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SPECIAL MEETING OF THE
MONTPELIER BOARD OF SCHOOL COMMISSIONERS

May 31, 2017
MINUTES

Minutes Approved:

Present

Board: Bridget Asay, Becky Bowen, Michele Braun, Steve Hingtgen, Tina Muncy, Jim Murphy, Peter Sterling
Administration: Superintendent Brian Ricca, Principal Chris Hennessey, Director of Facilities Thom Wood, Business Manager Grant Geisler
Public: Heidi Groff, Vic Guadagno, S. Lauren Hibbert, Alison Lamagna, Ken McGibney, Sarah McKearnan, Kathryn Nunnelley, Kristin Parey, Jill Remick, Jenny Sheehan, Dan Voisin, Laura Woodard, and others
Absent: Brynn Bushey, Omeed Fallahi

Item I – Call to Order The meeting was called to order at 6:06 p.m. by Vice Chairperson Bridget Asay.

Item II – Executive Session

- Motion for Approval for Executive Session for the Purpose of Contract Negotiations and Employee Evaluation

Mr. Hingtgen moved that the Board find that discussing contract negotiations in open session would put the Board at a substantial disadvantage. Ms. Muncy seconded and the motion carried unanimously at 6:06 p.m.

- Motion to Move to Executive Session for the Purpose of Contract Negotiations and Employee Evaluation

Mr. Hingtgen moved that the Board enter into Executive Session in accordance with 1 VSA §313 to discuss contract negotiations and an employee evaluation. Ms. Muncy seconded and the motion carried unanimously at 6:06 p.m. On a motion duly made and seconded, the Board voted unanimously to leave Executive Session at 7:10 p.m.

Item III – Return to Open Session 7:11 p.m. The Board will return to Executive Session prior to adjournment.

Item IV – Public Comment None.

Item V - Consent Agenda

Superintendent Ricca requested an addition to the consent agenda involving approval of a new teacher contract. Ms. Asay requested removal of the May 3, 2017 minutes from the agenda for discussion.

- **Approval of Minutes of May 3, 2017 and May 23, 2017 School Board Meetings**
- **Approval of Warrants for Payroll & Accounts Payable for June 9, 2017 (Limitations Policy 2.4)**
- **Approval of Resignation (Limitations Policy 2.9)**
- **Approval of New Teacher Contract (Limitations Policy 2.9)**

Ms. Asay moved, seconded by Ms. Bowen, to approve the consent agenda including minutes of the May 23, 2017 special meeting, Warrant 25 dated June 8, 2017 in the amount of \$558,220.83, the resignation of Joshua

Parker, and the recommendation to offer a teaching contract to Andrew Schumer (math – MHS). Motion carried unanimously.

Ms. Asay requested a correction to the May 3, 2017 minutes and moved, seconded by Mr. Hingtgen, that wording under Article IV be changed from “Ms. Asay and Mrs. Braun voting against against” to “Ms. Asay abstained and Chair Braun did not vote”. Motion carried unanimously.

Item VI – Governance Process Policy 4.0 – Governance Process

- Discuss Proposed Exemption to Policy F14 – Student Admission and Tuition

A written memo was provided by Superintendent Ricca (copy attached) setting forth his reasons for supporting the proposed exemption in the case at hand.

- Approve Exemption to Policy F14

Mr. Hingtgen moved, seconded by Mr. Murphy, to accept the superintendent’s recommendation that the Board grant “JS” an exemption from the District’s kindergarten admission policy. Motion carried unanimously.

Item VII – Governance Process Policy 4.0 – Governance Process

- Adoption of Policy – D16 Proficiency-Based Graduation Requirements

Mr. Hingtgen moved, seconded by Ms. Bowen, to adopt policy D16, Proficiency-Based Graduation Requirements. Motion carried unanimously.

Item VIII – Limitations Policy 2.8 – Communication and Support to the Board

- Update, Union Playground Project

Tom Hand from SE Group provided an update on site difficulties including storm water issues and the retaining wall. Kurt Muller from The Johnson Company discussed the soil issue. Director of Facilities Thom Wood informed the Board that four bids were solicited but only one was received and that bid came in higher than expected. Mrs. Braun expressed a desire to look at rebidding. Sarah McKearnan from the UP Committee discussed a timeline and the funding shortfall and asked the Board to consider dedicating additional money from the reserve fund to move this project forward.

Item IX – Limitations Policy 2.4 – Financial Planning and Budgeting

- Review Additional Fund Balance Request

A document detailing proposed adjustments was provided (copy attached). Business Manager Geisler explained that the \$145,000 for the MHS bathrooms would come right off the proposed bond request. Remaining fund balance status was discussed.

- Approve Additional Fund Balance Request

Ms. Asay moved, seconded by Ms. Bowen, to increase the committed fund balance to \$1,373,147. Motion carried unanimously, Mr. Sterling absent.

Item X – Governance Process Policy 4.0 – Governance Process

- First Reading of Travel Reimbursement Policy, with MPS Business Manager Grant Geisler

Business Manager Geisler informed the Board that procedures for this policy are already in place and being administered. Following discussion, no changes to the policy were requested and it will be warned for adoption at the June 23, 2017 board retreat.

Item XI – Governance Process Policy 4.3 – Agenda Planning

- Discuss Agenda or 6/23/17 Board Retreat

Mrs. Braun sees the agenda for the retreat being dependent on the outcome of the Roxbury merger vote scheduled for June 20, 2017. If the vote passes, she believes Roxbury board members should be included in the retreat and the time spent discussing how the transition will work. If the vote fails, she believes the Board should retain a facilitator and focus on talking about the budget process. Mr. Hingtgen suggested using the time to talk budget process and substance no matter what the outcome of the Roxbury merger vote. A meeting time of 9-1 on June 23rd was agreed to.

Item XII – Executive Session

- Motion for Approval for Executive Session for the Purpose of Contract Negotiations and Employee Evaluation

Mr. Murphy moved that the Board find that discussing contract negotiations in open session would put the Board at a substantial disadvantage. Ms. Asay seconded and the motion carried unanimously at 9:13 p.m.

- Motion to Move to Executive Session for the Purpose of Contract Negotiations and Employee Evaluation

Mr. Hingtgen moved that the Board enter into Executive Session in accordance with 1 VSA §313 to discuss contract negotiations and an employee evaluation. Ms. Muncy seconded and the motion carried unanimously at 9:13 p.m. On a motion duly made and seconded, the Board voted unanimously to leave Executive Session at 10:15 p.m.

Item XIII – Adjourn

On a motion duly made and seconded, the Board voted unanimously to adjourn at 10:15 p.m.

Heather Michaud
Recorder

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Students will be capable, motivated contributors to their local, national, and world communities.

Date: 5/26/17

To: Montpelier Public Schools Board of School Commissioners

From: Dr. Brian G. Ricca

RE: Memo for Agenda Items VI & IX

Agenda Item VI

I am writing in support of an exemption to our policy on Kindergarten Admission. Per Board Policy F14, "All children must be five years old on or before September 1 to be eligible for enrollment in kindergarten."

I was contacted by the Sekar Family in relation to their daughter JS. JS is in our Pre-Kindergarten class at Union Elementary School, while her family is here temporarily from India. Mr. Vasanth Sekar is here via work visa, which expires in two years (June of 2019). I have examined the visa and can attest to the authenticity. When JS returns to India, the school she attends requires that children are age 5 1/2 as of June 1, not September 1 as we do in Montpelier Public Schools. Please see the attached document and/or visit <http://www.karnatakapublicschool.com/admission.html>

Under these very limited circumstances that are expressly based on the return to another foreign country and a school with a different cut off date and age than our own, it is my recommendation that the Board grant this exemption to JS to our Kindergarten Admission policy.

Agenda Item IX

We are requesting an additional \$145K to accomplish renovation of a second set of bathrooms at MFIS. Since this set of bathrooms is directly above the set currently planned, and would be accomplished simultaneously, there are cost savings related to the construction and architectural oversight. This would reduce the amount of our proposed bond. We are also requesting other reallocations of fund balance such as moving residual design funds from individual projects into a single line for the overall bond and providing some additional funds for the UES Playground storm water permit. Please see accompanying spreadsheet for more details.

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Admission

For admission to Baby Nursery, LKG & UKG: Submit filled in application form with a photo-copy of birth certificate and two stamp size photographs (Original birth certificate for verification)

From 1st standard onwards: Submit filled in application form with transfer certificate countersigned by a responsible officer of the state education department & two stamp size photographs.

Age 5 1/2 Years as of June - 1 (Birth certificate is required as proof of age)

Admission to all classes will be on a first come first served basis and are based on a written test and interview.

Applicants should bring along two stamp size photographs together with their completed application form.

The minimum age for admission is 3 and 1/2 year plus for nursery and kindergarten as on 1st April, in the year of admission. The parents & guardians desiring admission for their ward should send the enclosed registration form duly filled along with the registration fee of Rs.500/- per head which is non-refundable (before the closing date of registration). Admission will be on the basis of merit. Registration is open to all but admission will depend on the availability of seats to maintain ideal class composition. The registration of child does not mean that he/she will be called for interview / Test. The right for calling for interview / Test is reserved. All admissions are to be made strictly after a written test and interview. The school reserves a right to admit them to those classes for which they have been found fit. If after being called for admission, a ward does not present himself / herself on the given date, the registration / admission shall automatically be treated as cancelled unless a prior permission for extension of date is obtained from the principal. Date of Interview / Test will be notified at the time of registration.

The school reserves the right to admit or reject any student without any reason being assigned.

1. The school leaving certificate from the school last attended by the student is to be produced at the time of admission or a maximum within one month of seeking admission that too after getting prior permission from the principal. (Till then , the admission will be treated as provisional & the school will have the right to cancel the admission without making any refunds)
2. If the Municipal Corporation Birth Certificate is not produced at the time of admission. (Admission shall be treated as provisional unless above formalities are fulfilled)

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Proposed Fund Balance Adjustments - Proposed on May 31, 2017

Description	Approved 12/14/16	Proposed Adjustment	Committed Fund Balance Total	Comments
Wiring - Cat IV in all Buildings	\$150,000		\$150,000	Projected for Summer 2017
Website Upgrade	\$30,000		\$30,000	Ongoing - partially spent
iRead (Kindergarten Literacy)	\$28,000	(\$420)	\$27,580	Purchased
UES Electrical & Fire Alarm	\$50,000	(\$28,000)	\$22,000	Initial Design & Engineering (D&E) is done to the point of rolling effort into the bond
UES Elevator D&E	\$17,000	(\$5,075)	\$11,925	Initial D&E is done to the point of rolling effort into the bond
UES Playground	\$301,000	\$8,000	\$309,000	\$51K for D&E; \$250K for actual project (to be added to grant funds); Add'l \$8K to for the stormwater permit
MSMS Boiler Room	\$335,000		\$335,000	Contract for replacement of primary boiler, breaching system, distribution manifold and overhaul of general piping system
MHS Locker Room D&E	\$12,000	\$6,542	\$18,542	D&E; Revised scope to include HVAC replacement for gym; Completes D&E to the point of rolling effort into bond
MHS Auditorium D&E	\$10,000		\$10,000	D&E is done to the point of rolling effort into bond
MHS Bathrooms	\$170,000	\$145,000	\$315,000	Add'l funds requested to renovate a 2nd set of MHS bathrooms; Only one set of bathrooms would need to be part of Bond
Bond Architectural Work	\$0	\$25,000	\$25,000	To fund architectural work through FY'17 in preparation for the overall bond. FY'18 costs may be rolled into the bond.
Replacement Vehicles	\$61,000		\$61,000	Purchased Facilities Truck (with accessories) & Food Service Van
MHS Server Room A/C	\$7,500		\$7,500	Spent
UES Playground Amphitheater Removal	\$6,500		\$6,500	Spent
MHS Asbestos Removal	\$3,700		\$3,700	Spent
MSMS Circulator Pump Replacement	\$12,700		\$12,700	Spent
MHS Pressure Reducing Valve Replacement	\$10,200		\$10,200	Spent
Special Education - System 44 & Read 180	\$7,500		\$7,500	Partially spent
Food Service FY'16 Ending Deficit	\$5,000		\$5,000	Spent
Kitchen Equipment	\$5,000		\$5,000	Mostly spent
Total	\$1,222,100	\$151,047	\$1,373,147	

Fund Balance Status:

FY'16 Ending Balance	\$2,014,070	
Less: Allowance for Settlement	-\$110,000	\$80K for PD and \$30K for Salaries
Less: Amount from Above	-\$1,373,147	
Remaining Fund Balance	\$530,923	
% of FY'18 Budget	2.74%	Need to keep above 2% per Policy 2.4