

BARRE UNIFIED UNION SCHOOL DISTRICT  
BOARD MEETING

**Barre City Elementary and Middle School**  
**“James Taffel” Library**  
50 Parkside Terrace, Barre, VT

March 12, 2020  
5:30 p.m.

**AGENDA**

1. Oath of Allegiance (Donna Kelty)
2. Call to Order
3. Board Seat Interviews
4. Organize
5. Additions or Deletions with Motion to Approve the Agenda
6. Public Comment for Items Not on the Agenda
7. Approval of Minutes
  - 7.1. Meeting Minutes Regular Board Meeting - February 20, 2020
  - 7.2. Meeting Minutes District Annual Meeting - March 2, 2020
8. Current Business
  - 8.1. Resign/Retire/New Hire **[ACTION]**
  - 8.2. Field Trip Approvals **[ACTION]**
  - 8.3. Budget Debrief
9. Old Business
  - 9.1. Superintendent Search Update
10. Other Business/Round Table
11. Future Agenda Items
12. Executive Session
  - 12.1. Personnel
13. Adjournment

**Reminder:**

Next BUUSD Board Meeting: March 26, 2020 at 5:30 pm; BCEMS “James Taffel” 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

From the Vermont Constitution:

## § 56. OATHS OF ALLEGIANCE AND OFFICE

*The Oath or Affirmation of Allegiance – select which one you will use:*

[oath] You \_\_\_\_\_ do solemnly swear that you will be true and faithful to the State of Vermont, and that you will not, directly or indirectly, do any act or thing injurious to the Constitution or Government thereof. So help you God.

or

[affirmation] You \_\_\_\_\_ do solemnly affirm that you will be true and faithful to the State of Vermont, and that you will not, directly or indirectly, do any act or thing injurious to the Constitution or Government thereof. Under the pains and penalties of perjury.

*The Oath or Affirmation of Office – select which one you will use:*

[oath] You \_\_\_\_\_ do solemnly swear that you will faithfully execute the office of \_\_\_\_\_ for the \_\_\_\_\_ of \_\_\_\_\_ and will therein do equal right and justice to all persons, to the best of your judgment and ability, according to law. So help you God.

or

[affirmation] You \_\_\_\_\_ do solemnly affirm that you will faithfully execute the office of \_\_\_\_\_ for the \_\_\_\_\_ of \_\_\_\_\_ and will therein do equal right and justice to all persons, to the best of your judgment and ability, according to law. Under the pains and penalties of perjury.



Tina Gilbert <tgilbbsu@buusd.org>

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## FW: school board email of interest

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**Carol Dawes** <cdawes@barrecity.org>

Thu, Mar 5, 2020 at 10:23 AM

To: "Tina Gilbert (tgilbbsu@buusd.org)" <tgilbbsu@buusd.org>

Hey Tina,

See the email below. I have confirmed Travis is a Barre City registered voter, living at [177 Seminary Street](#).

Carol

Carolyn S. Dawes CVC CVT

Barre City Clerk/Treasurer

6 N. Main Street, Suite 6

PO Box 418

Barre, VT 05641

[cdawes@barrecity.org](mailto:cdawes@barrecity.org)

(802) 476-0242

[www.barrecity.org](http://www.barrecity.org)

**From:** Travis Garand [mailto:[tgarand37@gmail.com](mailto:tgarand37@gmail.com)]

**Sent:** Wednesday, March 04, 2020 5:15 PM

**To:** Carol Dawes

**Subject:**

I am interested being school board Travis Garand I live in Barre city I use to work u32 serial years ago . my number is 802 522 3110



Tina Gilbert <tgilbbsu@buusd.org>

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## FW: Barre City School Board position

1 message

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**Carol Dawes** <cdawes@barrecity.org>

Fri, Mar 6, 2020 at 9:37 AM

To: "Tina Gilbert (tgilbbsu@buusd.org)" <tgilbbsu@buusd.org>

Hey Tina,

Here's another email expressing interest in the school board position. I confirmed Mr. Toborg is a registered Barre City voter.

Carol

Carolyn S. Dawes CVC CVT  
Barre City Clerk/Treasurer  
6 N. Main Street, Suite 6  
PO Box 418  
Barre, VT 05641  
cdawes@barrecity.org  
(802) 476-0242  
www.barrecity.org

-----Original Message-----

From: William Toborg [mailto:wlt1@caa.columbia.edu]

Sent: Thursday, March 05, 2020 5:32 PM

To: Carol Dawes

Subject: Barre City School Board position

I am interested in filling the open school board seat on the Barre Unified Union School District Board

# Re-Organization Meeting Checklist

## PRE-MEETING ACITIVITY

- ☐ All board members elected at the current Town Meeting Day sworn  
*(usually by the town clerk)*
- ☐ Review the essential work of the school board

## MEETING

- ☐ Superintendent calls the meeting to order
- ☐ Elections
  - Officers – distribute responsibilities of each position
    - Board Chairperson (ONLY one)
    - Vice Chairperson (optional, but best practice)
    - Clerk
  - Supervisory union board representatives (if necessary)
  - Committees
    - Distribute the standing committee charges
    - Discuss and/or make changes to the charges
    - Vote on a chairperson for each committee
- ☐ Operational decisions
  - Regular board meeting schedule
  - Schedule annual board work session (retreat)
  - Designate places for posting meeting agendas
  - Agree on the use of Robert's Rules (or Robert's Rules for Small Boards)
  - Discuss Code of Ethics
  - Identify communications practices
  - Board Development - discuss board development opportunities and attendance
  - Discuss local and statewide education advocacy responsibilities
  - Designate newspaper
  - **NEW THIS YEAR:** Under the process approved at the 2018 VSBA annual meeting, each SU/SD has the ability to cast one vote to ratify the

agreement reached by the statewide healthcare bargaining commission. Please be sure to add appointment of the SU/SD's voting delegate for statewide health insurance to the first meeting of your SU/SD board, as the ratification process requires each SU/SD to notify the VSBA of the name, telephone number and e-mail address of its voting delegate by April 1. *If the commission enters into an agreement, the VSBA will host an informational webinar for the voting delegates within ten calendar days after execution of the agreement. Within ten calendar days after the informational webinar, the Vermont School Boards Association shall conduct an electronic ballot. Delegates will be provided at least ten calendar days' notice of the day of the vote. Delegates will be able to cast their vote through the electronic system between 7 am and 7 pm on the day of the vote.*

Reminder: An elected board member may NOT be paid for any services within the supervisory union/supervisory district unless they have authorization from the Vermont Secretary of Education.

## **BOARD ORGANIZATION MEETING DATA SHEET**

BOARD: BUUSD BOARD      DATE OF REORGANIZATION MEETING: \_\_\_\_/\_\_\_\_/\_\_\_\_

ALL BOARD MEMBERS STARTING A NEW TERM HAVE COMPLETED AN OATH OF ALLEGIENCE AND OFFICE WITH TOWN OR CITY CLERK PRIOR TO MEETING:      YES: \_\_\_\_\_ NO: \_\_\_\_\_

BOARD CHAIR: \_\_\_\_\_

BOARD VICE-CHAIR: \_\_\_\_\_

BOARD CLERK: \_\_\_\_\_

REGULAR BOARD MEETING DAY(S)/TIME(S): \_\_\_\_\_

BOARD RETREAT/TRI-BOARD DATE(S): \_\_\_\_\_

### **COMMITTEE ASSIGNMENTS:**

FINANCE: \_\_\_\_\_

FACILITIES: \_\_\_\_\_

CURRICULUM: \_\_\_\_\_

POLICY: \_\_\_\_\_

COMMUNICATIONS: \_\_\_\_\_

NEGOTIATIONS: \_\_\_\_\_

RAB: \_\_\_\_\_

ENTERPRISE: \_\_\_\_\_

\_\_\_\_\_ : \_\_\_\_\_

\_\_\_\_\_ : \_\_\_\_\_

AUTHORIZE CHAIR TO SIGN EMPLOYEE CONTRACTS:      YES: \_\_\_\_\_ NO: \_\_\_\_\_

AUTHORIZE CHAIR TO SIGN OTHER CONTRACTS:      YES: \_\_\_\_\_ NO: \_\_\_\_\_

DESIGNATE PERSON TO SIGN WARRANTS: \_\_\_\_\_

DESIGNATE ALTERNATIVE PERSON TO SIGN WARRANTS: \_\_\_\_\_

LOCATIONS FOR POSTING AGENDAS & MINUTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**AGREEMENT ON THE USE OF ROBERT'S RULES OF ORDER:**

**YES: \_\_\_\_\_**

**NO: \_\_\_\_\_**

**ADOPTION OF CODE OF ETHICS:**

**YES: \_\_\_\_\_**

**NO: \_\_\_\_\_**

**DISCUSSION ON COMMUNICATION PRACTICES:**

**YES: \_\_\_\_\_**

**NO: \_\_\_\_\_**

**BOARD DEVELOPMENT OPPORTUNITIES:**

**YES: \_\_\_\_\_**

**NO: \_\_\_\_\_**

**BOARD ADVOCACY:**

**YES: \_\_\_\_\_**

**NO: \_\_\_\_\_**

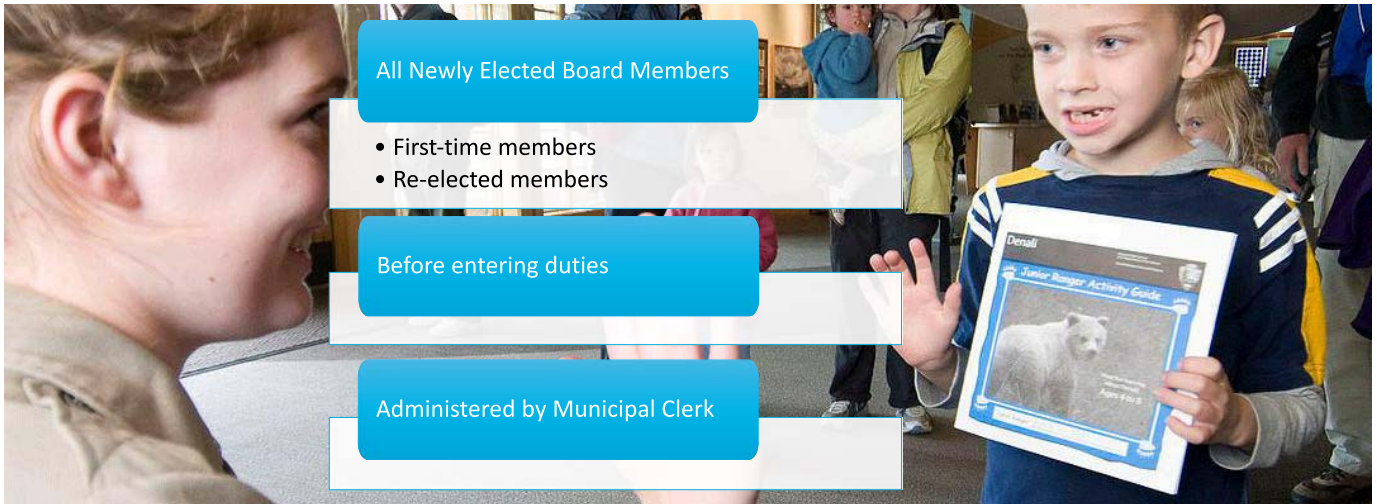
**DESIGNATED NEWSPAPER(S): \_\_\_\_\_**

**BOARD PACKET FORMAT: \_\_\_\_\_**

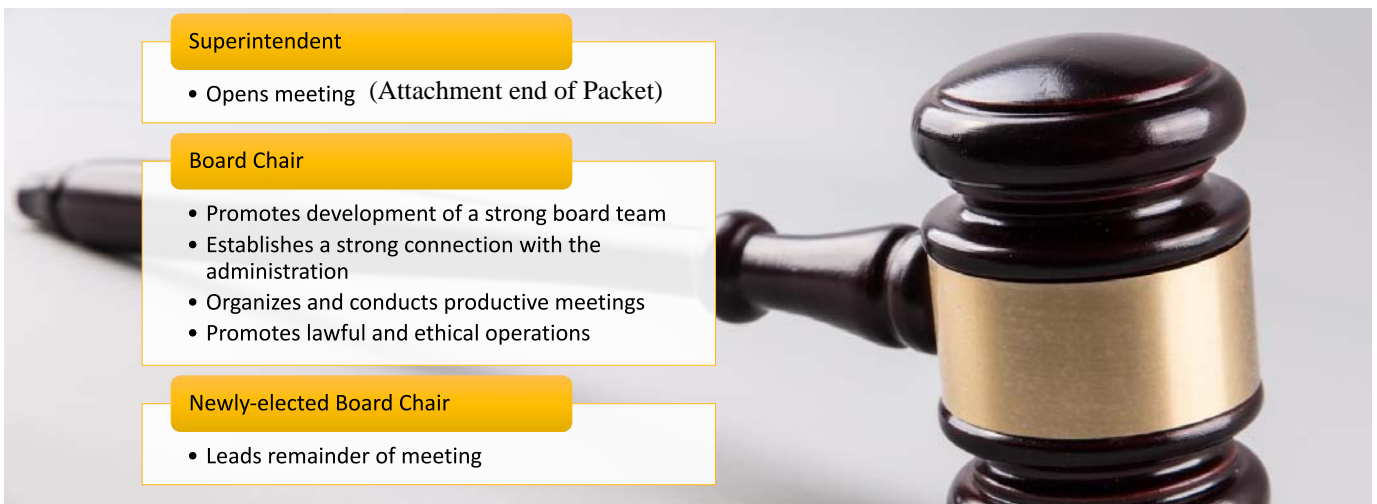
**STUDENT MEMBERS: \_\_\_\_\_**



## Before First Meeting: Oath of Office



## Election of Officers



## Elect Other Officers

### Vice Chair

- Not required
- Strongly recommended to run meetings in case the chair isn't available

### Clerk

- Ensures
  - meeting minutes are kept
  - draft minutes are available to public and posted on website within 5 days

## Committees

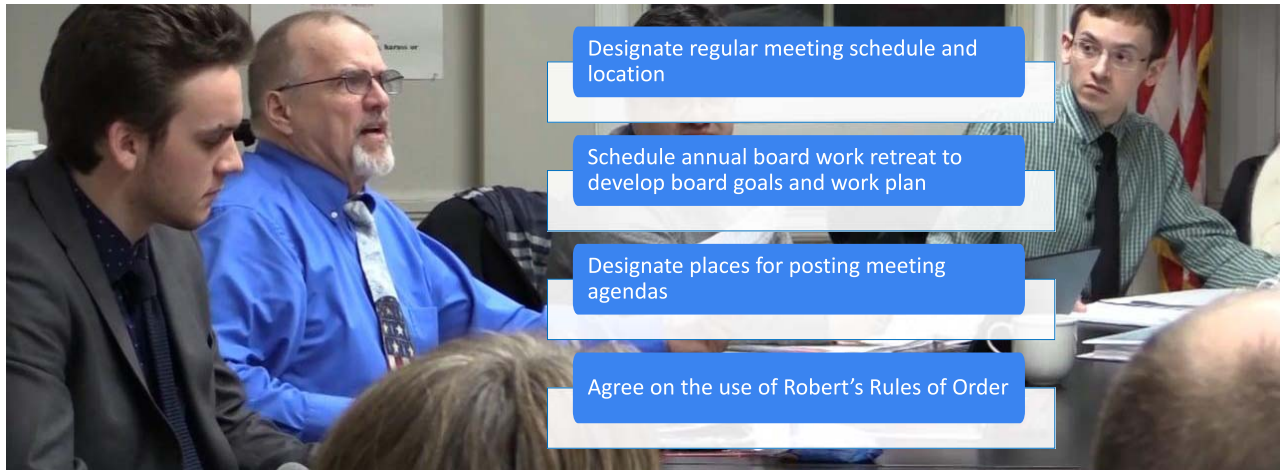
### Purpose

- Help Board do its job
- Not intended to help or advise staff

### Clear, Documented Charge

- Defined by full board
- Included in policy
- Purpose
- Authority
- Membership
- Term
- Voting
- Timeline
- Outcomes
- Resources

## Operational Decisions



## Robert's Rules

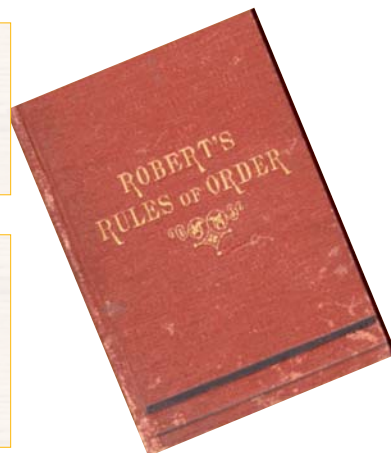
(Attachment end of Packet)

### Required by Law

- Boards must operate under Robert's Rules of Order
- May opt for Robert's Rules for Small Boards but must agree to do so

### Robert's Rules for Small Boards

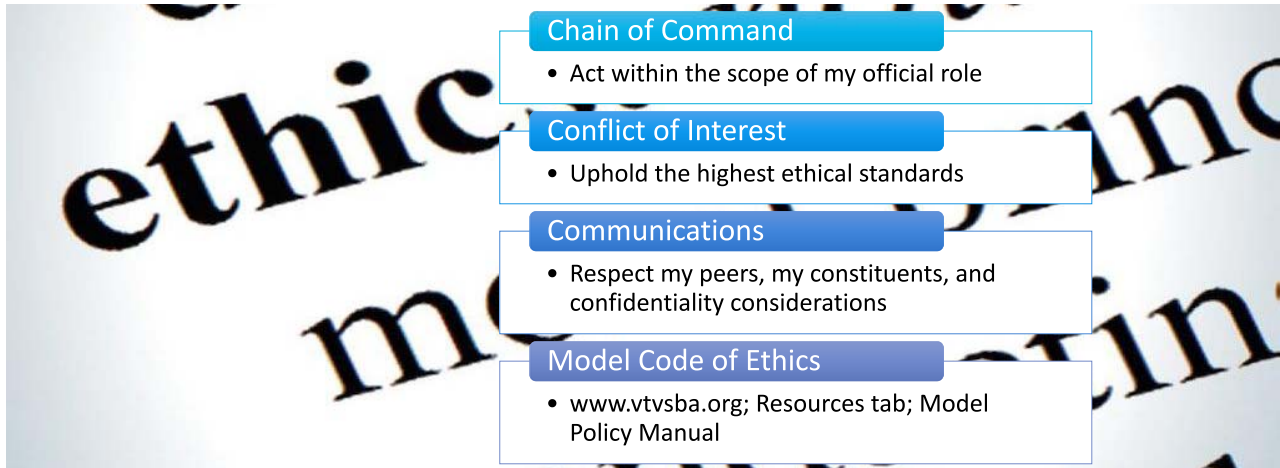
- Fewer than 12 members
- More informal
- Requires formal motion but no second
- Board chair facilitates until consensus
- Chair may vote





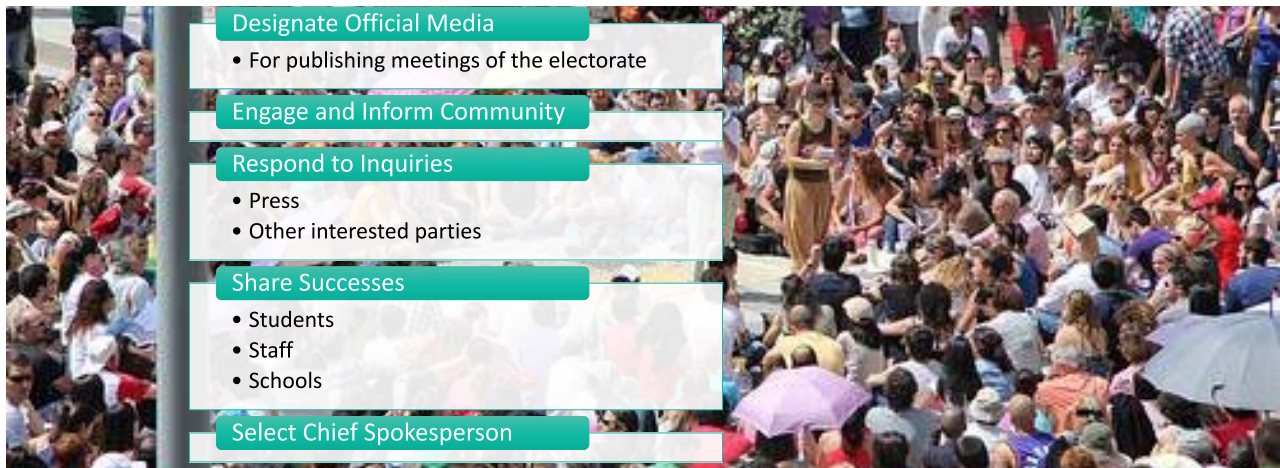
## Code of Ethics

(Attachment end of Packet)



- Chain of Command**
  - Act within the scope of my official role
- Conflict of Interest**
  - Uphold the highest ethical standards
- Communications**
  - Respect my peers, my constituents, and confidentiality considerations
- Model Code of Ethics**
  - [www.vtvsba.org](http://www.vtvsba.org); Resources tab; Model Policy Manual

## Communications



- Designate Official Media**
  - For publishing meetings of the electorate
- Engage and Inform Community**
- Respond to Inquiries**
  - Press
  - Other interested parties
- Share Successes**
  - Students
  - Staff
  - Schools
- Select Chief Spokesperson**

## District Policies and Procedures

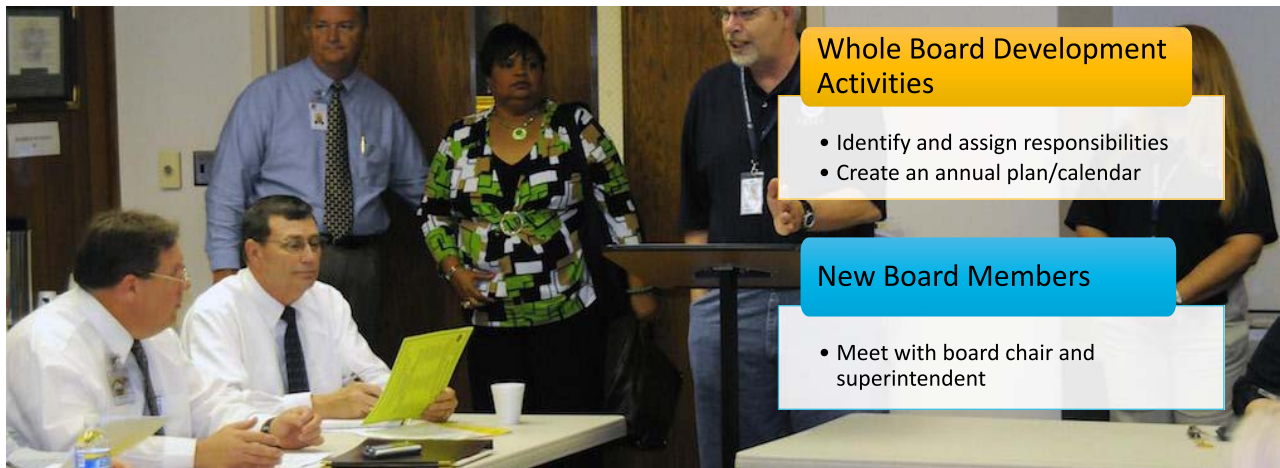


A school board meeting is a public meeting. It is not a meeting of the public.

- Public Comment
- Handling Complaints
- VSBA Model Policy Manual
  - [www.vtvsba.org](http://www.vtvsba.org)

**VERMONT**  
SCHOOL BOARDS ASSOCIATION

## Board Development



Whole Board Development Activities

- Identify and assign responsibilities
- Create an annual plan/calendar

New Board Members

- Meet with board chair and superintendent

**VERMONT**  
SCHOOL BOARDS ASSOCIATION

# Advocacy



## Additional Attachments

- \* Executive Session Tips for Board Members
- \* Guidelines Teams Can Use in Achieving Consensus

### 3.B. VERMONT OPEN MEETING LAW

According to 16 V.S.A. §554, school boards must follow Vermont's open meeting law (1 V.S.A. §§310-314). Under that law, all meetings of a public body are declared to be open at all times. No resolution, policy, appointment, or formal action will be valid unless it was taken or made at an open meeting. A meeting is defined as a quorum of the members of a school board gathered for the purpose of discussing the business of the Board or for the purpose of taking action. This means that all school board meetings, including meetings of committees and subcommittees, must be open to the public and must give reasonable opportunity for public participation.

The public must be given notice of a school board meeting. The amount and type of notice required depends on the type of meeting held. The following chart highlights these differences:

Meeting Type	Notice to Board		Agenda	Minutes
	Members	Notice to Public & Media		
<b>Regular</b> Time & place stated in board policy or bylaw.	No legal requirement	No legal requirement but must be provided to media and concerned persons upon request.	Posted to the website, in the municipal office and at least two other public places 48 hours before meeting. It also is available to media and concerned persons upon request.	Posted to the website and available within 5 days of meeting indicating: Members present Other active participants Motions made & their disposition Results of votes, with record of each member's vote if roll call requested by board.
<b>Special</b> Not fixed by policy or bylaws, called for a specific purpose	Written or oral notice 24 hrs in advance unless waived	Publicly announced (give to news media) at least 24 hours prior to meeting; posted in municipal clerk's office and 2 other locations in town. An individual may request in writing to be notified of special meetings.	Posted in same location as regular meeting, 24 hours before meeting. (Can only discuss items posted on warned agenda)	Same as regular meeting.
<b>Emergency</b> To respond to unforeseen occurrence or condition requiring immediate attention.	No legal requirement.	Public notice of meeting given as soon as possible before the meeting.	Posted in same locations as regular meeting as soon as possible. (Can only discuss items posted on warned agenda)	Same as regular meeting.
<b>Electronic</b> One or more members of the public body may participate in a meeting electronically	At least one member of public body (or designee) must be physically present at each designated location	24 hours notice in municipal office and 2 designated places  Designate physical location(s) for the public to participate	Same.	Same.



## Robert's Rules of Order

### Motions Chart Based on Roberts Rules of Order Newly Revised (10th Edition)

State law requires that “A school board meeting shall be conducted in accordance with the Vermont Open Meeting Law and Robert’s Rules of Order.” Use the Robert’s Rules chart below when the Board is running a meeting or conducting a formal public hearing. The chart will help the Board chair and members maintain an effective deliberation and decision making process. Boards with fewer than twelve members may choose to operate less formally using the Robert’s Rules for Small Boards system outlined on the next page.

§	YOU WANT	YOU SAY	INTERRUPT	2ND	DEBATE	AMEND	VOTE
21	Close meeting	Move to adjourn	No	Yes	No	No	Majority
20	Take break	Move to recess for...	No	Yes	No	No	None
19	Register complaint	Point of order	Yes	No	No	No	None
18	Make follow agenda	Call for the orders of the day	Yes	No	No	No	None
17	Lay aside temporarily	Move to lay the question on the table	No	Yes	No	No	Majority
16	Close debate	Move the question	No	Yes	No	No	2/3
15	Limit or extend debates	Move that debate be limited to...	No	Yes	No	Yes	2/3
14	Postpone to a certain time	Move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
13	Refer to committee	Move to refer the motion to ...	No	Yes	Yes	Yes	Majority
12	Modify wording of motion	Move to amend the motion by ...	No	Yes	Yes	Yes	Majority
11	Kill main motion	Move the motion be postponed indefinitely	No	Yes	Yes	No	Majority
10	Bring business before assembly (a main motion)	Move that (or “to”)...	No	Yes	Yes	Yes	Majority





## Code of Ethics for Vermont School Board Members

As a member of my local school board, I will remember that my primary concerns must be the educational welfare of the students in my district and excellent return on investment for taxpayers. I agree to conduct myself in accordance with the following commitments. I will:

### **Act within the scope of my official role:**

- Act only as a member of the board and not assume any individual authority when the board is not in session, unless otherwise directed by the board
- Give no directives, as an individual board member, to any school administrator or employee, publicly or privately
- Avoid making commitments that may compromise the decision-making ability of the board or administrators

### **Act within the scope of my fiduciary role:**

- Ensure prudent use of the district's assets, including facilities, people, and good will.
- Ensure that the district follows applicable laws, policies and resolutions or actions adopted by the board.
- Refrain from engaging in activities that harm the district's ability to pursue its mission.
- Provide oversight to ensure activities of the district advance its effectiveness and sustainability.

### **Uphold the highest ethical standards:**

- Not receive anything of value, by contract or otherwise, from the school district or supervisory union unless it is received:
  - as a result of a contract accepted after a public bid
  - in public recognition of service or achievement
  - as a board stipend reimbursement or expense allowed by law for official duties performed as a member of such board;
- Not solicit or receive directly or indirectly any gift or compensation in return for making a recommendation or casting a vote;
- Agree to recuse and remove myself from board deliberation and votes when necessary to avoid the appearance of conflict of interest;
- Not agree to the hiring of a superintendent, principal, or teacher already under contract with another school district unless assurance is first secured from the proper authority that the person can be released from his or her contract

### **Respect my peers and constituents, and uphold confidentiality:**

- Voice opinions respectfully and treat with respect other board members, administrators, school staff, and members of the public;
- Maintain confidentiality of information and discussion conducted in executive session and uphold applicable laws with respect to the confidentiality of student and employee information;
- Attend all regularly scheduled board meetings insofar as possible.

***I agree to abide by the expectations outlined in this Code of Ethics and will do everything in my power to work as a productive member of the leadership team.***

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Signature

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Date

# Executive Session Tips for Board Members

Nicole L. Mace  
Vermont School Boards Association  
May 2015

According to 1 V.S.A. §313, a board may only go into executive session upon a motion and vote to do so. The motion must state the “nature of the business of the executive session,” be supported by a majority of the board, and be recorded in the minutes. Boards may not enter executive session without first meeting in open session and then voting to enter executive session.

**Because a vote is required to enter executive session, we do not recommend that executive session be a standing item on every agenda.** If the board knows it plans to discuss a topic that falls under one of the allowable reasons to enter closed session, then on the agenda for that meeting the board should indicate the nature of that specific topic and an intent to vote to enter executive session.

Boards may only enter executive session to discuss a limited number of topics. One category requires the public body to make a specific finding that “premature general public knowledge would clearly place the...public body or person involved at a substantial disadvantage.” The topics that require this specific finding to be made are:

- contracts;
- **labor relations agreements with employees;**
- arbitration or mediation;
- grievances, other than tax grievances;
- pending or probable civil litigation or a prosecution, to which the public body is or may be a party;
- confidential attorney-client communications made for the purpose of providing professional legal services to the body

For example, just because a board intends to discuss a contract with a bus company does not mean they can automatically vote to enter executive session. Rather, first they need to determine that discussing the contract in open meeting would place the board or company involved at a substantial disadvantage.

Other permissible reasons to enter executive session are:

- The negotiating or securing of real estate purchase or lease options
- The employment or evaluation of a public officer or an employee – provided, however, that the public body shall make a final decision to hire or appoint a public officer or employee in an open meeting and shall explain the reasons for its final decision during the open meeting

- A disciplinary action against a public officer or employee, except if such an individual seeks a public hearing after formal charges are brought
- A clear and imminent peril to the public safety
- Discussion or consideration of records or documents that are not public documents under the access to public records act, provided that when the board discusses the exempted record it may not also discuss the general subject to which the record or document pertains
- The academic records or suspension or discipline of students
- Municipal or school security or emergency response measures, the disclosure of which could jeopardize public safety

Because the statute requires that the motion to enter executive session state the "nature of the business to be discussed", we recommend boards give reasons that are more specific than "legal issues" or "personnel matters". This is consistent with the interpretation of the Secretary of State.

Rather, we recommend the board make a motion to enter executive session that cites one of the statutorily permissible reasons. Here are some examples:

- "I move to enter executive session for the purpose of discussing the evaluation of an employee."
- "I move to enter executive session for the purpose of discussing an employee's contract, because doing so in public session will clearly place that employee at a substantial disadvantage."
- "I move to enter executive session for the purpose of discussing the suspension of a student."

While in executive session, a board may only discuss the subject matter referenced in the motion to enter the session. Attendance in executive session is limited to members of the board, and in its discretion "its staff, clerical assistants and legal counsel, and persons who are subjects of the discussion or whose information is needed." 1 V.S.A. §313(b). Minutes are not required to be taken, and we do not recommend that they be taken.

A board cannot take any action in executive session, except actions related to the securing of real estate options. Ultimate action on all other items must be taken by motion and vote in open session. The motion for that vote should provide enough information (subject to confidentiality considerations) to allow members of the public to understand the nature and substance of the action taken.

## Guidelines Teams Can Use in Achieving Consensus

- 1. Use a discussion leader to ensure all points of view are heard.**
- 2. Avoid arguing for your own position.**  
Present it as lucidly and logically as possible, but listen to the other members' reactions and consider them carefully before you press your point.
- 3. Inquire of others**  
See that you understand what they are saying. Ask for information, clarification and explanation.
- 4. Look for points of similarity.**  
Most groups have more agreement than they realize.
- 5. Do not assume that someone must win and someone must lose.**  
When discussion reaches a stalemate, examine the interests behind people's positions. Look for the next alternative for all parties.
- 6. When there are differences, look for good points in both positions.**  
See if the two positions (or more) can be combined to take advantage of all. A new position might include ideas of each and might yield totally new ideas.
- 7. Do not change your mind simply to avoid conflict.**  
When agreement seems to come too quickly and easily, be suspicious. Explore the reasons and be sure everyone accepts the solution for basically similar or complementary reasons. Yield only to positions that have objective and logically sound foundations.
- 8. Differences of opinion are natural and expected.**  
Seek them out and try to involve everyone in the decision process. Disagreements can help the group's decision because with a range of information and opinions, there is a greater chance that the group will hit upon more adequate solutions.

**DRAFT**  
**BARRE UNIFIED UNION SCHOOL DISTRICT**  
**BOARD MEETING**  
 Spaulding High School – Library  
 February 20, 2020 - 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) – arrived at 6:42 p.m.  
 Anthony Folland (BC)  
 Guy Isabelle (At-Large)

**BOARD MEMBERS ABSENT:**

Rebecca Kerin-Hutchins (BT)

**ADMINISTRATORS PRESENT:**

John Pandolfo, Superintendent  
 Josh Allen, Communications Specialist  
 Penny Chamberlin, Director Central Vermont Career Center  
 Brenda Waterhouse, SHS Principal

**GUESTS PRESENT:**

Video Vision Tech      Dave Delcore – Times Argus      Kerri Lamb

**1. Call to Order**

The Chair, Mr. Malone, called the Thursday, February 20, 2020, Regular meeting to order at 5:35 p.m., which was held at the Spaulding High School Library.

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

Agenda Item 5.3.4 Facilities & Transportation Committee - Change meeting location to BTMES  
 Agenda Item 5.3.5 Communications Committee – Change meeting date to March 19, 2020  
 Agenda Item 6.1 JROTC Presentation – Discuss out of order, after Agenda Item 3.0 Public Comment  
 Agenda Item 6.3 Field Trip Approval – Delete this Agenda Item  
 Add Agenda Item 10.2 Student Issues (under Executive Session)  
 Add Agenda Item 10.3 Personnel (under Executive Session)

**On a motion by Mrs. Pompei, seconded by Mr. Isabelle, the Board unanimously voted to approve the Agenda as amended.**

**3. Public Comment**

None.

The Board moved to the Cafeteria for a presentation by staff and students of the JROTC Program. (Agenda Item 6.1).  
 The Board returned to the SHS Library and continued the meeting.

**4. Approval of Minutes**

**4.1 Approval of Minutes – January 23, 2020 Regular Meeting**

**On a motion by Mrs. Pompei, seconded by Mr. Isabelle, the Board unanimously voted to approve as amended, the Minutes of the January 23, 2020 Regular Meeting.**

**4.2 Approval of Minutes – January 27, 2020 Special Meeting**

**On a motion by Mrs. Pompei, seconded by Mr. Isabelle, the Board unanimously voted to approve the Minutes of the January 27, 2020 Special Meeting.**

**4.3 Approval of Minutes – February 4, 2020 Special Meeting**

# DRAFT

**On a motion by Mrs. Pompei, seconded by Mrs. Spaulding, the Board unanimously voted to approve the Minutes of the February 4, 2020 Special Meeting.**

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

### **5.1 Central Office**

The Superintendent's Report (dated 02/20/20) was distributed. The Report included information pertaining to; the Superintendent's Office, Curriculum, Instruction, and Assessment, Communications, the Business Office, Special Education, Technology, Early Education, Human Resources, and Facilities. Three additional documents were distributed; a letter from the Vermont Superintendents Association (dated 02/11/20), A letter from the Vermont Principals' Association (dated 11/08/19), and a copy of a Certificate of Environmental Stewardship from Grow Compost of Vermont. Mr. Pandolfo advised that he received an e-mail from legal counsel relating to the lawsuit with MSB relating to contracted Medicaid billing issues. The suit has been resolved. There is a \$250,000 settlement which should be paid to the District within thirty days. Mr. Pandolfo read the e-mail from legal counsel, and commended Business Manager Lisa Perreault for pursuing this matter for the District. Mrs. Spaulding noted that she is pleased to see that there is some statewide coordination being performed relating to Proficiency Based Learning, though she believes it should have started earlier. Mr. Pandolfo advised regarding some general myths relating to Proficiency Based Learning, and advised that he believes the State Board of Education took testimony from a variety of stakeholders, and he believes more discussions will be held in the future. Mrs. Spaulding also advised that she believes the letters from VSA and VPA are too "jargony". Mrs. Spaulding expressed frustration relating to comments from Michael Carr (4a in the report) and advised that she would like the Agency of Education to do their jobs better, and not tell the BUUSD how to do 'our jobs better'. Mr. Pandolfo provided clarification regarding cross grade team meetings (relating to pre-k to kindergarten transition coordination).

### **5.2 Building Reports**

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

The Principal's Report for January 2020 was distributed. The Report included information pertaining to; Athletics, Student's and Community, Students, Athletes, and Staff Persons of the Week. Two additional documents were distributed; the SHS Newsletter for February 2020 and a document titled 'Generator – 2019 – 2020 Programs'. Mrs. Waterhouse distributed JROTC flyers, noting that these flyers are sent to families and community members. Mrs. Waterhouse also distributed a copy of an article from VEHI titled 'Thriving Rockstars'. Lieutenant Colonel Donald Singer, United States Army, Retired is highlighted as a VEHI PATH Thriving Rockstar. Mrs. Waterhouse updated her report, advising that in addition to Jacob Washburn, Jackson Pierson has been accepted into the G.W. Plastics Apprenticeship Program. Mrs. Waterhouse read a letter of gratitude from Jackson Pierson's mother for the school's part is assisting him with applying for this apprenticeship program. Mrs. Waterhouse advised that Spaulding is making many student / community member/business partner connections. Mrs. Waterhouse advised that with Lieutenant Colonel Singer's retirement as Teacher and Senior Army Instructor of JROTC, she and Don Singer are actively working with the military regarding his replacement. The process is quite complicated. They are currently coordinating a visit from a service member living in Germany. The January report was inadvertently distributed with the Board packet. The February Report will be distributed via e-mail.

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

The Co-Principals' Report dated February 20, 2020 was distributed. The Report included information pertaining to; Professional Development, the district wide Art Show, resignations and the hiring process, the Dental Mobile unit, and Winter Sports. In response to a query, it was noted that the BCEMS Newsletter is distributed via e-mail, when e-mail addresses are known. Paper copies continue to be distributed. Mrs. Spaulding would like to see all of the schools' newsletters distributed via e-mail.

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

The BTMES Building Report dated February 20, 2020 was distributed. The Report included information pertaining to; 100<sup>th</sup> Day of School, the Band Concert, a large donation from Staples, February vacation, receipt of a School Zero Waste Grant, Professional Development, the Scholastic Book Fair, and Upcoming Events. A copy of the BTMES Newsletter for February 2020 was also distributed. There were no questions from the Board.

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

A copy of the CVCC Newsletter for February 2020 was distributed. A copy of the CVCC 2020 Annual Report was also distributed. Ms. Chamberlin advised of the March 13, 2020 Open House, which starts at 5:30 p.m. at CVCC. Additionally, Ms. Chamberlin advised that the NTHS (National Technical Honor Society) Ceremony will take place on March 26, 2020 beginning at 5:30 p.m. Thirty-four students are being inducted into the NTHS. Ms. Chamberlin advised that the CVCC main web page will have a link to regular updates on the Feasibility Study.

## **5.3 Committee Reports**

### **5.3.1 Policy Committee**

The Committee did not meet in January or February. Mr. Pandolfo anticipates that the next meeting will occur after re-organization of the Board. Mr. Pandolfo has reviewed some updated information from VSBA, and noted that there will be a few additional things to put in place before the end of the academic year.

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The next meeting is Monday, March 16, 2020 at 5:30 p.m. in the BUUSD Central Office.

## **5.3.2Curriculum Committee**

Minutes from the January 28, 2020 meeting were distributed. Mrs. Pompei advised that the Committee received a good overview of Literacy Curriculum and Programs, as well as information relating to concurrent enrollment. Mrs. Waterhouse provided additional information relating to concurrent enrollment which involves SHS instructors teaching CCV courses at Spaulding High School. Concurrent enrollment is cost effective and allows SHS students to access college courses in-house, and helps assure that student progress can be monitored.

The next meeting is Tuesday, March 24, 2020 at 5:30 p.m. in the BCEMS in the James Taffel Library.

## **5.3.3Finance Committee**

Minutes from the February 4, 2020 meeting were distributed. Mrs. Spaulding advised that discussion included; year-end projections, the FY21 Budget, budget reduction considerations, and the Budget Communication Plan.

The next meeting is Tuesday, March 10, 2020 at 5:30 p.m. in the BUUSD Central Office.

## **5.3.4 Facilities & Transportation Committee**

Minutes from the February 10, 2020 meeting were distributed. Mrs. Pompei advised that the Committee discussed Amber Box (a system that monitors and reports gunfire), noting that there is currently no funding available to purchase this product. There was no update on transportation of high school students or sports teams (the vendor has not provided the requested information). The Committee reviewed the first draft of the Transportation Survey. The Committee received an update on the acquisition of a Tier II generator for BTMES. The Town (of Barre) will cover the cost of purchase and installation, as well as half of the annual expenses. It was noted that when/if BTMES receives a request to use the school as a shelter, BTMES representatives have the right to decline the request. Mrs. Pompei advised that she does not believe BCEMS receives any cost offset from Green Mountain Power (relating to the Tier IV generator). Mr. Pandolfo will look into this matter. In response to a query regarding funding of summer 2020 projects, Mr. Pandolfo advised that the anticipated projects are built into the proposed FY21 budget. Projects may have to be reviewed if the budget is not passed by voters. Mr. Isabelle commended Mr. Evans and Mr. Mitchell for their efforts on obtaining a generator and working with the Barre Town Select Board.

The next meeting is Monday, March 9, 2020 at 5:30 p.m. in the BTMES Library.

## **5.3.5 Communications Committee**

Minutes from the February 11, 2020 meeting were distributed. An e-mail containing the draft Exit Survey was also distributed. Mr. Folland advised that the Committee reviewed the Annual Report draft, reviewed the mailing plan, and discussed Portrait of a Graduate (services and related costs). Use of Portrait of a Graduate appears to be cost prohibitive at this time. Mr. Pandolfo advised that the publications have been picked up and will be mailed shortly.

The next meeting is Thursday, March 19, 2020 at 5:30 p.m. in the BUUSD Central Office.

## **5.3.6 Negotiations Committee**

Mrs. Spaulding advised that a Negotiations Session was held on 02/19/2020 and that a joint statement will be issued soon. The Committee met with AFSCME representatives and traded proposals. The next meeting with AFSCME representatives is 03/11/2020. The next Committee meeting date is to be determined.

## **5.3.7 Regional Advisory Board**

Minutes from the February 10, 2020 meeting were distributed. There were no questions from the Board.

The next meeting date is May 4, 2020 at 4: p.m. at CVCC.

## **5.4 Financials**

A document titled 'BUUSD FY20 Expense Report Summary' (dated 02/13/20) was distributed.

There were no questions from the Board.

## **6. Current Business**

### **6.1 Presentation**

Lieutenant Colonel Donald Singer, United States Army, Retired, and Sargent 1st Class Danny Boone, addressed the Board and introduced JROTC students; Eusebio Aja, Natalie Allen, Caleb Carrien, and Megan Hammarstrom. The presentation included a brief overview of the JROTC Program, and included discussion of teams (Rifle, Drill, Exhibition, and Raider), personal goal setting, planning for achievement of goals, character building, community service opportunities, and each students' plans for the future. It was noted that students cannot be taught war play skills as part of JROTC. Approximately 11 % - 14% of JROTC students choose to



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do something related to the military. JROTC is not a recruitment tool. The Drill team recently won the Northern New England Regional Drill Competition. A formal Military Ball was recently held. JROTC students will be traveling to New York City (04/25/20 – 04/29/20). Students presented a rifle shooting exhibition for the Board, each student firing from one of the approved stances. JROTC staff and students were thanked for their attendance and presentation to the Board.

## **6.2 Resignations/Retires/New Hires**

Letters of resignation from Susan Chickering (27 years), Mary Alice Osborn (1 year), and Don McMahon (12 years) were distributed. Mr. Pandolfo advised regarding the individuals who have submitted letters of resignation.

**On a motion by Mrs. Pompei, seconded by Mrs. Spaulding, the Board unanimously voted to accept, with well wishes, the resignations of Susan Chickering, Mary Alice Osborn, and Don McMahon.**

No candidates were presented for hire.

## **6.3 Field Trip Approvals**

**On a motion by Mrs. Spaulding, seconded by Mr. Cecchinelli, the Board unanimously voted to add Agenda Item 6.3 back to the Agenda.**

Brief discussion was held regarding the upcoming trip for the Indoor Track Team to travel to Massachusetts to participate in the New England Regional Indoor Track Competition at Reggie Lewis State Track Athletic Center.

**On a motion by Mrs. Spaulding, seconded by Mr. Isabelle, the Board unanimously voted to approve the Indoor Track Team out of state field trip.**

## **6.4 Bid Recommendation Approval – SHS Water Storage Project**

A document titled ‘Bid Comparison for SHS Water Storage Project’ was distributed. Mr. Pandolfo provided an overview of the bids and advised that he recommends contracting with Cooper Mechanical (\$62,619). Mr. Cecchinelli advised that this project was discussed at the December Facilities and Transportation Committee meeting. Mr. Pandolfo advised that funding for the project is within this year’s budget. The project will most likely be completed during the April break.

**On a motion by Mr. Isabelle, seconded by Mrs. Spaulding, the Board unanimously voted to approve the Superintendent’s recommendation and agreed to contract with Cooper Mechanical for the SHS Water Storage Project.**

## **7. Old Business**

### **7.1 Budget Communication**

A document titled ‘Important links to FY21 Budget Information’ was distributed. A copy of the 2020 Annual Report to the Community was also distributed. Mrs. Spaulding distributed a copy of an e-mail containing the Exit Survey draft. Mr. Allen advised that over 9000 Annual Reports were printed and will be mailed to every house in Barre City, Barre Town, East Barre, Graniteville, Websterville, and South Barre. The cost for mailing is 9¢ per document. It is hoped that this mailing will have a positive impact on the vote. The Annual Report does contain links to budget information on the BUUSD web site. FAQs have been added to the BUUSD web site. The budget video will be completed soon. High School students will be distributing the Exit Survey at the polls. Mrs. Pompei would like the Exit Survey to include a text area where members of the public can write in what is important to them. Concern was raised regarding the amount of time it will take to complete the Exit Survey, and possible animosity from voters. The Board agreed to amend the Exit Survey by adding a specified list of categories for community members to use to identify what they value in Barre education. Mr. Isabelle feels the survey is premature and wants to put the Board’s energy into promoting the budget. Mr. Isabelle congratulated Mr. Allen for his efforts on publications, most notably, the Annual Report. Mr. Pandolfo would like to focus on what the district spends on students. Mr. Pandolfo received a letter from the Association’s leadership, who advised that they will be sending out post cards, and they are ‘on board’ with assisting to promote a positive budget vote. Mass messages have been sent via Infinite Campus, and the budget continues to be promoted on Facebook and Front Porch Forum. Mrs. Spaulding has the event spreadsheet, and advised that she has updated it with additional venues/events. Mrs. Spaulding will circulate the spreadsheet so that Board Members can sign up for some promotional shifts. Mr. Isabelle suggested that Board Members be present at the polls to answer questions from community members. Additionally, Mrs. Spaulding advised that she has brought lawn signs for Board Members to post around the City and the Town, and asked that those who install signs, be vigilant in keeping them installed, and retrieve them after the vote.

### **7.2 Superintendent Search Update**

A document titled ‘BUUSD Superintendent Search Committee Update – March 2020’ was distributed. Mr. Malone advised that the Search Committee will be evaluating candidates soon, and will present final candidates to the Board by 04/07/2020.



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## **7.3 Vision, Mission & Strategic Goals**

### **7.3.1 Portrait of a Graduate**

A copy of a proposal from Portrait of a Graduate (dated 02/10/2020) was distributed. Mrs. Spaulding advised that she and Mr. Pandolfo spoke with representatives from Portrait of a Graduate, and have determined that use of POA is cost prohibitive. This was discussed at the Communications Committee meeting. The Committee and/or Board will need to discuss other options. Ms. Chamberlin advised that the process for CVCC took ten to twelve months and that the process was very beneficial. Those in CVCC who participated enjoyed the process. Ms. Chamberlin believes a similar process may be beneficial for the merged district. Mr. Pandolfo advised that there are other options available and that research will need to be performed. Mr. Isabelle queried regarding grant monies. Mr. Isabelle will look into possible grant funding from the Tarrant Foundation.

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

Mr. Folland expressed his thanks to all (Board Members and administrators) the amazing folks he's had the pleasure to work with during his four years on the Board. Mr. Folland reminded community members to get out and vote !

Mr. Isabelle expressed this thanks to Mr. Folland and Mr. Boltin for being instrumental in creation of the SHS Food Pantry.

Mrs. Spaulding advised that she attended today's student voter registration at SHS. Mrs. Spaulding reported that students were excited by the chance to become registered voters, the event was fun, and 27 students registered.

Mrs. Pompei and Mr. Malone also thanked Mr. Folland for his service.

Mr. Pandolfo advised that the Administrative Team would hold a Winter Retreat on 03/06/2020 from 1:00 p.m. until 5:00 p.m. Mr. Pandolfo advised that SHS is having a good winter athletic season, and credited the Athletic Director for her work.

The Superintendent and Board thanked Mr. Folland and Mrs. Kerin-Hutchins for their time on the Board, sharing their perspectives and contributing much to Board discussions.

Mrs. Waterhouse thanked Natalie Soffen, Athletic Director, for her support of the athletes and athletic programs. Mrs. Waterhouse also thanked Mr. Boltin, the BNI (Business Network International) Group, Rotarians, and Kiwanis Club Members for their assistance with the Food Pantry.

Ms. Chamberlin thanked Mr. Folland for his service on the Board and support of the Central Vermont Career Center.

## **9. Future Agenda Items**

Mr. Pandolfo reminded the Board that beginning in March 2020, the Board will meet twice per month. Meetings will be held on the second and fourth Thursdays each month. Administrator Reports to the Board will be presented at the first meeting of each month. The next Board Meeting is Thursday, March 12, 2020 at 5:30 p.m. at BCEMS in the James Taffel Library. The second Board Meeting for the month will be on Thursday, March 26, 2020 at BCEMS in the James Taffel Library.

- Board Reorganization (03/12/2020)
- Resignations, Retirements, and New Hires
- Budget Debrief
- Superintendent Search
- Increases for Non-Contracted Personnel (03/26/2020)
- Board Reports
- Approval of Field Trips
- Vision, Mission & Strategic Goals

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

### **10.1 Negotiations**

### **10.2 Student Matters**

### **10.3 Personnel Matter**

Items proposed for discussion in Executive Session include Negotiations, Student Matters, and a Personnel Matter.

**On a motion by Mrs. Spaulding, seconded by Mrs. Pompei, the Board unanimously agreed to find that premature general public knowledge of the item (Negotiations) proposed for discussion would clearly place the Barre Unified Union School District at a substantial disadvantage should the discussion be public.**

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**On a motion by Mrs. Spaulding, seconded by Mrs. Pompei, the Board unanimously voted to enter into Executive Session, with Mr. Pandolfo in attendance, at 7:37 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 Mrs. Akley, seconded by Mrs. Spaulding, the Board unanimously voted to exit Executive Session at 8:43 p.m.**

## **11. Adjournment**

**On a motion by Mrs. Akley, seconded by Mr. Folland, the Board unanimously voted to adjourn at 8:43 p.m.**

Respectfully submitted,  
*Andrea Poulin*

From: **Jamie Blondin** <[jblonshs@buusd.org](mailto:jblonshs@buusd.org)>

Date: Wed, Mar 4, 2020 at 8:05 AM

Subject: Letter of Resignation

To: Brenda Waterhouse <[bwateshs@buusd.org](mailto:bwateshs@buusd.org)>, John Pandolfo <[jpandbsu@buusd.org](mailto:jpandbsu@buusd.org)>, Leslie Babic <[lbabibsu@buusd.org](mailto:lbabibsu@buusd.org)>

Cc: Rebecca Elgood <[relgoshs@buusd.org](mailto:relgoshs@buusd.org)>, Brendan Eaton <[breatshs@buusd.org](mailto:breatshs@buusd.org)>, Luke Aither <[laithshs@buusd.org](mailto:laithshs@buusd.org)>, Jim Ferland <[jferlshs@buusd.org](mailto:jferlshs@buusd.org)>

Dear Brenda and John,

Please accept this letter as notice of my resignation with my last day as Friday March 13, 2020. My decision was not taken lightly and is based on a variety of personal matters that need to be prioritized for my family and myself. It has been an honor to be part of the Spaulding faculty and I have a deep respect and gratitude towards all the hard work everyone puts in each day. Thank you for the opportunity to serve the community and please let me know if there are any other formalities to be completed.

Sincerely,  
Jamie Blondin

# BARRE UNIFIED UNION SCHOOL DISTRICT

Fy21

## NEW HIRE NOTIFICATION FORM

Complete and Submit to the Central Office  
(please submit via email to [hr@buusd.org](mailto:hr@buusd.org))

Date Received by Central Office:

To be Completed by Hiring Administrator: (please leave notes for Central Office on the back page)

Name: Dimitri Kolomatsen Location: CVCC

Submission Date: 2-26-2020 Administrator Action/Checklist Complete: (Y) N

Position: Building Trades Instructor Grade (If Applicable): 11-12

Endorsement (If Applicable): Apprenticeship Prog. Hourly-Non Exempt/ (Salary-Exempt)

Hours Per Day: 7.5 Scheduled Hours: 7:35 a.m. to 3:05 p.m.

Account Code: 102-5002-31-31-0-1311-51110

Replacement? (Y) N If Yes For Whom? Steve Coultas

Administrator Approval Signature: Penny Chamberlin

Print Name: Penny Chamberlin Signature Date: 2/26/2020

**REVERSE SIDE:** Complete the New Hire Checklist prior to emailing candidate packet for Superintendent review.

## For Central Office Use Only:

Contract Completed    /   /    Offer Letter Completed    /   /    DOH    

Total Years of Experience: 14 Step: 5 Salary Placement: B

Hourly Rate:     Salary Rate:     Seniority Date:    

Contract Type: Teacher Para Replacement Interim Offer/Non-Contracted Letters AFSCME N/A

Days Per Year: 190 Salary: \$45,549 Contract Days: 190

Teacher: AOE Endorsement: YES or NO Provisional/Emergency Required: YES or NO

Para-Educator: Associates Degree YES or NO (If NO) → ParaPro YES has passed ParaPro or NO will need to take

Superintendent Approval Signature [Signature]

Date 3/5/20

## Dimitri Sergei Kolomeitsev

67 Westwood Pkwy Barre, Vermont 05641  
802-318-0708 [dkolocvcc@buusd.org](mailto:dkolocvcc@buusd.org)

### ***Education***

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#### **United Brotherhood Of Carpenters Local 1996 Apprenticeship Program**

Burlington , Vermont

Vocational/Occupational Degree

**Major:** Carpentry Journeymen

Attended May 2002 to December 2005

Degree conferred December 2005

**Transcript**

(256KB)

#### **Western Michigan University**

Kalamazoo, Michigan

Associate of Science

**Major:** Electrical Engineering

**GPA:** 1.620

**Credit Hours:** 51

Attended September 1997 to December 2001

**Transcript**

(2.0MB)

#### **Kalamazoo Valley Community College**

kalamazoo, Michigan

Associate of Science

**Major:** electrical engineering

**GPA:** 2.580

**Credit Hours:** 18

Attended June 1999 to December 2000

**Transcript**

(232KB)

#### **Oakland Community College**

Auburn Hills, Michigan

Associate of Science

**Major:** Electrical Engineering

**GPA:** 4.000

**Credit Hours:** 8

Attended January 2000 to June 2000

Degree conferred June 2000

**Transcript**

(325KB)

### ***Experience***

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#### **The Fly Rod Shop**

Guide

Stowe, VT

Fishing guide and an instructor.

Apr 2019 - Present

**Supervisor:** Bob Shannon (802-253-7346)

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

It is **OK** to contact this employer

**BUUSD / Central Vermont Career Center**

Nov 2017 - Present

Instructional Support Staff

Barre, VT

Assist instructors in any capacity needed. NCCER proctor and instructor.

**Supervisor:** Penny Chamberlin (802-476-6237)**Experience Type:** Public School, Full-timeIt is **OK** to contact this employer**Naylor and Breen Builders**

Oct 2013 - Nov 2017

Journeymen, Foremen

Brandon, VT

Worked on residential and commercial projects, such as low-income apartments, high-end residential homes, ski resorts, power substations, and historical preservation builds. Some of my duties included wood and metal roof systems, layout, framing, installation of cabinets, trim and doors.

**Reason for leaving:** Work was too far for a parent with children.**Supervisor:** Tanner Romano (802-247-6527)**Experience Type:** Other, Full-timeIt is **OK** to contact this employer**UBC Local 1996**

Aug 2002 - Aug 2013

Apprentice, Journeymen, Foreman

Burlington, VT

Worked on a variety of projects. Commercial projects that included metal truss systems, metal exterior/interior framing, installation of drywall, doors, hardware, acoustical ceiling grid systems, exterior sheathing, Safelock card key lock systems. Project locations:

The Renaissance Project at the UVM Medical Center

St. Michael College Quad Commons Students Center and Residents Hall

Visual Arts Center and Thayer Dining Hall at Dartmouth College

Champlain College

Bennington Court House

Armed Forces Reserve Centers

Forensics Lab, Waterbury Complex

General Dynamics, IBM Complex

Stowe Mountain Lodge Phase I and II

Dudley H. Davis Center at UVM

Upper Valley Aquatic Center

Army Aviation Support Facility VANG Black Hawk Hanger at BTV

**Reason for leaving:** All of Union work was out of state, and with having young children at the time I was forced to resign because chose not able to travel.

**Supervisor:** Matt Durocher (508-792-5443)**Experience Type:** Other, Full-timeIt is **OK** to contact this employer**Residential Opportunities Incorporated**

Jan 1998 - Apr 2002

Direct Support Professional/ Behavior Technician

Kalamazoo, MI

Direct care services to assist adults with developmental and physical disabilities. Support individuals in everyday tasks in order to lead them a more independent lifestyle and participate in their community.

**Reason for leaving:** Moved out of the area.

**Supervisor:** na (269-343-3731)

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

It is **OK** to contact this employer

### ***Industry Recognized Credentials and Certificates***

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NCCER Curriculum Instructor and Proctor

First Aid and CPR

OSHA 30

Leaders in Construction Class Of 2019, ABC

Forklift Operator

Scissor and Genie Aerial Lift Operator

Swing Staging Operator

Laser Operator

Powder Actuated tools

Scaffolding: Frame, Mobile, Tube and Clamp Systems

Fire-Stop Installer