

**BARRE UNIFIED UNION SCHOOL DISTRICT
BOARD MEETING**

Barre Town Middle and Elementary School – Library
October 10, 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) – arrived at 6:25 p.m.
Anthony Folland (BC)
Guy Isabelle (At-Large)
Rebecca Kerin-Hutchins (BT)

BOARD MEMBERS ABSENT:

ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent
Stacy Anderson, Co-Director of Special Services
Donald McMahon, Co-Special Services Director
Jennifer Nye, BTMES Principal
Erica Pearson, BTMES Principal

GUESTS PRESENT:

Video Vision Tech Dave Delcore – Times Argus Tara Day Kerri Lamb Pat McAskill
Cameo Wells

1. Call to Order

The Chair, Mr. Malone, called the Thursday, October 10, 2019, Regular meeting to order at 5:31 p.m., which was held at the Spaulding High School Library.

2. Additions and/or Deletions to the Agenda

On a motion by Mrs. Pompei, seconded by Mrs. Spaulding, the Board unanimously voted to approve the Agenda as presented.

3. Public Comment for Items Not on the Agenda

Cameo Wells distributed a packet of information relating to her concerns. Ms. Wells, the parent of a third grade student at BCEMS, addressed the Board and relayed some of her experiences and concerns regarding lack of communication and miscommunication between BCEMS and parents. Mr. Pandolfo will see that BCEMS administrators are aware of Ms. Wells' concerns, and that they follow-up with her. Additionally, Mr. Pandolfo requested that parents follow the chain of command with any issues, prior to bringing them to the Board. Mrs. Spaulding reiterated that parents should follow the chain of command, and encouraged parents to address their concerns with administrators. Ms. Wells was thanked for sharing her information with the Board.

4. Approval of Minutes

4.1 Approval of Minutes – September 12, 2019 Regular Meeting

On a motion by Mrs. Spaulding, seconded by Mrs. Kerin-Hutchins, the Board unanimously voted to approve, as amended, the Minutes of the September 12, 2019 Regular Meeting.

5. Reports to the Board

5.1 Central Office Report

The Superintendent's Report (dated October 10, 2019) was distributed. The Report included information pertaining to; the Superintendent's Office, Curriculum, Instruction, and Assessment, Communications, the Business Office, Special Education, Technology, Early Education, Human Resources, and Facilities. Six additional documents were also distributed; a document titled 'Statewide Healthcare Fact Finding Report Recommendations', a memo from VEHI regarding VEHI Annual Meeting Notes (dated 09/25/19), the Agenda for the VEHI Annual Meeting (on 11/08/19), a memo from VSBIT regarding the VSBIT Annual Meeting, Agenda for the VSBIT Annual Meeting (on 11/08/19), and a copy of the BUUSD Central Office Newsletter for October 2019. Mr. Pandolfo responded to questions from the Board, including questions pertaining to the erroneous student count as reported in Section 4C. Mr. Pandolfo advised that the implementation of the Statewide Longitudinal Data System has been problematic on many facets and that additional issues may crop up. Mr. Pandolfo advised that he received Proxy/Certificates of Authority forms for

possible use for voting of decisions being made at the upcoming VSBIT and VEHI meetings. Mr. Pandolfo does not anticipate any major issues will be voted on.

On a motion by Mrs. Spaulding, seconded by Mrs. Pompei, the Board unanimously voted to authorize Superintendent John Pandolfo to appear and vote on behalf of the BUUSD for the VSBIT Unemployment Program, the VSBIT Multi-line Program, the VEHI Health Program and the VEHI Dental Program.

5.2 Building Reports

5.2.1 Spaulding High School

The Principal's Report for October 2019 was distributed. The Report included information pertaining to; Athletics, Students and Community, Students of the Week, Athletes of the Week, and Staff Persons of the Week. A copy of the SHS Newsletter for October 2019 was also distributed. There were no questions from the Board

5.2.2 Barre City Elementary and Middle School

The Co-Principals' Report dated October 10, 2019 was distributed. The Report included information pertaining to; the 10/11/19 in-service day, the All Learners Conference on 10/09/19 (Carey Miller and Jen Bisson will be presenters), de-escalation training, Edcamp faculty meetings, the addition of Brian Ridge as a long term substitute (beginning in November 2019), and Community News (the Walk Run Fun Event will be held on 10/18/19). A copy of a letter to Barre City Families from Hayden Coon was also distributed. There were no questions from the Board.

5.2.3 Barre Town Middle and Elementary School

The BTMES Building Report dated October 10, 2019 was distributed. The Report included information pertaining to; the BTMES Art Gallery, the successful Harvest Dinner and Open House, the Spelling Team, Transportation (bus evacuation drills), VTPBIS Merit Acknowledgement for 2018 – 2019, a Waste Audit, and a Calendar of Upcoming Events. There were no questions from the Board. Ms. Pearson advised regarding the spelling competition, noting that BC 7/8 graders and BT 5/6 graders will be participating in the regional spelling competition. Mrs. Nye advised that BTMES will be offering families the opportunity to 'meet and chat' with the co-principals on Monday, 10/21/19 from 8:45 a.m. until 10:00 a.m. in the BTMES cafeteria. Light refreshments will be served.

5.2.4 Central Vermont Career Center

The CVCC Director's Report for October 2019 was distributed. The Report included information pertaining to; Safety Walkthroughs, 2019 – 2020 Enrollment Data, Professional Development, ALICE Training for Students, Extension of the instructional day by 45 minutes beginning with the 2020 – 2021 academic year, Open House (12/05/19), Current Vacancies (3), the RAB Board, Medical Professions and Cosmetology 2, the Automotive Trades Program, the Natural Resources and Sustainability Program, and the Baking Arts Program. The 2019 – 2020 CVCC Student Count Report (as of 09/12/19) was also distributed. In response to a query, Mr. Pandolfo advised that A.L.I.C.E. training is ongoing and is performed in various ways at each of the buildings. Ms. Pearson advised regarding training and drills that are performed at BTMES. Mr. Pandolfo advised regarding a recent drill at the Central Office, as well drills that are planned for future months. Each building holds monthly drills alternating between fire drills, active intruder drills, and evacuation drills. As part of on-boarding, new employees are required to take the on-line A.L.I.C.E training course, and then participate in 'live' training when sessions are planned. Mr. Pandolfo will confirm the training protocol for new hires. In response to a query regarding low enrollment in some of the CVCC programs, Mr. Pandolfo advised that programs are evaluated based on three year enrollment trends, and decisions on retaining courses are based on trends as well as other factors. Enrollment was discussed at the recent RAB meeting, where the RAB Board discussed the need to focus on outreach and communication. Mr. Isabelle noted that overall enrollment at CVCC has increased significantly. Mr. Isabelle advised that some community members are concerned that there is not enough advocacy for CVCC students, especially from the guidance department.

5.3 Committee Reports

5.3.1 Policy Committee

Minutes from the September 16, 2019 meeting were distributed. Mrs. Kerin-Hutchins provided an overview of the September meeting, including; a comparison of BUUSD policies to the list of VSBA required, recommended, and 'to be considered' policies, discussion of a possible 'buy local' policy, creation of a 'complaints procedure' document. 'Public Comment' procedures also need to be written. It was noted that the Policy Committee does not write procedures. Writing of procedures should be added to a future agenda, and administrators should be assigned to the task.

The next meeting is Monday, October 21, 2019 at 5:30 p.m. in the BUUSD Central Office.

5.3.2 Curriculum Committee

Minutes from the September 24, 2019 meeting were distributed. Mrs. Pompei advised regarding the recent meeting which included an informative overview of funding (grant vs local), an annual schedule of topics for discussion, and creation of guidelines for presenters. The next meeting is Tuesday, October 22, 2019 at 5:30 p.m. in the BUUSD Central Office.

5.3.3 Finance Committee

The Committee met on October 8, 2019. Minutes will be forthcoming.

Mrs. Spaulding advised that discussion included; the FY21 Budget, the Budget Survey, transportation, the FY20 budget (including receipt of the McKinney Vento grant (for services for homeless students), and the Grant Procedures Manual. The first draft of the FY21 budget will be presented at the November committee meeting.

The next meeting is Tuesday, November 12, 2019 at 5:30 p.m. in the BUUSD Central Office.

5.3.4 Facilities Committee

The Committee met on October 7, 2019. A special meeting will be held on Tuesday, October 15, 2019 at 5:00 p.m. at the Central Office. The earlier meeting time is to allow individual to attend the VSBA Regional meeting which begins at 5:30 p.m. Mrs. Pompei advised that the Committee discussed the current bollard work at SHS (follow-up on 10/15/19), and the Committee's recommendation to the Board that 'Transportation' be added to this Committee.

On a motion by Mrs. Pompei, seconded by Mrs. Spaulding, the Board unanimously voted to change the Facilities Committee to the 'Facilities and Transportation Committee' with the understanding that transportation related financial issues be brought to the Finance Committee.

The next meeting is Monday, November 4, 2019 at 5:30 p.m. in the BUUSD Central Office.

5.3.5 Communications Committee

Minutes from the October 3, 2019 meeting were distributed.

Mr. Folland advised that the Committee discussed the Barre Area Development Inc.'s request to film students as part of their Barre promotion, engaging the Barre Education Coalition to assist with the Mission/Vision Statement, and the initial results of the survey.

Due to a conflict with the VSBA Conference, the next meeting is Wednesday, November 6, 2019 at 5:30 p.m. in the BUUSD Central Office.

5.3.6 Negotiations Committee

Minutes from the September 11, 2019 meeting were distributed. Mrs. Akley advised that the Committee met with leaders of the Association to discuss Interest Based Bargaining. Mr. Pandolfo reported that he has been informally advised that the Association is ready to move forward with Interest Based Bargaining, but this needs to be confirmed in writing. Potential dates for training with Federal Mediation and Conciliation Service consultants are; 10/28/19 and 11/05/19.

The next meeting date is to be determined.

5.3.7 Regional Advisory Board

Minutes from the October 7, 2019 meeting were distributed. Mr. Isabelle advised that Ms. Chamberlin was the main presenter at the meeting, and that Steve McKinstry, head of the Automotive Program gave a very engaging presentation.

The next meeting date is to be announced.

5.4 Financials

Two documents were distributed; a document titled 'BUUSD Finance Committee Meeting – October 8, 2019', and the BUUSD FY20 Expense Report Summary (dated 10/08/19). Mrs. Spaulding advised that preliminary budget notes are included in the reports that were distributed. The Expense Report Summary is in the packet as requested by Mrs. Kerin-Hutchins. It was noted that it is too early in the fiscal year for FY20 year-end projections. In response to a query, Mr. Pandolfo advised that some overages that are identified early in the fiscal year are known to have other budget lines that off-set the overages. Mrs. Spaulding suggested that the Board look at re-allocating certain line items that are known to change. Mr. Pandolfo advised that once the budget is approved, the line item amounts need to remain as is. The bottom line is what should be of most concern at this time. One example is the overage in construction costs. It is known that this overage is due to costs that are planned to be covered by the Long Term Maintenance Fund.

6. Current Business

6.1 Student Guests – Public Agenda Student Dialogue Summary/Barre Education Coalition

A memo from Susan Holson (VSBA) titled 'The Student Dialogue Summary (Updated)' was distributed. It was noted that students were invited to attend this evening's Board meeting, but may have had other commitments that prevented their attendance.

6.2 Resignations/Retires/New Hires

The resumes and BSU Notification of Employment Status Forms for Josh Allen (Communications Specialist) and Naomi Montgomery (BTMES - Elementary SPED) were distributed. Mr. Pandolfo clarified that the position of Communications Director should be changed to Communications Specialist. Mr. Pandolfo advised that Josh Allen has accepted the administrative position of Communications Specialist. This is not a licensed position and legally does not require Board approval, but the Superintendent requested Board approval. After brief discussion, the Board agreed to make a motion for the hiring of this position.

On a motion by Mrs. Spaulding, seconded by Mrs. Pompei, the Board unanimously voted to approve the hiring of Josh Allen for the position of Communications Specialist.

Mr. Pandolfo provided a brief overview of Naomi Montgomery's education and experience.

On a motion by Mrs. Pompei, seconded by Mr. Isabelle, the Board unanimously voted to approve the hiring of Naomi Montgomery.

There were no letters of resignation presented.

6.3 Special Education

6.3.1 Reorganization

A document titled 'The "Why" of Centralization of Special Education Administration' was distributed. A document titled 'The LEA at the BUUSD Schools' (revised 09/16/19) was also distributed. Mr. Pandolfo advised that information relating to the re-organization has been communicated to staff members. Mr. Pandolfo provided an overview of the change from one director at each building, to directors working grade level spans, with the directors' home base located at the Central Office. This change does have an impact on building principals and co-principals. The re-organization is a work in progress. It was noted that even though directors are each assigned to a grade level span, they do work across grade levels to support each other, with alignment of services being a big focus. Mr. McMahon reported that though the re-organization is a work in progress, the directors have time to work together and communication is working very well. Mr. Pandolfo provided an overview of the flow chart and answered questions from the Board. It was noted that the flow chart was created after extensive discussions with administrators. The definition of 'Complex/High Stakes' was provided and the Board was advised regarding the decision making process for those cases. It was noted that once a plan has been agreed upon in a meeting, the plan cannot be changed unless another meeting is held. The 'team' is the ultimate decision maker. The Board was advised regarding the chain of communication for parents and staff. It was noted that outside personnel (WCMH, Green Mountain, and Behavioral Interventionists) are still utilized in cases based on the required levels of need for students. The BUUSD continues to build capacity, but the BUUSD and outside companies are experiencing difficulty hiring personnel. Mrs. Spaulding wants to push to use more in-house staff and have less reliance on outside entities. Mrs. Spaulding is concerned that BIs are only concerned with behavior issues and don't meet students' academic needs. It was noted that the BUUSD must provide transportation for students who are out-placed. Discussion was held relating to training and support for SPED staff.

6.3.2 Act 173

A document titled 'ACT 173 of 2018' was distributed. A document titled 'ACT 173 TECHNICAL GUIDANCE' was also distributed. Act 173 impacts all students, not just Special Education students. Most of the information in the distributed documents is from the AOE website, with much more available on the web site. Act 173 is not all about funding, but rather it relates to how schools provide services to students. Lengthy discussion was held, including discussion of; the five listed opportunities for improvement, professional development and various levels of staff supports, the addition of interventionists, utilizing teachers with the highest level of expertise, qualification for use of the AOE's VTmtss Team (will be dependent on the Annual Data Snapshot), and the AOE's struggle to provide support as they build capacity. Mr. Pandolfo proceeded to provide an overview of the funding portion and advised regarding weighted and non-weighted data. It is assumed that without any weighting, schools who have a higher percentage of SPED students will see a decrease in funding and those with a lower percentage will receive an increase in funding. Additional discussion included the possibility of appealing decisions, and the realization that some 'illnesses' are not those which can be changed. Additional updates will continue to be provided. Mr. Pandolfo reminded Board Members of the November 20, 2019 Luncheon with legislators, where they will be able to discuss their concerns.

6.3.3 Spending

A document titled 'Barre Supervisory Union – Special Education Cost Analysis over the Past Three Years' was distributed. Mr. Pandolfo provided an overview of the document that presents budgeted vs actual amounts for Special Education for three fiscal years. Mr. Pandolfo advised that he worked with the Business Manager to create this simplified report. Mrs. Spaulding queried regarding any statewide data that indicates how other similar districts are doing with overages for Special Education. It was noted that the deadline for service plans for Special Education Students (for academic year 2020 – 2021) is October 15, 2019. The gap (almost 2 years in advance) in timing makes it very difficult to predict Special Education expenses. Students move in and out of the district and student needs change over time. The Special Education budget must be created based on documented service plans. Mrs. Anderson advised that student needs are intensifying statewide (social/emotional/behavioral/academic), and are starting at a younger age. Mr. Pandolfo expressed his appreciation to SPED staff who deal with these challenges on a daily basis.

7. Old Business

7.1 Second and Final Reading Board Meetings, Agenda Preparation & Distribution Policy (A20)

Copies of all policies referenced in Agenda Items 7.1 through 7.9 were distributed. Mr. Pandolfo advised that the 'Executive Committee' is on the Agenda for discussion under Agenda Item #7.11.1, and based on the information he needs to present under that agenda item, he has modified the policy by changing the wording 'Executive Committee' to 'Board Officers'. This change is non-substantive and should not prevent the approval of the Second and Final Reading.

On a motion by Mrs. Kerin-Hutchins, seconded by Mrs. Spaulding, the Board unanimously voted to adopt, as amended, the Board Meetings, Agenda Preparation & Distribution Policy (A20).

7.2 Second and Final Reading Public Participation at Board Meetings Policy (A21)

On a motion by Mrs. Pompei, seconded by Mrs. Kerin-Hutchins, the Board unanimously voted to approve the Second and Final Reading of the Public Participation at Board Meetings Policy (A21).

7.3 Second and Final Reading Community Engagement and Vision Policy (A23)

On a motion by Mrs. Pompei, seconded by Mrs. Kerin-Hutchins, the Board unanimously voted to approve the Second and Final 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.

7.4 Second and Final Reading Board/Superintendent Relationship Policy (A24)

On a motion by Mrs. Pompei, seconded by Mr. Folland, the Board unanimously voted to approve the Second and Final Reading of the Board/Superintendent Relationship Policy (A24).

7.5 Second and Final Reading Board Member Education Policy (A31)

On a motion by Mrs. Spaulding, seconded by Mrs. Kerin-Hutchins, the Board unanimously voted to approve the Second and Final Reading of the Board Member Education Policy (A31).

7.6 Second and Final Reading Board Goal-Setting & Evaluation Policy (A32)

On a motion by Mrs. Pompei, seconded by Mrs. Spaulding, the Board unanimously voted to approve the Second and Final Reading of the Board Goal-Setting & Evaluation Policy (A32).

7.7 Second and Final Reading School Visits by Board Members Policy (A33)

On a motion by Mrs. Pompei, seconded by Mrs. Spaulding, the Board unanimously voted to approve the Second and Final Reading of the School Visits by Board Members Policy (A33).

7.8 Second and Final Reading Board Relations With School Personnel Policy (A34)

On a motion by Mrs. Pompei, seconded by Mrs. Kerin-Hutchins, the Board unanimously voted to approve the Second and Final Reading of the Board Relations With School Personnel Policy (A34).

7.9 Second and Final Reading Capitalization of Assets Policy (F23)

On a motion by Mrs. Pompei, seconded by Mrs. Kerin-Hutchins, the Board unanimously voted to approve the Second and Final Reading of the Capitalization of Assets Policy (F23).

7.10 Budget Development Updates

Results from the Parent/Student/Taxpayer Survey were distributed. Discussion of the budget development process has been held. Mrs. Perreault is working with building administrators to draft the budget. The first draft of the budget is expected to be presented to the Finance Committee on 11/12/19, with presentation to the Board on 11/14/19. Mrs. Kerin-Hutchins requested additional time to review the survey results. Mrs. Spaulding advised that she is in the process of reviewing and tallying the results and that an executive summary will be written. Mrs. Spaulding has asked Ben Merrill to sort results by responses from parents of students vs responses from community members who do not have children in the Barre Schools. It may be interesting to see how the two groups respond. Survey results will be shared with community members. It was noted that a student survey is still open. Board members were encouraged to review the survey results and provide feedback to Mrs. Spaulding.

7.11 Board Organization

7.11.1 Dissolution of Executive Committee

Mr. Pandolfo inquired with VSBA regarding whether or not this committee needs to follow open meeting laws. Because the committee is only working on agenda preparation, they don't have to follow open meeting laws, but because they are named as a 'Committee', open meeting laws most likely apply. Mr. Pandolfo recommends dissolving the Executive Committee and holding Board Officer meetings for agenda preparation.

On a motion by Mrs. Spaulding, seconded by Mrs. Pompei, the Board unanimously voted to dissolve the BUUSD Executive Committee.

7.11.2 Vision and Strategic Planning

A document titled 'Barre UUSD Initiative List – District Management Group Session – 10/1/2019' was distributed. Mr. Pandolfo advised that the Communications Committee would like this item "Vision and Strategic Planning" on the agenda to assure that the Board continues moving forward with this initiative. Mr. Folland suggested that the initiatives from the document and information submitted in the budget surveys be merged and prioritized for the purpose of drafting the vision and strategic planning document.

8. Other Business/Round Table

Mr. Isabelle shared his appreciation of the recognition of students and staff at SHS, and also advised that he was very pleased to see Natural Resources students cleaning an area at the end of Ayers Street. It is good to see students out and about assisting in the community.

Mrs. Kerin-Hutchins requested historical information regarding how the safety grant has been utilized for the past 6 years.

Mr. Malone advised that he met with members of the Barre Granite Association and came to “a good understanding”. Facilities staff are working on reinstating security and safety measures at SHS (at the campus exit area).

Mr. Boltin expressed concern that the bollards were removed without having another suitable replacement on hand. In response to Mr. Boltin’s query as to why the breach of safety occurred, Mr. Pandolfo advised that the removal of bollards was a specific request of the Barre Granite Association. Mrs. Spaulding confirmed Mr. Pandolfo’s recollection of the events.

Mr. Cecchinelli believes the bollards can be replaced fairly quickly.

9. Future Agenda Items

- First Readings of Policies (possible for November)
- FY21 Budget
- Resignations/Retirements/New Hires
- Spaulding High School Students from Public Agenda
- Vision and Strategic Planning Process

Student Representation (at Board meetings) – this item will be tabled until the next Board Retreat.

The next meeting is Thursday, November 14, 2019 at 5:30 p.m. in the Spaulding High School Library.

10. Executive Session as Needed

10.1 Student Matter

A Student Matter was 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 and Tara Day (parent) in attendance, at 8:02 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 Mrs. Pompei, seconded by Mrs. Kerin-Hutchins, the Board unanimously voted to exit Executive Session at 9:03 p.m.

11. Adjournment

On a motion by Mrs. Pompei, seconded by Mrs. Spaulding, the Board unanimously voted to adjourn at 9:04 p.m.

Respectfully submitted,
Andrea Poulin