

**BARRE UNIFIED UNION SCHOOL DISTRICT
BOARD MEETING**

Spaulding High School – Library
November 14, 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) – arrived at 5:46 p.m.
Guy Isabelle (At-Large)
Rebecca Kerin-Hutchins (BT) – departed at 8:26 p.m.

BOARD MEMBERS ABSENT:

ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent – arrived at 5:51 p.m.
Jessica Barewicz, Director of Curriculum, Instruction, and Assessment – departed at 7:37 p.m.
Penny Chamberlin, Director Central Vermont Career Center
Lisa Perreault, Business Manager – arrived at 6:20 p.m.
Brenda Waterhouse, SHS Principal

GUESTS PRESENT:

Video Vision Tech Dave Delcore – Times Argus Pat McAskill Morgan Osinaga

1. Call to Order

The Chair, Mr. Malone, called the Thursday, November 14, 2019, Regular meeting to order at 5:34 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

Mrs. McAskill distributed copies of the Position Description for the position of Copy Supply Clerk. Mrs. McAskill advised that she was distributing the information because of concerns raised at a previous meeting. The distributed document also contains hand written notations relating to some work performed over the summer of 2019 (copying Math Modules for BCEMS as requested by Venus Dean, copying Journals and Writing books for Lindy Johnson, and 120 hours worked for BCEMS).

Morgan Osinaga advised that she was in attendance to support the Board and to answer budget questions that may arise pertaining to the music program at BCEMS.

4. Approval of Minutes

4.1 Approval of Minutes – October 10, 2019 Regular Meeting

On a motion by Mrs. Pompei, seconded by Mr. Isabelle, the Board unanimously voted to approve, as amended, the Minutes of the October 10, 2019 Regular Meeting.

5. Reports to the Board

5.1 Central Office Report

The Superintendent's Report (dated November 14, 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. A copy of the BUUSD Central Office Newsletter for November 2019 was also distributed. Mr. Pandolfo advised that the timeline for administrative reviews is approaching, and that feedback forms should be available by the next Board meeting. In response to a query, it was announced that results from Integrated Field Reviews will be available for the Board. The results generally take 2 to 3 weeks to process (after completion of field reviews).

5.2 Building Reports

5.2.1 Spaulding High School

The Principal's Report for November 2019 was distributed. The Report included information pertaining to; Athletics, Students and Community, Staff, Students of the Week, and Staff Persons of the Week. A copy of the SHS Newsletter for November 2019 and the SHS Library Newsletter for October 2019 were also distributed. Mrs. Waterhouse advised that over 50 parents attended the Burdett Awards on Friday, 11/08/19. Eighty-eight students were recipients of the Burdett Award. Mrs. Waterhouse advised that fall National Honor Society Induction for juniors and early seniors was held, with 29 students being inducted. Acceptance into the National Honor Society requires an application, letters of recommendation, and the ability of students to meet GPA and community service requirements. Another induction will occur in the spring. Some players from the SHS football team were chosen for the All-League Team for the State, with several others receiving honorable mention. Mrs. Waterhouse also advised that the JROTC students from Spaulding were the champions of the Northern New England Region Drill League Championship held last Saturday, 11/09/19. Mr. Isabelle congratulated Bobby Booth for his nomination for the LifeChanger Award. Mrs. Spaulding expressed concern that the boys' soccer team feels so defeated and hopes that they can make a comeback from this year's disappointing season and be able to recruit new players. In response to a query regarding coach evaluations, it was noted that the Athletic Director's input, student surveys, and parent surveys all play a role in coach evaluations. Mrs. Waterhouse advised that all student athletes will be called to the library to complete coach surveys. In the past, students completed surveys on their own time and not all athletes completed the surveys. The new procedure will assure that all student athletes complete surveys. Mrs. Spaulding feels there should be better communication with parents and the community regarding changes to athletic schedules. She would like to see Spaulding use an app like BCEMS does. The Board agreed that all schools should use the same app. Mrs. Waterhouse will follow up on this matter.

5.2.2 Barre City Elementary and Middle School

The Co-Principals' Report dated November 7, 2019 was distributed. The Report included information pertaining to; the recent power outage, New parking lot lighting, Behavior Response protocols, the arrival of new buses, staff training, and the successful Walk, Run Fun event (students raised over \$25,000). A copy of a letter to elementary school families was distributed. A document titled 'BCEMS Elementary Behavior Management Procedures 2019/2020' was also distributed. Mr. Isabelle queried regarding consistency of behavior management between schools and stressed his belief that there should be consistency. Though the structure of behavioral management is very similar, there are some things that remain unique to each school, and each school writes behavior management protocols in the way that best suits their student population. It was noted that the Behavior Management Procedures are not new, but rather have never been unified into one written document. Much work was involved creating this documentation. It is the goal of BCEMS administrators to make sure that expectations are very clear.

5.2.3 Barre Town Middle and Elementary School

The BTMES Building Report dated November 14, 2019 was distributed. The Report included information pertaining to; a visit by local firefighters (with Kindergarten students), Staff Goals, the Music Field Trip, the PBIS Celebration, the PTO Fundraiser (over \$20,000 was raised), Report Cards, Parent/Teacher Conferences, Technology, and the Youth Environmental Summit (11/01/19). A copy of the BTMES Newsletter for November 2019 was also distributed. In response to a query regarding the use of funds raised by the PTO, it was noted that in previous years the money was used for field trips and classroom needs. This year it is expected that the money will be used to purchase new uniforms for various BTMES sports teams. In response to a query regarding the funding of field trips at BTMES, it was noted that parents usually pay for their students' field trips and that there is a fund to assist students who have financial need. Busing for local field trips is approximately \$200 - \$300, field trips that are located farther away, and fieldtrips held on weekends usually cost approximately \$570 per bus. Mr. Isabelle believes equity and fund raising should be discussed as part of budget development.

5.2.4 Central Vermont Career Center

The CVCC Director's Report for November 2019 was distributed. The Report included information pertaining to; OSHA 10 General Industry Training Results, Parent/Teacher Conferences, Literacy Strategies, the Cosmetology 1, Natural Resources & Sustainability, Human Services, and Baking Arts Programs, Career Day (11/04/19), the Regional Advisory Board, Current Vacancies, postponement of implantation of the extended day for CVCC, and the Cooperative Education Program. Ms. Chamberlin advised that CVCC hosted its first annual Career Day with over 30 business partners in attendance (at least 2 business partners per program). The Building Trades house buyer fell through, and they are looking for a new buyer. The house should be insulated before winter break. Open house will be held on 12/05/19 and it is anticipated that 400 to 500 individuals will attend. The RFP is out for the feasibility study. Most architects have advised that they do not believe \$25,000 is enough and they feel the cost will be more in the range of \$100,000. Mr. Isabelle queried regarding CVCC building a new concession stand for the athletic fields. Ms. Chamberlin advised that at this point in the year, there is no room in the schedule. Mr. Pandolfo advised that a new concession stand will be much more involved than building a 'shed' type building.

5.3 Committee Reports

5.3.1 Policy Committee

Minutes from the October 21, 2019 meeting were distributed. Mrs. Kerin-Hutchins advised that the Committee discussed VSBA revised, deleted, and 'being developed' policies. The Committee also discussed a schedule for annual review of all policies. It was recommended that policies be reviewed 'in sections'. In response to a query from Mrs. Spaulding, it was noted that a discussion of a possible 'buy local' policy is on the Committee's radar.

The next meeting is Monday, November 18, 2019 at 5:30 p.m. in the BUUSD Central Office.

5.3.2 Curriculum Committee

Minutes from the October 22, 2019 meeting were distributed. Mrs. Pompei advised that the meeting involved a presentation by three CVCC Program instructors (Plumbing/Heating, Automotive, and Exploratory Technology), discussion of presentation guidelines, and discussion of the revised Curriculum Committee FY20 Work Plan. A Math presentation will occur at the December meeting.

The next meeting is Wednesday, December 11, 2019 at 5:30 p.m. in the SHS Library.

5.3.3 Finance Committee

The Committee met on November 12, 2019. Mrs. Spaulding advised that the Committee discussed the FY21 budget draft, possible Special Articles, and the FY20 budget.

The next meeting is Tuesday, December 10, 2019 at 5:30 p.m. in the BUUSD Central Office.

5.3.4 Facilities & Transportation Committee

Minutes from the November 4, 2019 meeting were distributed. Mr. Cecchinelli advised that the Committee discussed installation of the new bollards, possible acquisition of a generator for BTMES (Jack Mitchell was in attendance), and the power outage at BTMES and SHS (that resulted in school closures). Mr. Cecchinelli advised Board Members to notify him of any transportation issues that they are aware of.

The next meeting is Monday, December 9, 2019 at 5:30 p.m. in the BUUSD Central Office.

5.3.5 Communications Committee

Minutes from the November 6, 2019 meeting were distributed. The Committee continued its review of the Budget Survey results, including a breakdown of data by parent/non-parent/student. The Committee discussed how community members access data, prioritizations by the categories of submitters, use of social media to inform the public, community engagement, grant funding, and received much information from the new Communications Specialist, Josh Allen.

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

5.3.6 Negotiations Committee

Minutes from the November 5, 2019 meeting were distributed. Screen prints from a Power Point presentation titled 'Is IBB for Us?: Introduction to Interest-Based Bargaining' were distributed. Mrs. Akley reported that the first meeting with FMCS (Federal Mediation & Conciliation Service) was held on 10/28/19. A start-up session with all involved parties and FMCS is scheduled for 12/04/19. The plan is to hold two sessions per month through May 2020. There is no charge/fee to use or work with FMCS.

The next meeting (a planning meeting) is Tuesday, November 19, 2019 at 4:30 p.m. in the BUUSD Central Office.

5.3.7 Regional Advisory Board

Minutes from the October 7, 2019 meeting were distributed. Mr. Isabelle advised that Mr. Pandolfo is the Chair of the Regional Advisory Board. The last meeting included a presentation from Steve McKinstry.

The next meeting is Monday, December 2, 2019.

5.4 Financials

A document titled 'BUUSD FY20 Expense Report Summary – November 12, 2019' was distributed. There were no questions from the Board.

6. Current Business

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

The updated Student Dialogue Summary (from Public Agenda) was distributed. It was noted that students were invited to attend tonight's meeting. Mrs. Spaulding feels it is important to know that the Communications Committee still refers back to the meeting document and continues to encourage students to 'give their voice'. Mrs. Kerin-Hutchins queried regarding what more could be done to encourage students to attend board meetings. It will be important to have student input for the mission and vision statements. At the VSBA conference, it was stressed that to receive input from student and community members, boards need to 'go to them'. Additional discussion was held regarding student representation at Board Meetings. Mrs. Pompei reminded the Board that they had agreed to table this item until the next retreat.

6.2 Resignations/Retires/New Hires

A letter of resignation, due to retirement, from Jeffrey Blake was distributed. Mr. Pandolfo advised regarding the letter of retirement submitted by Jeffrey Blake.

On a motion by Mrs. Pompei, seconded by Mrs. Spaulding, the Board unanimously voted to accept the resignation of Jeffrey Blake.

The resume and BSU Notification of Employment Status Form for Brandi Bohn was distributed. Ms. Bohn is presented for hire as a speech/language pathologist to cover a leave of absence at BCEMS. It might then be possible for Ms. Bohn to transition to BTMES into an open position. Mr. Pandolfo provided a brief overview of Brandi Bohn's education and experience.

On a motion by Mrs. Pompei, seconded by Mr. Folland, the Board unanimously voted to approve the hiring of Brandi Bohn.

6.3 Annual Assessment Report

A document titled 'BUUSD Student Assessment Data – 11.14.19 Board Presentation' was distributed. The document contained copies of the slides for the presentation being given by Jessica Barewicz, Director of Curriculum, Instruction, and Assessment. Mrs. Barewicz advised that she hopes to see more robust data by next year. Mrs. Barewicz thanked Ashley Dunlea for her assistance with the data. It was noted that the data being reviewed is only a 'snapshot' of some assessments and that there are many other types of assessments given to students. Mrs. Barewicz advised that in general, proficiency tends to decline as grades progress. In the future, it would be beneficial to have data from all the high school years (only freshman data is available for this report). Mrs. Barewicz advised that the BUUSD scores are close to the state average in most areas. There is a large gap in proficiency for students that qualify for free and reduced lunch, and for students on IEPs. It was noted that high school students are less apt to turn in paperwork for free and reduced lunch. Trauma Informed/Trauma Transformed schools tend to have effective interventions to assist students. Mrs. Barewicz provided an overview of the assessment results (Summative, All State Summative, Disaggregated, Longitudinal, and Cohort) and advised that work needs to be done to close the socio-economical gap. The Board was advised that there are some resources for parents to assist their children, including 'Math Night' being held at BCEMS, which helps parents learn math games they can play with their children. Mrs. Spaulding is advocating for longer school days and year-round school. It is too early to know for certain, but Act 173 may have a big impact on assessment results. The high transient population in Barre is another factor that impacts learning and test results. Cohort data over time provides a more accurate measurement on how the schools are performing. Mrs. Spaulding voiced concern about PE Assessments, advising that she is concerned that curriculum will be built to the test, and that she doesn't believe some of the testing was accurate.

6.4 Financial Management Questionnaire

A document titled 'Financial Management Questionnaire – BARRE UNIFIED UNION SCHOOL DISTRICT' was distributed. Mrs. Perreault provided a brief overview of the document which is required by Statute. Board Members have reviewed the form. Mrs. Spaulding queried regarding employee training and whether or not Board Members should attend financial trainings. The Board Member training question will be marked at 'No'. Mrs. Kerin-Hutchins queried regarding having someone else have their eyes on bank reconciliation. Mr. Pandolfo advised that the BUUSD has internal controls, including segregation of duties, in accordance with State recommendations. Mrs. Perreault stressed that the BUUSD follows best practice accounting standards. Bank reconciliations are performed by senior accountants, reviewed by the Business Manager, and are part of the annual audit. Mrs. Spaulding is concerned that the Board is trying to micromanage the Business Manager and Business Office. Additional discussion, if necessary, will be added to a future Finance Committee meeting agenda.

On a motion by Mrs. Kerin-Hutchins, seconded by Mr. Isabelle, the BUUSD Board unanimously voted to approve the Financial Management Questionnaire and authorized the BUUSD Board Chair to sign the document.

6.5 Field Trip Approval

A document titled 'Overnight/Out of State Field Trips' was distributed. The document lists four SHS Wrestling field trips and three SHS JROTC field trips. A copy of the Field Trips policy (D30) was distributed.

Mr. Pandolfo provided an overview of the document, advising that per policy, out of state field trips must be approved by the Board. In the past, SHS out of state field trips did not require Board approval. The Policy Committee may wish to revisit this policy. It was noted that two of the JROTC field trips have already occurred. Mrs. Spaulding voiced concern regarding Board liability and feels the Board should always know about and approve out of state field trips. Mrs. Akley does not feel it is the role of the Board to approve these field trips. Mrs. Akley advised that administrators are in charge of approving the field trips, and does not feel Board approval is necessary. Mrs. Akley does not believe it is the Board's role to determine if a field trip is worthy, and thus does not feel that Board approval should be necessary. It was noted that liability is most likely the same for both instate and out of state field trips, and it is unknown why out of state field trips are being approved differently. Mrs. Akley suggested that the policy be revisited and that out of state field trips be included in administrators' reports to the Board. The Board agreed that the Policy Committee may wish to revisit this policy, and in the meantime, the Board will continue to approve out of state field trips.

On a motion by Mrs. Spaulding, seconded by Mrs. Pompei, the Board unanimously voted to approve the out of state Wrestling and JROTC field trips presented.

6.6 Policies for Deletion

Copies of the policies presented under Agenda items 6.6.1 and 6.6.2 were distributed.

6.6.1 B6 – Health Insurance Portability and Accountability Act Compliance

Mr. Pandolfo advised regarding VSBA reasoning for deletion of the policy; Policy B6 is covered under statute.

On a motion by Mrs. Spaulding, seconded by Mrs. Kerin-Hutchins the Board unanimously voted to delete the Health Insurance Portability and Accountability Act Compliance Policy B6.

6.6.2 D2 – Grade Advancement, Promotion, Acceleration, and Retention of Students

Mr. Pandolfo advised regarding VSBA reasoning for deletion of the policy; Policy D2, which used to be required by statute, is no longer applicable because of Proficiency Based Grading/Graduation Requirements. Mrs. Spaulding is concerned that there is no policy relating to promotion or retention under Proficiency Based Grading. Mrs. Waterhouse advised regarding how promotion/retention works at SHS.

On a motion by Mrs. Kerin-Hutchins, seconded by Mr. Isabelle the Board unanimously voted to delete the Grade Advancement, Promotion, Acceleration, and Retention of Students Policy D2.

6.7 Procedures to Support Board Policies

6.7.1 Procedure for Public Comment at Board Meetings

A document titled ‘DRAFT – Barre UUSD Board Procedure – Public Comment at Board Meetings’ was distributed.

Mrs. Spaulding has concerns with the second to last bullet, and feels that Executive Session needs to be referenced. It was noted that no individual who has a complaint, should name an individual or specific position in an open meeting. Additional bullets will be added to the document. An amended draft will be presented at next month’s Board meeting.

6.7.2 Procedure for Complaints Regarding District Personnel, Procedures, or Actions

A document titled ‘DRAFT – Barre UUSD Board Procedure – Complaints Regarding Students, Parents, Employees, School, or District’ was distributed. Mrs. Spaulding is concerned with the first bullet, and believes the document should contain information regarding if a student has a complaint against a teacher or other staff member. Mrs. Spaulding feels the document is too wordy and would like to see something simpler that is easier for parents to follow. After brief discussion, Mrs. Akley agreed to draft a flow chart of the procedures. An amended draft will be presented at next month’s Board meeting.

6.8 Process by Which Decisions are Made to Hire Positions Outside the Budget

A document titled ‘FY20 BUUSD Budget Priorities for positions 3/14/19’ was distributed. Mr. Pandolfo advised regarding the highlighted positions that were not included in the FY20 budget. The BTMES Office-Clerical extended hours position duties were covered by a change of resources and there was no impact to the budget. One Ed Tech Specialist was hired for BTMES. Some para-educators may have been hired based on student needs. It was noted that the SHS office closes at 3:30 p.m. and no action has been taken to provide office coverage for the extended hours that would have been covered by the ‘Office-Clerical extended hours’ position. Mrs. Spaulding queried regarding the need to develop a process for hires outside of the budget. Mr. Pandolfo advised that student needs dictate the need for para-educators, and if the schools had to wait for Board approval for those types of hires, students would be going without services, some of which are legally required. Mr. Pandolfo reminded the Board that he is responsible for the bottom line. Mrs. Akley believes that the Superintendent and Administrators need to be empowered to make the hires they believe are necessary. Mr. Pandolfo reiterated that by statute, the Board approves licensed candidates. Mrs. Pompei advised that the reason this agenda item was presented is based on concern that the BTMES Ed Tech Specialist was hired after it was determined that a School Resource Officer was not available for hire. Mrs. Pompei is concerned that this hire was made ‘outside of the Board’. Mrs. Akley believes the Board sets the framework, and reiterated her belief that the Superintendent and Administrators should be empowered to do their jobs. Mrs. Kerin-Hutchins is concerned that the decision to hire the Ed Tech Specialist was made without Board approval and was not in line with BTMES Administrator priorities. It was the consensus of the Board that no action will be taken at this time.

7. Old Business

7.1 FY21 Draft 1 Budget Presentation

Eleven documents were distributed;

A document titled ‘FY21 BUUSD Draft 1 Summary – November 12, 2019’ – (Revision #3)

A document titled ‘FY21 BUUSD Budget Development Highlights – November 12, 2019 – Revision #2’

A copy of the BUUSD FY21 Budget, Draft 1 (dated 11/12/19) – (Revision #3)

A copy of the BUUSD FY21 Budget, Draft 1 for the Central Vermont Career Center (dated 11/12/19) – (Revision #3)

A packet of information relating to ‘BUUSD Proposed Universal Meals’ (dated 11/12/19)

The Projected Comparative Tax Rate Calculations for Barre City and Barre Town (with and without Universal Meals)

A document titled ‘FY2020 Comparison of Education Spending in Neighboring Schools’

A document titled ‘Spaulding Educational Alternatives (SEA)-formerly GAP/ACT’

A document titled 'Illustrated Debt Service Schedule from the Vermont Municipal Bond Bank'

Copies of e-mails between the Business Manager and Legal Counsel (dated 11/13/19)

A document titled 'Declaration of Official Intent of the Barre Unified School District to Reimburse Certain Expenditures From Proceeds of Indebtedness'

Mrs. Perreault provided a brief overview of the budget process for FY21 and advised that the first draft of the expense budget is being presented this evening. The Tax Commissioner will announce the Tax Yield in early December 2019. Mrs. Perreault proceeded to provide an overview of the budget documents advising that the BUUSD proposed budget has an increase of 3.3 million dollars, an increase of 8%, and that the CVCC proposed budget has an increase of 3.4 million dollars, for an increase of 16%. Mrs. Perreault provided an overview of the breakdown by location, advising that though the proposed increase is greater than usual, is it a realistic budget. A review of the FY2020 Comparison with other schools indicates that the BUUSD remains as the district with the lowest spending per equalized pupil. Mrs. Perreault provided an overview of the unaudited Fund Balances, including the General Fund, the Tax Stabilization Fund, and the Capital Improvement Fund. It was noted that the audit is progressing well. Mrs. Perreault advised of Special Articles for the Board's consideration, advising that the Facility related bond is not presented for consideration for FY21, as much more discussion and research needs to be completed. Mrs. Perreault advised regarding proposed Universal Meals and provided a brief overview of the related documents. Mrs. Perreault encouraged Board Members to watch the Universal Meals video on the Hunger Free Vermont web site. The link to the video is: <https://youtu.be/kgGyZ41IN18>.

Mrs. Perreault provided an overview of the proposed property purchase advising that she has sought legal advice regarding reimbursement of engineering and architectural costs associated with surveying and inspecting the building and providing a cost assessment. Legal counsel has advised that those costs could be added to a future bond. The proposed purchase is for a property at 91 Allen Street that would be renovated to house Special Education Programs. The district currently pays \$85,000 per year to rent space at the Wall Street complex, and pays 2.5 to 3 million dollars for independent private placements. There is the possibility that a BUUSD in-house program could also house students from other districts. Mrs. Perreault is seeking Board approval for the District Clerk to sign the Declaration of Official Intent document. Mrs. Spaulding queried regarding approval of the document, advising that action on the Declaration document was not warned. In response to a concern raised by Mr. Isabelle regarding using CVCC space for Special Education programs, it was noted that the Finance Committee was advised that there are specific reasons that some students are housed off-site. Mrs. Spaulding voiced concern that the Board would not get a chance to approve any other site. Mrs. Akley feels the Board needs to keep in mind that real estate can sell very quickly, and believes the Superintendent should have the flexibility to move forward. The Declaration document allows for bond reimbursement for funds spent during the research and planning portion of the proposed project. The Declaration document empowers for any property, and is not specific to the Allen Street property.

On a motion by Mr. Folland, seconded by Mrs. Pompei, the Board voted 6 to 0 to adopt and approve the signing of the Declaration of Official Intent document. Mrs. Akley, Mr. Cecchinelli, Mr. Folland, Mr. Malone, Mrs. Pompei, and Mrs. Spaulding voted for the motion. Mr. Isabelle abstained.

7.2 Budget Survey Results

Two documents were distributed; 'BUUSD Parent / Taxpayer Survey – September/October 2019', and 'BUUSD Student Survey – September/October 2019'. Mrs. Spaulding advised that she has compiled the top 5 responses for both students and parents.

Mrs. Spaulding believes the survey data will assist with budget development and wants those developing the budget to 'listen to what students and parents want'. Mrs. Spaulding believes that if students, parents, and community members feel they are being heard, they will be more likely to respond to future surveys. Mrs. Spaulding advised that less than 10 paper copies of the survey were returned. Of the total number of responses (approximately 400), 60 to 70 were from non-parent community members and 125 were from students.

7.3 Board Organization

7.3.1 Board & Committee Organization

Mr. Pandolfo advised that he has reached out to legal counsel for guidance relating to committee organization for questions relating to committee members, committee voting, and possible legal issues when a quorum of the Board is in attendance at a committee meeting. Mr. Pandolfo proposes writing a draft procedures document that will distinguish how board meetings operate and how committee meetings will operate, e.g., board meetings will vote by motion, and use Robert's Rules, Committees may agree on topics by consensus (of all those present), rather than using motions and voting. If there is no consensus on a matter, Mr. Pandolfo believes the matter should be referred to the Board. Mr. Pandolfo suggested that only 4 Board Members comprise each committee, and that others in attendance be listed under other categories, e.g. Administrators, Board Members, and Community Members. Additional discussion will be held prior to finalization of categories. Lengthy discussion was held regarding the impact and/or appearance if a quorum of the Board is present at a committee meeting, and the possible perception that decisions are being made outside of Board meetings. It was noted that committees cannot take official action on any matter. It was agreed that additional discussion will be necessary prior to finalizing the operation of committee meetings. Mr. Pandolfo will draft a Board/Committee Operations Procedure, and present it at a future meeting.

7.3.2 Vision and Strategic Planning

Screen prints from a Power Point presentation titled 'Vision Statement' were distributed. Mr. Pandolfo advised that some visionary work was performed during last Monday's In-Service day. The Communications Committee wants to take the lead on this initiative. This agenda item is tabled until the second meeting in January.

8. Other Business/Round Table

Mrs. Pompei advised that she received an e-mail from Jeff Blow, and that he has concerns that the Board is 'rubber stamping' decisions made by committees, and also has concerns that Principals are not usually in attendance at Board meetings. Mr. Blow believes it is important to have administrators present to answer first hand to the Board.

Mr. Pandolfo advised that although tonight's meeting has been long, he feels the Board is doing great work.

Mr. Malone was pleased that everyone was engaged during the meeting.

9. Future Agenda Items

FY21 Budget Draft

10. Executive Session as Needed

10.1 Personnel Issue

A Personnel Issue was proposed for discussion in Executive Session.

On a motion by Mrs. Pompei, seconded by Mrs. Akley, the Board unanimously voted to enter into Executive Session, with Mr. Pandolfo in attendance, at 9:35 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 Mrs. Akley, seconded by Mr. Folland, the Board unanimously voted to exit Executive Session at 10:08 p.m.

11. Adjournment

On a motion by Mrs. Pompei, seconded by Mr. Cecchinelli, the Board unanimously voted to adjourn at 10:08 p.m.

Respectfully submitted,
Andrea Poulin