

**Spaulding High School**

*Lisa Perreault, SFO*  
Business Manager

*Jessica Barewicz*  
Director of Curriculum, Instruction,  
and Assessment

*Donald E. McMahon, M.Ed.*  
Co-Director of Special Services

*Stacy Anderson, M.Ed.*  
Co-Director of Special Services

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**John Pandolfo**  
Superintendent of Schools  
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*Doing whatever it takes to ensure success for every child.*

**Central Vermont Career Center**

*Carol Marold*  
Director of Human Resources

*Emmanuel Ajanma*  
Director of Technology

*Lauren May*  
Early Education Director

*Jamie Evans*  
Director of Facilities

Communications Specialist

**MEMORANDUM**

**TO:** Barre Unified Union School District Communications Committee  
Anthony Folland - Chair, Rebecca Kerin-Hutchins - V. Chair, Sonya Spaulding, J. Guy Isabelle,

**DATE:** September 26, 2019

**RE:** BUUSD Communications Committee Meeting  
October 3, 2019 @ 5:30 p.m.  
BUUSD Central Office

**AGENDA**

1. Call to Order
2. Additions to Agenda
3. Community Engagement
4. Review/Approve Meeting Minutes - September 19, 2019
5. Committee Business
6. Other Business
  - 6.1. Committee Organization
  - 6.2. Barre Education Coalition - Vision
  - 6.3. Ways to Communicate and Engage the Community
7. Items for future agenda
8. Next Meeting Date: November 7, 2019, 5:30 pm, BUUSD Central Office
9. Adjournment

## BOARD MEETING NORMS

- Keep the best interest of the school and children in mind, while balancing the needs of the taxpayers
- Make decisions based on clear information
- Honor the board's decisions
- Keep meetings short and on time
- Stick to the agenda
- Keep remarks short and to the point
- Everyone gets a chance to talk before people take a second turn
- Respect others and their ideas

# DRAFT

**BARRE UNIFIED UNION SCHOOL DISTRICT  
COMMUNICATIONS COMMITTEE MEETING**  
BUUSD Central Office – First Floor Conference Area  
September 19, 2019 - 5:30 p.m.

## MINUTES

### COMMITTEE MEMBERS PRESENT:

Anthony Folland, Chair - (BC)  
Guy Isabelle – (At-Large)  
Sonya Spaulding - (BC)

### COMMITTEE MEMBERS ABSENT:

Rebecca Kerin-Hutchins, Vice-Chair - (BT)

### ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent

### GUESTS PRESENT:

Pat McAskill                      Carol Marold

#### **1. Call to Order**

**The Chair, Mr. Folland, called the Thursday, September 19, 2019 BUUSD Communications Committee meeting to order at 5:31 p.m., which was held at the BUUSD Central Office in the First Floor Conference Area.**

#### **2. Additions and/or Deletions to the Agenda**

Agenda Items 5.2, 5.3, and 5.4 will be tabled until the October meeting.

#### **3. Community Engagement**

Mr. Pandolfo has advised that over 300 surveys have been submitted as of today. Mr. Pandolfo advised that surveys have been submitted from a variety of the categories listed on the survey, with the majority (251) being from parents of students who attend one of the Barre schools. The surveys received thus far have been submitted electronically. Mrs. Spaulding advised that she has dropped off surveys to; three churches, the Aldrich Library, Barre City Hall, SHS and CVCC (to be sent to parents who do not have access to e-mail), as well as additional copies to be left at entrance areas in the school, BCEMS and BTMES. Mrs. Spaulding will deliver surveys to the Senior Center and another church tomorrow. Mrs. Spaulding is currently waiting to hear back from 3 other churches regarding permission to deposit surveys at their places of worship. Mr. Isabelle delivered surveys to the Barre Town Offices. There are no other planned places in which to place surveys. There are currently not enough paper copies of the survey if surveys need to be sent in paper form to all/most BCEMS and BTMES parents. Next week, reminders of the survey will be posted on Front Porch Forum, Facebook, and other websites. The Committee is pleased with the number of surveys submitted thus far.

Mrs. McAskill addressed the Board advising that she previously spoke to the Board regarding her opposition to the creation and filling of a Communications Specialist position. Mrs. McAskill reiterated her wish that tax payer money be spent in the schools (to benefit students) rather than for a Communications Specialist, suggesting that perhaps the money could be used for math and reading intervention. In response to a query, Mr. Pandolfo advised that the position was .5 FTE the first year, and was increased to .75 FTE starting on July 1, 2019.

#### **4. Approval of Minutes – August 15, 2019 BUUSD Communications Committee Meeting**

**The Committee agreed by consensus to approve the Minutes of the August 15, 2019 BUUSD Communications Committee meeting.**

#### **5. Committee Business**

##### **5.1 Communications Specialist Position**

Interviewing of a candidate for the position of Communication Specialist was proposed for Executive Session.

**On a motion by Mrs. Spaulding, seconded by Mr. Isabelle, the Committee unanimously voted to enter into Executive Session, with Mr. Pandolfo and Mrs. Marold in attendance, at 5:52 p.m. under the provisions of 1 VSA section 313 to discuss the item proposed for discussion.**

**On a motion by Mrs. Spaulding, seconded by Mr. Isabelle, the Committee unanimously voted to exit Executive Session at 7:22 p.m.**

# DRAFT

## **5.2 Committee Organization**

This Agenda item is being tabled until the October Committee meeting.

## **5.3 Barre Education Coalition – Vision**

This Agenda item is being tabled until the October Committee meeting.

## **5.4 Ways to Communicate and Engage the Community**

Two documents were distributed; a document titled 'BUUSD Communications Committee – List of events for BUUSD Board members to consider attending', and a copy of an e-mail to Mr. Pandolfo from Joel Schwartz, Executive Director, Barre Area Development, Inc. (dated 09/09/19). This Agenda item is being tabled until the October Committee meeting.

## **6. Other Business**

None.

## **7. Items to be Placed on Future Agendas**

- **Committee Organization**
- **Barre Education Coalition – Vision**
- **Ways to Communicate and Engage the Community**

## **8. Next Meeting Date**

The next meeting will be held on Thursday, October 3, 2019 at 5:30 p.m., in the BUUSD Central Office in the First Floor Conference Area .

## **9. Adjournment**

**On a motion by Mrs. Spaulding, seconded by Mr. Isabelle, the Committee unanimously voted to adjourn at 7:23 p.m.**

Respectfully submitted,

*Andrea Poulin*