

DRAFT

BARRE UNIFIED UNION SCHOOL DISTRICT BOARD RETREAT

Community National Bank – Community Room
316 Main Street, Barre, VT
August 8, 2019 - 1:00 p.m.

MINUTES

BOARD MEMBERS PRESENT:

Paul Malone (BT) - Chair
Sonya Spaulding (BC) – Vice-Chair
Victoria Pompei (BT) – Clerk
Gina Akley (BT)
Guy Isabelle (At-Large)
Rebecca Kerin-Hutchins (BT)
Tim Boltin (BC)
Anthony Folland (BC)

BOARD MEMBERS ABSENT:

Giuliano Cecchinelli (BC)

ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent

GUESTS PRESENT:

Susan Holson, VSBA

1. Call to Order

The Chair, Mr. Malone, called the Thursday, August 8, 2019, Board Retreat to order at 1:00 p.m., which was held at the Community National Bank, Community Room.

2. Board followed and engaged in discussions on all agenda items.

3. Adjournment

The Board unanimously voted to adjourn at 8:00 p.m.

Respectfully submitted,
John Pandolfo

CHART PAPER NOTES FROM BUUSD BOARD RETREAT – 8/8/2019

- I. Successes, Challenges, & Opportunities
 - A. Successes
 - Unified after controversy
 - Diverse experience
 - New insight about all schools
 - Award-winning superintendent
 - Strong central office
 - Off to a good start
 - Shared focus on academics/student outcomes
 - Willingness/efficiency problem-solving
 - Unified policies
 - Collaborative 3-4 after-school program
 - Collaborative administrative organization
 - Integration is progressing
 - Community knowledge/understanding
 - Integration of communities on school board
 - B. Challenges
 - Implementing AoE policies
 - Facilities issues – water, lead, etc.
 - Special Ed administration
 - Resource officer/school safety
 - Staffing equity
 - Longer view/bigger picture
 - Committee work
 - Low spending per pupil
 - Effective monitoring
 - C. Opportunities
 - Transportation
 - Community engagement
 - Expanded curriculum
 - Improved efficiency
 - Maintain individuality
 - Career Center
 - Work-based learning/flexible pathways
 - Re-branding
 - Enhanced systems of support
 - Professional development
 - Communications

II. Broad-Based Goals

- A. Community Orientation
- B. Social Success
- C. Academics
- D. Climate
- E. Personal Development

Community Orientation		
Goal	Indicator	Data
Expand WBL in traditional industry = technical academic opportunity Early grades Collaborate with middle school (1 dot)	# of students in WBL Expansion of community field trips	% students in career/higher ed # staying with with things tried
Parental Involvement (6 dots)	Academic nights Infinite Campus email	% attendance % emali addresses on file
Community Involvement (6 dots)	Continued community service – SHS Kid projects/visits – BT & BC Expand community projects - CVCC	Feedback from those served

Social Success		
Goal	Indicator	Data
Teach our students to be caring individuals and to understand overcome differences (7 dots)	<ul style="list-style-type: none"> • Decreased documented incidents of behavior/student conflict • Improved ratings in habits of learning • Increased participation in collaborative activities (WBL, Community Service, etc.) • Increased documented incidents of good deeds being done • Increased skill set for employability and community involvement 	<ul style="list-style-type: none"> • Behavior data • Proficiency data • Enrollment data <ul style="list-style-type: none"> ○ Collaborative Activities ○ Sports/clubs, etc. ○ Proficiency data? • “Caught you” cards/ “I matter – you matter” • Graduation data • Community service data

Climate		
Goal	Indicator	Data
Create a safe & productive learning environment (10 dots)	<ul style="list-style-type: none"> • Establish baseline for grades and situations • Create climate survey throughout year • Develop needs assessment 	<ul style="list-style-type: none"> • Grades (IC) • # incidents student/teacher (disciplinary logs) • Club involvement (finding ?? advisors) • Absenteeism (disciplinary logs) • Extra-curricular involvement (sign-ups) • Parental feedback (parental logs)

Personal Development		
Goal	Indicator	Data
Prepare students to be life-long learners for the ever-changing world (1 dot)	<ol style="list-style-type: none"> 1. 1:1 computing at the high school level 2. Continue to expand WBL and flexible pathways 3. Expand opportunities for Career Center 	<ol style="list-style-type: none"> 1. Follow up report and experiences student survey 2. # of students participating 3. 9 & 10th grade participation
High achievement and excellence for every student (7 dots)	<ol style="list-style-type: none"> 1. Multi-tiered system of support 2. Less paras/more highly trained professionals 	Testing scores
Prepare students to be responsible, active and engaged members of society (7 dots)	<ol style="list-style-type: none"> 1. Expand community component 	# of hours and placement at all schools
Provide students with practical life skills	<ol style="list-style-type: none"> 1. Life skills explore block 	<ol style="list-style-type: none"> 1. Student survey 2. Teacher input

Building	Last Name	First Name	Leave Date	Reason	Replacement	Comments
CEMS	Appleton	Stephanie	6/30/19	Resign	Heather Foley	Teacher - Gr. 1
CEMS	Babcock	Amanda	6/30/19	Resign	Ben Matthews	Teacher - Gr. 7/8 Science (Transfer from Tech. Integr. @BC)
CEMS	Disher	Nicole	6/30/19	Resign	Kacey Abbriano	Transfer from .6 PE to 1 FTE PE
CEMS	Farnham	Christine	-	Transfer	Jen Bisson	Math Interventionist
CEMS	Bisson	Jen	-	Transfer	Shannon Huda	Grade 3/4
CEMS	Fredericks	Karen	-	Transfer	Katie Naylor	ELA Teacher
CEMS	Fuqua	Gillian	6/30/19	Resign	Allison Scavotto	Teacher 7/8 English
CEMS	Gregoire	Cindy	6/30/19	Retire	Emily Burgess	Gr. 2 Teacher
CEMS	Guilmette	Jamie	-	Transfer	Hannah Bedell	Counselor
CEMS	Guthrie	Justine	8/2/19	Resign	Sarah Jordan	Behavior Specialist
CEMS	Haggerty	Holly	6/30/19	Resign	Lisa Campbell	Special Educator - PK/EEE
CEMS	Heath	Karen	6/30/19	Resign	Morris, Lorraine	Instructional Coach - Literacy
CEMS	Hull	Mary	6/30/19	Retire	Rebecca McSheffrey (Allen)	Gr. 2 Teacher (Transfer from Gr. K @ BC)
CEMS	Kolling	Brandy	6/30/19	Resign	Jamie Guilmette	Teacher - Grade K (Transfer)
CEMS	Matthews	Ben	-	Transfer	Michael Martin	Technology Integrationist
CEMS	McMahan	Stephanie	6/30/19	Retire	Mary Alice Osborne	Librarian
CEMS	McSheffrey	Rebecca	-	Transfer	Emma Lamson	Gr. K Teacher (for Rebecca Allen who shifted to Mary Hull's Gr. 2)
CEMS	Morris	Lorraine	-	Transfer	Roberta Melnick (Jackes)	3/4 Literacy Teacher
CEMS	Morrison	Kristin	-	Transfer	No Replacement	Licensed Mental Health Counselor
CEMS	Naramore	Fran	6/30/19	Retire	Wendy Wegner	School Nurse
CEMS	Pierce	Amanda	6/30/19	Transfer	Michelle Lynch	Gr. 3 Teacher
CEMS	Portalupi	Kim	6/30/19	Retire	Will Reese	Literacy Interventionist
CEMS	Putney	Chris	-	Transfer	Kristin Morrison	Behavior Specialist
CEMS	Reese	Will	-	Transfer	Mikayla LeBlanc	Gr. 3/4 Teacher
CEMS	Schrader	Earl	6/30/19	Resign	Chris Putney	Gr 5-8 Tech Ed
CEMS	Singer	Gretchen	6/30/19	-	Elliot Lafferty	Spanish Teacher
CEMS	Tewksbury	Kim	-	Transfer	Charlotte Baribrault	Teacher Gr. K (Tewksbury, K. transfer to BT)
CEMS	New		-	-	Karen Fredericks	Instructional Coach - Literacy - grant funded
CEMS	New		-	-	Amanda Pierce	Special Educator
CEMS	Galtone	Deb	6/30/19	Resign	Mariah Jacobs	Behavior Specialist
CEMS	New		-	-	Ian Thomas	Behavior Specialist - grant funded (transition from BI positions)
CEMS	New		-	-	Amanda Rigatti	Behavior Specialist - grant funded (transition from BI positions)
BSU	New		-	-	Christine Farnham	Instructional Coach - Math - grant funded
BSU	zNew		-	-	Margaret Fagan	New Position in FY19 Budget never filled - PK SLP
BSU	zNew		-	-	Annette Rhoades	Asst. Director Spec. Services
BSU	zNew		-	-	Jason Derner	Alt. Program Administrator
BTMES	zNew		-	-	Kim Tewksbury	Literacy Interventionist
BTMES	zNew		-	-	Jessica Van Orman	Technology Integrationist
BTMES	Adsit	Mariel	6/30/19	Resign	Contracted Service	School Psychologist
BTMES	Allen	Janet	6/30/19	Resign	William Meehan	Special Educator - Team II
BTMES	Allen	Sherri	06/30/19	Resign	Neil Kelly	Gr. 5 Teacher
BTMES	Ather	Liz	-	Transfer	Marisa Thomas	Gr. 5 ELA/SS
BTMES	Ciecierski	Molly	6/30/19	Resign	Chris Cunningham	Special Educator - Team II
BTMES	Cote	Jennifer	6/30/19	Resign	Bonnie McIntosh	SLP Teacher
BTMES	Dubois	Kyle	6/30/19	Resign	Amy Ross	Math Interventionist
BTMES	Griggs	Scott	6/30/19	Resign	Erica Pearson	Co-Principal
BTMES	Jones	Lexa	11/30/2018	Resign	Karen Moran	.5 Health Ed. - started in November 2018
BTMES	McCurdy	Michael	6/30/19	Resign	Alicia Grochowik	Special Educator - Team II (Paul Landau backed out)
BTMES	McIntyre	Ashley	6/30/19	Resign	Ethan Cody	Gr. 7 Teacher ELA
BTMES	Mott	Sarah	6/30/19	Resign	Mallory Cano-Scribner	Behavior Specialist
BTMES	Palmer	Holly	6/30/19	Resign	Emily Thomas	Gr. 3 Teacher
BTMES	Patoine	Jake	6/30/19	Resign		Gr 3-5 PE Teacher
BTMES	Pearson	Erica	-	Transfer	Julie Donahue	Asst. Principal
BTMES	Thomas	Emily	-	Transfer	No Replacement	Gr. 1 Teacher - P Young moved from Gr 2 b/c 5 teachers not needed
BTMES	Tremblay	Brittany	6/30/19	Resign		Special Educator - Team I (Eric Newman backed out)
BTMES	Van Orman	Jessica	-	Transfer	Benjamin Thomas	Gr. 6 ELA Teacher
BTMES	Wisdom	Rachel	12/21/18	Dismissed	Rhonda Forlow	Special Educator - Team II
BTMES	zNew		-	-	Liz Ather	Literacy Interventionist
BTMES	zNew		-	-		SLP PreK expansion 0.5-1.0 FTE (Alicia Garamy backed out)
CVCC	Derner	Jason	6/30/19	Resign	Scott Griggs	Asst. Director
CVCC	Durkee	Ruth	2/7/19	Resign	Victoria Everett	Literacy Coordinator - started in April 2019
CVCC	Richardson	Kim	12/6/18	Resign	Carl Matteson	Emergency Services Instructor
SHS	Bryant	Caitlyn	6/30/19	Resign	Katherine Whitcomb	English Teacher
SHS	Buzzi	David	06/30/19	Retire	No Replacement	Spanish Teacher
SHS	Cahill	Penny	6/30/19	Resign	Saul Gresser	Special Educator
SHS	Carpenter	Jessica	6/30/19	Transfer	Jamie Blondin	Health/Wellness Teacher
SHS	Fitzgerald	Hayley	6/30/19	Resign	Samantha Alexander	Special Educator
SHS	Merriam	Patrick	6/30/19	Resign	Natalie Soffen	Athletic Director
SHS	Noyes	Lola	06/30/19	Retire	Jen Lyon	School Nurse
SHS	Ritzo	Marie	1/22/19	Retire	Samantha Loesch	English Teacher
SHS	Unkles	Dorothy	6/30/19	Resign	Contracted Service	School Psychologist
SHS	zNew		-	-	Jim Willis	Math Interventionist - grant funded
SHS	zNew		-	-	Sara Jacobs	SHS Math
SHS	zNew		-	-	Kevin Haley	School Counselor/Therapist - previously contracted service
SHS	zNew		-	-	Jessica Carpenter	Work Based Learning Coordinator
SHS	zNew		-	-	Margo Austin	Flexible Pathways Coordinator - grant funded

Barre Unified Union School District
Enrollment Summary

August, 2019

Grade	Class Size Policy Limits			BCEMS			BTMES		
	Min	Ideal	Max	Current Enrollment	# Classroom Teachers	Average Class Size	Current Enrollment	# Classroom Teachers	Average Class Size
K	15	16	18	81	6	13.5	89	5	17.8
1	15	18	20	103	6	17.2	69	4	17.3
2	15	18	20	82	5	16.4	68	4	17.0
3	15	18	20	90	5	18.0	84	4	21.0
4	15	20	22	96	6	16.0	70	4	17.5
5	15	20	22	91	4	22.8	87	5	17.4
6	15	20	22	73	4	18.3	80	4	20.0
7	15	23	25	84	4	21.0	84	4	21.0
8	15	23	25	65	4	16.3	79	4	19.8
	SHS Enrollment								
9	195								
10	176								
11	167								
12	157								
BCEMS K registration forms still being processed; forecasted enrollment is 90-100 total									

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BARRE UNIFIED UNION SCHOOL DISTRICT POLICY COMMITTEE MEETING

Barre Unified Union School District Central Office – First Floor Conference Area
August 19, 2019 – 5:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Rebecca Kerin-Hutchins, Chair - (BT)
Giuliano Cecchinelli, Vice Chair - (BC)

COMMITTEE MEMBERS ABSENT:

J. Guy Isabelle (At-Large)
Jon Valsangiacomo – (BT Community Member)

ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent
Scott Griggs, Assistant Director (CVCC)
Pierre LaFlamme, Assistant Principal (BCEMS)
Julie Donahue, Assistant Principal (BTMES)

GUESTS PRESENT:

Andrew McMichael

1. Call to Order

Mr. Pandolfo called the Monday, August 19, 2019, meeting to order at 5:38 p.m., which was held at the Barre Supervisory Union Central Office in the First Floor Conference Area.

2. Board Organization

The Committee agreed by consensus to appoint Mrs. Kerin-Hutchins as Committee Chair, and to appoint Mr. Cecchinelli as Committee Vice-Chair.

The Committee agreed to hold Committee Meetings on the third Monday of each month, at 5:30 p.m. at the BUUSD Central Office in the First Floor Conference Area.

Board level discussion will be held to determine what makes up a ‘committee member’ (voting member).

Committee Members introduced themselves and advised regarding their role in the BUUSD.

3. Additions and/or Deletions to the Agenda

None.

4. Public Comment

None.

5. Review/Approve Meeting Minutes – May 20, 2019

Mr. LaFlamme advised that he was present at the meeting. Brief discussion was held regarding administrators who were present at the meeting. Mr. Pandolfo will verify who was in attendance and the draft minutes will be amended prior to finalization.

The Committee agreed by consensus to accept, with administrator attendance amendments, the Minutes of the May 20, 2019 Policy Committee Meeting.

6. Committee Business

6.1 Committee Goals and Objectives

Assure that required policies are implemented (Model Policies will be used whenever possible).
Set up and prioritize an appropriate review cycle of all policies.

6.2 Review of BUUSD Policy Manual Index

A copy of the BUUSD Policy Manual Index dated 08/19/19 was distributed. Mr. Pandolfo provided an overview of the document, advising that the policies highlighted in yellow are policies being discussed for implementation at the BUUSD. Most of the highlighted policies relate to Board operations. The Committee may wish to look into some additional student policies. The coding

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structure is as follows; 1 – 19 = VSBA Required, 20 – 29 VSBA Recommended, 30 – 39 VSBA to Consider, and 40 + are not VSBA policies. Policy B40 (Social/Digital/Online Communications for Staff) will be at the top of the priority list. There is no VSBA policy relating to this issue and it will take a significant amount of time for Mr. Pandolfo to finish the draft policy, which needs to be drafted carefully to assure it does not conflict with freedom of speech laws.

6.3 Review of Board Operation Policies discussed in May

Copies of the draft policies were distributed.

A20 – Board Meetings, Agenda Preparation & Distribution Policy

The policy was reviewed and brief discussion was held.

The Committee agreed to present a First Reading of this policy to the BUUSD Board on 09/12/19.

A21 – Public Participation at Board Meetings Policy

The policy was reviewed and brief discussion was held. As a Board policy on complaints does not currently exist, it was agreed that 'Board policy' should be changed to 'Board procedures' (page 2, #3). As this is a VSBA required policy, Mr. Pandolfo will confer with VSBA regarding making this change. If VSBA has no objection, the policy will be amended prior to presentation to the Board.

The Committee agreed to present a First Reading of the amended policy to the BUUSD Board on 09/12/19.

A23 – Community Engagement and Vision Policy

The policy was reviewed and brief discussion was held. It was noted that the Board does not have a clearly defined vision and strategic plan. The Board's vision and strategic plan will be developed in the near future. Mr. Pandolfo will amend the policy as discussed.

The Committee agreed to present a First Reading of the amended policy to the BUUSD Board on 09/12/19.

A24 - Board/Superintendent Relationship Policy

The policy was reviewed. There were no questions from the Committee.

The Committee agreed to present a First Reading of this policy to the BUUSD Board on 09/12/19.

A31 - Board Member Education Policy

The policy was reviewed. There were no questions from the Committee.

The Committee agreed to present a First Reading of this policy to the BUUSD Board on 09/12/19.

A32 – Board Goal Setting & Evaluation Policy

The policy was reviewed. There were no questions from the Committee.

The Committee agreed to present a First Reading of this policy to the BUUSD Board on 09/12/19.

A33 – School Visits by Board Members

The policy was reviewed. It was noted that this policy differs from the Model Policy, which does not have a bulleted list. The Committee agreed that in the bulleted section, all occurrences of 'should' shall be replaced with 'will'. It was noted that the reason for a school visit (as a parent vs as a board member) is not recorded on the sign-in log.

The Committee agreed to present a First Reading of the amended policy to the BUUSD Board on 09/12/19.

A34 – Board Relations with School Personnel

The policy was reviewed. There were no questions from the Committee.

The Committee agreed to present a First Reading of this policy to the BUUSD Board on 09/12/19.

6.4 Review of Change to F23, Capitalization of Assets Policy

A copy of the existing policy (adopted 06/13/19) was distributed. A copy of the recommended policy, a revised version of F23, was distributed. A copy of the Capitalization and Depreciation of Assets Procedures was also distributed. Mr. Pandolfo provided an overview of the recent change which relates to the purchase of computers.

The Committee agreed to present a First Reading of this policy to the BUUSD Board on 09/12/19.

7. Other Business

None.

8. Items for Future Agendas

- Review Model Policies
- Create Rotation Priority and Review Schedule
- B40 - Social/Digital/Online Communications for Staff

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9. Next Meeting Date

Monday, September 16, 2019 at 5:30 p.m. at the BUUSD Central Office in the First Floor Conference Area

10. The Committee agreed by consensus to adjourn at 6:33 p.m.

Respectfully submitted,
Andrea Poulin

DRAFT**BARRE UNIFIED UNION SCHOOL DISTRICT
FINANCE COMMITTEE MEETING**

BUUSD Central Office – First Floor Conference Area

August 13, 2019 - 5:30 p.m.

MINUTES**COMMITTEE MEMBERS PRESENT:**

Sonya Spaulding (BC) - Chair
 Victoria Pompei (BT) – Vice Chair
 Gina Akley (BT) – departed at 7:00 p.m.
 Anthony Folland (BC)

COMMITTEE MEMBERS ABSENT:

Dave LaCroix – BT Community Member

ADMINISTRATORS PRESENT:

Lisa Perreault, Business Manager

GUESTS PRESENT:**1. Call to Order**

The Chair, Mrs. Spaulding, called the Tuesday, August 13, 2019 BUUSD Finance Committee meeting to order at 5:31 p.m., which was held at the BUUSD Central Office in the First Floor Conference Room.

2. Additions and/or Deletions to the Agenda

Warrant Review Discussion – under Other Business

3. Approval of Individual Committee Minutes**3.1 BUUSD Finance Committee Meeting Minutes – July 9, 2019**

On a motion by Mrs. Pompei, seconded by Mrs. Akley, the Committee unanimously voted to approve the Minutes of the July 9, 2019 BUUSD Finance Committee meeting.

4. New Business**4.1 Heating/Plowing Bid Comparisons/Recommendations**

Mrs. Perreault advised that the bidding results summary document will be presented to the BUUSD Board at their next meeting. The Board will be asked to approve the recommendations. Five vendors were invited to bid on fuel oil. Only one vendor (Irving) responded. The BUUSD did reach out to Conti Oil (who normally submit a bid) and were advised that Conti Oil is opting not to submit a bid. Three vendors were invited to bid on propane. Only one vendor (Irving) submitted a bid for propane. Fuel oil and propane bids are lower than last year's prices. Irving Energy is also offering a discount to employees. Three vendors were invited to bid on wood chips (a 2 year contract). Two vendors responded (Catamount and LimLaw). Four plowing vendors attended the mandatory site visit. Thus far only one vendor has submitted a bid. Bids are due Friday, August 17, 2019.

4.2 Budget Development Process

A document titled BUUSD Finance Committee Meeting – August 13, 2019 was distributed. This document, which presents FY19 End of Year Projections and FY20 Budget considerations, will also be reviewed under Agenda Item 5.1. A document titled 'BUUSD FY21 Budget Development Schedule – August 13, 2019' was distributed. Mrs. Perreault advised that there are no changes to the budget development process. In the first few months of budget development, the focus will be on meetings with administrators. It was noted that monthly meetings are held with administrators year round. The Committee had no questions relating to the budget development process.

4.3 Draft Budget Survey

A copy of a draft survey to Barre residents and taxpayers was distributed. Mrs. Spaulding advised that she performed research and found the distributed document that is used to query community members regarding how informed they are about the calculation of tax rates, who in the community votes, and community member priorities. Mrs. Spaulding provided an overview of the survey and documented changes discussed by the Committee. Concern was raised regarding how to reach non-parental voters, including retired community members. It was suggested that the survey be available on-line as well as in paper form. Hard copies could be distributed to residential homes, town/city clerk offices, libraries, etc... It was agreed that return boxes should be available where hard copies are distributed (when agreeable to the entity allowing the distribution at their site). Promotion of the survey was also discussed, including the possibility of utilizing the Times Argus and The World. It was suggested that consideration be given to including the survey in

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next year's parental packets which are mailed out in August. Mrs. Akley suggested that a 'hook' was needed to help garner participation in the survey. Mrs. Spaulding will amend the draft survey with the discussed changes, and will distribute a new draft. The new draft will be shared with the entire BUUSD Board. It was decided that the survey should be sent out mid to late September (09/16/19), and should have a submission deadline of 10/04/19.

4.4 Procedures

Six documents were distributed; the Contract Procurement, Development, and Approval Procedures document, (with corresponding documents: Contract Review Form, BUUSD letter to vendors, and vendor insurance requirements letter), the Capitalization and Depreciation of Assets Procedures document, and the Capitalization of Assets Policy (F23). Mrs. Perreault provided an overview of each of the procedures and associated documents, and advised that the Capitalization and Depreciation Of Assets procedures and policy will need to be revised. Revisions are necessary relating to the sections that refer to assets that have a value of over \$5,000. Only individual computer components that cost over \$5000 will be capitalized. Bulk computer purchases exceeding \$5,000 do not qualify as assets subject to capitalization.

5. Old Business

5.1 Budget Update

Two reports were distributed; the BUUSD Expense Report (dated 08/07/19), and the BUUSD Central Vermont Career Center FY20 Budget Report (dated 08/07/19). Fourteen additional reports were distributed; FY19 unaudited Year-End Projection Reports (for the BSU, BTMES, BCEMS, SHS and CVCC), FY19 Expenditure Reports (for the BSU, BTMES, BCEMS, SHS and CVCC), and General Fund Revenue Summary Reports (for BTMES, BCEMS, SHS and CVCC). Mrs. Perreault provided an overview of the year-end summary report, advising that she does not expect any significant changes. It was noted that next year's report will only include the BUUSD and CVCC, as all of the districts will be combined under the BUUSD. The budget development list on the document is a work in progress, with items being added as they are identified. This budget development list will assist in documenting items that need to be considered when developing the FY21 budget. It was noted that there are some changes relating to SPED accounting and it is anticipated that there will be significant reductions in Special Education funding with the implementation of Act 173. It would be beneficial to have an in-house program(s) to reduce the amount spent for out-placements. Mrs. Spaulding would like to add a grant writer to the FY21 budget. Mrs. Pompei queried regarding a possible error on the BSU report (line #13 – BC Early Ed Admin.), which she believes reduces the overall surplus by \$65,627.

Mrs. Perreault advised that the BUUSD has submitted an RFQ to the Vermont Department of Environmental Conservation relating to participating in an electric bus pilot program, and have been working with STA regarding participation in the pilot program. The program would require that STA scrap at least 2 of their diesel buses and replace them with electric buses. The cost of a diesel bus is approximately \$80,000; the cost of an electric bus is \$300,000 to \$400,000. The pilot program would include funding the difference in the cost between the diesel buses and the electric buses, and would also cover the cost of installing charging stations. It is not known at this time if the BUUSD will be chosen as a Project Partner for the pilot program. More information will be forthcoming.

5.2 Summer Project Update

Mrs. Perreault provided a brief overview of some of the projects at each of the buildings, noting that there was nothing significant to report at this time.

6. Other Business

Warrant Review – Two documents were distributed; a document listing purchased items that Mrs. Pompei believes should have been purchased through different vendors at lower prices, and a document titled 'Questionable', listing six items that Mrs. Pompei feels are questionable purchases and would like to receive additional information on. Mrs. Pompei provided an overview of the purchased items list, advising that she has found the items at a lower price from other vendors. Lengthy discussion was held, including use of the preferred vendor, the preferred vendor's price match policy, purchasing practices and procedures, why employees are not using the preferred vendor for purchases, and what steps can be taken to assure that purchases are being made at the lowest price possible. Mrs. Pompei provided an overview of the 'Questionable' document, noting that she has located an open purchase order for over \$1000 for k-cups. Mrs. Pompei advised that her research indicates that teachers purchase their own coffee, and she does not believe the school budget should be used to purchase coffee for one of the buildings. Mrs. Pompei is also questioning the purchase of a soda stream machine and associated soda bottles, as well as rental of a Keurig machine and water cooler (all buildings have filtered water coolers). Additional research will be performed on these items.

Mrs. Perreault queried the Committee regarding their opinion on using budgeted money for purchases, such as flower arrangements, when an employee suffers a significant event, such as a death in the family etc....

7. Items For Future Agendas

- **Miscellaneous Expenses**
- **Supplies – Preferred Product List and Price Matching**
- **Survey Update**

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8. Next Meeting Date

The next meeting will be held on Tuesday, September 10, 2019 at 5:30 p.m., at the BUUSD Central Office in the First Floor Conference Area.

9. Adjournment

On a motion by Mrs. Pompei, seconded by Mr. Folland, the Committee unanimously voted to adjourn at 7:37 p.m.

Respectfully submitted,

Andrea Poulin

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**BARRE UNIFIED UNION SCHOOL DISTRICT
COMMUNICATIONS COMMITTEE MEETING**
BUUSD Central Office – First Floor Conference Area
August 15, 2019 - 5:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Anthony Folland, Chair - (BC)
Rebecca Kerin-Hutchins, Vice-Chair - (BT)
Sonya Spaulding - (BC)

COMMITTEE MEMBERS ABSENT:

Guy Isabelle – (At-Large)

ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent

GUESTS PRESENT:

Paul Malone

1. Call to Order

Paul Malone called the Thursday, August 15, 2019 BUUSD Communications Committee meeting to order at 5:40 p.m., which was held at the BUUSD Central Office in the First Floor Conference Area.

2. Organization of Committee

Mrs. Spaulding nominated Mr. Folland for the position of Committee Chair. Mrs. Kerin-Hutchins seconded the motion. There were no additional nominations.

On a motion by Mrs. Spaulding, seconded by Mrs. Kerin-Hutchins, the Committee unanimously voted to elect Mr. Folland as Chair of the BUUSD Communications Committee.

Mrs. Spaulding nominated Mrs. Kerin-Hutchins for the position of Committee Vice-Chair. Mr. Folland seconded the motion. There were no additional nominations.

On a motion by Mrs. Spaulding, seconded by Mr. Folland, the Committee unanimously voted to elect Mrs. Kerin-Hutchins as Vice-Chair of the BUUSD Communications Committee.

The Committee agreed that starting in October the Communications Committee will meet on the first Thursday of each month at 5:30 p.m. at the BUUSD Central Office in the First Floor Conference Area

3. Additions and/or Deletions to the Agenda

Results from the Public Agenda meetings with middle school students – to be discussed under an existing agenda item.

Updates on the Barre Education Coalition and Site Based Councils – to be discussed under an existing agenda item.

Update on the hiring process for a new Communications Specialist – to be discussed under an existing agenda item.

It was noted that the agenda should be amended to reflect that Agenda Items 6.3 and 6.4 (relating to policies A21 and A23) are for discussion purposes, not First Readings. First Readings will occur at the BUUSD Board Meeting.

4. Community Engagement

Mrs. Spaulding advised that the Finance Committee is working on a budget related survey. A draft survey will be presented to the BUUSD Board next Thursday (08/22/19).

In response to a query, Mr. Pandolfo advised that Ben Merrill has been the liaison to whom each of the building IT Specialists has communicated with regarding on-line postings. Mr. Merrill is currently staying in communication with the IT Specialists and is performing limited work on an hourly basis. In the future (including after the hiring of a new communications specialist), Mr. Merrill may continue to perform some project based work.

Work is still being performed regarding how best to get information to the public, and recruitment of community members.

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5. Approval of Minutes – May 8, 2019 BUUSD Communications Committee Meeting

The Committee reviewed the Minutes of the May 8, 2019 BUUSD Communications Committee Meeting, and accepted them as written.

6. Committee Business

6.1 Committee Goals and Objectives

Communications Specialist – Mr. Pandolfo advised that there are close to a dozen applicants, representing a very diverse skill set. There are some individuals who have expressed an interest in the position, but have not submitted an application as of this time. It was noted that the original budget was low (more in line with an entry level position). Because FY19 was the first year for the position, it was budgeted at .5 FTE. Mr. Merrill was hired as .5 FTE. It may be possible to adjust the position to .75 or 1 FTE based on the candidate's experience, but Mr. Pandolfo cautioned against going over budget. In response to a query, Mr. Pandolfo advised that he does not believe the position requires the use of an administrative assistant. Mrs. Spaulding would like a candidate with experience, noting that the job is not overly defined and she would like an employee that will lead the BUUSD in the right direction. It was noted that Mr. Merrill had many innovative ideas. Mr. Pandolfo advised that the Search Team/Committee for this position will be small and that there will not be teacher representatives on the Committee. The timeline should allow for presenting a candidate to the BUUSD Board by September or October. One option is to have the Communications Committee interview candidates and make a recommendation to the Board. Applicant information could be forwarded to Board Members in the same manner it is done for the hiring of teaching staff. The Committee agreed that they do not wish to review resumes this evening, but expressed their wish to interview the top two candidates. Mr. Pandolfo is cautious about setting a precedent.

Mr. Malone expressed concern that information be conveyed to the public, noting that information previously discussed in Board meetings, and on video, is no longer going to be discussed or captured on video. In response to a query, it was noted that staff attendance at Communication Committee meetings has yet to be decided.

Public Agenda – Mr. Pandolfo has the report, and will review it and hold discussion at the September Board meeting. The grant is no longer available, but we may be able to contract with Public Agenda for some work.

Site Base Councils – Mrs. Spaulding believes there are many different ways to communicate with the public and would like there to be more two-way communication. Mrs. Spaulding believes it would be beneficial to have a Site Based Council that includes students, parents, and staff. Mrs. Kerin-Hutchins believes that the community does not know 'what we do', and believes a FAQs sheet would be very beneficial. Mrs. Spaulding suggested that a FAQs sheet include Board Member contact information. Mrs. Kerin-Hutchins suggested that the topic of Site-Based Councils be added to the survey. Mrs. Spaulding believes that Site-Based Councils might warrant a survey of its own. Mrs. Kerin-Hutchins suggested that it would be advantageous to have a larger Board presence, and suggested that there be a 'Board Table' at sports events, open houses, musical events, etc. It was noted that at the Board Retreat, the importance of "going to the people" and "meeting them where they go", was stressed. Holding a community dinner was suggested as a way to encourage community members to attend a meeting on Site-Based Councils. Mr. Folland advised that much good PR resulted from the change in the hiring practices for coaches.

A request was made to have Mr. Merrill enhance the BUUSD letterhead to make it clearer. The current font is difficult to read and appears fuzzy.

Barre Education Coalition – Mrs. Spaulding was under the understanding that the Barre Education Coalition would dissolve after the creation of Site Based Councils. Mr. Pandolfo advised that the dissolution of the Coalition may not necessarily be imminent. The Barre Education Coalition could remain in existence as a sort of parent/teacher/staff/board member organization. This topic will be discussed additionally at a future meeting.

6.2 Budget Support Update

At this point, there is not much new to report other than that a community survey is being drafted and will be presented to the BUUSD Board. Last year three documents were produced; Budget Flyer, Annual Report, and the Thank You publication. The Committee agreed that they would like to continue publishing those documents. The Committee queried regarding the availability of grant funds for the creation of those documents and whether or not Mr. Merrill could continue to produce them. It was agreed that communication with the public should include regular updates on Facebook and other social media venues, including short overviews of Board and Committee work. It was suggested that '16 second' videos be produced. It will be important to actively pursue community input, involvement, and engagement for Committee work. It was noted that 29 individuals viewed the video of last month's Board Meeting. Mrs. Kerin-Hutchins believes that it will be beneficial to start tracking the number of individuals who attend meetings and speak to board members at various venues. The Committee agreed that it would be beneficial for Board Members to have more of a presence at various events (school related and non-school related).

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

A copy of the policy was distributed. This policy is nearly the same as the Model policy. It will be presented to the Policy Committee on Monday, 08/19/19, and is slated for a First Reading by the BUUSD Board at their 09/12/19 Board Meeting. Once approved, the Board may wish to have a laminated placard of the policy available at meetings so that members of the public may review it prior to addressing the Board. Mr. Malone queried 'Persons Who May Address the Board, #5 (Others at the discretion of the board). It was noted that there are circumstances where someone from 'outside' the district may wish to speak. Those types of requests should be approved by the Board. In response to a query, it was noted that there is currently no Board Policy on complaints (page 2, item #3). Mr. Pandolfo will amend the draft policy by adding the words "when adopted".

6.4 ~~First Reading~~ Community Engagement and Vision Policy (A23)

A copy of the policy was distributed. This policy is nearly the same as the Model policy. It will be presented to the Policy Committee on Monday, 08/19/19, and is slated for a First Reading by the BUUSD Board at their 09/12/19 Board Meeting. In response to a query, it was noted that there is currently no documented "clearly articulated vision for the school district" (second paragraph). Mr. Pandolfo will amend the draft policy to accommodate this issue.

Mr. Pandolfo will make the changes discussed under Agenda Items 6.3 and 6.4. It was noted that the Board can approve the policies with the stipulation that policy and vision (referenced policies A21 and A23) will be written.

7. Other Business

BUUSD Office Space –

There are currently two open workspaces on the second floor.

It was noted that the Regional EEE Director will continue to be housed in the BUUSD building, most likely in Mr. Merrill's office. The new Communications Specialist will most likely use one of the two free spaces on the second floor.

8. Items For Future Agendas

- **Ways to Communicate and Engage the Community** (Mrs. Kerin-Hutchins will create a document of her ideas)
- **Communications Specialist Position** (possible interview(s))
- **Barre Education Coalition – Vision**
- **Committee Organization**

9. Next Meeting Date

The next meeting will be held on Thursday, September 19, 2019 at 5:30 p.m., in the BUUSD Central Office in the First Floor Conference Area.

10. Adjournment

On a motion by Mrs. Spaulding, seconded by Mrs. Kerin-Hutchins, the Committee unanimously voted to adjourn at 7:06 p.m.

Respectfully submitted,
Andrea Poulin

Dear Barre Residents and Taxpayers:

Thank you for taking a few minutes to complete the following survey. Your answers will help us better understand your concerns as we enter our first budget planning season as a Unified District; as well as the areas on which you feel the Board should be focused in the coming year.

It would also be helpful to know the context in which you are responding to these questions. To that end, please tell us a little bit about yourself. All survey responses are completely anonymous, unless you care to share your name with us.

For the below questions, please check all that apply, and feel free to skip any questions you do not wish to answer.

1. I am a: (please check all that apply)

Parent of a Pre-K – 12 student currently enrolled in one of the Barre schools

Parent of a PreK – 12 student currently enrolled in a private school

Community member with no children currently enrolled in school

Student currently enrolled in one of the Barre schools: elementary student middle school student high school student

CVCC student

Employee of the school district

2. If you are a parent of a student currently enrolled in the Barre schools, does your student attend:

Barre City Elementary and Middle School

Barre Town Middle and Elementary School

Spaulding High School

_____ Central VT Tech Center

3. How long have you been a resident of Barre City or Barre Town?

_____ 0 – 2 years _____ 3 – 5 years _____ 5 – 10 years _____ 10-15 years _____ 15-20 years _____ 20+ years

4. Where do you live?

_____ I rent a house, condominium, or apartment

_____ I own a house, condominium, or apartment

_____ I am staying with relatives

_____ I am residing in a shelter/motel/temporary housing

[Please move to next page]

5. Please consider each area of potential spending on the left hand side of the page, and select the description from the choices above that best reflects, in your opinion, how important that area is for our schools and community.

Areas of Possible Budget Expense	Essential to the mission of the Barre Schools	Important to the mission of the Barre Schools and worth preserving	Good to have, but not Essential to the mission of the Barre Schools	Not Important to the mission of the Barre Schools	No Opinion
Up to date Technology In every classroom					
After school programs (e.g. tutoring, clubs, organized activities)					
Enrichment programs (e.g. robotics, math skills mentoring, sports clinics)					
Drug & Alcohol Education and Prevention					
Bullying and Harassment (including online) education					
Sexual orientation/gender Education					
Financial Literacy / Money management skills					

Advanced Placement
Courses (English, Science,
Calculus, etc.)

Athletic Teams, Programs
& facilities

The Arts
(e.g. Band, Drama,
Music, dance,
Photography etc.)

Summer School

Alternative Ed.
Programs

Adult Ed Programs

Remedial Education
programs

Other Ideas

[Please move to next page]

6. Since you've resided in Barre City or Barre Town, how would you describe your voting record on School Board elections and budget votes?

_____ I always vote on School Board elections and budget votes

_____ I usually vote on School Board elections and budget votes

_____ I seldom vote on School Board elections and budget votes

_____ I never vote on School Board elections and budget votes

_____ I am not a registered voter

8. If you seldom or never vote on School Board elections or budget votes, please tell us why you do not vote.

9. If you always or usually vote on School Board elections or budget votes, please tell us what motivates you to do so (check all that apply):

_____ I am motivated by keeping my property taxes as low as possible

_____ I am motivated by providing our students with the best education possible

_____ I am motivated depending upon the individuals who are running for open seats

_____ I am motivated because I believe it is my duty to exercise my right to vote

_____ Other [provide space for comments]

10. Where do you most commonly get your information about school-related news and events?

_____ From the District's web site

_____ From the Barre/Montpelier Times Argus

_____ From the Washington World

_____ From VT Digger

_____ From Vermont Public Radio

_____ From one of our local radio stations

_____ From conversations with neighbors and friends

_____ From newsletters and/or notices sent home with my student

_____ Via email from my student's teachers or administrators

_____ On the school's or district's Facebook page

_____ From other school-related social media

_____ From attending board or committee meetings

_____ From watching board meetings on CVTV

_____ I never get information about school-related news and events

_____ Other [provide space for responses]

10. (con't)

How could we improve on our efforts to communicate better with you?

11. On a scale of 1 – 10, how would you rate Barre's Per-Pupil spending? (1 = too low; 10 = too high)

____ 1. Too low ____ 2 ____ 3 ____ 4 ____ 5
____ 6 ____ 7 ____ 8 ____ 9 ____ 10.

12. In your opinion, what are the greatest opportunities we now have as a Unified Board?

13. Finally, what other comments would you like to share with the Board as we prepare for our next budget season?

17. Thank you for completing our survey. Survey results will be posted on the BUUSD website as soon as they are tallied. If you would like to receive an email with the survey results, please enter your name and email below.

Barre City Elementary & Middle School
Spaulding High School

Lisa Perreault, SFO
Business Manager

Jessica Barewicz
Director of Curriculum, Instruction, and
Assessment

Donald E. McMahon, M.Ed.
Stacy Anderson, M.Ed.
Co-Directors of Special Services

Annette Rhoades
Assistant Director of Special Services



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John Pandolfo
Superintendent of Schools

Doing whatever it takes to ensure success for every child.

6.6
Barre Town Middle & Elementary School
Central Vermont Career Center

Carol Marold
Director of Human Resources

Emmanuel Ajanma
Director of Technology

Lauren May
Early Education Coordinator

Jamie Evans
Director of Facilities

TBH
Communications Specialist

RFP Results for BSU Snow Plowing Bids– FY20 & 21

The Request for Proposal (RFP) was intended to solicit bids for Snow Plowing for the BUUSD. The following grid provides the annual FY20 cost:

	Barre City	Barre Town	Spaulding/ CVCC	Total Annual Bid
Hutch Brothers Concrete	\$32,000	\$37,000	\$48,000	\$117,000
K. Bellavance Land Works & Hauling	\$37,500	\$38,500	\$39,600	\$115,600
Thygesen Constr. Company	\$21,998	\$32,001	\$35,999	\$89,998
Thomas Property Management	\$29,800	\$27,800	\$31,500	\$89,100

Superintendent's Recommendation: Thomas Property Management