

BARRE UNIFIED UNION SCHOOL DISTRICT  
BOARD MEETING

**Barre Town Middle and Elementary School  
Library**

70 Websterville Road, Barre, VT

October 10, 2019

5:30 p.m.

**AGENDA**

1. Call to Order
2. Additions or Deletions with Motion to Approve the Agenda
3. Public Comment for Items Not on the Agenda
4. Approval of Minutes
  - 4.1. BUUSD Board Meeting Minutes - September 12, 2019
5. Reports to the Board
  - 5.1. Central Office Report
  - 5.2. Building Reports
    - 5.2.1. SHS
    - 5.2.2. BCEMS
    - 5.2.3. BTMES
    - 5.2.4. CVCC
  - 5.3. Committee Reports
    - 5.3.1. Policy Committee: Meeting Minutes September 16, 2019  
**Next Meeting:** October 21, 2019 at 5:30 pm, Central Office
    - 5.3.2. Curriculum Committee: Meeting Minutes September 24, 2019  
**Next Meeting:** October 22, 2019 at 5:30 p.m., Central Office
    - 5.3.3. Finance Committee: Met October 8, 2019  
**Next Meeting:** November 12, 2019 at 5:30 pm, Central Office
    - 5.3.4. Facilities Committee: Met October 7, 2019  
**Next Meeting:** November 11, 2019 at 5:30 p.m., Central Office
    - 5.3.5. Communications Committee: Meeting Minutes October 3, 2019  
**Next Meeting:** November 5, 2019 at 5:30 p.m., Central Office
    - 5.3.6. Negotiations: Meeting Minutes September 11, 2019 at 7:30 am, Central Office  
**Next Meeting: TBD**
    - 5.3.7. Regional Advisory Board: Meeting Minutes October 7, 2019  
**Next Meeting: TBD**
  - 5.4. Financials
6. Current Business
  - 6.1. Student Guests - Public Agenda Student Dialogue Summary/Barre Education Coalition
  - 6.2. Resign/Retire/New Hire
  - 6.3. Special Education
    - 6.3.1. Reorganization
    - 6.3.2. Act 173
    - 6.3.3. Spending
7. Old Business
  - 7.1. Second and Final Reading Board Meetings, Agenda Preparation & Distribution (A20)
  - 7.2. Second and Final Reading Public Participation at Board Meetings (A21)
  - 7.3. Second and Final Reading Community Engagement and Vision Policy (A23)

- 7.4. Second and Final Reading Board/Superintendent Relationship (A24)
- 7.5. Second and Final Reading Board Member Education (A31)
- 7.6. Second and Final Reading Board Goal-Setting & Evaluation (A32)
- 7.7. Second and Final Reading School Visits by Board Members (A33)
- 7.8. Second and Final Reading Board Relations With School Personnel (A34)
- 7.9. Second and Final Reading Capitalization of Assets (F23)
- 7.10. Budget Development Updates
- 7.11. Board Organization
  - 7.11.1. Dissolution of Executive Committee
  - 7.11.2. Vision and Strategic Planning
8. Other Business/Round Table
9. Future Agenda Items
10. Executive Session (if needed)
11. Adjournment

**Reminder:**

Next BUUSD Board Meeting: November 14, 2019 at 5:30 pm; SHS Library

**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

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## BARRE UNIFIED UNION SCHOOL DISTRICT BOARD MEETING

Barre City Elementary and Middle School – James Taffel Library  
September 12, 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)  
Guy Isabelle (At-Large)  
Rebecca Kerin-Hutchins (BT) – arrived at 5:43 p.m.

#### **BOARD MEMBERS ABSENT:**

#### **ADMINISTRATORS PRESENT:**

John Pandolfo, Superintendent  
Penny Chamberlin, Director, Central Vermont Career Center  
Haydon Coon, BCEMS Principal  
Scott Griggs, Assistant Director, Central Vermont Career Center  
Chris Hennessey, Principal

#### **GUESTS PRESENT:**

Video Vision Tech      Dave Delcore – Times Argus      Pat McAskill      Steve McKinstry

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

The Chair, Mr. Malone, called the Thursday, September 12, 2019, Regular meeting to order at 5:33 p.m., which was held at Barre City Elementary and Middle School in the James Taffel Library.

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

There were no changes to the agenda.

On a motion by Mrs. Spaulding, seconded by Mr. Isabelle, the Board unanimously voted to approve the Agenda for the September 12, 2019 BUUSD Regular Board Meeting.

#### **3. Public Comment for Items Not on the Agenda**

Mrs. Spaulding introduced two BCEMS 8<sup>th</sup> grade students who participated in the Public Agenda meeting held on May 30, 2019. Students advised that attending the meeting was fun and they like that they got to share their thoughts, and got to hear the thoughts of other students. Students did receive a copy of the meeting report. It was noted that student participants believe that ‘student voice’ is important.

Mr. Pandolfo advised the Board of a parental concern relating to busing. In the past, some BTMES buses made a few stops in Barre City. Other than stops made for legal reasons, all Barre City stops (by BTMES buses) have been eliminated. A parent has advised that the change to eliminate non-legally required stops poses challenges for her. Mr. Pandolfo advised that the Board may wish to think about this issue, and discuss it at a future Board meeting. Mrs. Spaulding advised that the Finance Committee is interested in looking into more efficient ways to deliver transportation services. Mrs. Spaulding will add this item to a future Finance Committee Meeting Agenda.

#### **4. Approval of Minutes**

##### **4.1 BUUSD Board Meeting Minutes – August 22, 2019**

On a motion by Mrs. Pompei, seconded by Mr. Folland, the Board unanimously voted to approve the Minutes of the August 22, 2019 Regular Meeting.

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## **5. Reports to the Board**

### **5.1 Central Office Report**

A copy of the September 2019 BUUSD Central Office Newsletter was distributed. A document titled 'ALiS – AOE Online Licensing System for Educators' was distributed. Mr. Pandolfo advised that BCEMS is currently waiting for new buses to arrive. The transportation contract calls for new buses every 5 years and Barre City is due for new buses. For unknown reasons, the delivery of new buses has been delayed. There have been some issues with buses breaking down, but it is not known if breakdowns are related to the age of buses, or if breakdowns are the result of buses being put into service after being parked all summer.

Mr. Pandolfo advised that the BUUSD has completed the RFQ for the electric bus pilot program and is now in the RFP stage. Under the pilot program, BCEMS and BTMES will each receive one electric bus and charging stations will most likely be installed at each school.

Mr. Pandolfo advised regarding the PE teacher vacancy at BTMES, noting that there is a qualified individual who will fill in for a few weeks. The vacant position remains posted.

### **5.2 Building Reports**

#### **5.2.1 Spaulding High School**

The Principal's Report for September 2019 was distributed. The Report included information pertaining to; Athletics and Students & Community (a new robot "Baxter", Freshman Orientation, the 1 – 1 computer to student program, library renovations, and installation of granite pillars and benches – to increase safety in the exterior cafeteria seating area and on the campus egress). A copy of the SHS September 2019 Newsletter was also distributed. Mrs. Spaulding queried regarding whether or not the Board will receive a report on the spring sports evaluations. Mr. Pandolfo advised that the Board will receive a general summary report regarding satisfaction with spring sports programs. Mrs. Spaulding advised she is excited about the new 'office hours' relating to proficiency based learning, but would like to hear more detail regarding how it will be implemented, how it is working, and any possible changes that may be implemented.

#### **5.2.2 Barre City Elementary and Middle School**

The Co-Principals' Report dated September 12, 2019 was distributed. The Report included information pertaining to; Enrollment, Transportation, Professional Development, and Community News (Fuel Up To Play 60, the Walk Run Fun event scheduled for 10/18/19, and the Race to Read celebration). Mr. Coon advised regarding the success of the Race to Read Event held on 09/11/19 and 09/12/19. Mr. Hennessey promoted the annual Walk/Run/Fun event, which last year raised over \$30,000. This year the Walk/Run/Fun Event will be held on 10/18/19. Mr. Hennessey also advised that the first Students on the Move Assembly for 5<sup>th</sup> – 8<sup>th</sup> graders will be held on Friday, 09/13/19. Mr. Hennessey encouraged Board Members to attend this student led assembly. Mrs. Pompei queried regarding kindergarten enrollment. Enrollment is at 80 students. There have been many students moving in and out of the district. Much of the change in student population is due to changes in housing situations.

#### **5.2.3 Barre Town Middle and Elementary School**

The BTMES Building Report dated September 12, 2019 was distributed. The Report included information pertaining to; the Chicken Coop, the first Safety Drill for 2019-2020, Responsive Classroom and Development Designs Practices, Outdoor Lighting Upgrades, the upcoming Open House/Harvest Dinner/Farmers' Market (09/26/19), and Upcoming Events. The Report also included a Calendar of Events.

#### **5.2.4 Central Vermont Career Center**

The CVCC Director's Report for September 2019 was distributed. The Report included information pertaining to; Outstanding Staff Members of the Year (Steve McKinstry and Dimitri Kolomietsev), August Professional Development, 2019-2020 Admissions, Open House (12/05/19), Current Vacancies, the Regional Advisory Board, and Planning for FY21 Budget Development. Ms. Chamberlin advised that enrollment is 30 – 40 students higher than last year. This increase in enrollment is most likely the result of recruitment efforts. Steve McKinstry, who was in attendance at the meeting, was recognized for receiving the designation of Outstanding Staff Member of the Year.

## **5.3 Committee Reports**

### **5.3.1 Policy Committee**

The next meeting is Monday, September 16, 2019 at 5:30 p.m. in the BUUSD Central Office.

The October meeting will be held on Monday, October 21, 2019 at 5:30 p.m. in the BUUSD Central Office.

### **5.3.2 Curriculum Committee**

Minutes from the August 27, 2019 meeting were distributed. There were no questions from the Board.

The next meeting is Tuesday, September 24, 2019 at 5:30 p.m. in the BUUSD Central Office.

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## **5.3.3 Finance Committee**

Minutes from the September 10, 2019 meeting were distributed. Mrs. Spaulding advised that the last meeting included discussion on; Miscellaneous Expenses, Sunshine Funds, Preferred Product Lists, Price Matching, the Budget Survey, the Business Manager's Meetings with Administrators, FY19 Budget Questions, and review of one set of procedures. The next meeting is Tuesday, October 8, 2019 at 5:30 p.m. in the BUUSD Central Office.

## **5.3.4 Facilities Committee**

Minutes from the September 9, 2019 meeting were distributed. Mr. Cecchinelli advised that the Committee agreed that it may be beneficial to have the Business Manager provide an overview of the Solar Credits Program to the Board, and that the possible purchase of a generator (emergency management use) for BTMES should be on a future agenda. Barre Town Selectmen and State Representatives should be invited to attend the discussion. Mr. Cecchinelli commended custodial staff for their efforts on upkeep to all of the buildings.

The next meeting is Monday, October 7, 2019 at 5:30 p.m. in the BUUSD Central Office.

## **5.3.5 Communications Committee**

Minutes from the August 15, 2019 meeting were distributed. Mr. Folland advised that the Committee would like to conduct a first review of applicants at their next meeting. Mr. Pandolfo advised that 12 applications were received, and that three individuals were interviewed by the hiring committee. The two final candidates will meet with the Communications Committee. Mr. Pandolfo will need to coordinate the scheduling of the meeting for interviews by the Committee.

The next meeting is Thursday, September 19, 2019 at 5:30 p.m. in the BUUSD Central Office.

Beginning in October, this Committee will meet on the first Thursday of each month.

The October meeting is Thursday, October 3, 2019 at 5:30 p.m. in the BUUSD Central Office.

## **5.3.6 Negotiations Committee**

The Committee met on September 11, 2019. The Committee appointed Mrs. Akley as Committee Chair and Mrs. Spaulding as Committee Vice-Chair. Mrs. Akley advised that she, Mr. Pandolfo, and Mrs. Spaulding will meet with Association Representatives and heads of the Local Association to discuss a new bargaining strategy. This meeting is scheduled for Wednesday, September 18, 2019 at 3:30 p.m. The next meeting date of the full Committee is to be determined.

## **5.3.7 Regional Advisory Board**

The next meeting is Monday, October 7, 2019 at 4:00 p.m. at CVCC in the Automotive Technology room. Mr. Pandolfo provided an overview of the make-up of the RAB Board and advised that he chairs the RAB meetings. The RAB Board is not a formal committee of the BUUSD Board, but the BUUSD Board should have representation on the Regional Advisory Board.

## **5.4 Financials**

The BUUSD Expense Report (dated 09/04/19) was distributed. Mrs. Kerin-Hutchins believes the Board should go through financial reports in detail, and would also like the Business Manager to produce a summary of the report highlights. It was noted that the Business Manager usually has notations on the report (to highlight significant surpluses and deficits), but as it is very early in the fiscal year, there are not a lot of surpluses/deficits to report on. Mrs. Spaulding will check with Lisa Perreault regarding highlights to the report.

## **6. Current Business**

### **6.1 Resignations/Retires/New Hires**

There were no resignations or new hires to present to the Board. Mr. Pandolfo advised that the BUUSD is being creative in finding ways to fill current vacancies.

### **6.2 First Reading Board Meetings, Agenda Preparation & Distribution Policy (A20)**

Copies of all policies referenced in Agenda Items 6.2 through 6.10 were distributed.

After brief discussion, it was agreed to incorporate information relating to the Executive Committee into the policy. Mr. Pandolfo will make the change. Mr. Pandolfo will check with VSBA regarding the necessity of posting Agendas and Minutes for the Executive Committee.

**On a motion by Mr. Cecchinelli, seconded by Mrs. Kerin-Hutchins, the Board unanimously voted to approve, as amended, the First Reading of the Board Meetings, Agenda Preparation & Distribution Policy (A20).**

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

Mr. Pandolfo provided a brief overview of the policy. Mrs. Spaulding voiced concern regarding procedures on complaints. It was noted that there are no formal procedures at this point. Complaints are supposed to follow the documented chain of command. Mrs. Spaulding would like formal procedure documents created. Mrs. Kerin-Hutchins will add this topic for discussion at the next Policy Committee meeting, though it was noted that the Policy Committee does not write procedures.

**On a motion by Mrs. Pompei, seconded by Mr. Cecchinelli, the Board unanimously voted to approve the First Reading of the Public Participation at Board Meetings Policy (A21).**

## **6.4 First Reading Community Engagement and Vision Policy (A23)**

Mrs. Kerin-Hutchins provided a brief overview noting that the strategic plan and vision of the BUUSD are still being worked on. Mrs. Spaulding voiced concern that the policy is being presented for approval prior to the strategic plan and vision statement being in place. Mr. Pandolfo recommends approving the policy, and updating it in the future once the strategic plan and vision statement are written. Mr. Malone polled the Board regarding their preference. The majority of the Board agreed with the Superintendent's recommendation.

**On a motion by Mr. Isabelle, seconded by Mr. Boltin, the Board unanimously voted to approve the First Reading of the Community Engagement and Vision Policy (A23), with the understanding that the Board move towards writing and adopting a Strategic Plan and Vision Statement.**

Creation and Adoption of Strategic Plan and Vision Statement will be added to the next Board Agenda.

## **6.5 First Reading Board/Superintendent Relationship Policy (A24)**

There were no questions from the Board.

**On a motion by Mrs. Pompei, seconded by Mrs. Kerin-Hutchins, the Board unanimously voted to approve the First Reading of the Board/Superintendent Relationship Policy (A24).**

## **6.6 First Reading Board Member Education Policy (A31)**

Mr. Malone reiterated the importance of training for Board Members. Mr. Pandolfo reminded Board Members of the upcoming VSBA/VSA Conference (11/07/19 - 11/08/19). It was noted that this meeting may conflict with the November Communications Committee meeting. Board Members were also advised of the upcoming Regional VSRA meeting which is to be held on 10/15/19.

**On a motion by Mrs. Spaulding, seconded by Mr. Isabelle, the Board unanimously voted to approve the First Reading of the Board Member Education Policy (A31).**

## **6.7 First Reading Board Goal-Setting & Evaluation Policy (A32)**

After brief discussion, the Board agreed to make a small amendment, replacing 'The Instructional Program' with 'Curriculum'.

**On a motion by Mrs. Pompei, seconded by Mrs. Akley, the Board unanimously voted to approve as amended, the First Reading of the Board Goal-Setting & Evaluation Policy (A32).**

## **6.8 First Reading School Visits by Board Members Policy (A33)**

Discussion ensued regarding what steps would be taken if an elected official (Board Member) did not pass a background check. Mr. Pandolfo advised that there are protocols in place regarding escorting visitors in the buildings. It was agreed that Board Members should follow the same protocol as non-board members regarding visits to the school buildings. In response to a query regarding background checks for parents who transport student athletes to sporting events, Mr. Pandolfo advised he would need to conduct research and respond to the Board. The Communications Committee will discuss name tags for Board Members.

**On a motion by Mrs. Pompei, seconded by Mr. Isabelle, the Board voted 8 to 0 to approve the First Reading of the School Visits by Board Members Policy (A33). Mr. Malone abstained.**

## **6.9 First Reading Board Relations With School Personnel Policy (A34)**

Discussion included how Board Members should respond when approached by staff members. Additional discussion included Board Member adherence to 'procedures required by board policy and Vermont law related to collective bargaining and teacher evaluation'

**On a motion by Mrs. Pompei, seconded by Mr. Folland, the Board unanimously voted to approve the First Reading of the Board Relations With School Personnel Policy (A34).**

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## **6.10 First Reading Capitalization of Assets Policy (F23)**

Mr. Pandolfo provided a brief overview of the modifications that were made to the policy based on information from the Business Manager.

**On a motion by Mrs. Spaulding, seconded by Mrs. Pompei, the Board unanimously voted to approve the First Reading of the Capitalization of Assets Policy (F23).**

## **6.11 Education Quality Reviews/Integrated Field Reviews**

A document titled 'Education Quality Reviews' was distributed. Mr. Pandolfo advised that Integrated Field Reviews are one component of Education Quality Reviews, which also includes the Annual Snapshot. Integrated Field Reviews are quantitative reviews of schools conducted on visits by peers. Integrated Field Reviews are scheduled for October 2019, and will be conducted in one day. There should be a quick turn-around time for feedback. The upcoming IFR is the first IFR for the BUUSD.

## **6.12 Public Agenda Student Dialogue Summary/Barre Education Coalition**

A report from Susan McCormack, Creative Discourse and Nicole Cabral, Public Agenda (dated 08/27/19) was distributed. Mr. Pandolfo provided an overview of the report, advising that the first 3 pages are the summary, with the remainder of the document being raw data of the flip charts from the meetings. There are three key parts; hopes and concerns, opportunities for a meaningful voice, and what students want school board members and leaders to know. Mr. Pandolfo asked that Board Members keep this document handy, for reference in the future. Brief discussion was held regarding the contents of the report, and it was noted that the Board should be thoughtful and intentional regarding student involvement on the Board. The document advises that students want 'more of a say' in their schools. It is important to ask students 'what they want'. Mr. Pandolfo suggested that perhaps student/staff meetings could be held once a month. The Communications Committee will add student involvement to their October Agenda.

## **6.13 CVCC Re-visioning**

A document titled 'Re-Envisioning the Central Vermont Career Center – Barre Unified Union School District 09/12/19' was distributed. Board Members were previously sent links to three other documents which were to be reviewed prior to the meeting. Ms. Chamberlin addressed the Board, advising that the RAB Board has voted on a recommendation that the BUUSD Board approve funding for the purpose of the next phase of feasibility studies regarding the expansion and/or relocation of CVCC. Ms. Chamberlin advised that in 50 years there has never been a needs assessment or feasibility study to look into what students/parents/community members/industry leaders, or post-secondary institutions are looking for. The next step in the process that was initiated in 2018 is to conduct feasibility studies. It is necessary to take a data driven look at what CVCC offers and should offer to meet the needs of all stakeholders. There is much work involved in the required assessment/study. Ms. Chamberlin advised regarding the timeline; bidding process (Oct 2019 – Feb 2020), and study time (Feb 2020 – Aug 2020). The proposed study would include a fairly large committee (14 to 18 members), composed of board members, community members, students, parents, and industry representatives. The New England School Development Council may also be involved in the process/study. Ms. Chamberlin advised that to create a new program at CVCC takes 18 months, and that it takes 3 years to get a program actively moving. Mr. Malone advised regarding the extensive presentation by Mr. DeWees (Branch Schoolhouse Consulting) at the April 2019 SHS Board meeting. It was noted that currently 92% of students who graduate from CVCC go on to post-secondary education. The study will also provide insight regarding programming for adults. Mr. Griggs addressed the Board advising that it is a critical time to obtain a full picture of what community needs are. At the present time, CVCC is at a point of near crisis as a bridge from high school to post-secondary school. There are surplus funds available for the study. Mrs. Akley appreciates the work that went into the first phase (report). Mrs. Spaulding queried regarding whether or not CVCC is being displaced. Ms. Chamberlin advised that there were conversations approximately 18 months ago regarding how the BSU/BUUSD could address ongoing Special Education deficits. Much of the SPED deficit is due to the cost of students who are outplaced. Discussion included the possible savings that may be realized if more SPED programs were housed on the SHS campus. Additional discussion included the current lack of space for pre-tech classes (for 9<sup>th</sup> and 10<sup>th</sup> grade students), lack of space to hold additional programs to expose students to more career opportunities, lack of necessary shops, air quality concerns, and possible governance structures should CVCC be relocated. Governance structure would most likely be decided by the State. Mr. Isabelle lauded CVCC for its amazing programs and teaching staff and encouraged Board Members to visit CVCC. Ms. Chamberlin advised that there is an open house for middle school students/families on 12/05/19 from 5:30 p.m. to 7:30 p.m. Ms. Chamberlin encouraged Board Members to attend the Open House and advised that she is available to give tours to Board Members most days between the hours of 8:30 – 2:30. Board Members are encouraged to stop by for a tour.

**On a motion by Mr. Isabelle, seconded by Mrs. Pompei, the Board unanimously voted to authorize CVCC to use up to \$25,000 of surplus funds for the purpose of embarking on the next phase of feasibility studies relating to the expansion or relocation of CVCC.**

## **6.14 Communications and Community Engagement Update**

A document titled '2019 Communications Specialist Search Process and Timeline' was distributed. Mr. Pandolfo advised that there will not be a second round of interviews with the search committee (these were previously slated for 09/16/19 and 09/17/19). There are currently 2 finalist candidates that the search committee would like presented to the Communications Committee. Mr. Pandolfo

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will touch base with Communications Committee Members this evening, to schedule a meeting date for presentation of finalist candidates.

## **6.15 Employee Discipline Process**

Two documents were distributed; 'Four-Step Progressive Discipline Process Barre Unified Union School District', and a copy of '16 VSA § 1752. Grounds and procedures for suspension and dismissal'. Mr. Pandolfo advised he would like to discuss some specifics/specific cases in Executive Session. Mr. Pandolfo stressed his belief that all employees have the right to due process, and assuring that there is just cause in any dismissal case.

## **7. Old Business**

### **7.1 Budget Development**

Mrs. Spaulding distributed copies (rough drafts) of the budget survey. Brief discussion was held, with a few modifications suggested. Mrs. Spaulding will advise Ben Merrill regarding changes. After changes are incorporated, the surveys will be printed. The electronic version of the survey will be 'rolled-out' on 09/16/19. Paper copies of the survey will be available on 09/20/19. Electronic distribution and notification will take place via Infinite Campus messaging, e-mail, Facebook, Front Porch Forum, and BUUSD web sites.

### **7.2 Board Organization**

Three documents were distributed; 'BUUSD Board and Committee Meeting Admin Representation', BUUSD Required Agenda Items', and a document titled 'BUUSD Board Information Sheet 2019'. It was noted that the Finance Committee will begin meeting on the second Tuesday of each month. The Facilities Committee will meet on the 2<sup>nd</sup> Monday of each month. Though administrators from each building are not present at all committee meetings, Mrs. Spaulding wants assurance that administrators will be present at Finance Committee meetings during budget development season. Administrators attend Facilities Committees as needed. The assistant principals and CVCC assistant director attend policy meetings.

## **8. Other Business/Round Table**

The Board discussed the subject of a recently circulated e-mail regarding the purchase of various granite pieces that are being installed at SHS as part of safety initiatives. Lengthy discussion included; approval of the purchase (the SHS Board), funding (safety grant funds), the process in which purchase decisions were made, grant funding limitations, support of local vendors versus responsibility to tax payers to spend funds as efficiently/effectively as possible, acknowledgement of the local granite industry for past support, and possible future projects that may include the use of Barre granite. Additional research will be performed relating to questions posed in the e-mail.

Mrs. Spaulding queried regarding planning for a Legislative Breakfast. Mrs. Pompei suggested looking into holding a luncheon. It was noted that in the past, a breakfast was held in order to allow legislators to meet prior to their work day rather than in the middle of the day. Mr. Pandolfo will look into scheduling a meeting with legislators.

Mr. Folland is unclear on the hiring process (timeline wise) for coach positions, and would like this item added to a future agenda. Mr. Folland has concerns that coaching positions are not being posted in a timely fashion, thus limiting the pool of qualified candidates. Mr. Pandolfo will contact SHS Administrators and the Athletic Director for additional information.

Mr. Coon advised of the upcoming BCEMS Open House and Book Fair – 09/19/19 at 5:30 p.m.

Mr. Hennessey promoted the Walk/Run/Fun Fund Raising Event scheduled for 10/18/19

## **9. Future Agenda Items**

- Creation and Adoption of Strategic Plan and Vision Statement
- Athletic Coach Hiring Practices

## **10. Executive Session as Needed**

### **10.1 Employee Matters**

Employee Matters were proposed for discussion in Executive Session.

**On a motion by Mrs. Pompei, seconded by Mrs. Spaulding, the Board unanimously voted to enter into Executive Session, with Mr. Pandolfo in attendance, at 8:11 p.m. under the provisions of 1 VSA section 313 to discuss the items proposed for discussion.**

The remaining information was provided by the Board Clerk.

**On a motion by Mr. Isabelle, seconded by Mrs. Spaulding, the Board unanimously voted to exit Executive Session at 8:35 p.m.**



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## **11. Adjournment**

**On a motion by Mr. Boltin, seconded by Mrs. Spaulding, the Board unanimously voted to adjourn at 8:35 p.m.**

Respectfully submitted,  
*Andrea Poulin*

**Spaulding High School**

**Lisa Perreault, SFO**  
Business Manager

**Jessica Barewicz, M.Ed.**  
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

**Annette Rhoades, M.Ed.**  
Assistant Director of Special Services

**Barre Unified Union School District**

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**John Pandolfo**  
Superintendent of Schools

*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

**Josh Allen**  
Communications Specialist

October 10, 2019

TO: Members of the Barre Unified Union School District Board.

RE: Central Office Report

Please accept the following report to the BUUSD Board:

1. Superintendent's Office:

- a. We have scheduled a Legislative Lunch Meeting for Wednesday, November 20 in the LunchBox Cafe next to the Spaulding Cafeteria from 10:00am-12:00pm. Look for a google form soon to enter topics you would like to discuss with our legislators.
- b. The Fact Finder's Report for the Statewide Healthcare bargaining under Act 11 has been released. I have attached a one page summary of recommendations to this report, along with a link to the complete report. If the parties do not reach agreement by November 1, the Arbitrator that has already been selected will take the last best offer of each party and choose one of them in its entirety. That decision will be issued at the beginning of December.
- c. On November 7 and 8 the VSBA/VSA Annual Conference - From Vision to Practice, will be held at the Lake Morey Inn. On the morning of November 8 from 8:00-9:00am the VEHI and VSBIT Annual Meetings will be held. I have attached to this report the informational letter and agenda for each of those meetings. While it is not critical you attend these meetings this year (there are no major items of discussion or action expected, and I will be there), I did want you to see the information.

2. Curriculum, Instruction and Assessment

- a. The Curriculum Committee met on September 24th to review our draft annual work plan. I received a lot of valuable feedback to finalize the plan and prepare for our ongoing work this year.
- b. SBAC results for literacy and math were mailed home by schools in September. PE and Science results should become available from the AOE in October. The Curriculum Committee has developed a thorough plan for understanding to what extent our students are achieving in all areas through an annual work plan that reviews assessment data and current curricula with clear focus areas each month.
- c. Taking work done at our summer retreat, we've drafted meeting agendas for the year for our Administrative Team meetings that take into account the important learning and content our group needs to engage in together with the practical, time-sensitive items aspects of leading our district.
- d. Jean Haeger, our Great Schools Partnership consultant, has been collaborating with many key people to strengthen our implementation of Professional Learning Groups (PLG) that focus on identifying instructional goals based on student data. She is coaching our PLG facilitators and building leaders to maximize the effectiveness of this valuable form of collaboration, meeting with curriculum leaders to

support our process for articulating and aligning a PK-12 curriculum, and helping our district evaluate PLGs.

- e. Our first meeting of the Curriculum Coordinators and Instructional Coaches began with drafting a plan to help all staff understand what student-centered instructional coaching is, what to expect from a coaching cycle, and clarify the role of a coach as well as how to access a coach. Student-centered coaching stays focused on what goals the teacher has for student outcomes which allows the teacher and coach to partner in their learning about what instructional strategies will be most effective to reach those goals. Coaching is never a gotcha but a collaborative partnership to ever-improve student learning. As a group we will present to all staff in November to make sure everyone understands our instructional coaching model.
- f. Lisa and I are preparing for our first amendment to the Consolidated Federal Programs grant. This amendment will square us up from the changes that needed to happen between the initial application in June and the actual costs of the investments we made now that we have our final funding allocations.
- g. We've received some initial positive feedback on our McKinney-Vento Grant submitted in September which supports the education of homeless students. We should know very soon how much we will be allocated from this competitive grant.
- h. As Integrated Field Review (IFR) Team Lead, a good amount of effort has gone into preparing for our IFR visit at the end of the month. We wouldn't be in the great place we are for the visit without the incredible team of administrators and teachers who have been helping to finalize the visit schedule, compile artifacts, and support the process along the way. A huge thank you to our IFR team for their time and effort preparing us!
- i. Amidst the many things that come across the Curriculum Office, I'm still prioritizing spending concerted time learning about our district and each school's context while building strong relationships with administrators and staff. This often happens through small group meetings with principals, district office staff, and various teams as much as reviewing assessment data or compiling existing curriculum documents.

3. Communications:

- a. We are excited to have Josh Allen fill this position, with an official start date of October 15. Look for Josh's first report in November.

4. Business Office:

- a. Mudgett Jennett & Krogh-Wisner, P.C. started the FY19 audit on Sept. 16th. They were here for the week and will return on Oct. 1st. They noted that the interdistrict reconciliation went quite smoothly this year and they are progressing well which puts our timeline of audit presentations on target for the December board meeting.
- b. Budget development is underway with a budget survey out to parents and community members. Results to be shared soon. Administrators and directors are reviewing FY19 budgets, monitoring FY20 budgets and thinking strategically about their FY21 budget development plans. Highlights from my monthly meetings with directors and administrative teams are shared at the finance committee meetings. Health insurance premiums are expected to increase by double digits again next year. We will be presenting a draft expense budget at the November board meeting.
- c. Food Service has presented its challenges and rewards and continues to absorb many hours of Ashley, Ann, Rob Stalling, and Lauren Demer's time. Working together, they have successfully implemented Mealtime, our new POS system, integrating it with our student information system, Infinite Campus. Centralizing the application and verification process has gone well. Ann has done a great job staying on top of applications and getting eligibility letters out to families. The Secretary of Education sent a memo addressing a recent "bug" in the EdFusion system (this is the state-wide longitudinal data system), causing inaccurate reporting of students who are identified as Directly Certified. Barre was highly impacted with 175 students being placed on the list in error. This

created a substantial amount of extra leg work to rectify the State's error. The SLDS continues to present issues in other areas as well.

- d. STA informed me on Sept. 25th that 7 new BCEMS buses arrived at their terminal. They are awaiting the Certificates of Origin from the manufacturer (International). As soon as those are received they will register and inservice them which requires a complete inspection including all wiring. STA will keep their FY19 rate in effect for all routes still using old buses until all 9 new buses are fully deployed.
- e. The State of Vermont Dept. of Environmental Conservation launched an electric bus pilot program. BUUSD in collaboration with STA has submitted a proposal in response to their RFP. If awarded these funds, we will have the first electric buses on routes in central Vermont.

5. Special Education:

- a. Each year we must submit a Service Plan to the Agency of Education that outlines our anticipated services and corresponding anticipated expenditures for the upcoming fiscal year. We have gathered the required information from BUUSD special education staff and the BUUSD business office to allow us to complete our Service Plan. Included within the Service Plan is information indicating the number of students currently being served through special education in various service categories, the number of staff necessary to support the services provided to those students in the current fiscal year and the anticipated number of students who will receive special education services in the next fiscal year along with the number of staff needed to support those services. This serves as the basis for determining our anticipated special education costs for the coming year. The Service Plan must be submitted to the AOE by October 15.
- b. At our BUUSD Admin summer retreat, our full Admin Team discussed and agreed on Roles and Responsibilities with regards to special education given our move from a building-based special education administration model to a centralized model. We have rolled this out to staff in each building and the flowcharts outlining change will be shared with the BUUSD School Board at the October 10th Board Meeting.
- c. Stacy Anderson, Annette Rhoades and John Pandolfo attended the Vermont Agency of Education Work Day on Act 173 on September 25th at the Vermont Granite Museum. The Workday topics included Who's Who at the AOE, outline of the new AOE monitoring system, an introduction to The New *draft* MTSS Field Guide and a discussion the role of Educational Support Teams across the state. The AOE focus is centered around the development of systems to support the success of all students.
- d. October 11th is one of five staff development dates for BUUSD Paraeducators and Behavior Interventionists. We have worked to create a menu of topics that these support staff can choose to attend including: How to Help Students Learn to Reach Out Instead of Act Out with Ben Newman-LICSW, Reading Strategies for Struggling Readers with Linda Hunter M.Ed., Supportive Employment with New Heights Employment Services, Understanding and Supporting Students with Autism Spectrum Disorders with Christy Hoffman of Green Mountain Behavioral Consulting and Medicaid billing training with Kathy Couture, BUUSD Medicaid Clerk.
- e. We are excited to announce that the Spaulding High School alternative programs formerly known as Granite Academy and the ACT Program have merged to form one program under the umbrella of Spaulding Educational Alternatives (the SEA). This new program is providing experiential learning opportunities in a therapeutic environment to all enrolled students while providing small group instruction that is aligned Spaulding's proficiency model. This will allow more individual support tailored to student needs while utilizing staffing more efficiently. We are already seeing increased educational outcomes for some students and hope to be able to expand our program capacity as we move forward. The Crimson Tide Is Rolling at the SEA!

6. Technology:

- a. This year we are implementing a new internet content filter system that will help us continue to keep our

students safe online. The software prevents students from accessing online content prohibited by the Children's Internet Protection Act (CIPA) and also protects our computer networks and devices from the installation of malware, ransomware, and other web-borne threats. With an endless supply of new websites, it can be challenging to keep up with the ones we want to have blocked. With the new system, it is easier to block harmful sites and filter unblocked pages in real-time to sift out content that is unsuitable for students.

- b. We are reviewing several options for an antivirus solution for all of our district devices. For years, we have used Kaspersky Lab, but recently the State banned the use of Kaspersky products for all government agencies and their IT vendors. Many Vermont school Technology Directors have since discontinued the use of Kaspersky or seeking other solutions for their districts. We are looking to switch to another solution as soon as our contract with Kaspersky Lab expires in a few months.
- c. The technology department is collecting information regarding apps and web-based services/tools that teachers are using for instruction. This data will help us support and grow the use of technology in the classrooms. A little less than 200 teachers responded to our survey and provided us with the list of popular tools they already use. They also listed tools for which they would like more training. We will work with the curriculum department to see if we can include technology sessions during Professional Development days so that Technology Integrationists could provide training on these tools.
- d. With a successful implementation of 1:1 Chromebooks program for all the Spaulding High School students, we have begun exploring ideas on how to extend this program to our middle school students. We are not expecting this to happen anytime soon, but it is a worthwhile conversation for all the middle school stakeholders. In the coming month, we plan to start having conversations with middle school administrators, teachers, and students. Parents would also receive survey questions so they can offer us feedback. If all goes well, we might consider implementing an in-school 1:1 Chromebooks program for all our middle school students. More information about this will come in the future.
- e. We had an in-house facilitated training by Dan Smith to support all the members of the tech team in becoming more informed about inventory and asset management. During the training, we discussed best practices on keeping accurate tech equipment record with the required asset information (description, serial number, model, deployment, acquisition date, and cost). We came away from the training better prepared to stay on top of our IT equipment and maintenance. We will continue to take seriously the responsibility of managing our inventory and technology assets appropriately.

7. Early Education:

- a. Our in-house preschool programs are off to a great start. Both schools hosted Open House events, with families stopping by to see their child's classroom, connect with staff and say hello to fellow classmates.
- b. A new swingset was installed over the summer on the Barre City Preschool Program's playground. This was purchased with remaining funds from the Step Ahead Recognition System (STARS) grant. The Barre Town preschool program is evaluating current needs for their playground and will allocate the remaining funds in their STARS account accordingly.
- c. Act 166- BUUSD is currently partnering with eight (8) community programs through Act 166. In addition to the two hundred and ten (210) registered in the school based Barre City and Barre Town programs this represents an additional forty (40) children.

8. Human Resources:

- a. We currently have 16 positions posted. This includes BT assistant principal, SHS building facilities lead, IT specialist, staff accountant, 3 professional level long term subs and multiple paraeducators, behavioral interventionist and permanent substitute positions.
- b. Since 7/1/19 we have hired 96 employees (6 administrators, 1 custodian, 16 non-contracted, 18 paraeducators, 33 teachers and 22 substitutes)
- c. We are gearing up for our Benefits Open Enrollment. This will take place from October 28 to November 8. All employees will have the opportunity to evaluate their healthcare and make any necessary for the 2020 calendar year.

Facilities:

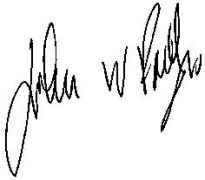
Summer projects are complete and school is open for business!

- a. BCEMS has another section of roofing completed on the south end of the building. Eight classrooms have been freshly painted along with new floor tile. The gymnasium floor has

updated painted lines as well as a new coat of floor finish. Additional security cameras were installed on the exterior of the building.

- b. SHS/CVCC completed renovations to the library. The updated look includes new paint, carpeting, furniture and a new design layout. A new window was installed adjoining the library with the hallway. New floor tile was installed in room 208 as well as several classrooms receiving new paint. The new LED message board on the front lawn entrance of SHS will **soon** be operating!
- c. BTMES installed new floor tiles and carpeting in several areas throughout the school. New paint was added to many hallways as well as some classrooms. Additional security cameras were installed both interior and exterior of the building.
- d. A portion of the basement at the BUUSD building was remodeled to create office space. New floor tiles, paint, furniture and wiring were installed to accommodate the offices.
- e. We should have the back parking area work at the Central Office Building completed in the next month. We are also working on safety upgrades on the building, and making plans for some office location changes for staff. If you notice signs of work in front of the building, this is from fixing a wastewater pipe that was sorely in need of repair.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John Pandolfo". The signature is fluid and cursive, with the first name "John" being more prominent than the last name "Pandolfo".

John Pandolfo  
Superintendent of Schools  
on behalf of the Barre UUSD Central Office Administrative Team

## **Statewide Healthcare Fact Finding Report Recommendations**

[Compiled by John Pandolfo-9/26/2019]

(ER) = Management Proposal; (EE) = Union Proposal

- Duration
  - 2 year CBA (ER)
- Premium Cost Share
  - Teachers & Admin – 80/20 for duration of CBA (EE & ER)
  - Support Staff – 80/20 by end of CBA (ER)
- Eligibility
  - For 40 hr/wk positions; 20 hr/wk for part time employees to be eligible for health benefit (ER)
  - <40 hr/wk; ½ of full-time hr/wk , with a minimum of 17.5 hr/wk (EE -ish)
  - Definition of full-time still bargained at local level (EE)
- Probationary Employees
  - Probationary employees receive health benefit (EE)
- Tiers
  - All employees receive all tiers (S/2P/PC/F) at start of CBA (EE)
- Cash-In-Lieu
  - No CIL payout at all and CIL payout prohibited from being bargaining locally (ER)
- Grievance Procedure
  - Implement a statewide grievance process negotiated by the Commission (ER)
- OOP cost share, HRA vs HSA, FSA, single TPA
  - Recommends leaving these to be bargained locally until the 2<sup>nd</sup> CBA (neither EE nor ER)

Full Report: <http://199.73.12.194/FF9-16-19.pdf>



Vermont Education Health Initiative  
52 Pike Drive  
Berlin, VT 05602  
802/223-5040

## MEMO

To: VEHI Member School Board Chairs, Superintendents and Business Officials  
From: Laura Soares, VEHI  
Date: September 25, 2019  
Re: **VEHI Annual Meeting Notice**

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The Vermont Education Health Initiative (VEHI) will hold its Annual Meeting on Friday, **November 8, 2019 at 8:30 AM** at the Lake Morey Inn in Fairlee, Vermont. Included with this Memo are **Exhibit A:** Notice of the 2019 Annual Meeting and a copy of the Minutes of the 2018 Annual Meeting.

A school district is a member of VEHI, and therefore eligible to vote at the upcoming meeting, if it has a signed Health and/or Dental Member Agreement on file with VEHI by 4:00 PM on October 25, 2019. The membership list is posted online at [www.vehi.org](http://www.vehi.org), and will close at 4:00 PM on October 25th. Members of both the Health and Dental programs have two votes. Members may vote in-person by designating an authorized representative to attend the meeting or may vote via proxy by appointing the VEHI Board to cast the vote(s). We ask each member to complete **Exhibit B: Proxy/Certificate of Authority**, enclosed, and **send it ahead** of the meeting to the following address. This will allow authorized representatives to receive their voting cards in an expedited manner at the meeting on the 8<sup>th</sup>.

Vermont Education Health Initiative  
Attention: Laura Soares  
52 Pike Drive  
Berlin, VT 05602

You may submit Proxy/Certificate of Authority forms on the day of the meeting, however it may take longer to sign in and receive voting cards. **Please note, there is no action item requiring a vote of the membership on the enclosed Agenda.**

We hope you will attend the Annual Member Meeting where we share the accomplishments of the Trust over the past year and answer any questions on the upcoming year.

Our Annual Report will soon be available online. At least two years of financial audits are also available online. Our most recent audit is posted. All documents can be found on our website at [www.vehi.org](http://www.vehi.org).

We look forward to seeing you at the Lake Morey Inn on November 8<sup>th</sup>.

Enclosures





## **VERMONT EDUCATION HEALTH INITIATIVE**

### **ANNUAL MEETING LAKE MOREY INN FAIRLEE, VT**

November 8, 2019  
8:30 AM

### **AGENDA**

- 1. Roll Call of Members**
- 2. Proof of Notice of Meeting or Waiver of Notice**
- 3. Reading of Prior Annual Meeting Minutes**
- 4. Reports of Officers and Directors**
- 5. Information Exchange**
- 6. Adjournment**



Vermont School Boards Insurance Trust  
52 Pike Drive  
Berlin, VT 05602  
802/223-5040

## MEMO

To: VSBIT Member School Board Chairs, Superintendents and Business Officials  
From: Laura Soares, President  
Date: September 25, 2019  
Re: **VSBIT Annual Meeting Notice**

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The Vermont School Board Insurance Trust (VSBIT) will hold its Annual Meeting on Friday, **November 8, 2019** in conjunction with the Vermont School Board Association's Annual Meeting at the Lake Morey Inn in Fairlee, Vermont. The VSBIT Annual Business Meeting will start at **8:00 AM**. Included with this Memo are **Exhibit A:** Notice of the 2019 Annual Meeting and a copy of the Minutes of the 2018 Annual Meeting.

We hope you will join us bright and early to elect two Directors to the Board - there will be an election for one two-year at-large term and one three-year school board term. After the election of Directors, we will share the accomplishments of the Trust over the past year and answer questions from members. Our Annual Report will soon be posted online. At least two years of financial audits are always available as well; our most recent audit will be posted in early November. All documents can be found on our website at [www.vsbbit.org](http://www.vsbbit.org).

Since 1978, we have been assisting Vermont schools in pooling resources and saving money. The Annual Meeting is a time for us to hear from you - our members - on how we can continue to serve you more effectively and in innovative ways. Please bring your feedback and ideas!

We hope you will join us at the Annual Meeting. Please remember each member entity is entitled to one vote for each program (Multi-Line and/or Unemployment) of which they are a member. The membership books close at 4 PM on October 25<sup>th</sup>; the final list will be posted online at [www.vsbbit.org](http://www.vsbbit.org). Members may vote in-person by designating an authorized representative to attend the meeting or by vote via proxy by appointing the VSBIT Board to vote on their behalf. We ask each member to complete **Exhibit B: Proxy/Certificate of Authority**, enclosed, and **send it ahead** of the meeting to the address below. This will allow the authorized representative to receive his/her voting card(s) in an expedited manner at the meeting on the 8<sup>th</sup>.

Vermont School Boards Insurance Trust  
Attention: Laura Soares  
52 Pike Drive  
Berlin, VT 05602

We look forward to seeing you at the Lake Morey Inn on November 8<sup>th</sup>.

Enclosures



## **VERMONT SCHOOL BOARDS INSURANCE TRUST**

### **ANNUAL MEETING LAKE MOREY INN FAIRLEE, VT**

November 8, 2019  
8:00 AM

### **AGENDA**

- 1. Roll Call of Members**
- 2. Proof of Notice of Meeting or Waiver of Notice**
- 3. Reading of Prior Annual Meeting Minutes**
- 4. Reports of Officers and Directors**
- 5. Election of Directors**
- 6. Information Exchange**
- 7. Adjournment**



# Spaulding High School

155 AYERS STREET, SUITE 1  
 BARRE, VERMONT 05641-4300  
 TEL: 802-476-4811 • FAX: 802-479-4535  
 Website Address: [www.shsu61.org](http://www.shsu61.org)

Luke Aither  
 Assistant Principal

Brenda Waterhouse  
 Principal

Jim Ferland  
 Assistant Principal

October, 2019  
 Principal's Report

## **Athletics:**

### **Cross Country:**

- Hosted our home meet at Millstone Trail on Saturday Sept 21st. 7 High School teams competed and 8 middle school teams. The boys finished first! SHS had 4 in the top 5 finishers. I overheard a lot of the competing athletes saying this was a very tough course. SHS had the top girl finisher as well, finishing 37 second faster than the 2nd place runner.
- We competed at Colchester on 9/10 and the boys finished 2nd just 4 points away from the first place team.
- @ Arrow Head on 9/17 the boys finished 1st and had 3 in the top 4 spots!
- Upcoming meet: @ U32 invitational on Sept 28th. @ Thetford Invitational on 10/5, and a fun relay style race on 10/8 @ Fairfax.

### **Varsity Boys Soccer:**

- In some hard fought battles they have yet to bring home a victory, although from watching their first game until now I have seen growth as a team. They are at Mississquoi on Sept 27<sup>th</sup> and their next home game is homecoming week where we host Vergennes. Game will be at Pendo Field 4:00 JV and Varsity under the lights at 6:00 on Oct 2<sup>nd</sup>.
- Hosting Milton @ 3:00 on Saturday Oct 5<sup>th</sup> (later time due to SAT date)

### **JV Boys Soccer:**

- Have played tough in all their games. They have not given up; they keep working and getting better. Their numbers are on the low side and at times have only had 1 or 2 subs during a game, but they do not allow that to slow them down.

### **Varsity Girls Soccer:**

- Coach Rob Moran came into this season wanting to put in a new formation. The team has stuck with it and has seen some results. They have also caught a bit of the injury bug, but a lot of players have continued to step up.
- First home game of the season was a win against Exit 5 (Northfield/Williamstown cooperative team) 3-0. Next game they were @ Milton in which from what the girls have

said haven't gotten the W against them in a long time. They went there and beat them 6-0. Played Middlebury on 9/25 and won 3-2. Overall record is 3-4.

- Next game is @ Rice. Next home games are homecoming week. They host Vergennes on Pendo field Oct 1st. 4:00 JV and 6:00 varsity under the lights. They also host Milton on Friday, Oct 4<sup>th</sup> varsity @ Barre Town and JV @ SHS.

#### **JV Girls Soccer:**

- Have also been bitten by the injury bug. They have had to play 7v7, 9v9, or 10v10 from time to time depending on our numbers. They have had a few close wins and a few close losses. They continue to improve as the season goes on.

#### **Field Hockey:**

- Are having a fantastic start to their season. They are 4-1-1 and sitting 4<sup>th</sup> in D2. They are coming off a great win at home under the lights @ Barre Town against Lyndon Institute 4-0, they tied them 1-1 just the week before.
- Next home game is Oct 1<sup>st</sup> vs Mississquoi 3:45 varsity and JV to follow. They are @ Montpelier on 10/4 Varsity only. Home on 10/8 and 10/10.

#### **JV Field Hockey:**

- Due to opposing teams not having a JV team they have only had 4 games. Those 4 games have been close in score and they are having fun getting better every day. The JV and Varsity practice together every day, which I believe has been great for both teams. Both JV and Varsity have been working with the Barre Town and the BYSA Field Hockey Teams.

#### **Golf:**

- Have won a couple regular season matches and have had the medalist in those matches. They compete almost every Monday and Thursday. They have hosted at The Barre Country Club twice this season.
- 9/28 they head to Williston Country Club for the Metro Championships.
- They also had 5 qualify for the D1 sectionals that will be @ Stowe Country Club on Wednesday Oct 2<sup>nd</sup>.
- D1 Championship is set for Thursday Oct 10<sup>th</sup> @ Quechee Country Club.

#### **Varsity Football:**

- Currently 1-3. They are coming off an exciting overtime win over Mt Abraham 28-22. They have had some tough close game losses; it was nice to see them on the winning side of a close game.
- They travel to Mount Mansfield 9/28. They host homecoming game against Brattleboro on Saturday Oct 5<sup>th</sup> 6:00pm. They are on the road for the last two regular season games. It is possible that the game @ U32 could be hosted by U32 here at Spaulding due to U32s track being redone.

#### **JV Football:**

- Played two games thus far. One game was canceled due to our low numbers.
- Due to Milton having low numbers we are going to play 8 v 8 on Monday Sept 30<sup>th</sup>, this will also help us have more flexibility on the number of downs each athlete is playing.

- We will continue to keep an eye on our overall football numbers week to week to determine whether we will play a full JV game, 8 v 8 JV game or possibly canceling.

#### Other Athletic News:

- Girls Varsity Basketball Interviews are being conducted on 9/27 and 9/30.
- There is a student athlete leadership conference in South Burlington on Nov 4<sup>th</sup> and 5<sup>th</sup>. 3 boys and 3 girls from SHS will be attending.
- Winters Sports Info Night and Coaches Meeting: November 12<sup>th</sup>.
- November 20<sup>th</sup> hockey will begin.
- Dec 2<sup>nd</sup> basketball, wrestling, indoor track all begin.
- Any changes to athletic schedules you can find on the athletic calendar online and pop pages stating the changes as well.

#### **Students & Community:**

- Community Forums will now be held on the first Tuesdays of the months from 7:00 AM – 8:00 AM. The feedback of previous forums had been that evenings were difficult and busy times for families. Thus, by offering an early morning time, we are hoping for better access for our families. The forums will be held in the auditorium with light refreshments, and parking will be available between the gym and auditorium area. The forums are designed to provide opportunities for discussions, questions and information to be shared. Our next forum will be October 1<sup>st</sup>.
- Please see the attached October Newsletter. The newsletter highlights our upcoming assembly about the Declaration of Human Rights and Eleanor Roosevelt, our Robotics work, Parent-Teacher Conferences, PSAT testing and our Integrated Field Review (IFR).
- In the September [Newsletter](#), the new Office Hours and Plans for Academic Success (PAS) system was outlined. Our first implementation of this practice was on September 17<sup>th</sup>, the day after the September 16<sup>th</sup> progress reports. Students that had earned a Below or Unsatisfactory in their academic courses received an email, along with their parents, indicating that they would need to work on their plan. The teachers worked closely with the students needing to make a plan, receive support and complete work. Parents should have received a follow-up plan for each course their child needed to work on. There were several logistical matters (such as students sharing google.docs, staff out sick and available space) that we were able to troubleshoot. We will also be comparing how the first progress report compares to the second and if students are better able to stay current in their courses, rather than fall behind, as had been the challenge before implementing this support. I will be continually updating the board, but at this time, the information is not yet complete.

#### **Staff:**

- Michelle LaFrancis, our work-based coordinator, has been nominated for the LifeChanger award. LifeChanger of the Year is an annual program sponsored by National Life Group that recognizes and rewards K-12 educators and school employees across the country. The program celebrates those who are making a significant difference in the lives of students by exemplifying excellence, positive influence and leadership. Michelle is a 1988 graduate of SHS, a teacher at SHS since 1997 and was the UVM Teacher of the Year in 2015. Michelle has done an incredible job building our work-based learning program and building relationships with community partners. Her program is a model for others from around the state in helping students learn about career pathways and get first-hand experience.
- David Ball has been named the 2019 SHAPE Vermont High School Physical Education Teacher of the Year. SHAPE is the Society of Health and Physical Educators, and recognizes educators and programs for their outstanding performance. David has been a teacher at SHS since 2012 and is a 2000 SHS graduate. He has worked hard at developing our PE curriculum and designing our PE space to include multiple pieces of fitness equipment.

### Student of the Week

- **Morgan Mast** (nominated by Katie Saint Raymond) - *Morgan Mast is starting the year off on a great start and is an excellent model student! Morgan is starting to apply for college, and as a field hockey captain, a member of the SHS Band, and a 3x AP student this year, she is juggling a lot on her plate. Yet she is always here on time with her coffee in hand, and a bright smile on her face. Morgan exhibits all the qualities of a strong, kind, independent Spaulding student. Our Student of the Week bar will be set high if she is the first pick to start off the 2019-2020 school year!*
- **Emily Robtoy** (nominated by Opal Jones) - *I would like to nominate Emily Robtoy for Student of the Week. During this second week of school, Emily has been greeting students with me in the morning. Emily gives each student a compliment as they walk in and start their day, I think that this is an excellent example of Tide Pride and building school spirit!*
- **Zachory Lemieux** (nominated by Samantha Loesch) - *I'd like to nominate Zackory Lemieux for Student of the Week. Zack reminds us almost every day how little he wants to be in school, however, he continues to show up every day and complete all of his work (and most of the time well before his peers). When he is done working, he is willing to help others in the class. Zack was disappointed to receive a "below" in my class due to not turning in his summer reading assignment, however, he immediately took action to work on his alternative assignment. Lastly, Zack is in a class that has ample opportunity for distraction as his classmates are often off-task. Zack never falls victim to the distractions and is one of the few who patiently waits with me while I try to redirect those who are off-task. Zack is respectful, polite, and hardworking. In Sophomore English, Zack is truly an example student and should be recognized for his efforts. Keep it up, Zack!*

### Athlete of the Week

- **Isabella Bevins** (nominated by Tabitha Lord) - *I would like to nominate Isabella Bevins for Athlete of the Week. Since the first day of preseason when Bella stepped on the field hockey field as freshman she brought a different kind of grit. The kind of grit that motivates the team and challenges them to dig a little deeper. Bella earned a spot on the varsity squad and has continued to motivate the team through her words and actions! Bella's humbled approach and her team mentality is positive representation of all that embodies Tide Pride!*
- **Taylor D'Agostino** (nominated by Ben Taylor) - *I would like to nominate Taylor D'Agostino of boys varsity soccer. Taylor puts in outstanding work, day in and day out leading by example. He is a workhorse out on the field covering his position and more. He also participated in our coaching clinic this past week with a 5/6 grade BYSA team helping teach and show kids good fundamentals of soccer.*

## Staff Person of the Week

- **Samantha Loesch** (nominated by Camden Kelley) - *I want to nominate Ms. Loesch. The entire time she has been working at Spaulding I have seen her become the safe adult for a few kids who really need someone to listen to them without judgement. Ms. Loesch hasn't even been here for a whole year and she has already made those important connections with students from my advisory and some from her classes. You can tell that she genuinely cares about her students (Of course other teachers also genuinely care, but so far it hasn't stuck out to me in necessarily the same way) and their wellbeing. For example, in Advisory she will stop what she's doing to give advice and help students work through tough things, such as emotional struggles, problems with home life, etc. Ms. Loesch is just a very nice, extremely empathetic person.*
- **Bobby Booth** (nominated by Evan Kerin) - *As we all know, high school can be extremely stressful, especially within the first few weeks. Having been here for two, going on three years, I have had a number of stressful days. However, Bobby is always there to make those dark and stressful days easier. He is a constant positive energy that I can always count on. His down to earth views and his innate ability to make a connection with any student make school (especially band) a truly unique and pleasant place to be. For example, my little sister Meredith, is now in high school. She is also in band. She told me that after band one day she went into Bobby's office and expressed her concern that she was going to fall behind in band. He immediately dropped what he was doing and they went for a short walk where he explained to her that he has the confidence that she will be able to succeed and that if she ever needs help with her instrument he personally is available during advisory. Now Meredith is a lot more confident with her instrument and the band sounds that much better. Overall, Bobby is an amazing teacher in almost all aspects.*
- **Nora Duane & Samantha Mishkit** (nominated by Katie Saint Raymond, Emily Graham, Owen Kresco, Brenda Waterhouse & Mike Whalen) - *Ms. Duane cares so much about the success of her students and it showed this week in her work on PAS. In the peak of a tough week of growth and change at Spaulding, Ms. Duane led the way in organizing and advocating for this new system as well as making sure everything ran smoothly. Ms. Duane's Holocaust and Genocide class has such an impact on students that they are often discussing the topics they covered beyond class time and making connections between her class and current events. & I think Nora Duane needs to be recognized for outstanding effort in creating and executing our PAS initiative! & I think Ms. Mishkit should get it. She must have been stressing over the PAS or Office Hours day. She deserves it because she had send all the emails, too. & Sam has taken a major lead in the PAS system and has put a lot of time and energy into this process to make sure it goes off very well. & Sam Mishkit needs to be Staff Person of the Week for the work she's done for Office Hours.*



# Spaulding High School Newsletter

October, 2019

## Integrated Field Review

In 2013, the Vermont State Board of Education adopted the Education Quality Standards (EQS) as required in Title 16 of Vermont statute. These standards established proficiency-based learning, flexible pathways to graduation, safe school environments, high-quality staffing and financially efficient practices as the cornerstones of educational programming in the state. Combined with Act 77 of 2013, these standards ensure students participate in a range of learning activities including service-learning, work-based learning, career and technical training, dual enrollment and early college, and other locally developed learning opportunities.

Education Quality Reviews (EQRs) will allow the Agency of Education, the State of Vermont and local communities to determine how well Vermont schools are delivering on the promises set forward by EQS. The Agency will evaluate schools by measuring five dimensions of school quality: Academic Achievement, Personalization, Safe School Climate, High-Quality Staffing and Financial Efficiencies.

The Agency will use two complimentary processes for assessing these criteria, an Annual Snapshot Review and an Integrated Field Review. Each year the state will gather quantitative data in the Annual Snapshot Review, such as assessment results and access to course offerings. This data will be examined for overall performance and to assess the degree of equity for students between the supervisory unions/districts and between schools.

At least every three years starting in 2016, school systems will participate in an Integrated Field Review, which the Barre Unified Union School District will be participating in this fall. Teams of students, educators and Agency staff will engage in classroom observations, reviews of student work, panel discussions or interviews with parents, students and staff and collaborate to generate their assessments of school system performance. Reports will be published and will include a summary of the data collected, commendations, recommendations and assessments of performance.

If interested in participating in our Integrated Field Review as a parent, please contact Brenda Waterhouse at [bwateshs@buusd.org](mailto:bwateshs@buusd.org).

Source: <https://education.vermont.gov/sites/aoe/files/documents/edu-press-release-education-quality-review-pilot-announced.pdf>.

## Robotics at SHS!

The first four weeks of this school year found students learning about the design process and building with the VEX and LEGO robotics systems. The first challenge the students had was to build a robot racer that could complete a course that was designed by the JROTC robotics class. The students spent time brainstorming, creating prototypes, testing their prototypes and using the iterative process to make their robots better. Students' ideas were kept in design journals as a way to document the decision making process and keep records of their changes and results. Thursday, September 19<sup>th</sup>, both classes held a demonstration of their final products and compared the two systems. Students shared their robots and design process with students from the other robotics class. The students also engaged in friendly competition around the race course. The next task the students will face will be to implement programming into the process and both classes will be working together to tackle new challenges. Click [here](#) to view a short video of some of the designs in action.

## **“Hammering Out Human Rights” Eleanor Roosevelt at the United Nations**

On October 9, we are having a school-wide assembly about the Universal Declaration of Human Rights by the United Nations, adopted on December 10, 1948.

Today, when national and international news frequently includes reports of violations of human rights, it is important to know what rights are recognized by the world community. The Women’s International League for Peace and Freedom (WILPF) Burlington has made this assembly possible. At the assembly Susan Marie Frontczak, a historian and actress, will present: “Hammering Out Human Rights” Eleanor Roosevelt at the United Nations. Ms. Frontczak’s performance will be in character as Eleanor Roosevelt. Here’s a link to the demo videos about the performance: <http://www.storysmith.org/eleanor/el-vc.html> .

Dubbed the “First Lady of the World” by President Truman, Eleanor Roosevelt speaks of the ground-breaking, grueling, tempestuous, and eventually triumphant development of the Universal Declaration of Human Rights, a Magna Carta for humankind. Along the way, we gain insights to what brought Mrs. Roosevelt to be at the United Nations in the first place and the fears that are currently (in 1950) stoking animosities between the Soviet Union and the United States. You may be surprised to find out why Human Rights are important to your life and to the strength of the country.

Questions about the assembly may be directed to John Lewis, Social Studies Department Chair, at [jlewis@buusd.org](mailto:jlewis@buusd.org) .

## **October 16<sup>th</sup> – A Busy Day!**

On October 16<sup>th</sup>, we will be observing a modified schedule. All freshmen, sophomores and juniors will participate in school-wide PSAT testing (seniors that attend SHS courses do not participate and do not need to attend). Seniors attending CVCC, VAST or other programs are expected to attend their regularly scheduled program. The testing will run from 8:20 – 12:00 (longer for those with additional testing accommodations) followed by lunch and dismissal.

Parent–Teacher conferences will be held from 12:30 PM – 7:00 PM. Starting October 1<sup>st</sup>, parents may go to Pick-A-Time (found under “For Students & Parents” on our [webpage](#)) to select conference time(s) to meet with their children’s teachers. Parents will need to refer to the information that is being mailed home with the personalized password that is required to sign up. We encourage parents to reach out to their children’s teachers, via email or phone messages, if an appointment does not work on October 16<sup>th</sup>. Teachers will do their best to schedule phone conferences, communicate via email or schedule alternative times to accommodate parents that have conflicts on October 16<sup>th</sup>.

## **Community Forum**

On Tuesday, October 1<sup>st</sup>, we will hold our parent forum. Due to some feedback about time of day we had previously held our forums, we are trying a morning time for better accessibility for parents. The forum will be 7:00 AM to 8:00 AM in the Auditorium. Parking is available between the gym and auditorium area – please look for signs. Parents may enter at the auditorium entrance. Light refreshments will be available.

Our topic for discussion for this month will be about our new Plan for Academic Success (PAS) system and students supports. Next month our topic for discussion will be vaping. Suggestions for future topics are always welcome and may be submitted to Jim Ferland, Assistant Principal, at [jferlshs@buusd.org](mailto:jferlshs@buusd.org)



## Barre City Elementary & Middle School

Hayden Coon, PK-4 Principal  
 Christopher Hennessey, 5-8 Principal  
 Office (802) 476-6541  
 Fax (802) 476-1492

50 Parkside Terrace  
 Barre, VT 05641

Pierre Laflamme, PK-8 Assistant Principal  
 Counselors (802) 476-7889  
 Nurse (802) 479-6920

October 10, 2019

Dear Barre Unified Union School District Board,

Our October 11 In-service day is coming up, and the BCEMS community will once again engage in Developmental Designs work together. This professional development continues to improve our ability to support students through trauma informed practice while improving school climate and culture. Both the middle and elementary school faculties will have the opportunity to engage in this training next week and we will continue to expand on our work throughout the year.

Programs and approaches like that which Developmental Designs provides are essential to any school community like ours that is trying to take a proactive and non-punitive approach to teaching children how to treat each other and themselves. So many of our children are coming to school each day with limited ability and skills to navigate challenging social situations and academic demands! DD is providing our faculty and staff the tools we need to help our children grow both as students and as young people. This is very challenging work, but we have the right people in place to see it through! If you have any questions at all about Developmental Designs or want to see it in action, please just let us know.

### A Few Updates and Announcements

**Carey Miller** (Grade 4 math teacher) and **Jen Bisson** (Math interventionist) will be presenting at the All Learners Conference at Killington on October 9. The presentation is based on Adapting Engage NY Lessons for Main Lesson/Math Menu Teachers will learn strategies to adapt EngageNY lessons to fit the needs of teachers/students using Main Lesson/Math Menu. These lesson adaptations will allow access for all students through the use of low floor, high ceiling tasks. This session is focused on third and fourth grade instruction but could be helpful to all users of Engage NY.

During the elementary school faculty meeting, Behavior Specialist **Maureen Morey** led paraprofessionals, behavior interventionists and classroom teachers in a training to help de-escalate students. Maureen was able to share many strategies learned through trainings with **Dave Melnick** last year.

The middle school faculty has now experienced two successful Edcamp faculty meetings, and this teacher directed professional development has been a big hit! Thank you to 5th grade teacher **Heather Harrison** for leading our colleagues through this new way of working together! Topics have included improving Project Based Learning, creating a positive and fun Teacher Advisory program, and many others. The elementary faculty is beginning to work in Edcamps as well, and we're very excited to see where all of this work takes us!

We are proud to welcome **Brian Ridge** who joined us as a long term substitute earlier this month. Brian will be with us into early November.

### **Community News**

The Elementary school has begun recognizing and celebrating students of the week. Students are recognized Friday mornings over the intercom and then have a celebratory breakfast with Mr. Coon. Our first set of winners included **Jarrett Sibley, Katie Parker, Jordan Blondin and Natalie Young, Amihan Demingware, Grant Curtis and Kaden Jamieson-Jones.**

**Walk Run Fun!** The BCEMS Parents Group had their second meeting this week. They spent time packing envelopes for students to begin fundraising for **Walk Run Fun!** Mark your calendars for this incredibly fun event happening on **October 18**. Last year's event raised over \$30,000 for funding special projects and trips at BCEMS!

Every Monday morning, 8th graders **Madison Churchill, Lia Kiniry, and Parker Severy** celebrate S.T.A.N.D. U.P. (**S**elf respect, **T**olerance, **A**chievement, **N**ever quit, **D**o good, **U**nity, and **P**ositivity) behavior across the middle school by announcing the best of what our students are capable of to the whole community. Individual students are recognized by teachers and classmates, and it's a great way to start the week!

Finally, mark your calendars! The BCEMS middle school Holiday Concert will be on the evening of December 18 at 6:00 pm in our gym. Please join us for an evening of holiday cheer with these talented singers and musicians!

Respectfully,

Hayden and Chris

***“Doing Whatever It Takes to Ensure Success for Every Child”***

## Barre Town Middle & Elementary School



### Building Report October 10, 2019

**Art Installation in the BTMES Gallery:** Our hope is that before or after the October 10 Board Meeting, you can stop by The Gallery to see the fun and interactive artwork on display created by our elementary students.

### **Harvest Dinner and Open House:**

By the numbers....

\*We had 438 out of 502 Prek-4 students attend Open House.

\*Approximately 470 meals were served at the Harvest Dinner.

\*The BTMES Chicken Coop and Crops by Kids Garden received over \$2,700 in donations and purchases from the Harvest Dinner and the Farmer's Market.

A huge thanks to everyone who helped out...bringing items in, helping at the event, purchasing items, set-up crew, clean-up crew, etc.!

**Spelling Team:** Our district spelling competition was held on Wednesday, October 9 at Barre City School. The 7th/8th grade competition will be 2:30-3:30pm, followed by the 5th/6th grade competition at 3:30-4:30pm.

**Transportation:** Two weeks ago we completed our mandatory bus evacuation for the entire school grades PK-8. This included students who don't typically ride the bus.

**VTPBIS Merit Acknowledgement for 2018-2019:** Barre Town Middle & Elementary School has received a VTPBIS Merit ribbon for the 2018-219 school year. This means that the VTPBIS State Team has seen evidence that our school has:

- Implemented Universal PBIS with fidelity (measured as 70% on the Tiered Fidelity Inventory or 80% of the School-wide Evaluation Tool).
- Used behavior data (Big 7 data) within a problem-solving framework to improve student outcomes.

These acknowledgements will be awarded at the upcoming VTPBIS Leadership Forum on October 10th at the Killington Grand Hotel.

**Waste Audit:** BTMES will be conducting a waste audit on October 16 through our partnership with CVSWMD. This audit will help our school get a snapshot of WHAT is being composted and thrown-away, and HOW much food and waste we are producing. Our goal is to reduce whatever our current amounts may be and look forward to a future “Waste Challenge”.

**Calendar of Events:**

Friday, October 11:	Staff Development Day - no school for students
Monday, October 14:	Vacation Day - no school for students & staff
Monday, November 11:	Staff Development Day - no school for students
Wednesday, November 13:	Student picture retakes with Lifetouch photography
Wednesday, November 27 - Sunday, December 1:	November Break

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www.cvtcc.org



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Penny Chamberlin  
Director (ext. 1138)

Scott Griggs  
Assistant Director (ext. 1045)

Stefanie Seng  
School Counseling Coordinator (ext. 1156)

Kathi Fuller  
Student Support Coordinator (ext. 1258)

Sarah Capron  
Administrative Assistant (ext. 1139)



**October 2019 Board Report**  
**Central Vermont Career Center**  
**Penny Chamberlin, Director**

- 1) Safety Walkthroughs: The final safety walk-through of 2018-2019 was conducted in June and our first of the current year was the week of September 3rd. Regular walk-throughs serve to meet voluntary compliance plans with the Vermont Agency of Education and more importantly assure that safety issues are noted and addressed on a regular basis. Jamie Evans plays a key role in resolution of many of the issues encountered.
- 2) 2019-2020 Enrollment Data – see attached chart showing current enrollments at 169. We have had a few students choose not to attend this year. However this is still a substantial increase from last year. This report shows the breakdown by sending district as well as our 9 adults who already have diplomas.
- 3) Professional Development – the staff participated in a follow up session with Jennifer L. Landon who is the Director of Education & Workforce Development for the Associated Builders and Contractors of NH/VT. Jennifer led a two day training with us in June 2019. This work focuses around communication and team building. October and November Professional Development days will be led by our Professional Learning Groups – Instruction and Student Support.
- 4) Student ALICE training – CVCC programs have engaged in *Watchful Wednesdays* through the month of September focusing on ALICE “an options-based response to active, dynamic threats.” Program instructors train students in each module, resulting in all students being fully trained by the end of September. Instructors share feedback and questions from their programs on shared documents, where they can learn from each other. The feedback and questions will inform our training and readiness going forward.
- 5) FY2020-2021 – CVCC will be extending its instructional day by 45 minutes. The later start time was discussed and agreed that in order for Harwood, Cabot and Twinfield students to arrive in time to be aligned with all schools we needed to delay our start with students by 8 minutes. The busing issue with sending districts who have to travel 30-40 minutes to CVCC was one of the recommendations brought forward by the Agency of Education during its Compliance Visit in 2018 – they asked that CVCC administration remedy the issues with school beginning at 8:22 and two buses not being able to get to CVCC before 8:35.
- 6) Open House: Open House will be held on Thursday, December 5<sup>th</sup> welcoming the community to stop by and experience what our students have been working on for the first 14 weeks of school!
- 7) Current vacancies: We are in need of lab assistants who have some experience in industry, heavy trades preferred. We encourage area bus drivers to apply – the schedule could fit into their bus schedules. Hours are 7:30-2:00 p.m. each day.
  - a. Lab Assistant for Electrical and Plumbing – open
  - b. Lab Assistant for Automotive Technology – open
  - c. Permanent Substitute – open
- 8) Regional Advisory Board (RAB): The Regional Advisory Board will meet on the following dates from 4:00-5:30 p.m. - Oct. 7, Dec. 2, Feb. 10 and May 4.

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- 9) **Medical Professions and Cosmetology 2** are working together to provide self-care clinics for the staff at Central Vermont Medical Center. Medical Professions students are hand making lip balms, aroma therapy packs and inspirational message stones. Cosmetology 2 will be providing manicures, pedicures and haircuts. Students will greet and engage hospital staff and have several stations set up with self-care educational tips. Together our programs will care for the caregivers. We are planning the clinics 1-2x a month through December.
- 10) The **Automotive** students have all successfully passed all of their safety requirements. The automotive shop is full of donated vehicles for students getting their initial practice on vehicle lifting and safety working on vehicles. Students will be diving deep into the Vermont State Inspection Manual to learn all the rules and regulations.
- 11) The **Natural Resources and Sustainability Program** has been engaging with local farmers to learn about our food systems, gaining skills in organic vegetable farming, and learning about food system career opportunities. Students have taken their learning back to the CVCC greenhouse, which is full of lettuce seedlings to be used in the Culinary Arts Program.

As a leadership component, to practice skills in Environmental Education, CVCC students led a lesson for Barre City Elementary School 1st and 2nd graders, and then pressed apples from the BCEMS-CVCC orchard for cider! They also partnered with the Barre Rotary Club to plant a disease resistant Elm tree at Rotary Park in Barre, gaining insight into tree diseases of the past and present.

We also have a partnership with the City of Barre to landscape a parking area near what was previously the Reynold's House, with guidance from, K. Bellevance Landworks. Students will also be headed to the forest to maintain our adopted 4 miles of trails in collaboration with the Millstone Trails Association. Students will be building and installing six sign kiosks and a trail bridge to gain skills in trail conservation and forestry.

Students also gained knowledge straight from an industry professional, George Gross, of Dog River Farm, on the latest science of strawberry farming and students gained experience planting strawberries at a commercial farm in the first two weeks of class.

- 12) **Baking Arts** students are completing their ServSafe Certification Exam on Friday, September 27. Students have been working diligently for the past 3-4 weeks to learn how to safely work with food. All Baking Arts students have earned their S/P2 workplace safety kitchen training certification as well. Students are looking forward to learning about the methods and processes used in baking.



# 2019-20 CVCC STUDENT COUNT

Last accessed: = 9/12/2019

Last update: 9/12/19

Program	*CVCC Adults w/dip	CVCC Adults w/o dip	CHS	HUHS	Hm Sch	MHS	NMHS	PAC	RUHS	TUHS	U32	WCA	WMHS	Send Sch Total
Automotive Tech				2		4					6			12
Baking Arts	1									0	1		1	2
Building Trades					2	1				2	5			10
Cosmetology	7			4	2	1	1	1		2				18
Culinary Arts				1		4				1	3			9
Digital Media Arts				1	1	4				2				8
Digital Media Arts II	1					2				2	1			6
Electrical Tech				2	1		3			1	5		1	13
Emergency Services				1		1			1				1	4
Exploratory Tech				4							7			11
Human Services				1							3			4
Medical Professions				2						3	1	1		7
Ntrl Resrcs & Sus Tech				2		2				1	3			8
Plumbing & Heating				1	1	1				5				8
<b>TOTALS</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>21</b>	<b>7</b>	<b>20</b>	<b>4</b>	<b>1</b>		<b>19</b>	<b>35</b>	<b>1</b>	<b>3</b>	<b>120</b>

SHS	ALL Schools Total	A D W	FTE
9	21		21.00
3	5	1	4.00
6	16		16.00
1	19	7	12.00
4	13		13.00
7	15		15.00
3	9	1	8.00
2	15		15.00
2	6		6.00
2	13		13.00
2	6		6.00
0	7		7.00
1	9		9.00
6	14		14.00
<b>48</b>	<b>168.00</b>	<b>9</b>	<b>159.00</b>

120 Total SS Students  
 48 Total SHS Students  
 168 Sub Total

-9 Minus Adults w/dip

159

# DRAFT

## BARRE UNIFIED UNION SCHOOL DISTRICT POLICY COMMITTEE MEETING

Barre Unified Union School District Central Office – First Floor Conference Area  
September 16, 2019 – 5:30 p.m.

### MINUTES

#### COMMITTEE MEMBERS PRESENT:

Rebecca Kerin-Hutchins, Chair - (BT)  
J. Guy Isabelle, Vice Chair - (At-Large)  
Giuliano Cecchinelli - (BC)  
Andrew McMichael (BC Community Member) arrived at 5:40 p.m.  
Jon Valsangiacomo – (BT Community Member)

#### COMMITTEE MEMBERS ABSENT:

#### ADMINISTRATORS PRESENT:

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

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

**The Chair, Mrs. Kerin-Hutchins, called the Monday, September 16, 2019, meeting to order at 5:35 p.m., which was held at the Barre Supervisory Union Central Office in the First Floor Conference Area.**

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

None.

A 'Buy Local' policy and an overview of policy discussion at the BUUSD Board meeting will be discussed under Agenda Item 6 – Other Business.

#### **3. Public Comment**

None.

#### **4. Approval of Minutes – August 19, 2019 Policy Committee Meeting**

**On a motion by Mr. Cecchinelli, seconded by Mr. Isabelle, the Committee unanimously voted to approve the Minutes of the August 19, 2019 Policy Committee Meeting.**

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

##### **5.1 Rotation Priority and Review Schedule**

A document titled 'Model Policy Manual Update Coming This Fall' (by Sue Ceglowski, VSBA Director of Legal and Policy Services), was distributed. This document will also be referenced under Agenda Item 5.4. A copy of the BUUSD Policy Manual Index (dated 09/16/19) was also distributed.

Mr. Pandolfo provided an overview of the Index document, advising that policies highlighted in green are policies that had First Readings approved by the BUUSD Board on 09/12/19.

Policies highlighted in blue are policies that the VSBA plans to revise in the near future. These policies should be given priority on the rotation schedule, so that they can be revised to match the updated VSBA Model Policy versions. It is unlikely that the VSBA will have revisions completed for the October meeting.

Policies highlighted in pink are policies that the VSBA has recommended be deleted. Discussion on possible policy deletions will most likely not occur at the October meeting. It was noted that the BUUSD has adopted policies B6, D2, and D30. Policy C28 relates to transgender and gender nonconforming students. The BUUSD does not currently have a policy on this matter. BUUSD legal counsel has advised that no policy relating to transgender and gender nonconforming students should be adopted.

Mr. Isabelle requested that Mr. Pandolfo check to see if the Inter-district policy is working well or if Mr. Pandolfo, based on his experiences thus far, believes revisions need to be made.

There is no legal requirement that BUUSD policy names/titles match VSBA policy names/titles.

# DRAFT

Mr. Pandolfo advised that the VSBA recommends removing legal references from policies. Mr. Pandolfo will contact the VSBA to confirm whether or not they plan to leave legal references in their Model Policies, and will also query VSBA regarding why they are making the recommendation to remove legal references.

As required by Act 5 of 2018, the AOE (in collaboration with the VSBA and the Council of Independent Schools), is writing a Model Policy on 'electronic communications between school employees and students'. This policy will need to be adopted by the BUUSD in the 2019 – 2020 school-year. VSBA will provide additional information in the future.

Additionally, the VSBA has advised that 2 school safety policies are close to being finalized, and will be published in the near future.

## 5.2 List of Model Policies

Two documents were distributed; a document listing Model Policies, sorted by category, and a document titled 'Policy – Self Assessment'. Mr. Pandolfo provided an overview of the Model Policies listing, advising that he will contact VSBA to inquire about why policies A23 and A24 are not on the list. The Committee should discuss whether or not to adopt all of the 'recommended' policies. The Committee and administrators may wish to review the list to see if all of the policies are necessary, or if some of them are covered by documented procedures. It was noted that the BUUSD does not have policies that are equivalent to VSBA policies B20, B22, B30, B31, B32, and B33 (all of which related to personnel matters). The BUUSD has not adopted all of the 'recommended' or 'to be considered' Community Relations and Non-Instructional Operations' policies. Discussion of these policies should be added to a future agenda. Brief discussion was held regarding the Policy Self-Assessment document, which has been deemed a useful tool for policy creation, adoption, and review.

In preparation for the next meeting, Mrs. Kerin-Hutchins will cross-reference the BUUSD Policy list to the VSBA Policy list.

## 5.3 Discussion Regarding Acceptable Use of Electronic Resources & Internet Policy (D3)

A copy of the policy was distributed. Mr. Pandolfo advised that this is the policy that staff and students need to adhere to. Mrs. Kerin-Hutchins wants assurance that there is 'balance' on what can be posted on-line. Mrs. Kerin-Hutchins would also like assurance that student pictures that are posted on-line do not include pictures of students whose parents have opted out of having pictures posted. Mr. Pandolfo provided a brief overview of procedures being utilized to assure that 'opt out' students' pictures are not published. It was noted that the Technology Director advises of changes that require policy revision.

## 5.4 Discussion Regarding School/Digital/Online Communications for Staff (B40)

A document titled 'Model Policy Manual Update Coming This Fall' (by Sue Ceglowski, VSBA Director of Legal and Policy Services), was distributed under Agenda Item 5.1. This Committee will discuss the new VSBA Model Policy once it is written. The Committee may wish to include the Technology Director in the discussion.

## 6. Other Business

Mrs. Kerin-Hutchins provided a brief overview of the policies that were presented to the BUUSD Board for approval of first readings, including minor amendments that were recommended and agreed upon at the Board meeting.

Mr. Isabelle queried whether or not the BUUSD should consider a 'buy local' policy. This question is being raised in response to discussion held at the last BUUSD Board meeting. It was noted that there is no policy that requires the BUUSD to always accept bids from local businesses. For budgetary reasons, the lowest bid is usually the bid that is accepted, although other factors also play a role in the decision making process. There will be an update at a future Board meeting, and then it will be decided if a policy needs to be considered. There is no Model Policy relating to 'buying local'.

## 7. Items for Future Agendas

- VSBA Recommended Policies
- VSBA To Be Considered Policies
- Policies for Deletion
- School/Digital/Online Communications for Staff (B40)

## 8. Next Meeting Date

The next meeting is Monday, October 21, 2019 at 5:30 p.m. at the BUUSD Central Office, First Floor Conference Room.

## 9. Adjournment

**On a motion by Mr. Isabelle, seconded by Mr. Cecchinelli, the Committee unanimously voted to adjourn at 6:40 p.m.**

Respectfully submitted,  
*Andrea Poulin*

# DRAFT

## BARRE UNIFIED UNION SCHOOL DISTRICT NEGOTIATIONS COMMITTEE MEETING BUUSD Central Office – Second Floor Conference Area September 11, 2019 - 7:30 a.m.

### MINUTES

#### COMMITTEE MEMBERS PRESENT:

Gina Akley (BT)  
Paul Malone (BT)  
Sonya Spaulding - (BC)

#### COMMITTEE MEMBERS ABSENT:

Tim Boltin (BC)

#### ADMINISTRATORS PRESENT:

Carol Marold, HR Director  
John Pandolfo, Superintendent

#### GUESTS PRESENT:

None

#### 1. Call to Order

Paul Malone called the Wednesday, September 11, 2019 BUUSD Negotiations Committee meeting to order at 7:35 a.m., which was held at the BUUSD Central Office in the Second Floor Conference Area.

#### 2. Organization of Committee

Mr. Malone nominated Ms. Akley for the position of Committee Chair. Ms. Spaulding seconded the motion. There were no additional nominations.

On a motion by Mr. Malone, seconded by Mrs. Spaulding, the Committee unanimously voted to elect Ms. Akley as Chair of the BUUSD Negotiations Committee.

Mr. Malone nominated Ms. Spaulding for the position of Committee Vice-Chair. Ms. Akley seconded the motion. There were no additional nominations.

On a motion by Mr. Malone, seconded by Mrs. Akley, the Committee unanimously voted to elect Ms. Spaulding as Vice-Chair of the BUUSD Communications Committee.

#### 3. Additions and/or Deletions to the Agenda

There were no changes to the agenda.

#### 4. Approval of Minutes – March 22, 2019 BSU Negotiations Committee Meeting

The Committee reviewed the Minutes of the March 22, 2019 BSU Negotiations Committee Meeting, and accepted them as written. It is possible that these minutes may have been approved previously.

#### 5. Committee Business

##### 5.1 Committee Goals and Objectives

The Committee identified three broad goals, and will keep this agenda on upcoming agendas for further discussion:

- Explore Interest-Based-Bargaining with the BEA (para-educators and teachers) and possibly with AFSCME (custodians) as well.
- Set an alternating settlement schedule for master agreements
- Follow the statewide health-care bargaining as it impacts local bargaining

##### 5.2 Debrief from 2018-2019 Negotiations

The Committee discussed the merits and drawbacks of concurrent bargaining with para-educators and teachers, as well as other aspects of the recent bargaining cycle.

# DRAFT

## 5.3 Plan for 2019-2020 Negotiations

On a motion by Mr. Malone, seconded by Ms. Spaulding, the Committee unanimously found that premature general public knowledge of the items proposed for discussion (deliberation re: planning and strategy related to Labor Relations Agreements) would clearly place the Barre Unified Union School District at a substantial disadvantage should the discussion be public.

On a motion by Mr. Malone, seconded by Ms. Spaulding, the Committee unanimously voted to enter into Executive Session, with the Superintendent and HR Coordinator in attendance, at 8:07 a.m. under the provisions of 1 VSA section 313 to discuss the items proposed for negotiation.

The committee held a planning and strategy session to deliberate with regard to issues related to teacher and para-educator negotiations.

On a motion by Mrs. Spaulding, seconded by Mr. Malone, the Committee unanimously voted to exit Executive Session at 8:24 a.m.

## 7. Other Business

There was no other business discussed

## 8. Items For Future Agendas

- Goals and Objectives
- Interest-Based Bargaining
- Plan for 2019-2020 Negotiations

## 9. Next Meeting Date

The next meeting is currently TBD.

## 10. Adjournment

On a motion by Ms. Spaulding, seconded by Mr. Malone, the Committee unanimously voted to adjourn at 8:25 a.m.

Respectfully submitted,  
*John Pandolfo*

**BUUSD Finance Committee Meeting-October 8, 2019**

<b>FUNDS</b>	<b>BUUSD</b>	<b>CVCC</b>
<b>GENERAL</b>	\$0	\$153,221*
<b>TAX STAB.</b>	\$578,500	
<b>CAPITAL</b>	\$258,000	

\*((\$100,000) to Reduce Tuition in FY20

- Audit is progressing well
- Electric Bus Pilot-proposal submitted on Oct. 2
- CVCC Needs Assessment/Feasibility Study RFP submitted to Dodge Reports, Burlington Free Press, website, invitation to architects
- Transportation-7 new buses to be deployed by end of Oct, remaining 2 soon after
- Budget Dev.-Expense budget presentation to board in November
  - BCEMS- Admin. are recommending adding 1 professional staff to support K-4 specials. This position would support social needs of the community (art therapy, health, technology). Consider a team approach to purchasing supplies/materials.
  - BSU-
    - Technology/Emmanuel - Increase software budget and add network manager. Make adjustment to integrationist salary lines.
    - Facility/Jamie - Goal is \$1/sq. foot. Increase snow removal based on contract, rubbish removal, fuel oil. Add \$20,000 for kitchen maintenance and equipment replacement. Build up depleted reserve, move projected surplus to capital improvement fund in May/June.
    - Early Ed. Admin./Lauren: The AOE has changed their guidance around tuition payments for children who are 5 years of age: Students who are five years of age, as of the first day of school in their district of residence, who are either not eligible or not enrolled in public kindergarten are entitled to 10 hours of publicly funded preschool until the age of 6. The ECE Director will work with the Business Manager to review the projected impact this will have on the budget for next year. To date there does not appear to be an impact.
    - Business Office/Lisa: Evaluate staffing needs due to administration of food service, transportation, student activities, HRA/FSA administration, and implementation of new AOE SSDDMS. Review of VSA central office salary/staffing survey for comparable-sized Districts.
    - HR/Carol: Increase advertising line and supplies for training expenses (subs/admin. support).
    - Special Education/Don, Stacy, Annette, Jason: Continue to pursue space for alternative programs, Jason working with realtors. Increase budget lines based on actuals this year in SEA (formerly ACT/GAP), psychological services, and director salaries/benefits.
  - BTMES-Oct 11 Admin. plan to reach out to building faculty/staff to ask for input on budget development. Requesting, general ed. paraeducator support, primarily for duties, teachers and admin. are currently covering these, not happening in other schools \$40,000. Maker spaces, 1:1 Chromebooks for middle school, consider free breakfast and lunch for all students-or at least supplement, expand preschool so there are no waiting lists, potentially District-wide center.
  - CVCC-Day will be extended. Increases for hourly staff will apply. Increase sub line for "super subs" and \$5K for para subs. Penny has started a budget development consideration list. Changes in Perkins grant allocations will apply because requirements the grant will only support salary for 3 years, the general fund will need to cover after that. Potential new teacher, academic or spec. ed teacher (flexible pathways) in Perkins for FY/21, 22 23.

- SHS-Consider a different model for SRO, consider 2 security guards. Paraeducator to drive Suburbans, \$30,000. Flexible Pathways will be broken out into a department and potentially expand budget to include FP Coordinator and supplies and additional transportation. JROTC recruitment due to retirement.

1) Things to keep in mind for **budget development**:

- a. Salaries/Wages & Benefits (health increase, double digits)
- b. Administrative initiatives, recommendations etc. (see above)
- c. Food service (general fund contribution to program and kitchen maintenance etc.)
- d. Reduction in special education revenue-Extraordinary increased to \$60,000
- e. Potential expansion of special education alternative programs – purchase or lease larger space
- f. Community involvement via surveys
- g. Non-contracted increases/retirement equity
- h. Capital Improvement Funds-protect assets (transfer if projected surplus in May)
- i. Expand technology opportunities-1:1

# **BUUSD FY20 EXPENSE REPORT SUMMARY - October 8, 2019**

	Adopted Budget	Y-T-D Expenses	Encumbrances	Y-T-D Total	Balance
	7/1/19-6/30/20	7/1/19-9/30/19	7/1/19-9/30/19	7/1/19-9/30/19	9/30/2019
<i><b>1020 BTMES TOTAL</b></i>	\$ 7,939,684	\$ 1,248,199	\$ 5,657,776	\$ 6,905,975	\$ 1,033,709
<i><b>1276 SHS TOTAL</b></i>	\$ 8,798,152	\$ 1,468,587	\$ 4,889,280	\$ 6,357,866	\$ 2,440,286
<i><b>1381 BCEMS TOTAL</b></i>	\$ 8,534,126	\$ 1,443,748	\$ 6,120,606	\$ 7,564,354	\$ 969,772
<i><b>3097 CENTRAL SERV.</b></i>	\$ 3,068,265	\$ 787,988	\$ 1,837,214	\$ 2,625,202	\$ 443,063
<i><b>3097 TRANSPORTATION</b></i>	\$ 1,327,862	\$ 52,856	\$ 112,635	\$ 165,491	\$ 1,162,371
<i><b>3097 SPECIAL EDUCATION</b></i>	\$ 12,014,711	\$ 1,544,800	\$ 8,455,673	\$ 10,000,473	\$ 2,014,238
<i><b>GENERAL FUND TOTAL</b></i>	\$ 41,682,804	\$ 6,546,178	\$ 27,073,184	\$ 33,619,361	\$ 8,063,439
<i><b>5002 CVCC</b></i>	\$ 3,019,913	\$ 503,177	\$ 1,890,536	\$ 2,393,713	\$ 626,200





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**To: John Pandolfo, Barre Unified Union School District**  
**Cc: Susan Holson, Vermont School Boards Association**  
**From: Susan McCormack, Creative Discourse and Nicole Cabral, Public Agenda**  
**Date: August 27, 2019**  
**Re: Student Dialogue Summary (Updated)**

On May 30, 2019, Nicole Cabral and Susan McCormack held three student conversations with a total of forty four students in the Barre school district, including 13 middle school students from Barre City, 15 middle school students from Barre Town, and 16 students from Spaulding High School. Benjamin Merrill, Barre Unified Union School District Communications Specialist, accompanied Nicole and Susan on each school visit.

It is important to keep in mind that this is a small sample of students. However, some clear themes did emerge across all three conversations. These themes may suggest that this is a shared experience among a broad range of Barre students.

**Students were invited to talk about the strengths of their schools. Several clear themes emerged.**

1. A positive, safe, respectful environment, where diversity is valued is a key interest of students.
2. The range of options available to Barre students, including academics, clubs, activities and sports was seen as a strength by students at all schools.
3. Teachers are seen as a key asset by students at both middle schools.

**Students were also invited to consider challenges.**

1. While students from all three schools talked about the school environment in a positive light, this also emerged as a key concern. Students cited examples of intolerance, lack of respect, and challenging relationships among students.
2. Students at all schools named similar stressors, including mental health issues, drug use, and difficulties balancing school, family, friends and in some cases work.
3. While some students mentioned challenges related to navigating the demands of school, many of the students we spoke with also articulated the desire for more challenging, engaging, and demanding academic experiences.
4. Several students spoke passionately about school specific challenges.
  - a. The Barre Town students we talked to made a passionate plea to reconsider proficiency based grading. They support proficiency based learning, but feel

strongly that letter grades help them understand more clearly how they are doing, and motivate them to do well.

- b. The Spaulding students we talked with made a passionate plea for better heating and cooling systems for the high school, saying that the classrooms are very uncomfortable, especially in hot weather.

**Students were invited to offer their thoughts about the recent merger. Their hopes and concerns centered around four key themes**

1. **Budget:** Students see both potential opportunities and challenges with a single budget for the full district. They are hopeful that a single budget could create more fairness and more opportunities across the district. At the same time, students are concerned that a shared budget could lead to cuts in favorite programs, and could also lead to less flexibility. They recognize that different schools may have different needs and want to make sure these needs will be able to be met.
2. **Curriculum:** Students see a possibility for curriculum decisions to increase opportunities across the district and offer similar opportunities to all students. They are also concerned about the potential impacts of the merged district on their curriculum.
3. **Decision-making:** Students believe that the merged district could result in more coordinated, efficient, and better decisions that take multiple viewpoints into account. At the same time, they wonder whether each school will have adequate representation.
4. **Community Impact:** Students believe the merged district will provide opportunities to create greater community unity, and reduce stereotypes that occur across communities. Student comments also suggest that there are strong stereotypes at play in the minds of students. Students worry that problems that affect one community will now need to be managed across communities.

**We spoke with the students about opportunities for them to have a meaningful voice and participate in decision-making. Here are a few themes from that discussion**

1. The students we spoke with had a wide range of experiences regarding student voice. At one school, students listed many specific opportunities and examples of student led initiatives and student voice. In several schools, students weren't able to offer many examples or opportunities for student voice.
2. At the high school, the students we spoke with felt like the one vehicle for student voice, student council, wasn't accessible to a wide range of students. Students referenced assemblies (which, according to the students, most students leave early) and pep rallies but indicated these were not the kinds of activities that were of interest to them. They would like a stronger voice in school policy and operation. They were pleased to have been asked to participate in this exercise, but did not have confidence that their comments or suggestions would really be heard.



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3. All of the students we spoke with expressed an interest in being more informed about important decisions affecting schools or the district. They also expressed confidence in themselves that with the right information and opportunity, they could make a positive contribution to education decisions.
4. All of the groups recommended having student representation on the school board.

Finally, we invited students to share with us one thing they wanted the school board and school leaders to know about these conversations.

1. Themes from all conversations
  - a. Students want to have more of a say about decisions that affect them.
  - b. There is interest in having student representation on the school board
2. Students from Barre City want to see the community “settle differences and be one community” and they are willing to do their part to close the gaps. They want to see equal opportunities across the district
3. Students from Barre Town want the board to know they don’t like proficiency based grading. They also want it to be known that they would like more challenging learning opportunities. Finally, they want the board to know that they liked the process of being asked their opinion during this dialogue without “being swayed by the adults.”
4. Students from Spaulding High School say they are “woefully” uninformed. They want to know more and are mature enough to handle the information. The high school students also put in a plug for the maturity and ability of middle school students to participate in decision-making as well. They want to have a vote, especially about changes to the curriculum (and possibly programs).

We want to let our readers know that it was a privilege to spend the day with your students. All of the students who participated took the opportunity to provide input very seriously. We promised them that school leaders and the board would see their feedback. As one of the high school students noted, *“If they brush off everything we say they will be telling us we don’t matter”*. Our hope is that school leaders will review this feedback, and let students know how the themes from these conversations have informed decisions that are being made, and/or actions that are being taken.

We also hope that this is just the beginning of opportunities for students to have a meaningful voice in the future of the Barre Unified Union District.

On the following pages, please see all student comments from the dialogues, transcribed from the students words, written on chart paper, as well as notes we took.



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## **FLIP CHART NOTES FROM STUDENT DIALOGUES**

### **Barre City Elementary & Middle School**

13 student participants (7th and 8th graders)

#### **What is the best thing your school has going for it?**

- We are accepting of others
- Sports
- Everything we have to offer
  - Teen nights
  - Fuel up to play
  - Spelling team
- Teachers
- Safety of kids and staff
  - Emergency drills
- Individual skills/learning plans
- M3

#### **What are the biggest challenges students are facing?**

- Judging others diversities
- Stress of balancing school and home life
- Grades
- Scared about how people (peers and teachers) accept you
- Mental health
- Difficult life choices (drugs, alcohol)
- Drama/friendships
- Work load
- Responsibility

#### **What do you want to learn about?**

- Visual arts
- Real world skills
  - Taxes
  - Economics
  - Living on your own
  - Life challenges
  - Better cooking
- Sports
- History
- Health medicine

BARRE UNIFIED UNION SCHOOL DISTRICT  
NOTIFICATION OF EMPLOYMENT STATUS

6.2

Please complete this form for New Hires and any changes in employee's status then submit it to the Central Office. Complete one form for one event per employee to be sure they receive accurate/appropriate compensation.

Information with (\*) must be filled out. Please Select Reason for this form and fill out the corresponding section. Authorize at bottom.

NEW HIRE: \_\_\_\_\_ TRANSFER: ☒ CHANGE HRS/WAGE: \_\_\_\_\_ TERMINATION/RESIGNATION: \_\_\_\_\_  
(Section 1) (Section 2) (Section 2) (Section 3)

\*NAME: JOSE ALLEN \*Location \_\_\_\_\_

\*EFFECTIVE DATE: \_\_\_\_\_ \*Daytime Phone: \_\_\_\_\_

\*POSITION: ADMINISTRATOR \*SUBJECT: \_\_\_\_\_ \*GRADE: \_\_\_\_\_

(Teacher, Para-Educator, Administrator, Clerical, Cust/Maint, Substitute, Tutor, Other-Specify)

**Section 1: NEW HIRE** (Admin. Procedure/Checklist on Pg. 2)

TOTAL YEARS OF EXPERIENCE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY PLACEMENT: \_\_\_\_\_

HOURLY RATE: \_\_\_\_\_ \*HOURS PER DAY: \_\_\_\_\_ DAILY RATE: \_\_\_\_\_ \*DAYS PER YEAR: \_\_\_\_\_

SALARY: \_\_\_\_\_ CONTRACT DAYS: \_\_\_\_\_ \*ACCOUNT CODE: \_\_\_\_\_

\*REPLACEMENT? Y / N \*LONG TERM SUB? Y / N IF YES, FOR WHOM? \_\_\_\_\_

\*AOE ENDORSEMENT (TEACHER): YES or NO PROVISIONAL/EMERGENCY REQUIRED: YES or NO

\*CERTIFIED (PARA): Associates Degree YES or NO ( If NO ) → ParaPro YES has passed ParaPro or NO will need to take

\*CONTRACT: YES or NO \*TIMES SHEET: YES or NO

For Central Office Use Only: Contract Completed \_\_\_\_/\_\_\_\_/\_\_\_\_ Offer Letter Completed \_\_\_\_/\_\_\_\_/\_\_\_\_

**Section 2: TRANSFER / CHANGE IN HOURS OR WAGES** (Fill in both columns)

\*CURRENT:  
\*Position: IT SPECIALIST  
Daily Hours and FTE 8 hrs 1.0  
\*# of Days/Week 5 (Specify days if < 5 per week)  
\*Current Rate of Pay \$19.40 (Hourly) or Salary (Circle)

\*NEW:  
\*Position: COMMUNICATIONS DIRECTOR  
Daily Hours and FTE 8 hrs 1.0  
\*# of Days/Week 5 (Specify days if < 5 per week)  
\*New Rate of Pay \$50,500 Hourly or Salary (Circle One)

**Section 3: TERMINATION/RESIGNATION**

Reason: \_\_\_\_\_ Last Work Day: \_\_\_\_\_

\*Approving Signature Principal/Administrator

\*Date

\*BUUSD Approval Signature

\*Date

REVERSE SIDE: Administration Procedure/Checklist for New Hires. All should be completed prior to sending candidate packet over for Superintendent Interview.

## Josh Allen

15 Messier Drive Barre, Vermont 05641  
802-477-2598 [joshdenisallen@gmail.com](mailto:joshdenisallen@gmail.com)

### ***Education***

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#### **Vermont Technical College**

Randolph, Vermont

Bachelor of Technology

**Major:** Information Technology

**GPA:** 3.000

**Credit Hours:** 132

Attended August 2010 to May 2014

Degree conferred May 2014

#### **Spaulding High School**

Barre, Vermont

**GPA:** 3.300

Attended August 2006 to June 2010

Degree conferred June 2010

### ***Experience***

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#### **Barre Unified Union School District**

Jul 2014 - Present

IT Specialist

Barre, VT

My title of IT Specialist at the Barre Unified Union School District consists of a wide variety of tasks. Every day I assist our staff and students with technology support, whether it be troubleshooting software issues, repairing & deploying equipment, or teaching our users new tips when they're having trouble.

When I'm not in classrooms and offices assisting others directly, the rest of my job is being done behind the scenes performing network maintenance and evolving our district website. I took on the webmaster duty of the Barre Supervisory Union website one month after I was hired in July 2014, with the responsibility of the Spaulding High School website coming shortly after. Since then, I've been heavily involved in the work and decision-making with our websites.

**Reason for leaving:** I am still employed here. I'm looking to advance to a position that combines my love of technology with my prior experience with digital communication.

**Supervisor:** Emmanuel Ajanma (802-476-5011)

**Experience Type:** Public School, Full-time

It is OK to contact this employer

---

#### **Vermont Legislature**

Dec 2013 - Mar 2014

Support Specialist

Montpelier, VT

I worked with the Vermont Legislature's movement to go paperless during committee sessions. They brought in iPads for each legislator to view and notate bills on. I was hired to teach the legislators how to use their iPads correctly and efficiently. We would schedule classes with each committee to do so. I learned a lot about how the legislature functions day-to-day and I also gained a great deal of customer

support skills as well.

**Reason for leaving:** The position was only meant to last until the legislators had begun to learn how to use their iPads well. It originally was only supposed to last a little over a month, but I ended up working the position for a few weeks longer because a few more committees had requested iPad classes.

**Supervisor:** Duncan Goss (8028282228)

**Experience Type:** Other, Part-time

It is **OK** to contact this employer

---

**Skies Fall Media Group**

Jun 2011 - Apr 2014

Intern

Kenosha, WI

In the summer of 2011, I was hired by Skies Fall to assist them with album release work at their recording studio in Kenosha, WI. I ended up spending the summer of 2012 and 2013 out there as well working for them doing social media work and as a tour assistant for one of their bands. When the summer would end, I would go back to school in Vermont and manage their social media pages remotely.

**Reason for leaving:** My responsibilities at Skies Fall ended when I graduated college and I was hired by the BUUSD. I left because I was committed to living in Central Vermont.

**Supervisor:** Ben Kasica (262-748-9639)

**Experience Type:** Other, Summer

It is **OK** to contact this employer

**The "Why" of Centralization of Special Education Administration**

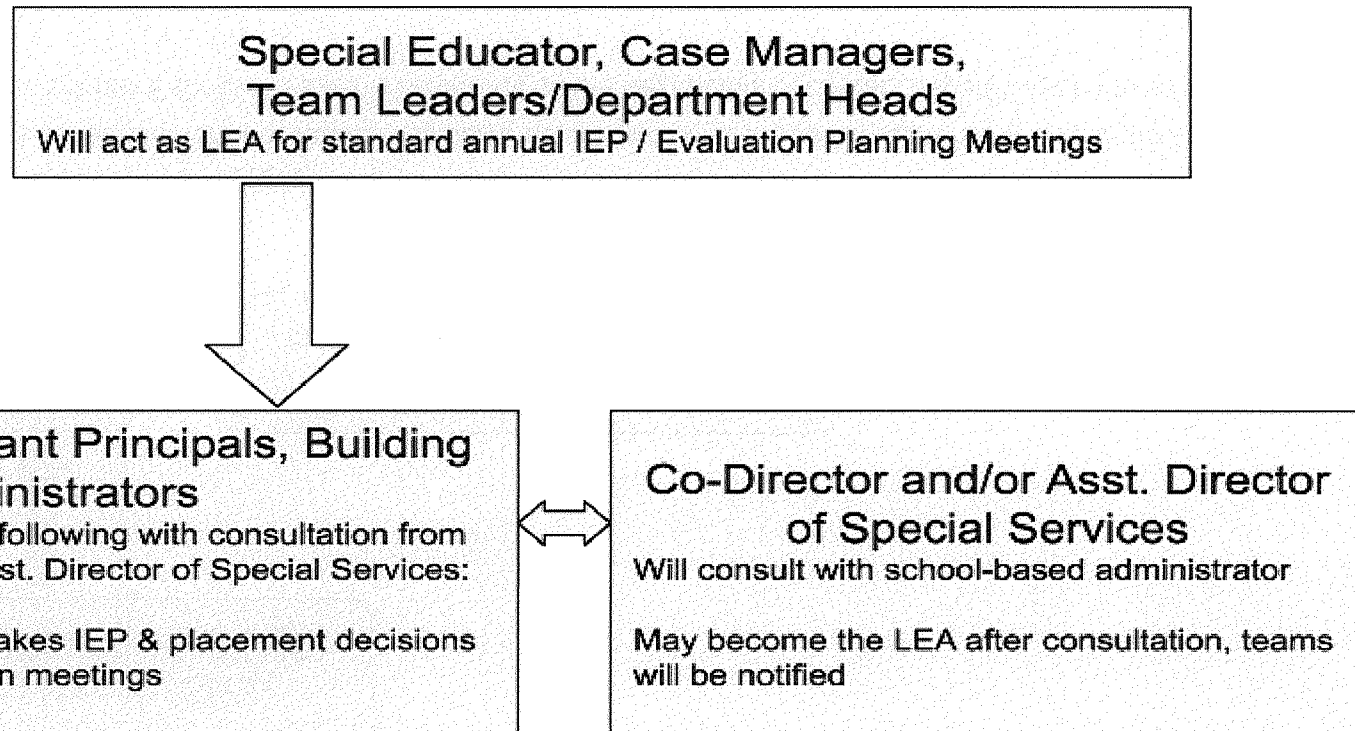
In order to most effectively meet the needs of our students, we are continuing with the re-organization and centralization of our Special Education Administration and Support services. We believe this most effectively meets the needs of our students for the following reasons:

- Assigning Special Education Administrators by grade level span, rather than by building, allows these administrators to identify and support common practices that are most effective and encourage alignment across buildings
- Highlighting and supporting effective common structures and practices across buildings allows us to move further toward what works best for students
- Providing a common home base for our administrators better allows them to work collaboratively in establishing aligned and equitable structures and practices across buildings
- Providing the opportunity for more involvement in Special Education by Building Administrators increases the sense that all students are all of our collective responsibility
- Any experiences we have had with cross-school collaboration have been positive
- Moving all special education budget line items to a unified budget allows for increased budget alignment and central oversight, leading to equitable practices across buildings.



Revised: 9/16/19

## The LEA at the BUUSD Schools

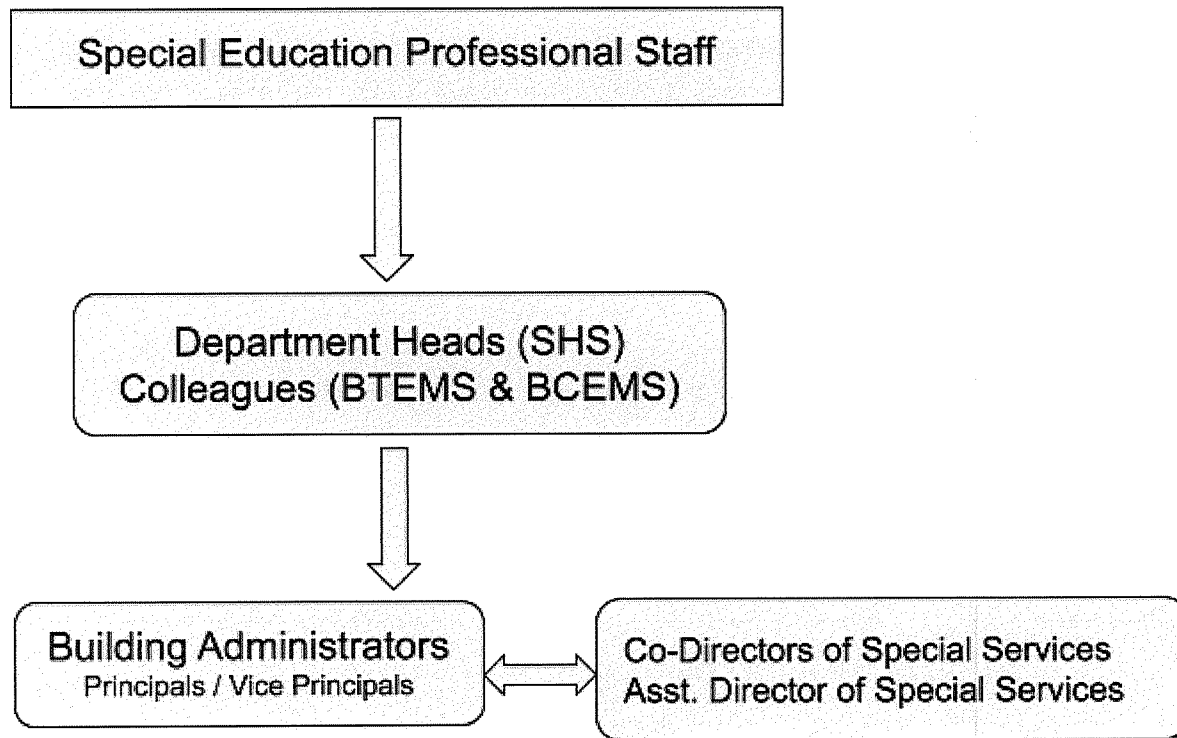


### **Who acts as the LEA (Local Education Agency)?**

- The Special Educator, Case Manager, Team Leader/Department Head can act as the LEA for standard Annual IEP/Evaluation Planning meetings.
- The Building Administrator (Principal, Assistant Principal) will serve as the LEA in consultation with the Special Education Administrator (Co- or Assistant Director) in cases where the decisions become “high stakes” and placement/eligibility decisions are being made.
- The Special Education Administrator (Co- or Assistant Director) may become the LEA after consultation with the Building Administrator, depending on the situation.

Revised: 9/16/19

## First Point of Contact for Basic Questions, Concerns, Advice

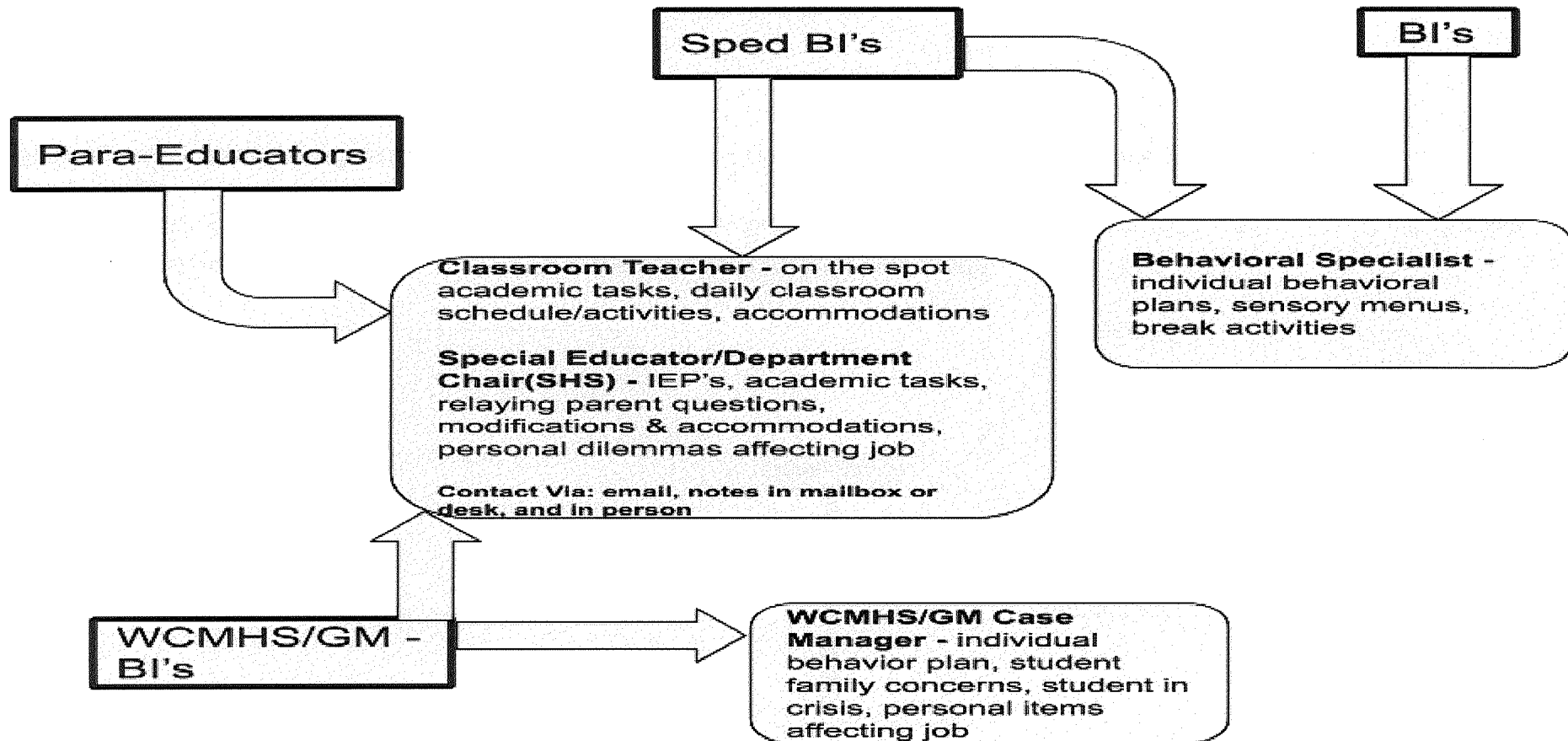


### **Who acts as the first point of contact, and further points of contact, for professional staff?**

- The Department Head, Team Leader, Mentor or colleague will serve as the first point of contact, depending on the question or issue.
- The Building Administrator and Special Education Administrators will be the next points of contact depending on the question or issue.

Revised: 9/16/19

## First Point of Contact for Questions, Concerns, Advice



### **Who acts as the first point of contact for support staff?**

General Ed. Para-Educators - Classroom Teachers

Sped. Para-Educators - Special Educators and/or Classroom Teachers depending on the type of question

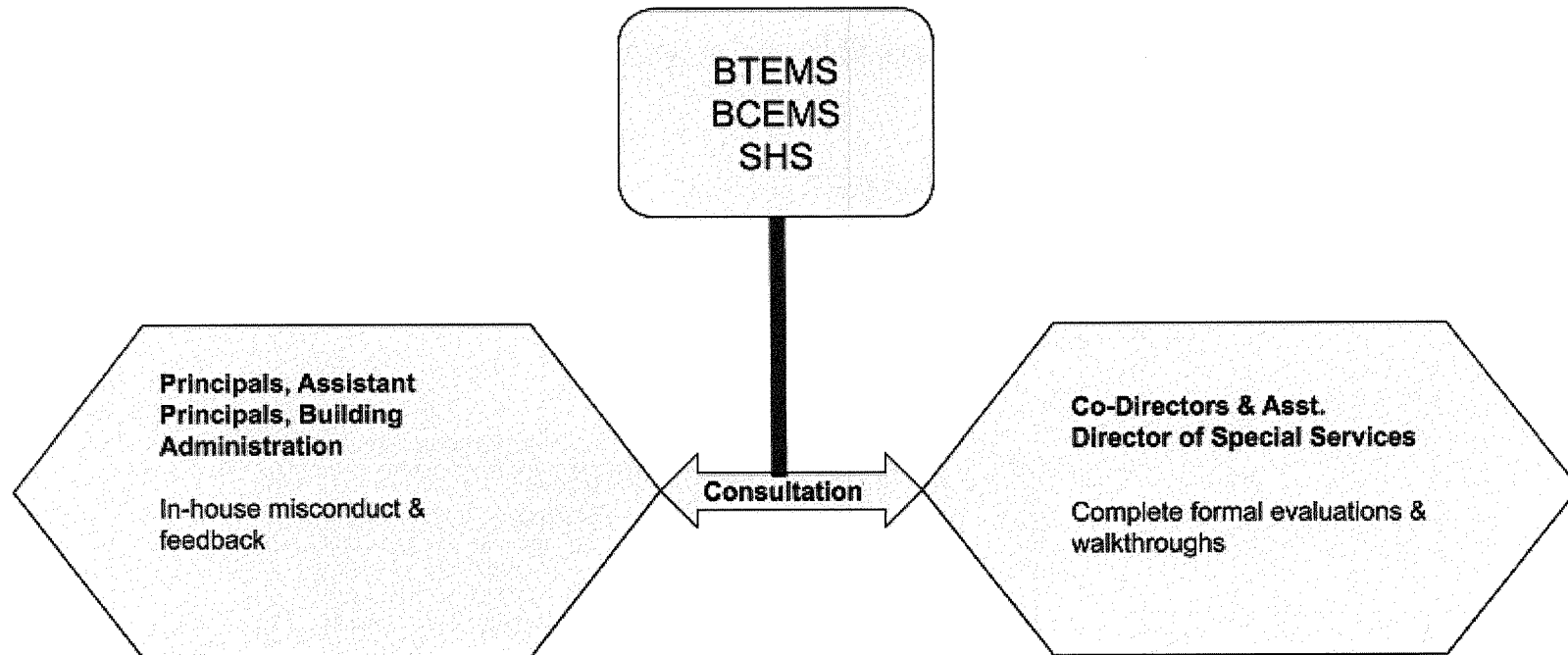
General Ed. BI's - Behavioral Specialists

Sped. BI's - Special Educators, Behavioral Specialists or Classroom Teachers depending on the type of question

WCMHS or Green Mountain BI's - The companies Case Manager and/or Behavioral Analyst

Revised: 9/16/19

## Supervision & Evaluation of Sped. Professional Staff

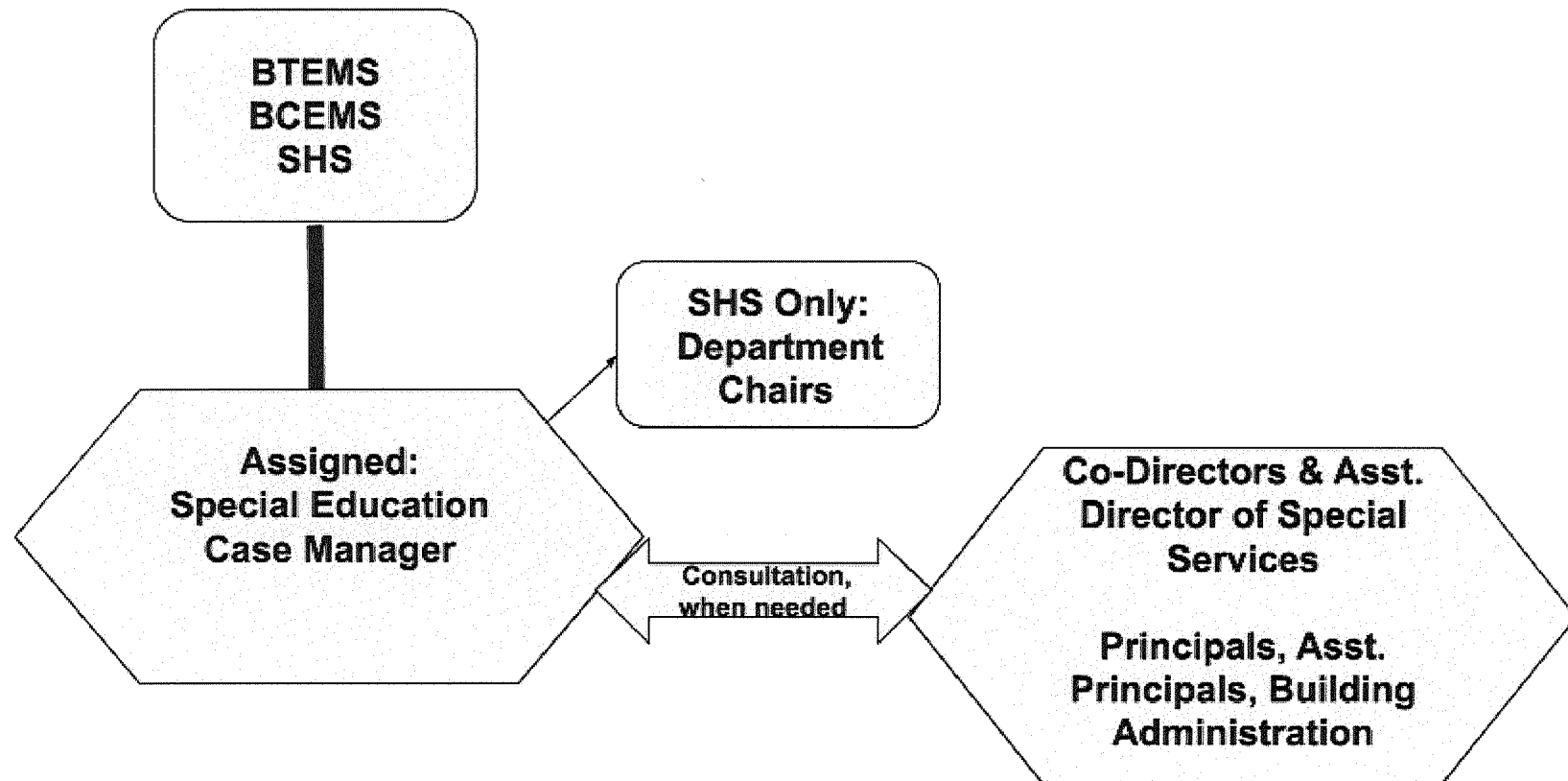


### **Who provides Supervision and Evaluation for Special Education Professional Staff?**

- Special Education Administrators will provide primary supervision and evaluation; at times this responsibility may be shared with Building Administrators
- Building Administrators and Special Education Administrators will consult on issues related to discipline or misconduct

Revised: 9/16/19

## Supervision & Evaluation of Sped. Support Staff



### **Who provides Supervision and Evaluation for Special Education Support Staff?**

- Case Managers and direct supervisors will provide primary supervision and complete support staff feedback forms  
SHS Department Chairs will work with Case Managers to fulfill this role
- Building Administrators and Special Education Administrators will handle issues related to discipline or misconduct

### **ACT 173 OF 2018**

(<https://education.vermont.gov/vermont-schools/education-laws/act-173>)

In May 2018, Vermont passed Act 173. The purpose of the act is “to enhance the effectiveness, availability, and equity of services provided to all students who require additional support in Vermont’s schools.” This act changes the funding for special education from a reimbursement model to a census-based model, based on recommendations from the University of Vermont’s [Study of Vermont State Funding for Special Education](#)

Act 173 also aligns the five opportunities for improving services for students who need additional support as described in the [District Management Group report of 2017](#):

1. Ensure elementary Tier 1 core instruction meets the needs of most students;
2. Provide additional instructional time outside core subjects aligned to the core instruction, to students who struggle, rather than providing interventions instead of core instruction;
3. Ensure students who struggle receive all instruction from highly skilled teachers;
4. Create or strengthen a systems-wide approach to supporting positive student behaviors based on expert support; and
5. Provide students having more intensive support needs with specialized instruction from skilled and trained experts.

### **ACT 173 TECHNICAL ASSISTANCE FREQUESNTLY ASKED QUESTIONS**

Act 173 of 2018 directs the Agency of Education (AOE) to support Supervisory Unions and School Districts (SU/SD) by providing technical assistance with the goal of embedding best practices that will enhance the effectiveness, availability, and equity of services provided to students who require additional support. What follows are responses to frequently asked questions that have come up through surveys and as a result of conversations with various stakeholders. This list will be updated as new questions emerge.

#### **1. How does Act 173 change service delivery to Students With Disabilities?**

The purpose of Act 173 is to support all students who struggle, including students who qualify for an IEP (Individual Education Plan) under the Individuals with Disabilities Education Act (IDEA). Act 173 preserves the entitlement created by IDEA and redesigns the Vermont special education funding system in order to better support the use of best practices in the general education classroom and intervention as needed over the course of a student’s educational experience.

Act 173 doesn’t call for any changes to service delivery; however, SU/SDs and schools may reexamine the system of service delivery to ensure that equitable access to supports and services is provided to all students, included students receiving special education services.

## **2. What are the AOE and SU/SD responsibilities around achieving the goals of Act 173?**

The AOE is responsible for utilizing its leadership, support and oversight capabilities to assist all school systems to meet the requirements of the act, including:

- Translating the language of the act into guidance and policies;
- Identifying supports and services available to SU/SD to achieve the goals of Act 173; and
- Evaluating the efficacy of the State's response to Act 173.

The SU/SD is responsible for applying AOE's statewide guidance locally, including:

- Ensuring that local practice reflects AOE guidance and policies;
- Determining which AOE-identified supports and services reflect the needs of the their school systems and utilizing them accordingly; and
- Providing the AOE with Act 173 evaluation data, as appropriate.

## **3. What's necessary to support effective service delivery for students who struggle?**

Based on available school and district-level information as well as the requirements from existing regulations, we have identified four essential elements that are integral to supporting students who struggle:

1. Coordination of Curriculum
2. Needs-based Professional Learning
3. Local Comprehensive Assessment System
4. Education Support Team Process

The AOE will be providing additional information about each of these elements in future documents.

## **4. How will SU/SDs determine which AOE-identified supports and services reflect their needs?**

SU/SDs are encouraged to assess their needs using the VTmtss Self-assessment Tool (SAT), within their Comprehensive Needs Assessment (CNA). The SAT allows schools and SUs to identify the strengths and areas of growth within their VTmtss Framework, and to develop action steps within their Continuous Improvement Plans (CIPs) based on gaps or needs they identify.

The AOE's VTmtss Team is available to facilitate the SAT process for all schools identified as eligible for Comprehensive Supports, and may be available to facilitate the SAT for other school systems, upon request.

## **5. Who will have access to AOE-identified supports and services?**

AOE-identified supports will be available to every SU/SD. The mode and intensity will be based on a school's eligibility status within the State's accountability system. Schools that are eligible for Comprehensive Supports will have the option to receive the most direct support through their AOE Education Quality Assurance Coordinator.

## Developing Systems to Support the Success of All Students

Issued by the Vermont Agency of Education pursuant to Act 173 of 2018

## ACT 173 OVERVIEW POWERPOINT

**ACT 173 CURRENT FUNDING PROJECTION WITHOUT ANY WEIGHTING**

	Statewide			Barre		
<u>YEAR</u>	<u>LTM</u>	<u>Census Grant</u>	<u>Uniform Base Amount</u>	<u>LTM</u>	<u>Census Grant</u>	<u>Uniform Base Amount</u>
<b>FY21</b>	87343.80	\$172,796,024.55	\$1,978.34	2352.39	\$5,313,672.74	\$2,258.84
<b>FY22</b>	86327.03	\$173,155,844.26	\$2,005.81	2239.46	\$4,964,176.41	\$2,216.68
<b>FY23</b>	85272.95	\$173,445,719.83	\$2,034.01	2110.71	\$4,589,793.51	\$2,174.53
<b>FY24</b>	84312.03	\$173,863,540.56	\$2,062.14	1981.96	\$4,226,266.48	\$2,132.37
<b>FY25</b>	83512.86	\$174,559,297.33	\$2,090.21	1853.21	\$3,873,595.31	\$2,090.21
Assumption #1 - No weighting for poverty, disability, or any other factor						
Assumption #2 - NIPA (measure of inflation) will be constant at 3.185% through FY25						
Assumption #3 - LTM (measure of student population) will decrease in Barre at the same rate as Statewide						



Barre Supervisory Union			
Special Education Cost Analysis over the Past Three Years			
	FY19	FY18	FY17
<b>EXPENSES</b>			
Budgeted	\$ 11,744,903.00	\$ 11,708,583.00	\$ 11,336,428.00
Actuals	\$ 13,027,833.00	\$ 12,294,391.00	\$ 11,527,124.00
<b>*REVENUES</b>			
Actuals	\$ 8,159,571.00	\$ 7,915,963.00	\$ 7,504,817.00
<b>TOTAL LOCAL ASSESSMENT</b>	\$ 4,868,262.00	\$ 4,378,428.00	\$ 4,022,307.00
<u>*Includes the following:</u>			
IDEA			
Block Grant			
Intensive Reimb.			
State-placed			
Extraordinary			
EEE			10/3/2019

**BARRE UNIFIED UNION SCHOOL DISTRICT #97  
POLICY**
**CODE: A20**

 1<sup>ST</sup> READING: 9/12/2019

 2<sup>ND</sup> READING: 10/10/2019

ADOPTED:

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**Board Meetings, Agenda Preparation & Distribution**
**Policy**

All Barre Unified Union School District Board meetings will be held in compliance with Vermont's open meeting laws, 1 V.S.A. §§310 et seq.

**Regular Meeting Schedule**

Regular meetings of the board will be held at the location as indicated in the table below, on the second Thursday of the month (with a second meeting on the fourth Thursday of the month as necessary), beginning at 5:30 p.m..<sup>1</sup> The meeting schedule will be published and made available by the superintendent to any person on request.

Special and emergency meetings will be called by the chair on his or her own initiative or when requested by a majority of the board and shall be warned appropriately.<sup>2</sup> Only items on the agenda may be acted upon at these meetings.<sup>3</sup>

<b><u>Month</u></b>	<b><u>Location</u></b>
<b>July</b>	<b>BTMES Library</b>
<b>August</b>	<b>SHS Library</b>
<b>September</b>	<b>BCEMS Library</b>
<b>October</b>	<b>BTMES Library</b>
<b>November</b>	<b>SHS Library</b>
<b>December</b>	<b>BCEMS Library</b>
<b>January</b>	<b>BTMES Library</b>
<b>February</b>	<b>SHS Library</b>
<b>March</b>	<b>BCEMS Library</b>
<b>April</b>	<b>BTMES Library</b>
<b>May</b>	<b>SHS Library</b>
<b>June</b>	<b>BCEMS Library</b>

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<sup>1</sup> See 1 V.S.A. §312(c)(1). "The time and place of all regular meetings....shall be clearly designated by statute, charter, regulation, ordinance, bylaw, resolution or other determining authority of the public body..."

<sup>2</sup> See 1 V.S.A. See 1 V.S.A. §312(c)(2) & (3)

<sup>3</sup> See Robert's Rules of Order §9. Although action on items not on the proposed agenda for regular meetings is allowed as "New Business," boards should avoid taking action on non-agenda items at regular meetings. If necessary, emergency meetings can be called to act on matters needing immediate action.

### **Conduct of Board Meetings**

Meetings will be conducted in accordance with Robert's Rules of Order, Newly Revised.<sup>4</sup> One or more members of the board may attend and participate in a regular, special or emergency meeting by electronic or other means so long as the requirements of 1 V.S.A. §312(a)(2) are met.

### **Executive Sessions**

Executive sessions of the board will be convened only for the purposes stated in 1 V.S.A. §313. The minutes of any meeting where an executive session takes place will reflect the specific statutory reason for convening the executive session. Board members will not make public the confidential issues discussed during an executive session.

### **Agenda Preparation**

The superintendent will prepare proposed agendas for all meetings of the board after consultation with the board officers. Items of business may be suggested by any board member, staff member, student, or resident of the district. The inclusion of items on proposed agendas will be at the discretion of the board chair and superintendent. An item may only be added or removed from a meeting agenda as the first order of business at the meeting.<sup>5</sup> Other adjustments to an agenda may be made at any time during the meeting.

### **Agenda Distribution**

The proposed agenda, together with supporting materials, will be distributed to board members by the superintendent three days prior to regular meetings and as soon as practicable before special and emergency meetings. At least 48 hours prior to a regular meeting and 24 hours prior to a special meeting, the superintendent shall ensure that the agenda is posted in the municipal clerk's office and [two other designated physical locations in the municipality].<sup>6</sup> In addition, proposed meeting agendas will be made available to any interested person upon specific request.<sup>7</sup>

*Legal* 1 V.S.A. §§310 et seq. (Public meetings)  
*Reference(s):* 16 V.S.A. §554 (School board meetings)

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<sup>4</sup> See 16 V.S.A. §554(b)

<sup>5</sup> See 1 V.S.A. §312(d)(3)(A)

<sup>6</sup> See 1 V.S.A. §312(d)

<sup>7</sup> This section of this model policy is not required. See 1 V.S.A. §312(c) and (d) for notice and warning requirements for special and emergency meetings.

**BARRE UNIFIED UNION SCHOOL DISTRICT #97  
POLICY**

**CODE: A21**

1<sup>ST</sup> READING: 9/12/2019  
2<sup>ND</sup> READING: 10/10/2019  
ADOPTED:

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## **PUBLIC PARTICIPATION AT BOARD MEETINGS**

### **Policy**

It is the policy of the Barre Unified Union District Board to encourage public participation at its meetings.

### **Background**

Public participation is very important to the successful function of the BUUSD. The board wants to carry out its business with the benefit of public input and expertise. It also wants to keep the public informed and up-to-date on what is happening in the community's schools.

### **Implementation**

Reasonable rules of participation may be used to insure that meetings are conducted in an orderly fashion and that the business at hand is completed in a timely manner. Such rules may take into consideration such things as length of each speaker's presentation and the number of times each speaker may comment.

### **Persons Who May Address the Board**

1. Any district resident
2. School staff members, students and parents
3. Individuals who have been requested by the superintendent or the board to present a given subject
4. Persons who are directly affected by matters on the board agenda
5. Others at the discretion of the board

### **Public Comment on Agenda Items**

1. The chair will ask for comments on agenda items before action is taken by the board.
2. When the number of people wishing to speak is large, the board may authorize the chair to use a speakers' list. Members of the public will be given an opportunity to sign the speakers' list, indicating which agenda item will be addressed.

**Public input on items not on the agenda**

1. There will be time set aside for public input on items not on the agenda at every regular, special or emergency meeting of the board.
2. The time allotted to this item will be assigned by the chair or the person responsible for organizing the agenda.
3. The chair shall rule out of order any presentation to the board which breaches the privacy or other rights of students, parents or school employees, or which does not comply with Board procedures on complaints.

*Legal Reference(s):* 1 V.S.A. §§310 et seq. (Public meetings)

16 V.S.A. §554 (b) (School board meetings)

*Cross Reference:* Board Meetings Board Meeting Agenda Preparation and Distribution (A2)

**BARRE UNIFIED UNION SCHOOL DISTRICT #97  
POLICY**

**CODE: A23**

1<sup>ST</sup> READING: 9/12/2019  
2<sup>ND</sup> READING: 10/10/2019  
ADOPTED:

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**COMMUNITY ENGAGEMENT AND VISION POLICY**

The Barre Unified Union School District and the schools within the District are an integral part of the community. Community support is necessary for the schools' operation and achievement of excellence. The BUUSD recognizes that community support is based on a mutual exchange, a dynamic process in which the BUUSD contributes to the community's success and, in turn, benefits from the community's resources.

In order to maintain productive relationships with the community, the board will have a clearly articulated vision for the school district. The board will adopt a strategic plan to implement the vision which moves the district forward in its goals for student achievement. The board will closely monitor progress toward the vision and refine it as necessary. The vision and strategic plan are being developed.

**Establishing the Vision**

The board will seek community input in its consideration of the vision in a variety of settings and contexts to ensure participation that is representative of the community itself. The vision will be informed by data and research-based best practice provided by the superintendent.

**Implementation**

The board will strive to keep the vision at the forefront of all decision making. The board will assure that there are resources devoted to implement the strategic plan, and will receive monitoring reports on an ongoing basis to ensure effective implementation of the strategic plan. On an ongoing basis, the board will revisit the vision and strategic plan and make adjustments according to input from the community and the superintendent.

**BARRE UNIFIED UNION SCHOOL DISTRICT #97  
POLICY****CODE: A24**1<sup>ST</sup> READING: 9/12/20192<sup>ND</sup> READING: 10/10/2019

ADOPTED:

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**BOARD/SUPERINTENDENT RELATIONSHIP****Policy**

The Barre Unified Union School District Board establishes policy and governs through the policy it creates. The Superintendent manages all operations of the school system in accordance with School Board policies.

The Board recognizes and values the Superintendent's experience and expertise in instructional and administrative matters. The Superintendent recognizes and values the Board's experience in issues related to the BUUSD and the Board's connections and responsibilities to the community it represents.

The Superintendent and the Board members respect the confidentiality of communication in both directions and work toward open communication and trust. The Superintendent works only for the Board as a whole, not for any individual member. Only decisions of the Board acting as a body are binding on the Superintendent.

Board members work directly with the Superintendent and central office staff, so long as such communication is clearly not giving direction or suggesting a course of action that staff perceives as direction. When presented with citizen concerns, Board members refer them to appropriate levels of authority, in accordance with the district's policy on complaints.

The Board directs the Superintendent through written policies that prescribe the results the Board wants to achieve. The Board is realistic in setting expectations about what can be accomplished, given the school district's available resources. The Superintendent is accountable to the Board for the performance of staff.

Annually, the Board evaluates the Superintendent's performance. The Superintendent is accountable to the School Board for the achievement of the Board's goals. The Board is responsible for clearly setting forth and communicating its expectations before evaluation takes place. The Board will evaluate the Superintendent's job performance in a way that is systematic, fair, and effective.

**BARRE UNIFIED UNION SCHOOL DISTRICT #97  
POLICY****CODE: A31**1<sup>ST</sup> READING: 9/12/20192<sup>ND</sup> READING: 10/10/2019

ADOPTED:

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**BOARD MEMBER EDUCATION****Policy**

It is the policy of the Barre Unified Union School District to encourage and support board members' efforts to remain knowledgeable about their roles and the issues with which they deal.

**Implementation**

Individual board members will take advantage of opportunities to understand their roles, educational issues in general, school programs, State Department of Education functions and legislative activities. The superintendent and board chair will be responsible for assuring that information on leadership development opportunities is available to all members. New members will participate in a district orientation session and other opportunities designed to familiarize themselves with all aspects of board operation.

Members who take part in workshops and seminars offered by the Vermont School Boards Association and other organizations will be reimbursed for travel and other expenses related to participation in training activities provided prior approval is obtained from the board, and funds for these purposes are available.

*Cross Reference: Board Goal-Setting & Evaluation (A32)*



**BARRE UNIFIED UNION SCHOOL DISTRICT #97  
POLICY****CODE: A32**

1<sup>ST</sup> READING: 9/12/2019  
2<sup>ND</sup> READING: 10/10/2019  
ADOPTED:

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**BOARD GOAL-SETTING & EVALUATION****Policy**

The Barre Unified Union School District Board will participate in goal-setting and self-evaluation activities developed or recommended by the superintendent at least annually.

**Implementation**

Particular attention will be given to board goals and performance in the following areas:

- Policy making
- Policy implementation
- Community relations
- Board interpersonal communication skills
- Board-Superintendent relations
- Fiscal/budget management
- The curriculum
- Labor relations
- Board in-service training
- Government relations

*Cross Reference: Board Member Education (A31)*

**BARRE UNIFIED UNION SCHOOL DISTRICT #97  
POLICY****CODE: A33**

1<sup>ST</sup> READING: 9/12/2019  
2<sup>ND</sup> READING: 10/10/2019  
ADOPTED:

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**SCHOOL VISITS BY BOARD MEMBERS****Policy**

It is the policy of the Barre Unified Union School District to encourage school board members to become familiar with their schools, its programs and the needs of its staff and students.

**Implementation**

Individual board members may visit schools periodically to expand their knowledge of school programs and staff and student needs.

- Board members will complete background checks, similar to volunteers and employees
- School visits will follow prior notification to the principal
- Concerns raised as a result of school visits by board members will be directed to the Superintendent
- Board members will identify when they are visiting the school in their role as a board member, versus when they are visiting the school in another role (i.e.; as parent/guardian, relative or emergency contact, professional or organizational affiliation, etc.)
- Board members will follow all school policies and procedures

**BARRE UNIFIED UNION SCHOOL DISTRICT #97  
POLICY**

**CODE: A34**

1<sup>ST</sup> READING: 9/12/2019  
2<sup>ND</sup> READING: 10/10/2019  
ADOPTED:

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## **BOARD RELATIONS WITH SCHOOL PERSONNEL**

### **Policy**

It is the policy of the Barre Unified Union School District to encourage school board interactions with school personnel while respecting appropriate reporting relationships.

### **At School Board or Committee Meetings**

The board will request the Superintendent to invite school personnel to school board or committee meetings regularly to discuss student achievement relative to their programs.

### **Relations with the Principal**

The superintendent will develop guidelines for board relations with principals and other administrators. Guidelines for board relations with principals should take into account:

1. The responsibility of the superintendent to direct the administration and coordination of educational programs in the district;
2. The periodic need of board members for information most readily available from school principals; and
3. The need to maintain a distinction between the administrative role of the principal and the policy making role of the board.

### **Relations with Other School Staff**

1. Individual board members will communicate with staff members on matters of school business only at the direction of the board as a whole.
2. Staff participation in the development of educational and personnel policies will be encouraged and facilitated by the board
3. Board members will adhere to procedures required by board policy and Vermont law related to collective bargaining and teacher evaluation.

*16 V.S.A. §§1981 et seq. (Labor Relations)*

*Legal Reference(s):*

*16 V.S.A. §§1751 et seq. (Contracts, etc.)*

*16 V.S.A. §§243 et seq. (Principals)*

*21 V.S.A. §§1721 et seq. (Municipal Labor Act)*

## BARRE UNIFIED UNION SCHOOL DISTRICT #97 POLICY

CODE: F 23

PREVIOUSLY ADOPTED: 6/13/2019

1st READING: 9/12/2019

2nd READING: 10/10/2019

ADOPTED:

### CAPITALIZATION OF ASSETS

#### Policy

In order to provide for the proper control and conservation of Barre Unified Union School District (BUUSD) property as well as proper accounting for financial reporting purposes, the Superintendent or his or her designee shall maintain a schedule of capitalized assets reported in conjunction with BUUSD's annual audit.

#### Implementation

Capitalization of assets, inclusive of computing devices, equipment, general purpose equipment, information technology systems, special purpose equipment and supplies, occurs when all of the following criteria are met:

1. The asset is tangible and complete. Construction in progress is capitalized but not depreciated until construction is completed;
2. The asset is used in the operation of the district's activities;
3. The asset has a value and useful life at the date of acquisition that meets or exceeds the following:
  - \$ 5,000 individual component value
  - All buildings and land must be reported regardless of value and useful life at date of acquisition.

Assets acquired through donation will be recorded at their estimated fair market value on the date of donation and capitalized according to the criteria above.

Annual depreciation will be charged in equal amounts over the estimated useful lives of all capital assets. The assets' estimated useful life will be assigned by management in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) rulings.

*Legal Reference(s): 2 CFR 200.33 Adoption of this policy is recommended by a joint VASBO/Agency of Education working group on federal grant compliance.*