour.

On a motion by Mr. Isabelle, seconded by Mrs. Pompei, the Board unanimously voted to authorize CVCC to use up to \$25,000 of surplus funds for the purpose of embarking on the next phase of feasibility studies relating to the expansion or relocation of CVCC.

6.14 Communications and Community Engagement Update

A document titled '2019 Communications Specialist Search Process and Timeline' was distributed. Mr. Pandolfo advised that there will not be a second round of interviews with the search committee (these were previously slated for 09/16/19 and 09/17/19). There are currently 2 finalist candidates that the search committee would like presented to the Communications Committee. Mr. Pandolfo will touch base with Communications Committee Members this evening, to schedule a meeting date for presentation of finalist candidates.

6.15 Employee Discipline Process

Two documents were distributed; 'Four-Step Progressive Discipline Process Barre Unified Union School District', and a copy of

'16 VSA § 1752. Grounds and procedures for suspension and dismissal'. Mr. Pandolfo advised he would like to discuss some specifics/specific cases in Executive Session. Mr. Pandolfo stressed his belief that all employees have the right to due process, and assuring that there is just cause in any dismissal case.

7. Old Business

7.1 Budget Development

Mrs. Spaulding distributed copies (rough drafts) of the budget survey. Brief discussion was held, with a few modifications suggested. Mrs. Spaulding will advise Ben Merrill regarding changes. After changes are incorporated, the surveys will be printed. The electronic version of the survey will be 'rolled-out' on 09/16/19. Paper copies of the survey will be available on 09/20/19. Electronic distribution and notification will take place via Infinite Campus messaging, e-mail, Facebook, Front Porch Forum, and BUUSD web sites.

7.2 Board Organization

Three documents were distributed; 'BUUSD Board and Committee Meeting Admin Representation', BUUSD Required Agenda Items', and a document titled 'BUUSD Board Information Sheet 2019'. It was noted that the Finance Committee will begin meeting on the second Tuesday of each month. The Facilities Committee will meet on the 2nd Monday of each month. Though administrators from each building are not present at all committee meetings, Mrs. Spaulding wants assurance that administrators will be present at Finance Committee meetings during budget development season. Administrators attend Facilities Committees as needed. The assistant principals and CVCC assistant director attend policy meetings.

8. Other Business/Round Table

The Board discussed the subject of a recently circulated e-mail regarding the purchase of various granite pieces that are being installed at SHS as part of safety initiatives. Lengthy discussion included; approval of the purchase (the SHS Board), funding (safety grant funds), the process in which purchase decisions were made, grant funding limitations, support of local vendors versus responsibility to tax payers to spend funds as efficiently/effectively as possible, acknowledgement of the local granite industry for past support, and possible future projects that may include the use of Barre granite. Additional research will be performed relating to questions posed in the e-mail.

Mrs. Spaulding queried regarding planning for a Legislative Breakfast. Mrs. Pompei suggested looking into holding a luncheon. It was noted that in the past, a breakfast was held in order to allow legislators to meet prior to their work day rather than in the middle of the day. Mr. Pandolfo will look into scheduling a meeting with legislators.

Mr. Folland is unclear on the hiring process (timeline wise) for coach positions, and would like this item added to a future agenda. Mr. Folland has concerns that coaching positions are not being posted in a timely fashion, thus limiting the pool of qualified candidates. Mr. Pandolfo will contact SHS Administrators and the Athletic Director for additional information.

Mr. Coon advised of the upcoming BCEMS Open House and Book Fair – 09/19/19 at 5:30 p.m.

Mr. Hennessey promoted the Walk/Run/Fun Fund Raising Event scheduled for 10/18/19

9. Future Agenda Items

- Creation and Adoption of Strategic Plan and Vision Statement
- Athletic Coach Hiring Practices

10. Executive Session as Needed

10.1 Employee Matters

Employee Matters were proposed for discussion in Executive Session.

On a motion by Mrs. Pompei, seconded by Mrs. Spaulding, the Board unanimously voted to enter into Executive Session, with Mr. Pandolfo in attendance, at 8:11 p.m. under the provisions of 1 VSA section 313 to discuss the items proposed for discussion.

The remaining information was provided by the Board Clerk.

On a motion by Mr. Isabelle, seconded by Mrs. Spaulding, the Board unanimously voted to exit Executive Session at 8:35 p.m.

11. Adjournment

On a motion by Mr. Boltin, seconded by Mrs. Spaulding, the Board unanimously voted to adjourn at 8:35 p.m.

Respectfully submitted,
Andrea Poulin