

BARRE CITY SCHOOL DISTRICT

REGULAR SCHOOL BOARD MEETING
Barre City Elementary and Middle School –Library
November 09, 2015 - 5:30 p.m.

MINUTES

BOARD MEMBERS PRESENT:

Lucas Herring - Chair
Sonya Spaulding – Vice Chair
Jim Carrien - Clerk
Anita Chadderton
Guiliano Cecchinelli, II
Nathan Reignier – arrived at 5:37 p.m.
Anita Ristau
Tyler Smith
Leslie Walz

BOARD MEMBERS ABSENT:

ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent
James Taffel, Principal – arrived at 6:10 p.m.
Jackie Tolman, Principal – arrived at 5:45 p.m.
Richard Meyer, Assistant Principal
Stacy Anderson, Director of Special Services – arrived at 6:10 p.m.

GUESTS PRESENT:

Video Vision Tech

1. Call to Order: Pledge of Allegiance

The Chair, Mr. Herring, called the Monday, November 9, 2015, Regular meeting to order at 5:34 p.m., which was held at the Barre City Elementary and Middle School Library. The flag salute followed.

2. Additions and/or Deletions to the Agenda

Mrs. Walz advised that Agenda Item 5.6 was not a First Reading, but was included in the packet for informational purposes. Mrs. Spaulding advised that Agenda Item 5.1 - PTO Presentation would need to be added to the December Agenda, as the presenter was not available this evening.

3. Visitors and Communications

None.

4. Approval of Minutes

4.1 Approval of Minutes – October 8, 2015 Tri-Board Meeting

On a motion by Mrs. Walz, seconded by Mrs. Ristau, the Board voted 6 to 0 to approve the Minutes of the October 8, 2015 Tri-Board Meeting. Mr. Smith abstained.

4.2 Approval of Minutes – October 12, 2015 Regular Meeting

On a motion by Mrs. Ristau, seconded by Mrs. Spaulding, the Board unanimously voted to approve the Minutes of the October 12, 2015 Regular Meeting.

4.3 Approval of Minutes – October 14, 2015 Retreat Meeting

On a motion by Mr. Carrien, seconded by Mr. Smith, the Board voted 6 to 0 to approve the Minutes of the October 14, 2015 Retreat Meeting. Mrs. Walz abstained.

5. New Business

5.1 PTO Presentation (Renee Proteau)

Postponed until the December meeting.

5.2 New Hire

A copy of the BCEMS Notification of Employment Status form for Thomas O'Toole was distributed for review. Mr. Pandolfo provided a brief overview of the applicant's experience and clarified the salary structure. **On a motion by Mrs. Ristau, seconded by Mr. Cecchinelli, the Board unanimously voted to approve the hiring of Thomas O'Toole.**

5.3 SWIS Data Report (Rick Meyers)

Mr. Meyers distributed a six page report which contained referral data covering school years 2013/2014, 2014/2015, and the present year. Mr. Meyers provided a brief overview of the data and noted that the 5th/6th grades tend to have a higher number of referrals. Over the course of the years being reported, there does not seem to be a significant drop in the number of referrals. The number of referrals is sometimes used to determine if a student will be suspended. Mrs. Tolman, speaking to Middle School data, advised that the increase in the 2014/2015 year may be the result of the level of consistency being applied. This year's data is being used to track Behavior Specialist caseloads. In response to a query regarding reporting of data by referring teacher, Mr. Pandolfo cautioned that some staff may not refer students that they should, and that some staff may refer students who should perhaps remain in the classroom. For quarter 2 reporting, the Board would like to see an additional breakdown of data (Regular Ed / Special Ed / 1 on 1). Within each of the three categories, a breakdown of major vs minor incidents. It was noted that there are times in the year (months) that tend to consistently have higher or lower numbers of incidents. Administration is currently reviewing planning room procedures.

5.4 Truant Officer

A copy of the State Statute, Law 16.V.S.A. 1125 Truant officers was distributed. Mr. Pandolfo provided a brief overview of the State's requirement and advised that he may identify additional items the State will require annual action on. **On a motion by Mrs. Walz, seconded by Mrs. Ristau, the Board unanimously voted to appoint the Assistant Principal, as Truant Officer for BCEMS.**

5.5 Attendance/Tuancy Report

A report providing information pertaining to the 2014 / 2015 year was distributed. The report identified the number of students (by grade) who were absent from school for different parameters of days. It was noted that no individual student was included in more than one set of parameters. The State has requirements for action, based on the number of days absent. (e.g. parental meetings, referrals to DCF, and referrals to the State's Attorney. Once cases are referred to DCF or the State's Attorney's Office, the school does not control the action taken. It is not known what steps, if any, DCF takes when truancy is reported. In response to a query regarding retention at grade level based on truancy, it was noted that retention decisions involve numerous factors, including parental involvement. Mr. Meyers has made one home visit this year. It was noted that there are other individuals who regularly work with families/students. To increase attendance, Mr. Meyers would like to use positive reinforcement rather than punitive action. Mrs. Spaulding queried regarding reporting that compares attendance for last year and this year, for last year's truant students. This type of reporting would help to determine if their attendance is improving.

5.6 First Reading Student Records Policy (JO)

A copy of the policy was distributed for review. Mrs. Walz advised that this policy has already been approved. The policy is being distributed to support the deletion of policies listed under separate Agenda Items.

5.7 First Reading Student Attendance Policy (F25)

A copy of the policy was distributed for review. Mrs. Walz provided an overview of the required policy. The proposed policy is a copy of the VSBA policy. It was noted that the numbering needs to be removed. In response to a query, Mrs. Walz advised that consequences are part of the procedures, not the policy. The Board does not approve procedures. Procedures are determined by Administration. Eventually, procedures will be available for viewing on-line. In response to a query questioning the "legal age" defined in the policy, it was noted that the ages (6 – 16) are correct. Pre K and Kindergarten are not mandatory, neither is school attendance for students over the age of 16. **On a motion by Mrs. Chadderton, seconded by Mrs. Ristau, the Board unanimously voted to approve, as amended, the First Reading of the Student Attendance Policy (F25)**

5.8 Relations with Families of Title I Students Policy for Deletion

A copy of the policy was distributed for review. Mrs. Walz advised that this policy is proposed for deletion because a new SU wide policy was ratified at the Tri-Board meeting. **On a motion by Mrs. Ristau, seconded by Mr. Smith, the Board unanimously voted to authorize deletion of the Relations with Families of Title I Students Policy.**

5.9 Policies for Deletion: JRA-E, JRA-E1, JRA-E3, JRA-R1, JRA-R2, JRA-R3, JRA-R4, JRA-R5, JRA-R6, JRA-R7, JRA-R8, and JRA-R9.

Copies of the policies were distributed for review. Mrs. Walz provided an overview of the reasons for the proposed policy deletions. **On a motion by Mrs. Ristau, seconded by Mrs. Walz, the Board unanimously voted to authorize deletion of policies: JRA-E, JRA-E1, JRA-E3, JRA-R1, JRA-R2, JRA-R3, JRA-R4, JRA-R5, JRA-R6, JRA-R7, JRA-R8, and JRA-R9.**

JRA-E – Parental Permission for Release of Personal Identifiable Information
JRA-E1- Record of Access to Student Education Records

JRA-E3 – Destruction of Special Education Records

JRA-R1 – Procedures: Annual Notification of Rights and Directory Information

JRA-R2 – Procedure: Inspection/Review of Records by an Eligible Parent or Student

JRA-R3 – Procedure: Parent/Eligible Student Request to Amend Records

JRA-R4 – Procedure: Determination of Authorized Access to Education Records

JRA-R5 – Procedure: Consent for Release Required/Not Required Limitations on Re-disclosure and Record Disclosures

JRA-R6 – Destruction of Records

JRA-R7 – Procedure: Contingencies not Covered by These Policies and Procedural Rules

JRA-R8 – Annual Notification of Rights of Parents and Eligible Students Concerning Education Records

JRA-R9 – Annual Notification of Designation of Directory Information and Right of Refusal

6. Old Business

6.1 Board Retreat Follow-Up

The BCEMS Vision, Mission, Philosophy & Belief Statements, Continuous Improvement Plan Goals & Tasks document dated August 2015 was distributed. Mr. Pandolfo provided an overview and highlighted the 4 tasks listed under Goal 6 (School Board Goal). Mr. Pandolfo asked Board Members to review Goal 6 for accuracy, and confirmation that it reflects the retreat discussion. Mr. Herring requested that measurements of success be added. Mr. Pandolfo advised that measurements of success are contained in the Continuous Improvement Plan. Additional discussion included the SHS model of on-line scheduling of conferences, conferences starting at noon, a possible PR table on parent/teacher conference days (to attract new board members), encouraging community members to participate in committee meetings (with committee members taking an active role in recruiting participants), use of Front Porch Forum and Facebook to attract committee members, use of the blog to promote participation and provide positive information, provide links to the blog via Facebook and the SU web page, and discussion of various forms of communicating with the public (including board members writing blogs. Mr. Reigner volunteered to write a letter to the editor regarding the fruit/vegetable grant. This letter will also be posted on Facebook, Front Porch Forum, and in the school newsletter. Mr. Taffel will provide Mr. Reigner with historical information pertaining to the grant.

6.2 Warrant Procedures

Mr. Pandolfo advised regarding the Warrant Procedure that authorizes the Superintendent or Business Manager to sign payroll warrants (no Board Member signature required). The Business Office recommends that Accounts Payable warrants require a minimum of one Board member signature (preferably the Finance Committee Chair), though any Board Member may sign. There is currently a procedure that allows the Superintendent to sign Accounts Payable warrants if no Board member is available. Mr. Herring would like the SU Committee to research what other places are doing and advised that the BCEMS Board cannot authorize a change until the policy at the SU level is approved.

7. Board Reports

7.1 Superintendent

A copy of the Superintendent's report dated November 4, 2015 was distributed. The report included information pertaining to; the boiler project (waiting for site visits, overhead door is installed), the solar project (an Agreement amendment will be forthcoming; construction is expected to begin shortly, with completion by the end of the year). The report also contained information pertaining to the Act 46 Consolidation Study Committee (which met on 09/29 and 10/28), and VSBA/VSA updates. It was noted that the VSBA conference on October 22nd and 23rd included discussion pertaining to reconsideration of the allowable growth threshold. The report also provided a brief update regarding impending changes to insurance, as the VEHI Plans will cease to exist as of December 31, 2017. Additionally, Mr. Pandolfo reported that the Act 46 Consolidation Study Committee was very productive. In response to concerns from Committee Members and members of the community, Mr. Pandolfo advised that **Act 46 legislation absolutely does not require reconfiguration of schools, but rather mandates consolidation of governance.** Mr. Pandolfo advised that the Times Argus reported this information very well. Mr. Pandolfo stressed that Board members should work with their legislators regarding reconsideration of the allowable growth threshold. The next meeting will be held on November 19, 2015. Mr. Pandolfo advised regarding an update to the boiler project, including tentative dates for visits and presentations (11/30, 12/01, 12/04, and 12/08). Mrs. Spaulding advised she wanted to highlight, and make very clear to the public, that Act 46 does not require consolidation of schools, but rather consolidation of governance, budgets etc. Tax impact information regarding accelerated vs conventional consolidation will be available for the next Act 46 Consolidation Study Committee Meeting.

7.2 Principals Report

A copy of the Co-Principals' report dated November 2015 was distributed. The report included information pertaining to; Staff Development (November 9, 2015 – development of effective teaching strategies), Parent/Teacher Conferences (held October 8, 2015, following early dismissal, was very successful), Middle school band and chorus, the Positive Behavior Interventions and Support system, the annual Walk, Run, Fun Event (October 2, 2015), the Food Service Program (participation is 98% for lunch and 52% for breakfast), the new TV Monitor, the Tooth Tutor program (Hannah Avery began working on October 9, 2015), and the Walk to School event (held October 7, 2015). Additionally, Mr. Taffel advised that the Food Bank is distributing fresh produce two times per month. A truckload of food is brought to the school and families may take whatever they feel they can use. The food distribution is held on the first and third Tuesdays of each month. Seventy-nine families participated at the first distribution. The Staff Development

Day centered on Literacy. Literacy Specialist Beth Moore led the discussion. A K – 4 Literacy Night will be held on November 19, 2015. Family Math Nights have been popular. Dinner is served, and parents receive information on how to assist their children with learning math. BCEMS was recently recognized by Washington County Mental Health. BCEMS received the Community Partner Award for Children/Youth & Family Services. Students will be participating in the Veterans Day parade on Wednesday November 11, 2015. Morgan Matthews will begin Explore Blocks for students in grades 5 – 8.

7.3 Committee Reports

Policy – Mrs. Walz advised that copies of the Minutes were sent electronically, but for unknown reasons, they are not included in the Board Packet. Research will be performed to determine what steps should be taken to assure they are included. The next Policy Committee meeting will be held on December 9, 2015. Mrs. Walz will send out an e-mail advising of upcoming meeting dates.

Curriculum – The Committee met on November 2, 2015. A copy of the Minutes was distributed. No meetings were held in October. The next meeting will be held on November 23, 2015.

Facility/Security – The Committee met on October 27, 2015. A copy of the Minutes was distributed. Mr. Carrien provided an overview of the minutes, including research of security/additional doors, and the potential to build ‘up’, in the Kindergarten area. The next meeting will be on November 23, 2015 at 5:30 p.m. Mr. Carrien and Mr. Fleming will prioritize next year’s deferred maintenance list.

Finance – The Committee met on November 5, 2015. Minutes for that meeting were distributed. A document titled ‘Barre City Elementary and Middle School FY17 Budget Highlights 11/5/15’ was distributed. Mrs. Spaulding provided a lengthy review of the topics discussed, including budgetary considerations.

7.4 Financial Report

The BCEMS Expense Budget Status Report was distributed. Mr. Herring advised regard the deficit of \$314,618. Mrs. Anderson advised that the deficit includes unanticipated tuition costs. Mrs. Anderson will check with the Business Manager regarding the application for Extraordinary Costs reimbursement. Mrs. Spaulding queried regarding the multiple lines for Facilities on the report. Mr. Herring advised regarding the approved forms/formats for financial reporting. Mrs. Spaulding prefers that for the time being, the Business Office focus on budgets, rather than reporting.

8. Round Table/Future Agenda Items

The Whitefield NH School has a program for students in grades 5 – 8, that includes hiking and trail work. This program culminates with a trip to the Adirondacks. Flyers were distributed.

Mr. Pandolfo verified the BUS Policy meeting is scheduled for December 16, 2015. An application has been submitted to apply for grant funding of the new boiler (\$20,000). Additional monies may be applied for, for a total of \$75,000.

Mrs. Walz queried regarding the number of 4th grade students who have obtained a National Park pass. Mrs. Walz would like to see the link for this program on the BCEMS web site.

Mr. Herring is not able to attend the SU meeting on 11/12/15. Mr. Herring thanked Administration for use of school grounds for the 5K run. Mr. Herring advised of city survey results that indicate the percentage of voters willing to support a higher budget, has gone down.

9. Executive Session

9.1 Student Matter

Items proposed for discussion in Executive Session include a Student Matter.

On a motion by Mr. Cecchinelli, seconded by Mrs. Chadderton, the Board unanimously agreed to find that premature general public knowledge of the items proposed for discussion would clearly place the City of Barre at a substantial disadvantage should the discussion be public.

On a motion by Mrs. Walz, seconded by Mrs. Chadderton, the Board unanimously voted to enter into Executive Session at 7:35 p.m. under the provisions of 1 VSA section 313 to discuss the items proposed for discussion.

Mr. Pandolfo and Mr. Taffel were invited to join Executive Session.

The remaining information was provided by the Board Clerk.

On a motion by Mrs. Spaulding, seconded by Mr. Smith, the Board unanimously voted to exit Executive Session at 7:40 p.m.

No Action

10. Adjournment

On a motion by Mr. Reigner, seconded by Mrs. Spaulding, the Board unanimously voted to adjourn at 7:41 p.m.

Respectfully submitted,
Andrea Poulin