

**BARRE UNIFIED UNION SCHOOL DISTRICT  
SPECIAL BOARD MEETING**

April 29, 2021 at 5:30 p.m.

Via Google Meet

**Click this link to join the meeting remotely:**

**Meeting ID:** [meet.google.com/vxi-arvi-mgb](https://meet.google.com/vxi-arvi-mgb)

**Phone Numbers:** (US)+1 929-777-4801 PIN: 769 689 006#

**Please Note:** If you attend the meeting remotely you must state your name for the record to satisfy the Open Meeting Law

**AGENDA**

1. Call to Order
2. Additions or Deletions with Motion to Approve the Agenda
3. Comments for Items Not on the Agenda
  - 3.1. Public Comment
  - 3.2. Student Voice
4. Consent Agenda
  - 4.1. Meeting Minutes
    - 4.1.1. Regular Meeting - April 8, 2021
    - 4.1.2. Special Meeting - April 15, 2021
    - 4.1.3. Special Meeting - April 22, 2021
5. Current Business
  - 5.1. Presentation/Discussion: The Coalition for Vermont Student Equity: Pupil Weighting Study  
**[ACTION]**
  - 5.2. New Hires/Resign/Retire
  - 5.3. Human Resources: Open Positions
  - 5.4. Board Retreat Date
6. Old Business
  - 6.1. Budget Revote Update
  - 6.2. Vision, Mission, and Strategic Goals
    - 6.2.1. Design Team
7. Committee Reports
  - 7.1. Communications Committee: **Met:** April 1, 2021; **Next Meeting:** May 6, 2021
  - 7.2. Finance Committee: **Met:** April 6, 2021; **Next Meeting:** May 4, 2021
  - 7.3. Facilities/Transp. Committee: **Met:** April 12, 2021; **Next Meeting:** May 24, 2021
  - 7.4. Policy Committee: **Met:** March 15, 2021; **Next Meeting:** April 26, 2021
  - 7.5. Curriculum Committee: **Met:** March 30, 2021; **Next Meeting:** April 27, 2021
  - 7.6. Negotiations Committee: **Next Meeting:** TBD
  - 7.7. Regional Advisory Board (RAB): **Met:** February 8, 2021; **Next Meeting:** May 3, 2021
8. Other Business/Round Table
9. Future Agenda Items
10. Next Meeting Date: Regular BUUSD Board Meeting, May 13, 2021 at 5:30 pm via Google Meet
11. Executive Session
12. Adjournment

### **PARKING LOT OF ITEMS**

- Administrative Job Descriptions: Superintendent of Schools & Assistant Superintendent of Instruction
- Legal Counsel Review - Policy (B20) Personnel Recruitment, Selection, Appointment and Background Check
- Use of Facilities: Consistent Fee Schedule and Rental Application Form
- Change in Articles of Agreement
- Negotiations/Personnel Committee
- Discussion of Students Opting Not To Participate/Attend School During COVID/Student Engagement (roll this item into the State Required Recovery Plan)
- Student Members
- BCEMS Restorative Classrooms

### **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

Via Video Conference – Google Meet  
April 8, 2021 - 5:30 p.m.

### MINUTES

#### **BOARD MEMBERS PRESENT:**

Sonya Spaulding (BC) – Chair  
 Alice Farrell (BT) – Vice Chair  
 Guy Isabelle (At-Large) - Clerk  
 Gina Akley (BT)  
 Renee Badeau (BT)  
 Tim Boltin (BC)  
 Chris Parker (BT)  
 Sarah Pregent (BC)  
 Abigayle Smith (BC)

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

#### **ADMINISTRATORS PRESENT:**

David Wells, Superintendent  
 Mary Ellen Simmons, Assistant Superintendent of Instruction  
 Emmanuel Ajanma, Director of Technology  
 Josh Allen, Communications Specialist  
 Stacy Anderson, Director of Special Services  
 Penny Chamberlin, Director Central Vermont Career Center  
 Hayden Coon, BCEMS Principal  
 Scott Griggs, CVCC Assistant Director  
 Chris Hennessey, BCEMS Principal  
 Carol Marold, Director of Human Resources  
 Jennifer Nye, BTMES Principal  
 Erica Pearson, BTMES Principal  
 Brenda Waterhouse, SHS Principal

#### **GUESTS PRESENT:**

Dave Delcore – Times Argus	Winton Goodrich	Josh Howard	Prudence Krasofski
Nicole Ladd	Jennifer Luck-Hill	Ted Mills	Cody Morrison
Michael Pope	Diane Solomon	Rachael Van Vliet	

**As the meeting was held via video conferencing, a roll-call vote was taken for each action item. Each Board Member was individually polled and voted to approve all motions that are listed as unanimously approved.**

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

The Chair, Mrs. Spaulding, called the Thursday, April 8, 2021, Regular meeting to order at 5:31 p.m., which was held via video conference.

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

Agenda Items 7.1.1 through 7.1.7 should be numbered 7.1 through 7.7.

In response to a query regarding the absence of Committee Minutes from the packet, it was noted that Committee Minutes have not been included in the packet for several months. 7.1 – 7.7 will be ‘deleted’ from tonight’s agenda and will be added to the agenda for the second ‘regular’ meeting in April. Committee Minutes should be included in future Board packets. Agenda Items 7.1 – 7.7 will be kept as placeholders.

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

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

##### **3.1 Public Comment**

None.

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## **3.2 Student Voice**

None.

## **4. Consent Agenda**

Mrs. Spaulding advised regarding Agenda changes, noting that changes are being made to improve efficiency. Mrs. Spaulding advised that all items listed under Agenda Item 4 (Consent Agenda) will be approved under one motion. A request was made to pull agenda item 4.3.3 so that discussion can be held.

**On a motion by Mrs. Pregent, seconded by Mr. Isabelle, the Board unanimously voted to approve all Consent Agenda Items, with the exception of Agenda Item 4.3.3**

### **4.1 Approval of Minutes – March 25, 2021 Regular Meeting**

**The Minutes of the March 25, 2021 Regular Meeting were distributed.**

### **4.2 Central Office**

The BUUSD Central Office Newsletter for April 2021 was distributed.

### **4.3 Building Reports**

#### **4.3.1 Spaulding High School**

The Principal's Report for April 1, 2021 was distributed. A copy of the SHS Library Newsletter for April 2021 was distributed.

#### **4.3.2 Central Vermont Career Center**

The CVCC Director's Report for April 2021 was distributed. A copy of the CVCC 2021 National Technical Honor Society Student Inductees (dated 03/11/21) was distributed. A copy of the CVCC Program of Studies for 2021 was also distributed.

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

The Co-Principals' Report dated April 2021 was distributed. A document titled 'Garden News – April 2, 2021' was also distributed. Mr. Coon and Mr. Hennessey provided overviews of the grant funded Restorative Classroom Program (elementary level) and Rooms 7 (similar to the Restorative Classroom) & "Room "207" (open to all students) at the middle school level. The Restorative Classroom and Room 207 are for students that need Tier 3 services. Each student has an individualized treatment plan. Some of the students have been able to rejoin their regular classroom (for at least a portion of the day) and are transitioning out of the program. The goal is for students to not require a 1 on 1, to build skills and receive Tier 2 services. It was noted that creation of these classrooms has allowed the District to keep students in the community and has saved money by avoiding out-placement. Administrators are pleased with the success of these programs for students and noted a reduction in reliance on agencies and outside service providers. Administrators would like to expand the programs to include more students and continue with the goal of improving students' skills, and reducing the amount of support that some students currently require. In response to a query, it was noted that there is no designated administrator for this program. Oversight is provided as part of the Co-Principals' jobs. Mr. Coon invited Board Members to visit the school to view these classrooms. Mr. Allen is working with students to make videos regarding their success. Administrators were thanked for their efforts to improve the culture at BCEMS.

**On a motion by Mr. Isabelle, seconded by Ms. Parker, the Board unanimously voted to approve the Building Report for BCEMS.**

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

The BTMES Building Report dated April 8, 2021 was distributed. The BTMES Newsletter for April 2021 was distributed.

### **4.4 Financials**

Two documents were distributed; the BUUSD FY21 Year-end Projection Report and the CVCC FY21 Year-End Projection Report (both dated 04/06/21).

### **4.5 Personnel Memorandum**

#### **4.5.1 New Hires**

The resumes and BUUSD Notification of Employment Status Forms for Christine DiCicco (BTMES Grade 2), Viviana Hardy (BTMES Spanish), Angela Haggett (SEA Program), and Allie Bianchi (BCEMS Special Educator) were distributed. This agenda item was revisited after agenda item 6.1.1. There is concern that a generic motion to approve all items under the consent agenda, does not adequately/clearly document the action of the Board, and under New Hires, does not enter into the record, the names of those being approve for hire. Though there are procedures in place that allow for individuals to be hired prior to a Board meeting, the Board must formally approve the hiring of licensed staff in an open meeting.

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Mrs. Spaulding will contact the VSBA regarding methods of approving various agenda items.

**On a motion by Mr. Isabelle, seconded by Ms. Badeau, the Board unanimously voted to approve the hiring of Christine DiCicco, Viviana Hardy, Angela Haggett, and Allie Bianchi.**

## 4.5.2 Resignations

Letters of resignation from Neil Kelly (BTMES 5<sup>th</sup> grade), Adrienne Feeser (BCEMS middle school Art), and Dale Burnash (BCEMS 6<sup>th</sup> grade) were distributed.

## 5. Current Business

### 5.1 Barre Area Development Presentation

Mr. Wells introduced Cody Morrison, Executive Director of the Barre Area Development Corporation. Mr. Wells and Mr. Allen have been working with the Communications Committee on ways to develop partnerships and spread the vision and mission of the BUUSD schools throughout the community. Through this initiative, Mr. Allen has been in contact with Mr. Morrison regarding ways in which BADC could assist. Mr. Morrison addressed the Board advising that the Barre Area Development Corporation is a non-profit economic development organization that works on behalf of the City and Town of Barre to help grow the local economy. The Corporation works to bring new businesses to the area, help existing businesses grow, develop public infrastructure and promotes the Barre Area through a marketing program. Both BADC and the BUUSD have similar goals. BADC works with many different entities, and would like to add the BUUSD to the list of those they work with. A successful school helps improve the economic infrastructure. A new focus of the organization is the Barre Rock Solid Marketing Program. One of the intents of this program is to bring new families to the area. Mr. Morrison believes it would be beneficial to make more connections between the schools and the business community. One goal is to increase local business participation with CVCC activities. Mr. Morrison was thanked for attending a recent Communications Committee meeting and for presenting at this evening's meeting. The collaboration is appreciated. Mr. Morrison advised that there is a direct correlation between strong school systems and successful businesses. Mrs. Akley suggested that the BADC touch base with Let's Grow Kids. Mrs. Akley will provide contact information to Mr. Morrison.

### 5.2 The Coalition for Vermont Student Equity: Pupil Weighting Study

Copies of two e-mails to Mrs. Spaulding, from Douglas Korb (Chair of the Marlboro School Board), on behalf of The Coalition for Vermont Student Equity (CVTSE) dated 04/01/21 was distributed. Mrs. Spaulding advised that some studies have been performed, and the results indicate that pupil weighting formulas need to be changed. Mr. Korb has asked that the BUUSD join The Coalition for Vermont Student Equity. Mrs. Spaulding advised that if the weighting formula is altered as suggested, the BUUSD pupil count would rise. In response to a query, Mrs. Spaulding advised that she does not believe there is a cost to join the coalition. Mrs. Spaulding believes that VSBA is neutral on this matter, but will contact them for confirmation. A list of school districts who have joined the coalition is found on their web site. Mrs. Spaulding will invite Mr. Korb to attend the next 'regular' Board meeting so that he can share additional information.

## 6. Old Business

### 6.1 Vision, Mission, and Strategic Goals

#### 6.1.1 Presentation by Design Team

Three documents were distributed; 'Belief Statements', BUUSD Mission Statement (DRAFT 04/06), and a document titled Strategic Plan Structure. Winton Goodrich addressed the Board and provided an overview of the project including; an overview of Design Team Members, and the process to-date (Design Team meetings, public forums, surveys, and identification of common Strategic Plan themes). Mr. Goodrich provided an overview of the Strategic Plan Structure, and displayed draft Vision, Mission, and Belief Statements. Mr. Goodrich advised regarding the importance of metrics to monitor progress, and Board oversight to see that identified goals are accomplished. Mr. Goodrich was thanked for his role in this initiative. It was noted that the process has been very successful with many community members providing feedback. Mr. Pope advised that as a staff member, he is very appreciative of this process and the Board's agreement to enter into this initiative. In response to a query, Mr. Goodrich advised that he believes the Design Team is on track to present the final plan to the Board in late April or early May.

### 6.2 Modes of Instruction Update

A document titled 'Modes of Instruction Update: April 7, 2021' was distributed. Mr. Wells advised that the State released revised guidelines this afternoon. Mr. Wells shared on screen, a document titled 'Strong and Healthy Schools Survey Information: Modes of Instruction', and provided an overview of the data. Mr. Wells provided an overview of changes to guidelines, which pertain mainly to reduced social distancing protocols. Mr. Wells provided an overview of the revised in-person learning plan that will go into effect on 04/26/21. Mr. Wells advised that with a mid-day dismissal causing transportation issues at the high school level, the BUUSD is researching plans to potentially provide bus service at the end of the 'day' (12:35 p.m.). Additionally, Mr. Wells advised that in-person high school students will have all of their classes in-person. High school students that are committed to learning virtually, will continue to have their classes in the afternoon. It was noted that some parents have voiced concern that their students need to leave the high school at 12:30 p.m., but need to return a few hours later for sports. Mrs. Waterhouse provided an overview of interventions in place, some of which started in January. Afternoon interventions include structured support and special education services. Support and

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services are intended to assist students with meeting standards. Mr. Wells advised the BUUSD will be working more on the Recovery Plan, and it is hoped that next fall be bring fulltime in-person instruction. In response to concern that increased in-person learning was delayed, Mr. Wells advised that administrators and staff wanted to assure that they had adequate time to review the new guidelines. In response to a query regarding increased time for planning and team meetings (under the new plan), Mr. Wells advised that there is more time, for prep periods scheduled around lunch and specials, but more staff time is being used for supervision. A parent queried regarding the social/emotional aspect for high school students, and whether or not TA time will be included in the new schedule. Mrs. Waterhouse advised that during hybrid learning, TA has been held remotely for ½ hour on Wednesdays. Under the new plan, TA will continue to be held remotely on Wednesdays, but the time will change to 1:00 p.m. It is anticipated that this practice will continue for the remainder of this year. A new schedule is planned for release on Monday, 04/12/21. Plans are being made to provide additional supports in the fall. Brief discussion was held regarding remote instruction options for next year.

## **7. Committee Reports**

### **~~7.1 Communications Committee~~**

### **~~7.2 Finance Committee~~**

### **~~7.3 Facilities & Transportation Committee~~**

### **~~7.4 Policy Committee~~**

### **~~7.5 Curriculum Committee~~**

### **~~7.6 Negotiations Committee~~**

### **~~7.7 Regional Advisory Board~~**

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

Mr. Isabelle congratulated David Poulin and Jacob Allen for being named Valedictorian and Salutatorian, congratulated CVCC National Technical Honor Society Student Inductees, and lauded the recognition program for students, staff, and athletes at SHS. Additionally, Mr. Isabelle commended resigning teachers for their service, noting that several wrote about their positive experiences in the BUUSD. Mr. Isabelle advised that he has been impressed by the number staff members who have been hired from out of state.

Ms. Smith thanked administrators for their hard work and the additional efforts being made to switch to more in-person learning.

Mrs. Pregent echoed Mr. Isabelle's comments regarding letters of resignation, and want to recognized Mr. Burnash for his many years of dedicated service. Mrs. Pregent noted that she appreciates all of the work involved in getting students back to in-person full time, and that she would like administrators to focus on looking forward to next year, with anticipation that COVID becomes maintained. Advance planning from the school will assist families in making their plans.

Ms. Badeau thanked building principals for their in-sight and sharing at tonight's meeting.

Ms. Parker echoed the appreciation to administrators for their work in planning for more in-person learning, and congratulated David Poulin and Jacob Allen for being named Valedictorian and Salutatorian, noting that Jacob is her neighbor.

Mrs. Farrell continues to be impressed with the amount of community involvement with the Strategic Plan, advising that their input is very helpful to the Board. Mrs. Farrell queried regarding kitchen materials that were placed for sale (by bid). Mr. Wells advised that using a substantial State grant, a number of pieces of kitchen equipment were replaced and the BUUSD is selling the used items.

Mr. Wells echoed the appreciation to teachers and administrators for their efforts in hybrid and in-person learning plans and, that he is excited to see students return to in-person learning after April Break.

Mrs. Spaulding expressed her appreciation to the Board for their thoughtful comments and questions and for reviewing board packets in advance of meetings. Mrs. Spaulding congratulated Mrs. Poulin as being the 'mom' of the Valedictorian.

## **9. Future Agenda Items**

Mrs. Spaulding advised regarding the new Parking Lot section of the Agenda, noting that Parking Lot items will be reviewed and will be added to Agendas as appropriate.

- Committee Reports
- Design Team Final Plan

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- Coalition for Vermont Student Equity
- Special Education Assistant Director Position Updates
- HR Report on Open Positions
- BCEMS Restorative Classroom and Rooms 7 and 207 Update/Data - (put in Parking Lot)

## **10. Next Meeting Date**

There will be a Special Meeting of the Board on Thursday, April 15, 2021 at 5:30 p.m. via video conference.

The April 22, 2021 Regular Meeting has been cancelled.

There will be a Special Meeting of the Board on Thursday, April 29, 2021 at 5:30 p.m. via video conference.

## **11. Executive Session as Needed**

### **11.1 Administrator and Superintendent Evaluations**

### **11.2 Negotiations**

Items proposed for discussion in Executive Session include Administrator and Superintendent Evaluations and Negotiations.

**On a motion by Mrs. Pregent, seconded by Ms. Smith, the Board unanimously agreed to find that premature general public knowledge of the item proposed for discussion, specifically Negotiations, would clearly place the Barre Unified Union School District at a substantial disadvantage should the discussion be public. Mrs. Akley was not present for the vote.**

**On a motion by Mrs. Pregent, seconded by Ms. Badeau, the Board unanimously voted to enter into Executive Session, with Mr. Wells in attendance (for Negotiations and a portion of the Evaluations), at 7:41 p.m. under the provisions of 1 VSA section 313 to discuss the items proposed for discussion. Mrs. Akley was not present for the vote.**

The remaining information was provided by Mrs. Pregent.

**On a motion by Mrs. Akley, seconded by Ms. Smith, the Board unanimously voted to exit Executive Session at 10:23 p.m. Mr. Isabelle was not present for the vote.**

## **12. Adjournment**

**On a motion by Mrs. Farrell, seconded by Ms. Smith, the Board unanimously voted to adjourn at 10:24 p.m.**

**Mr. Isabelle was not present for the vote.**

Respectfully submitted,

*Andrea Poulin*

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## BARRE UNIFIED UNION SCHOOL DISTRICT SPECIAL BOARD MEETING Via Video Conference – Google Meet April 15, 2021 - 5:30 p.m.

### MINUTES

#### **BOARD MEMBERS PRESENT:**

Sonya Spaulding (BC) – Chair  
 Alice Farrell (BT) – Vice Chair – joined the meeting at 5:40 p.m.  
 Guy Isabelle (At-Large) - Clerk  
 Gina Akley (BT)  
 Renee Badeau (BT)  
 Tim Boltin (BC) – joined the meeting at 5:40 p.m.  
 Chris Parker (BT)  
 Sarah Pregent (BC)  
 Abigail Smith (BC) – joined the meeting at 5:40 p.m.

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

#### **ADMINISTRATORS PRESENT:**

Carol Marold, Director of Human Resources

#### **GUESTS PRESENT:**

**As the meeting was held via video conferencing, a roll-call vote was taken for each action item. Each Board Member was individually polled and voted to approve all motions that are listed as unanimously approved.**

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

The Chair, Mrs. Spaulding, called the Thursday, April 15, 2021, Special meeting to order at 5:34 p.m., which was held via video conference.

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

Add 3.2 Employment Status under Executive Session

**On a motion by Ms. Parker, seconded by Mrs. Pregent, the Board unanimously voted to approve the Agenda as amended. Mrs. Farrell, Mr. Boltin, and Ms. Smith were not present for the vote.**

#### **3. Executive Session**

##### **3.1 Central Vermont Career Center Director Interviews**

##### **3.2 Employment Status**

Interviews for the position of Director of the Central Vermont Career Center, and an Employment Status Issue were proposed for discussion in Executive Session. Mrs. Poulin advised that she will need to be notified regarding when/if Mrs. Farrell, Mr. Boltin, and Ms. Smith join Executive Session Mrs. Poulin advised that she will delay posting of draft Minutes until she receives word that a candidate has accepted the position offered.

**On a motion by Mr. Isabelle, seconded by Mrs. Pregent, the Board unanimously voted to enter into Executive Session, with CVCC Director candidates in attendance, at 5:40 p.m. under the provisions of 1 VSA section 313 to discuss the items proposed for discussion. Mrs. Farrell, Mr. Boltin, and Ms. Smith were not present for the vote.**

The remaining information was provided by the Board Clerk.

**On a motion by Mrs. Akley, seconded by Ms. Badeau, the Board unanimously voted to exit Executive Session at 10:17 p.m.**

**On a motion by Mrs. Akley, seconded by Ms. Smith, the Board unanimously voted to offer a contract to Jody Emerson for the position of Central Vermont Career Center Director.**

#### **12. Adjournment**



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**On a motion by Mrs. Akley, seconded by Mrs. Pregent, the Board unanimously voted to adjourn at 10:18 p.m.**

Respectfully submitted,  
*Andrea Poulin*

# DRAFT

**BARRE UNIFIED UNION SCHOOL DISTRICT  
SPECIAL BOARD MEETING  
Via Video Conference – Google Meet  
April 22, 2021 – 7:00 p.m.**

## MINUTES

### **BOARD MEMBERS PRESENT:**

Sonya Spaulding (BC) – Chair  
Alice Farrell (BT) – Vice Chair  
Guy Isabelle (At-Large) - Clerk  
Gina Akley (BT) – joined at 7:32 p.m.  
Renee Badeau (BT)  
Tim Boltin (BC)  
Chris Parker (BT)  
Sarah Pregent (BC)  
Abigayle Smith (BC).

### **BOARD MEMBERS ABSENT:**

### **ADMINISTRATORS PRESENT:**

### **GUESTS PRESENT:**

Dave Delcore – Times Argus                      Heather Slayton

**As the meeting was held via video conferencing, a roll-call vote was taken for each action item. Each Board Member was individually polled and voted to approve all motions that are listed as unanimously approved.**

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

The Chair, Mrs. Spaulding, called the Thursday, April 22, 2021, Special meeting to order at 7:08 p.m., which was held via video conference.

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

On a motion by Mrs. Farrell, seconded by Ms. Badeau, the Board unanimously voted to approve the Agenda as presented. Mrs. Akley was not present for the vote.

#### **3. Executive Session**

##### **3.1 Personnel: Employment Status**

##### **3.2 Personnel: Contract Language**

An Employment Status Issue and a Contract Language Issue were proposed for discussion in Executive Session. Mrs. Poulin advised that she will need to be notified of the time Mrs. Akley joins Executive Session

**On a motion by Mr. Boltin, seconded by Ms. Badeau, the Board unanimously voted to enter into Executive Session at 7:14 p.m. under the provisions of 1 VSA section 313 to discuss the items proposed for discussion.  
Mrs. Akley was not present for the vote.**

The remaining information was provided by the Board Clerk.

**On a motion by Mrs. Farrell, seconded by Mrs. Pregent, the Board unanimously voted to exit Executive Session at 8:48 p.m.**

#### **12. Adjournment**

**On a motion by Ms. Smith, seconded by Mrs. Pregent, the Board unanimously voted to adjourn at 8:49 p.m.**

Respectfully submitted,  
*Andrea Poulin*

## Human Resources Staffing Update - April 22, 2021

Below is a snapshot of the current staffing for professional staff. With a number of contract extensions still open, we do not have a complete picture of openings yet. Teacher letters of intent must be returned by April 30th, and we will have a more accurate picture then. We are well on our way to filling the administrator open positions.

As expected, we will continue to have challenges recruiting special education staff. You will notice that we have multiple openings for special educators, and we are expecting a few more to open. The pool of special educator candidates remains small.

On a positive note, we have fewer professional staff retiring this year. Exit interviews from the last school year show we had many teachers retire as a result of COVID 19 and the possibility of remote learning. It is great to see that this year we have three as compared to sixteen last year. Although this is not a final number, it is likely that it will not increase significantly.

### Open Administrative Positions

Assistant Principal - BT	In Process - Committee Work Completed
MTSS Coordinator - BUUSD	In Process - Committee Work Completed
Director - CVCC	Offer Made
Assistant Director of Special Services (2) BUUSD	Committee Work Begins 4/27/21

### Postions Status

27 Currently Posted 17 professional level positions)	(includes	13 In Process	9 Filled
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### Termination Comparison for Professional Staff as of 4/22/21

	FY20 Resign	FY20 Retire	FY21 Resign	FY21 Retire	FY22 Resign	FY22 Retire
Barre City	11	5	7	5	4	2
Barre Town	15	0	7	4	5	1
CVCC	3	0	0	1	2	0
Spaulding	5	3	4	6	2	0
BUUSD	0	0	3	0	2	0
	34	8	21	16	15	3

### Contract Extensions (Due 4/30/21)

Barre City	19	
Barre Town	6	
CVCC	2	
Spaulding	2	

## Current Open Positions

Date	Job Title	School/Site	Location
Apr 20	<a href="#">Science Teacher - 7th Grade</a>	Barre Town Middle and Elementary	Barre, Vermont
Apr 19	<a href="#">Assistant Director of Special Services</a>	BUUSD Special Services	Barre, Vermont
Apr 16	<a href="#">Physical Education Teacher</a>	Spaulding High School	Barre, Vermont
Apr 16	<a href="#">5th Grade Classroom Teacher - New Applicants Only</a>	Barre Town Middle and Elementary	Barre, Vermont
Apr 14	<a href="#">Grants Assistant - INTERNAL CANDIDATES ONLY</a>	Barre Unified Union School District	Barre, Vermont
Apr 14	<a href="#">Custodian 2nd Shift - 2</a>	Barre Unified Union School District	Barre, Vermont
Apr 14	<a href="#">Special Educator - Barre City Elementary School</a>	Barre City Elementary & Middle School	Barre, Vermont
Apr 14	<a href="#">Classroom Teacher - Kindergarten</a>	Barre City Elementary & Middle School	Barre, Vermont
Apr 13	<a href="#">Special Education Paraeducators</a>	BUUSD Special Services	Barre, Vermont
Apr 13	<a href="#">Anticipated Opening: Career and Technical Education Special Needs Coordinator</a>	Central Vermont Career Center	Barre, Vermont
Apr 13	<a href="#">Digital Media Arts Instructor</a>	Central Vermont Career Center	Barre, Vermont
Apr 9	<a href="#">Special Educator - Spaulding Education Alternatives (SEA)</a>	BUUSD Special Services	Barre, Vermont
Apr 9	<a href="#">Behavior Interventionists - Spaulding Education Alternatives Program (5)</a>	BUUSD Special Services	Barre, Vermont
Apr 9	<a href="#">Special Educator - Middle School</a>	Barre Town Middle and Elementary	Barre, Vermont
	<a href="#">School Psychologist</a>	Barre Unified Union School	Barre, Vermont
Apr 9	<a href="#">Special Education Paraeducator - Spaulding Education Alternatives Program (2)</a>	BUUSD Special Services	Barre, Vermont
Apr 9	<a href="#">Special Educator - Spaulding High School</a>	BUUSD Special Services	Barre, Vermont
Apr 8	<a href="#">Classroom Teacher - 5/6 Grade Science</a>	Barre City Elementary & Middle School	Barre, Vermont
Apr 7	<a href="#">Classroom PK Teacher</a>	Barre Town Middle and Elementary	Barre, Vermont
Apr 6	<a href="#">Prekindergarten Para Professional - Teacher Assistant</a>	-- Various --	Barre, Vermont
Apr 5	<a href="#">Nurse Substitute</a>	Barre Unified Union School District	Barre, Vermont
Mar 26	<a href="#">High School Special Education Paraeducator</a>	-- Various --	Barre, Vermont
Mar 26	<a href="#">JV Baseball Coach</a>	Spaulding High School Athletics	Barre, Vermont
Mar 25	<a href="#">Social Worker</a>	Barre Town Middle and Elementary	Barre, Vermont
Mar 25	<a href="#">Art Teacher (Middle School)</a>	Barre City Elementary & Middle School	Barre, Vermont
Mar 24	<a href="#">Permanent Substitute</a>	Central Vermont Career Center	Barre, Vermont
Mar 8	<a href="#">Special Education Teacher - Long Term Substitute</a>	-- Various --	Barre, Vermont

## **Assistant Directors of Special Services Hiring Process and Timeline**

### **Committee Structure and Charge:**

The Assistant Directors of Special Services Search Committee is charged with conducting candidate interviews and determining one to three viable candidates for the position. If there are more than three viable candidates, the search committee will be charged with determining the best three candidates for superintendent interviews.

### **Input from stakeholders will be obtained in the following ways:**

Meetings with building principals- Week of April 5th

- Meeting with Special Education Leadership Team (SELT), April 15th
- Staff survey to determine the skills, knowledge and traits that BUUSD needs in it's Special Education Administration Team and Assistant Directors.

### **Target Completion Dates**

April 1	Position Posted	Carol Marold
April 16	Gather Input from stakeholders	Stacy Anderson
April 25	Position Closes	Carol Marold
April 27 1-3:00	Committee Organizational Meeting.	Full Search Committee
April 29 10:00-3:00	Committee First Round Interviews	Full Search Committee
May 3 11:00 -1:00	Superintendent Interview(s)	David Wells

### **Committee Members:**

Director of Special Services, Stacy Anderson

Alternative Programs Administrator, Jason Derner

Special Education Department Administrative Assistant, Sue Cioffi

Special Educator- BC, Rebekah Mortensen

Special Educator - BT, Rachel Van Vilet

Principal - BT- Jen Nye

Principal - BC- Hayden Coon

Principal - SHS, Luke Aither

Director of HR, Carol Marold

**The Director of Special Services continues discussions with administrators and other stakeholders. There is no clear path for restructure at this time. The decision was made to recruit based on the current structure. Changes to the department structure will be assessed during this process based on the district's need and the quality and number of qualified candidates.**

# Belief Statements

## Central Vermont Career Center

*We believe in the power and importance of CTE Education*

Strategic Plan Theme Legend:

- 1 = Equitable access to learning resources
- 2 = Communications and relationship building
- 3 = Curriculum and career pathways
- 4 = Student wellness
- 5 = Student Investment in Learning

## Barre UUSD Belief Statements

We believe:

- (2,4) *Students and staff are invaluable to the community*
- (4) *Students matter*
- (2) *Staff matter*
- (3,4) *All students and staff deserve a learning environment that fosters physical and emotional health*
- (3,4) *Environmental stewardship is a responsibility for all*
- (3,4,5) *The delivery of education resources should be student-focused to maintain a culture where every student can achieve*
- (1,3) *Every student has different needs and their needs should be met no matter where they are from or which school they attend*

- *(2,3) Students are most successful when there is mutual respect and active collaboration between students, teachers, parents, and the community*
- *(2,3,5) Educators and parents together inspire students to confidently advocate for and design growth experiences that help them define who they are and where they are headed as adults*
- *(3,4) Students should learn transferable skills that enable them to become creative and resilient thinkers, to sustain their own sense of purpose and life path, and to balance academic and social emotional growth*
- *(3) All staff deserve deep investments in training, professional development, and support*

# **Sample Vision Statements**

(4/14 Draft)

Definition of vision: A vision statement focuses on tomorrow and what an organization wants to ultimately become.

## **Central Vermont Career Center Vision**

*Education That Works*

## **Possible BUUSD Vision Statements**

- 1. Creating cornerstone/keystone of excellence*
- 2. Cultivating/fostering a culture of excellence*
- 3. Creating a community where students come first*
- 4. A rock solid education*
- 5. Sculpting a community of learners for today, tomorrow and the future.*

## **Other Samples**

Delivering a solid learning foundation

Unearthing the potential in every child

Unearthing each child's unique talents

Building learning foundations for the next generation

Sculpting tomorrow's promise

Sculpting success for every child

Crafting solid foundations of promise

Building tomorrow's promise on a solid foundation

Transferring generational excellence to meet tomorrow's challenges

Creating solid learning foundations for future generations

Fulfilling monumental learning experiences



## **Charlotte-Mecklenburg, NC VISION**

*The vision of Charlotte-Mecklenburg Schools is to lead the community in educational excellence, inspiring intellectual curiosity, creativity, and achievement so that all students reach their full potential.*

## **Rhino Foods Vision**

*Delicious Things, Done Right*

## **Central Vermont Medical Center Vision**

*Working together, we improve people's lives*

## **Shriner's Hospitals for Children Vision**

*Become the best at transforming children's lives by providing exceptional healthcare through innovative research, in a patient and family-centered environment.*

# **BUUSD MISSION STATEMENT**

(4/14 DRAFT)

**Your mission statement drives the organization.** It is what you do/the core of the business, and from it come the objectives and finally, what it takes to reach those objectives. It also shapes your organization's culture.

## **Current Strategic Plan Themes**

1. Communications and Relationships
2. Equitable Access to Learning Resources
3. Curriculum and Career Pathways
4. Student Wellness
5. Student Engagement in Learning

## **Draft BUUSD Mission**

~~To inspire and support students to discover their unique strengths, build character and community, and explore their passions for a meaningful future.~~

## **Our Evolving Mission**

To empower student uniqueness; to inspire exploration of individual passions; to foster community partnerships; to nurture character development and perseverance, so our students can take on the world's greatest challenges.

## **Virginia Beach City Public Schools**

*Mission: The Virginia Beach City Public Schools, in partnership with the entire community, will empower every student to become a life-long learner who is a responsible, productive and engaged citizen within the global community.*

## **Colorado Sample Mission**

To spark adventure and wonder, foster inquiry and community, and build the character and ability of students to take on the world's greatest challenges.

**AOE Covid Recovery Plan Key words**

Equity, engagement, academic support, social emotional support

## Dejargoning Education Terms

Universal Design - Universal Design for Learning (UDL) is a way of thinking about teaching and learning that helps give all students an equal opportunity to succeed. This approach offers flexibility in the ways students access material, engage with it and show what they know.

Responsive Classroom - An approach to teaching based on the belief that integrating academic and social-emotional skills creates an environment where students can do their best learning. The Responsive Classroom approach consists of a set of practices and strategies that build academic and social-emotional competencies.

Professional Learning Group - A systematic process in which teachers work together to analyze and improve their classroom practice. Teachers work in teams, engaging in an ongoing cycle of questions that promote deep team learning. This process, in turn, leads to higher levels of student achievement. As the school moves forward, every professional in the building must engage with colleagues in the ongoing exploration of three crucial questions that drive the work of those within a professional learning community:

What do we want each student to learn?

How will we know when each student has learned it?

How will we respond when a student experiences difficulty in learning?

Proficiency-based Learning - (PBL) Refers to systems of instruction, [assessment](#), grading, and academic reporting that are based on students demonstrating that they have learned the knowledge and skills they are expected to learn as they progress through their education. In public schools, proficiency-based systems use state [learning standards](#) to determine academic expectations and define “[proficiency](#)” in a given course, subject area, or grade level (although other sets of standards may also be used, including standards developed by districts and schools or by subject-area organizations). The general goal of proficiency-based learning is to ensure that students are acquiring the knowledge and skills that are deemed to be essential to success in school, higher education, careers, and adult life. If students fail to meet expected learning standards, they typically receive additional instruction, practice time, and [academic support](#) to help them achieve proficiency or meet the expected standards.

Personal Learning Plan - (PLP) Required of every student in grades seven through twelve that: (A) identifies the student’s emerging abilities, aptitude, and disposition; (B) includes participation by families and other engaged adults; (C) guides decisions regarding course offerings and other high-quality educational experiences; and (D) is documented by a personalized learning plan (PLP). PLPs should be developmentally appropriate and define the

scope and rigor of academic and experiential opportunities necessary for a secondary student to complete secondary school successfully, attain postsecondary readiness, and be prepared to engage actively in civic life.

Restorative Practices - At its core, the restorative approach is a philosophical shift away from the traditional, punitive approach to wrongdoing. The restorative perspective views misbehavior as an offense against relationships. This approach maintains a focus on accountability of actions with a specific emphasis on empathy and repairing of harm. To that end, Restorative Practices seek to address underlying issues of misbehavior and reintegrate wrongdoers back into the school and classroom community.

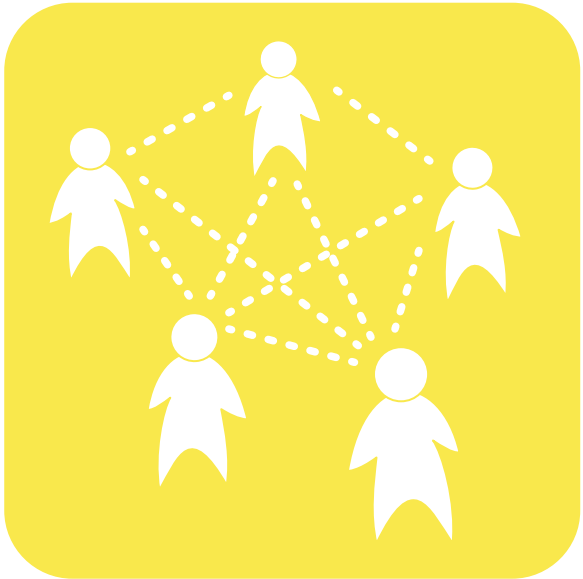
Positive Behavioral Interventions and Supports - (PBIS) An evidence-based three-tiered framework to improve and integrate all of the data, systems, and practices affecting student outcomes every day. PBIS creates schools where all students succeed.

Multi-tiered Systems of Support - (MTSS) A framework for school improvement that focuses on system level change across the classroom, school, and district to provide all students with the best opportunities to maximize achievement, both academically and behaviorally.

Learning Management System - (LMS) a software application used to organize and distribute e-learning materials, assignments, and assessments; track and calculate grades; and facilitate communication among students and teachers.



**Equitable Access To Learning Resources**



**Communications & Relationship Building**



**Curriculum & Career Pathways**

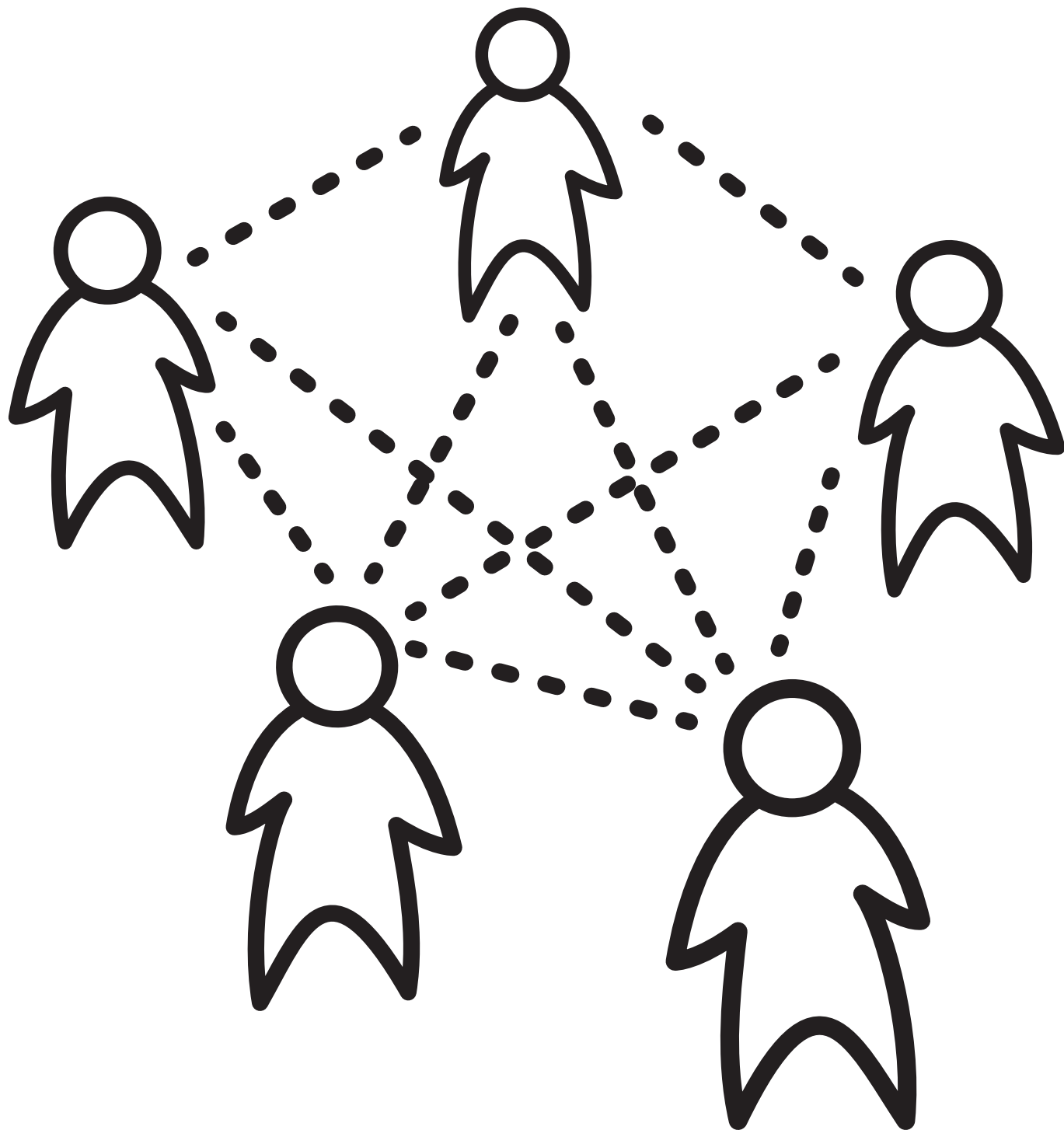


**Student Wellness**

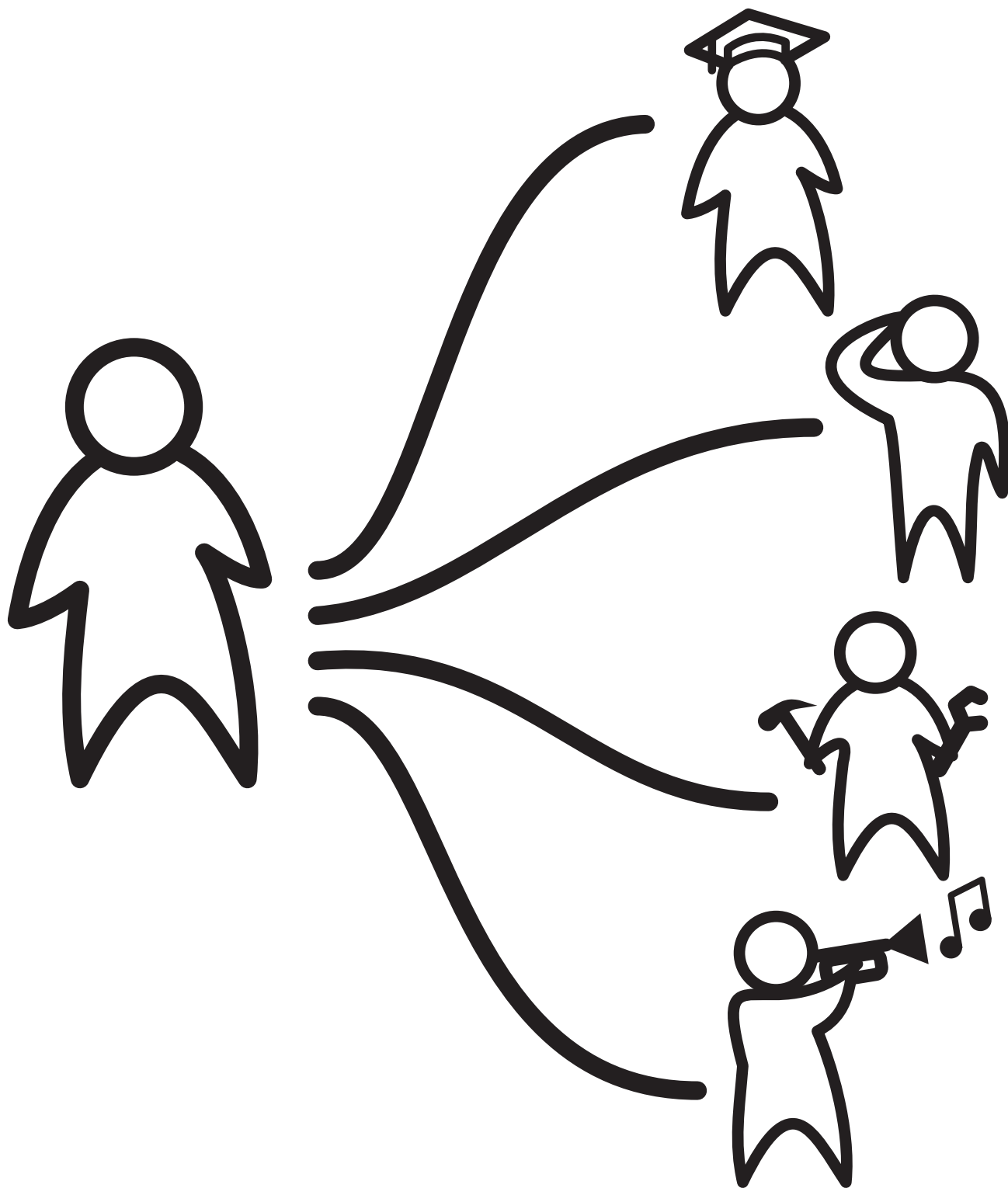


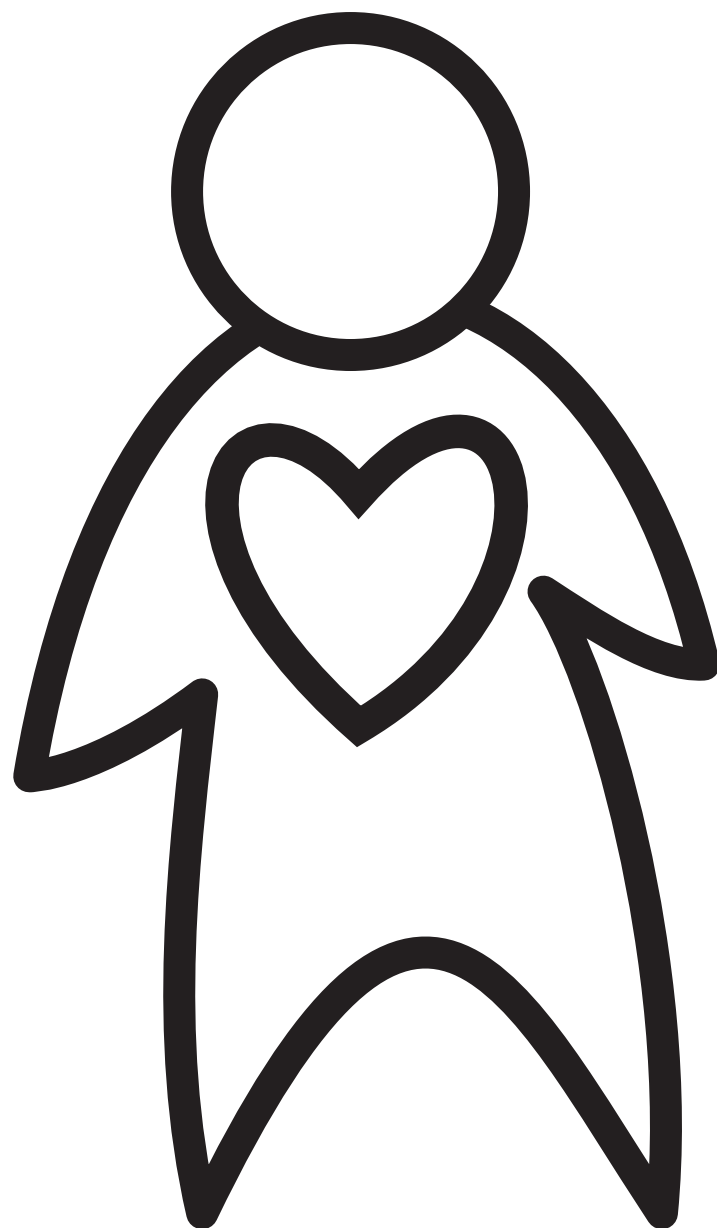
**Student Engagement In Learning**





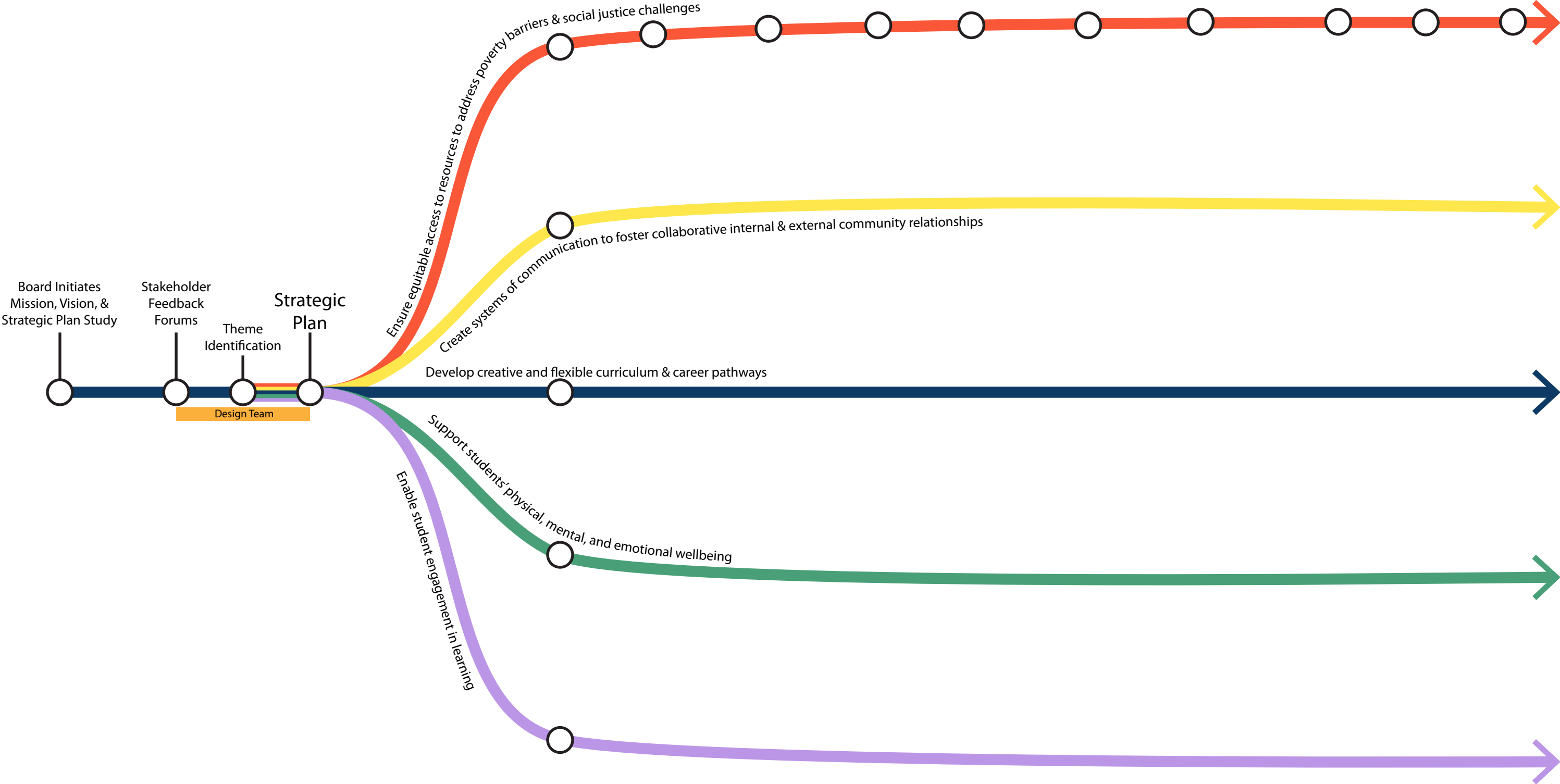








2019-20                      2020-21                      2021-22                      2022-23                      2023-24                      2024-25                      2025-26



# DRAFT

## BARRE UNIFIED UNION SCHOOL DISTRICT COMMUNICATIONS COMMITTEE MEETING

Via Video Conference – Google Meet  
April 1, 2021 - 5:30 p.m.

### MINUTES

#### COMMITTEE MEMBERS PRESENT:

Alice Farrell, Chair - (BT)  
Abigayle Smith, Vice-Chair (BC)  
Guy Isabelle – (At-Large)

#### COMMITTEE MEMBERS ABSENT:

#### OTHER BOARD MEMBERS PRESENT:

Sonya Spaulding

#### ADMINISTRATORS PRESENT:

Josh Allen, Communications Specialist

#### GUESTS PRESENT:

David Delcore – Times Argus                      Josh Howard                      Winton Goodrich                      Cody Morrison

#### 1. Call to Order

Mr. Allen called the Thursday, April 1, 2021 BUUSD Communications Committee meeting to order at 5:33 p.m., which was held via video conference.

#### 2. Organize

Mr. Allen asked for nominations for the position of Committee Chair.

The Committee agreed by consensus to elect Mrs. Farrell as Chair of the Communications Committee.

The Committee agreed by consensus to elect Ms. Smith as Vice Chair of the Communications Committee.

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

It was agreed to discuss Agenda Item 7.1 out of order, prior to Agenda Item 6.1 Budget Promotion.

#### 4. Public Comment

None.

#### 5. Approval of Minutes

##### 5.1 Meeting Minutes for March 4, 2021 BUUSD Communications Committee Meeting

Mr. Isabelle advised that at a recent training session, the Board was advised to begin holding official votes to approve meeting minutes.

On a motion by Mr. Isabelle, seconded by Ms. Smith, the Committee unanimously voted to approve the Minutes of the March 4, 2021 BUUSD Communications Committee meeting.

#### 6. New Business

##### 6.1 Promotion of Budget Re-Vote

Mr. Allen advised that the budget page on the web site will be updated to reflect the changes made, and the importance of supporting students as they enter the recovery phase of the pandemic. The goal is to be as transparent and simplistic as possible. Mr. Allen advised that sometime within the week of 04/05/21, the web page will be totally revamped and promoted throughout the district. An affordable post card mailing is also planned. The post card will include a QR code to access the budget web page. Mr. Allen advised regarding the social media campaign #IAmBarre (started last year by a group of parents). The BUUSD will begin participating in this media campaign. It was requested that the post card include information relating to how to request absentee ballots. Mr. Delcore clarified that Barre City and Barre Town Clerks advised that they will be sending absentee ballots to all voters who requested an absentee ballot for the March 2021 election. Though not directly tied to the revote, Mr. Allen has requested that principals post a lot more video content of the daily happenings in the schools. Mr. Allen advised of a recently posted video to assist

# DRAFT

with SHS school promotion (locally and to sending districts). Today, a video of the SHS Band was posted on social media. Mr. Allen believes it's important to promote the positive experiences that students are having. In response to a query, Mr. Allen advised that he can share some of the videos with CVTV for additional promotion. Mr. Isabelle voiced concern regarding some recently published letters to the editor and believes these publications contain incorrect information. Mr. Isabelle would like to see that someone responds to these letters. It was clarified that the Board is trying to be as transparent as possible, but tax calculations are complex and difficult to explain. A community member requested that the post card contain last year's 11% increase, this year's 4% increase, and if possible, the anticipated increase for next year. It was noted that FY23 expenses cannot be estimated at this time. Mr. Allen reiterated that the goal is to be as transparent and simplistic as possible, gain parent support, and to rally around the kids and show how they are benefiting. A request was made that promotion include what is gained (for students) by the 25% of the budget increase that is not related to salaries and benefits.

## 7. Old Business

### 7.1 Vision, Mission, and Strategic Planning Update

Mr. Goodrich addressed the Committee, advising that he sent a number of files to Committee Members. The files were also sent to Mrs. Gilbert for posting. Mr. Goodrich began the presentation by providing background of the project and advised regarding the Strategic Plan Structure (vision, mission, goals, beliefs, action steps, metrics to measure success, and an implementation timeline). Mr. Goodrich provided an overview of work performed thus far, including; meetings of the Design Team, the holding of public forums (3 rounds), and surveys to gather feedback from many stakeholders. The Design Team has been working to combine public on-line forum feedback and feedback from the surveys. Mr. Goodrich will be meeting with administrators to gather additional feedback, and will be presenting to the Board on 04/08/21. After presenting to the Board, an additional survey will be sent out. A final plan is anticipated to be put forth to the Board on 04/22/21. Mr. Allen advised that he and Mr. Pope will collaborate for creation of a website version of the Mission/Vision Statement. The presentation continued and included a schematic on themes and paths to accomplish long term goals identified in the process of creating vision and mission statements. Mr. Goodrich displayed sample Vision Statements from other districts and organizations and solicited feedback from the Committee. Mr. Goodrich advised regarding Mission Statements, which are generally longer, and shape an organization's structure to accomplish the objectives outlined in the vision statement. Mr. Goodrich advised regarding 5 theme areas that have been identified and once finalized, will be added to a schematic. The Agency of Education is requiring that Recovery Plans address equity, engagement, academic support, and social/emotional support. Brief discussion was held regarding a possible name change for the BUUSD, but it was noted that this project does not encompass changing the name of the District. Mr. Allen advised that proper rebranding will also be necessary. Mr. Goodrich advised that any name change would need to go through the State Board of Education and the Agency of Education. Mr. Goodrich provided an overview of the BUUSD Belief Statements, advising that Belief Statements were drafted based on input from the public forums. Belief Statements from other school districts were also reviewed as part of the process. Brief discussion was held regarding equity and social justice and how these issues will be addressed in strategic planning. Strategic Planning samples from other districts were displayed for review. Mr. Goodrich advised that the next survey will be posted on all district web sites, on various social media platforms, and that all forum participants will be asked to reply. Mr. Goodrich was thanked for his work on this initiative.

## 8. Other Business

Mr. Allen advised that a Pre-recorded video of 'Scholarship Night' will go live on YouTube on April 27, 2021. Scholarship Night is usually a live event, which due to COVID restrictions, cannot be held in-person this year. The YouTube video will allow everyone to hear the scholarship award announcements at the same time. Mr. Isabelle advised that SHS gives out many scholarships, and has one of the largest endowments in New England. Mr. Isabelle voiced appreciation to Mr. Malone and the Scholarship Trust Committee who worked diligently to expand the scholarship program.

The District is also promoting the start of a free dinner program for students (approved by the Agency of Education). NBC Channel 5 filmed a segment on this new program and it aired this evening.

Mr. Isabelle voiced concern regarding the impact of the reduction to the Facilities Budget (from \$1 per SF to 75¢ per SF), and concern regarding the long term impact this reduction may have. The outcome of deferred maintenance can be more costly long term.

Mr. Allen advised regarding the implementation of Restorative Classrooms at BCEMS and how this mode of instruction has benefited students and the budget. Promotion of the Restorative Classrooms is planned for future promotion.

## 9. Items to be Placed on Future Agendas

- Budget Revote Promotion
- SHS Promotion to Out of District Schools Update – Spring 2021
- Logo/Branding (TBD)
- Bridging the Community with Teachers and Staff (TBD)
- Promotion of SHS Recognition of Staff, Students, and Athletes (TBD)

# DRAFT

Mr. Morrison advised that he works with business recruitment and retention, and that a well-functioning school district attracts new businesses and workforce personnel. A well-funded, efficient school district is good for economic development.

## **10. Next Meeting Date**

The next meeting is Thursday, May 6, 2021 at 5:30 p.m., via video conference.

## **11. Adjournment**

**The Committee agreed by consensus to adjourn at 6:50 p.m.**

Respectfully submitted,

*Andrea Poulin*

**DRAFT**  
**BARRE UNIFIED UNION SCHOOL DISTRICT**  
**FINANCE COMMITTEE MEETING**  
 Via Video Conference – Google Meet  
 April 6, 2021 - 5:30 p.m.

**MINUTES**

**COMMITTEE MEMBERS PRESENT:**

Sarah Pregent (BC) - Chair  
 Renee Badeau (BT) – Vice Chair  
 Gina Akley (BT)  
 Chris Parker (BT)

**COMMITTEE MEMBERS ABSENT:**

**OTHER BOARD MEMBERS PRESENT:**

Sonya Spaulding

**ADMINISTRATORS PRESENT:**

David Wells, Superintendent  
 Mary Ellen Simmons, Assistant Superintendent of Instruction  
 Penny Chamberlin, Director Central Vermont Career Center  
 Hayden Coon, BCEMS Principal  
 Chris Hennessey, BCEMS Principal  
 Carol Marold, Director of Human Resources  
 Jennifer Nye, BTMES Principal  
 Erica Pearson, BTMES Principal  
 Lisa Perreault, Business Manager  
 Brenda Waterhouse, SHS Principal

**PUBLIC MEMBERS PRESENT:**

Dave Delcore – Times Argus                      Josh Howard

**1. Call to Order**

The Chair, Mrs. Pregent, called the Tuesday, April 6, 2021 BUUSD Finance Committee meeting to order at 5:31p.m., which was held via video conference.

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

None.

**3. Public Comment**

None.

**4. Approval of Minutes**

**4.1 March 16, 2021 BUUSD Finance Committee Meeting Minutes**

Brief discussion was held regarding protocol for voting in committee meetings, prior legal advice was to approve items by consensus with no official voting. Recent legal advice is to use Robert's Rules of order and have voting in both Board and Committee meetings. The advice not to hold votes in committee meetings was based on the issue that a quorum of the Board was often present in committee meetings and voting could be misconstrued. It is noted for the record that only Committee Members are allowed to vote in committee meetings.

On a motion by Ms. Parker, seconded by Ms. Badeau, the Committee unanimously voted to approve the Minutes of the March 16, 2021 and March 22, 2021 BUUSD Finance Committee meetings.

**4.2 March 22, 2021 BUUSD Finance Committee Special Meeting Minutes**

Approved under Agenda Item 4.1.



# DRAFT

## 5. New Business

### 5.1 Schedule of Required Monthly Agenda Items

A document titled 'DRAFT-BUUSD Finance Committee Monthly Agenda Items, Updated 3/31/21' was distributed. Mrs. Perreault advised that the document is a guide, and that the Business Manager and Committee Chair will confer on agendas. Mrs. Perreault advised that the RAN is the Revenue Anticipation Note and provided an overview of why it is necessary. Mrs. Perreault suggested that the Committee consider changing the May meeting date to fall after the May 11, 2021 budget vote. This item will be discussed further under Agenda Item 9.

### 5.2 FY22 Proposed Budget Communication

A document titled 'Barre Unified Union School District FY20-22 Budget, Expense Summary 1-7-21' was distributed. A document titled 'BUUSD Budget 2021-2022 – Draft 4 Revote May 11, 2021 – Projected Comparative Tax Rate Calculations 3/31/21' was distributed. Mrs. Perreault provided an overview of the updated information included in the packet. It was reported that great planning occurred at the Communications Committee meeting with regards to budget promotion. Promotion will include a post card mailing and updates to the budget portion of the web site. Additional BUUSD promotion (not budget related) is occurring. Mr. Allen is spearheading a campaign titled; #IAMBarre. This is a student centered promotion that was started by parents last year. On 05/07/21, the BUUSD will have another full page ad in the Times Argus. This is the regularly scheduled ad that is provided by the Times Argus at no cost to the BUUSD. Brief discussion was held regarding the acquisition and placement of lawn signs. The Committee was cautioned that the BUUSD is allowed to remind the community to vote, but cannot advise the community how to vote. Some Board Members have lawn signs advising community members to 'Vote Yes'. It was clarified that these signs were purchased years ago with private funds and are not tied to promotion by the BUUSD.

### 5.3 Procedures

Three documents were distributed;  
BUUSD Contract Procurement, Development, and Approval Procedures  
BUUSD Purchasing Procedure  
Fiscal Management and General Financial Accountability Policy (F20)  
Mrs. Perreault advised it would be beneficial to share finance procedures with new Board Members, advising that the procedures follow policy. Policy F20 is an over-arching Finance Department policy and most procedures do tie back to this policy. Brief discussion was held regarding efforts to consolidate purchasing as much as possible. Mrs. Akley voiced concern regarding a possible 'loophole' to the policy that requires Board approval for purchases over \$15,000. There have been instances in the past where a purchase that was thought to be less than \$15,000, ended up costing substantially more than \$15,000, and was never presented to the Board for approval. Mrs. Akley advised that given the current financial concerns, it is important to be aware of expenses and that adhering to policy and operating with transparency are very important. Mrs. Pregent suggested that the purchasing policy and associated procedures (that relate to purchases requiring Board approval), be reviewed and updated if necessary. Mrs. Perreault provided a brief overview of additional procedures and noted that the BUUSD's insurer has their legal counsel review all contracts prior to them being signed by the BUUSD.

### 5.4 RFPs/Summer Projects

A document titled 'BUUSD FY22 RFP Schedule, Facility Projects, etc...Spring/summer 2021, April, 2021' was distributed. Mrs. Perreault advised that the document is a template used annually to track projects, including summer projects. Mrs. Perreault advised regarding the use of the form and the information that is tracked/reported on the form. Updates to this form will be shared in future meetings. In response to a query regarding negotiating copier and transportation contracts, Mrs. Perreault advised that by statute, contracts can be renewed if the increase doesn't exceed 2.6%. Given this year's circumstances, it was felt that it would be best to discuss renewal with the existing vendors.

### 5.5 Staff Appreciation

A document titled 'Recognition Procedure: Service Awards and Retirement Gifts' (DRAFT dated 04/06/21)  
Mrs. Perreault provided a historical overview advising that it was suggested that there be consistency amongst the buildings. Mrs. Perreault provided an overview of the document and requested feedback from the Committee. Lengthy discussion was held regarding the 'gift' levels and recognition awards and any differences between awards for year-of-service recognitions vs awards for retirements. Mrs. Perreault estimated that approximately \$4,000 to \$5,000 is spent on this line item annually. It was noted that the BUUSD gift does not preclude individual departments from providing gifts. Suggestions for changes were provided (clearer format, revised award amounts, years-of-service groupings, etc). The Committee agreed that the draft procedures should be reviewed/revised. Mrs. Perreault will review the draft with administrators and will present a revised version at a future meeting. It was suggested that CVCC administrators be included in the discussion of this procedure.

## 6. Old Business

### 6.1 FY21 Year-end Projections

Two documents were distributed;  
BUUSD FY21 Year-end Projection Report, dated 04/06/21

# DRAFT

CVCC FY21 Year-end Projection Report, dated 04/06/21

Mrs. Pregent advised of a projected surplus of approximately \$870,000, noting some items having a significant impact; including shifting of costs to COVID funds. Mrs. Perreault advised regarding the use/handling of surplus funds; towards the end of the fiscal year, the Board could decide to move some of the monies to the Capital Improvement Reserve, or the Tax Stabilization Fund. Mrs. Pregent reminded the Committee that budget draft 4 utilizes \$500,000 from the Tax Stabilization Fund, lowering its balance to approximately \$144,000, and advised that it may be possible to use surplus funds to replenish that fund. It may also be beneficial to move some of the surplus to the Capital Improvement Reserves fund. CVCC has a projected year-end surplus of \$300,000. Ms. Chamberlin advised that the surplus is mainly due to positions that were not filled and the receipt of \$300,000 in GEER funding. Ms. Chamberlin plans to ask the Board to put \$100,000 towards FY23 tuition reductions, and \$50,000 towards supporting the Governance Structure Project.

## 7. Other Business

None.

## 8. Items for Future Agendas

- 
- FY21 Year-end Projections
- Budget Re-vote Outcome
- ESSER Funding Update
- Finance Procedures
- Facilities Projects and RFP Updates

Ms. Chamberlin advised that the Perkins Grant will be presented to the BUUSD Board in May.

## 9. Next Meeting Date

Brief discussion was held regarding rescheduling the May meeting so that it occurs after the 05/11/21 vote.

The Tuesday, May 4, 2021 meeting has been cancelled.

The next meeting is Tuesday, May 18, 2021 at 5:30 p.m., via video conference – Google Meet.

## 10. Adjournment

**On a motion by Mrs. Akley, seconded by Ms. Badeau, the Committee unanimously voted to adjourn at 6:28 p.m.**

Respectfully submitted,

*Andrea Poulin*

# DRAFT

**BARRE UNIFIED UNION SCHOOL DISTRICT  
FACILITIES AND TRANSPORTATION COMMITTEE MEETING**  
Via Video Conference – Google Meet  
April 12, 2021 - 5:30 p.m.

## MINUTES

### COMMITTEE MEMBERS PRESENT:

Guy Isabelle, Chair – (At-Large)  
Gina Akley, Vice Chair - (BT)  
Sarah Pregent - (BC)  
Andrew McMichael

### COMMITTEE MEMBERS ABSENT:

### ADMINISTRATORS PRESENT:

Hayden Coon, BCEMS Principal  
Jamie Evans, Facilities Director  
Scott Griggs, CVCC Assistant Director

### GUESTS PRESENT:

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

**Mr. Allen called the Monday, April 12, 2021 BUUSD Facilities and Transportation Committee meeting to order at 5:31 p.m., which was held via video conference.**

#### **2. Organize**

**Mrs. Akley nominated Mr. Isabelle for the position of Committee Chair. Mrs. Pregent seconded the motion.**

**There were no additional nominations.**

**On a motion by Mrs. Akley, seconded by Mrs. Pregent, the Committee unanimously voted to appoint Guy Isabelle as Chair of the Facilities and Transportation Committee.**

Mr. Isabelle chaired the remainder of the meeting.

**Mrs. Pregent nominated Mrs. Akley for the position of Committee Vice Chair. Mr. Isabelle seconded the motion.**

**There were no additional nominations.**

**On a motion by Mrs. Pregent, seconded by Mr. Isabelle, the Committee unanimously voted to appoint Mrs. Akley as Vice Chair of the Facilities and Transportation Committee.**

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

Add 6.1 General Facilities Report  
Add 6.2 CVCC Update

#### **4. Public Comment**

None.

#### **5. Approval of Minutes**

**5.1 Approval of Minutes – January 11, 2021 BUUSD Facilities and Transportation Committee Meeting**

**On a motion by Mrs. Pregent, seconded by Mrs. Akley, the Committee unanimously voted to approve the Minutes of the January 11, 2021 BUUSD Facilities and Transportation Committee meeting.**

#### **6. New Business**

##### **6.1 General Facilities Update**

Mr. Evans advised that cleaning and sanitizing is ongoing work during the COVID-19 pandemic. Custodial staff are working to see that students and staff are as safe as possible. Transmission of COVID within the schools is very rare.

# DRAFT

Mr. Evans advised that a custodian/grounds keeper position opened up at the end of last week and will be posted in-house. If no one in-house applies, the position will be posted publicly. This opening is the result of a resignation. Mr. Evans provided a brief overview of the responsibilities of the position.

Mr. Evans advised regarding projects that will be completed at SHS over the April break, including; replacement of the control panel for the woodchip boiler system (proactive maintenance/budgeted) and repairing a storm drain failure.

Mr. Evans advised that the generator at BTMES is scheduled to be completed (at no cost to the BUUSD) over April vacation. All of the preliminary work has been completed (piping, electrical room work....). It is expected that the installation will be completed by the end of April break. Mr. Evans lauded Jack Mitchell who has spearheaded this project.

The following are summer projects that, if the budget passes, are slated for completion this summer;

SHS: Technology upgrades in the auditorium (last year's quote is being updated)

BCEMS: Round 3 of roof replacement (the 3<sup>rd</sup> of 3 sections). Once completed, the majority of all of the flat roof areas will have been replaced. There are reserve funds (approximately \$300,000) that can be utilized if necessary. Surplus funds may also be available if necessary. Roofing bids have been received, and given the projected budget, an additional \$100,000 will be necessary (from reserve funds). It is hoped that victallic fitting replacement can continue. This is an ongoing project that has been going on for years, and involves replacing victallic fittings with welded pipe. Thus far, approximately 25% of the fittings have been replaced. Mr. Evans advised that victallic fitting replacement is charged to the repair and maintenance portion of the budget. In an effort to avoid the bidding process, yearly victallic fitting replacements are kept at just under \$15,000 per year. Rather than painting classrooms, the plan is to remodel some of the student restrooms, replacing metal stalls with plastic/resin type stalls.

Mr. Evans stressed the importance of maintaining the roofs and buildings. The buildings are currently in good shape and well taken care of and it is important not to have too much deferred maintenance. Brief discussion was held regarding recent budget cuts that lowered the square footage allowance from \$1.00 SF to 75¢ SF. This cut results in a reduction of \$30,000 for BCEMS.

BTMES: Replacement of a section of the roof, and installation of new bleachers in the gymnasium. The old bleachers were removed last year. Mr. Evans is in the process of obtaining bids. Once all bids are received, the project will be presented to the Board for approval. Mr. Evans advised regarding a recent quote that will be held until the end of April. Mr. Evans anticipates bids may go up after that. Mrs. Akley queried regarding the possibility of deferring bleacher replacement. Mr. Evans advised that the construction line item in the budget was 'earmarked' this year for bleacher replacement. If that project is deferred, another project will need to be identified. Mr. Evans recommends staying with bleacher replacement.

## Other Projects:

Central Office: Some updates have been made to the restrooms.

Electric Buses: The wiring has all been installed. We are currently waiting for the chargers to be installed (in May), and the buses are scheduled to be delivered in June. There are 2 buses, one for BTMES and one for BCEMS. Due to the lifespan of the batteries, it is best to house them at BTMES rather than where STA normally houses their buses.

Storm-water Run-off Project: There has been no news from the State regarding when the mandate will be enforced. One issue with this project is funding, and we haven't been advised of grants yet. Mr. Evans is aware of an opt out fee and he is advocating for this, but needs to gather more information. The opt-out fee is a one-time fee that facilities would pay in lieu of completing a storm water run-off project. Facilities would need to apply to see if they qualify. Mr. Evans is leery of the project, because he believes ongoing maintenance would be a financial burden to the District. Friends of the Winooski used grant funding to assess BTMES and completed some preliminary drawings. There may be grant funding for full plans and there may be funding available for the construction phase. Mr. Evans believes construction of the project at BTMES will run into six figures. Mr. Isabelle questioned whether or not COVID Relief funds could be used for this project.

Bus Survey: Mr. Evans reported that Mr. Aither has not been able to connect with STA regarding possible routes, and has not sent out the survey to high school families. Mr. Evans was recently advised that ESSER Funds can be used to transport SHS students (who live more than 1 mile from SHS). The transportation is for student dismissal time only (students are dismissed early because of the schedule implemented during the COVID pandemic). Parents will need to register their students for this service. Transportation is slated to begin after April vacation and run for the remainder of this academic year. Mrs. Akley would like some considerations/accommodations for students whose parents don't have access to the internet or phone service (to schedule transportation). Mr. Isabelle would like to further explore utilizing Green Mountain Transit to provide transportation for SHS students, possibly using a voucher system. Mr. Evans will share comments, questions, and concerns with Mr. Aither. Mr. Isabelle is

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concerned that transportation isn't provided to the school, citing truancy issues that are tied to lack of transportation. It was clarified that the dismissal transportation is COVID related, where-as transportation to the school at the regular time would not be related to COVID.

Mr. Coon advised that the bus loop work at BCEMS was planned to be performed in two phases. Phase one was completed last summer. Since phase 1, things have been working smoothly and there isn't an issue with visitor parking. Mr. Coon believes phase 2 does not need to be completed, though some cosmetic work should be completed. Mr. Coon advised that though the elimination of phase 2 saves a lot of money, the funds will be utilized for other necessary projects, so won't really appear as savings in the budget. Mr. Isabelle advised that given the age of our buildings, he is always amazed at how well they are maintained. Mr. Isabelle thanked Mr. Evans and past Facilities Committees for their efforts to see that our buildings, including CVCC, are well maintained.

## 6.2 CVCC Update

Mr. Griggs advised that CVCC is well positioned at this time and has an opportunity to invest in the facility. Mr. Griggs and Mr. Evans will be meeting with the Culinary Instructors to discuss replacement of the walk-in cooler/freezer that is in need of replacement. Replacing the cooler and the kitchen floor will cost more than \$15,000 and will be subject to the bidding process. Mr. Griggs advised regarding statute relating to how excess technical center funds can be used, or be returned to sending districts. Mr. Griggs advised that there is an anticipated significant increase in student counts (for next year) and administrators would like to renovate the cosmetology area by expanding it and splitting it into 2 classrooms and 2 salons. The projects introduced this evening, though not crisis items, will not cause an increase in next year's budget and could be accomplished with this year's surplus funds. In response to a query, Mr. Griggs confirmed that CVCC plans to continue keeping Culinary Arts and Baking Arts combined.

## 8. Old Business

It was noted that some 'Old Business' was discussed under Mr. Evans Report in Agenda Item 6.1.

In response to a query Mr. Evans advised that he has not received any additional information relating to the proposed change to the entrance of the Athletic fields. This item was last discussed in December 2020. Mr. Evans provided a brief overview of some of the past discussion.

In response to a query regarding upgrades to the SHS Auditorium, Mr. Evans advised that to begin the renovations, he plans to make technology upgrades this summer. Other items that need to be addressed include; acoustics, sound system, seating, lighting, etc...Upgrades to the auditorium will benefit those using the auditorium for performing arts, academics, and other types of presentations.

SEA Project: The building is up, the roof is on, windows and doors are installed, the interior concrete floor is poured, the parking lot is getting some final grading, drainage around the building is installed, trades people are starting work inside the building, including the installation of duct work (heating/cooling system), plumbers and electricians are installing their mainlines. Much is happening and happening quickly on the inside. Mr. Evans invited folks to drive by to see the progress. Mr. Evans advised that contractor Peek, CM runs a very organized, neat, clean, safe job site and he is very impressed with their work. Mr. Evans has no complaints at all thus far and is very impressed with this contractor.

## 7. Other Business

Mrs. Poulin provided clarification that New Business and Old Business are categories, and that actual items for discussion need to be listed (numbered) under those categories.

## 9. Items to be Placed on Future Agendas

Mr. Evans will have some quote information for the May meeting and hopes that the budget passes and is finalized by then.

- Summer Project Updates (including bids)
- SEA Project Update

## 10. Next Meeting Date

The Monday, May 10, 2021 meeting is cancelled as it conflicts with the Budget Informational Meeting. The next meeting is Monday, May 24, 2021 at 5:30 p.m., via video conference.

## 11. Adjournment

**On a motion by Mrs. Akley, seconded by Mrs. Pregent, the Committee unanimously voted to adjourn at 6:21 p.m.**

Respectfully submitted,  
*Andrea Poulin*

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**BARRE UNIFIED UNION SCHOOL DISTRICT  
POLICY COMMITTEE MEETING**  
Via Video Conference – Google Meet  
March 15, 2021 – 5:30 p.m.

## MINUTES

### COMMITTEE MEMBERS PRESENT:

Chris Parker, Chair (BT)  
Abigayle Smith, Vice-Chair (BC)  
Andrew McMichael (BC Community Member)  
Jon Valsangiacomo – (BT Community Member)

### COMMITTEE MEMBERS ABSENT:

Tim Boltin (BC)

### OTHER BOARD MEMBERS PRESENT:

### ADMINISTRATORS AND STAFF PRESENT:

Mary Ellen Simmons, Assistant Superintendent of Instruction  
Luke Aither, SHS Assistant Principal  
Scott Griggs, CVCC Assistant Director  
Pierre Laflamme, BCEMS Assistant Principal

### GUESTS:

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

**Ms. Simmons called the Monday, March 15, 2021, meeting to order at 5:39 p.m., which was held via video conference.**  
Meeting participants introduced themselves.

#### **2. Organize (Chair and Vice Chair)**

**The Committee Agreed by consensus to appoint Chris Parker as Policy Committee Chair.**  
**The Committee agreed by consensus to appoint Abigayle Smith as Policy Committee Vice-Chair.**

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

Add 7.2 Update on Tuition Policy (C26)  
Add 8.1 Discussion of a Summary Report/Statement to the Board for Each Policy Being Presented for Action

#### **4. Public Comment**

None.

#### **5. Approval of Minutes**

##### **5.1 Approval of Minutes – February 15, 2021 Policy Committee Meeting**

**The Committee agreed by consensus to approve the Minutes of the February 15, 2021 Policy Committee Meeting.**

It was noted that the Committee is not comprised of seasoned Board Members, as suggested under Agenda Item #7 of the 02/15/21 Minutes.

#### **6. New Business**

##### **6.1 Review of BUUSD Policy Manual Index**

A copy of the BUUSD Policy Manual Index (dated 03/11/21) was distributed.  
A document titled ‘Current VSBA Work – BUUSD Status – Updated 3/11/2021’ was distributed.  
Mr. Aither provided a brief overview of the process for reviewing the Policy Manual Index. Review of this document is a standing Agenda item and usually does not require much action.

##### **6.2 Priority Version of Policy Index – Feedback other Schools**

An untitled document, similar to the BUUSD Policy Manual Index, dated 02/11/21 was distributed. Mr. Aither advised regarding his review and prioritization (based on the high school perspective), and advised that he also requested input from BCEMS and BTMES administrators.

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Mr. Aither displayed a copy of the prioritization list and agreed to send a copy to Mrs. Gilbert, for posting as an addendum item. Mr. Aither provided an overview of the document and advised regarding prioritization. Mr. LaFlamme advised that he believes identifying common themes is beneficial. It was noted that the Committee recommended not adopting several policies. Recommendations 'not to adopt' are also presented to the Board for approval. A verbal overview of the policy categories was provided (Categories A – F). See Attachment A (at the end of Minutes) for a written description.

## **6.3 VSBA Model Policies**

A copy of the VSBA Model Policies Index was distributed. Mr. Aither provided a brief overview of the VSBA document. The review of the VSBA Model Policy Index is also a standing Agenda item. The Committee utilizes this document to identify new and/or modified VSBA policies. All VSBA policies have been legally vetted prior to being posted to their web site. The Committee was advised regarding VSBA's labeling of policies as Required, Recommended, or Policies to Consider.

## **6.4 Policies to Discuss**

### **6.4.1 Security Cameras (F26) - Recommended Policy / Compare with Video Surveillance Policy (BUUSD - F41)**

A copy of the VSBA Security Cameras Policy (F26) was distributed.

A copy of the BUUSD Video Surveillance Policy (F41) was distributed.

Mr. Aither provided an overview, advising that this policy is a bit complex. SHS was the first school in the district to install security cameras, and did adopt a Video Surveillance Policy (F41). VSBA Security Policy (F26) is fairly recent. Mr. Aither is more comfortable with the BUUSD 'local' policy, as he believes it fits in well with BUUSD philosophy. It was noted that an amended version of the BUUSD local policy (amendments by Mr. Cecchinelli and Mr. Aither) is not in tonight's packet. As discussion of this policy may be a bit complex, Mr. Aither suggested that discussion of this policy be tabled until a future meeting where the amended version will be presented for review. A brief overview was provided regarding labeling of changes to policies (for presentation purposes). Verbiage being added is underlined, verbiage slated for deletion is 'struck' out. Mr. Aither advised that sometimes proposed policy changes involve moving wording around (without changing it). Shifting/moving of verbiage will be identified with double underlines. Mr. Valsangiacomo suggested that the amended policy be legally vetted prior to review by the Committee. Mr. Aither will see that the amended policy is reviewed by Peitro Lynn prior to its presentation to the Committee. Mr. LaFlamme advised that the current use of video goes beyond the 3 'goals' listed in the BUUSD policy, and suggested that the policy be updated to include more specifics (e.g. investigating possible misconduct).

**The Committee Agree by consensus to table discussion of this policy until the next meeting.**

### **6.4.2 Student Activities - Elementary Policy (C22) - Recommended Policy**

Two policies were distributed:

VSBA Student Activities (Elementary) Policy (C22)

BUUSD Student Activities (Elementary) Policy (C22)

Mr. LaFlamme and Mr. Griggs believe the policy as written, does follow what is currently done at the middle/elementary schools.

Ms. Parker queried regarding definitions for academic requirements and the definitions of 'wholesome' and 'worthwhile' as written in the policy and questioned if lack of definition could pose issues. It was noted that the wording in the policy was legally vetted, and the Board has requested that any changes to policies be legally vetted prior to being presented to the Board for approval.

Brief discussion was held regarding separating procedures from policy, and an initiative to link policies and procedures on-line so that they are easily accessible. New policies and amendments to policies require Board approval. Creation of, or changes to procedures, do not require Board approval.

**The Committee agreed by consensus that policies (C22 and C23) will be amended and legally vetted, and will be re-presented to the Policy Committee in April.**

Brief discussion was held regarding the protocol for updating draft policies. Mrs. Poulin advised that protocols were discussed at a previous meeting (10/19/2020) and the Superintendent agreed to take responsibility for ongoing review and updates to policies. The Superintendent may update draft policies during the meetings, or ask that changes be submitted to him by members of the Committee.

### **6.4.3 Student Clubs and Activities – Secondary School Policy (C23) – Recommended Policy**

Two policies were distributed:

VSBA Student Clubs & Activities (Secondary) Policy (C23)

BUUSD Student Clubs & Activities Policy (C23)

See discussion under Agenda Item 6.4.2.

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## 7. Old Business

### 7.1 Public Complaints About Personnel Policy (B22) - Recommended Policy

Three policies were distributed:

VSBA Public Complaints About Personnel Policy (B22)

BUUSD Public Complaints About Personnel Policy (B22) – Edited version sent to Board and returned to Committee

BUUSD Public Complaints About Personnel Policy (B22) – Draft version per VSBA version.

It was noted that this policy was sent to the Board for approval. the Board returned the policy back to the Policy Committee without approval of the First Reading. Mr. Aither provided a brief overview of the changes that were previously made. Mr. Aither will see that the amended policy is legally vetted prior to review by the Committee.

Brief discussion was held regarding policy F22 that was approved by the Board in an attempt to move policy approval forward, but that the Board required that the policy be legally vetted and that a report be brought back to the Board. Mr. Aither cautioned that once a policy is adopted, it is 'etched in stone'. It was clarified that after a policy has been adopted, the Board may rescind the policy or request that it be amended.

Mrs. Poulin advised regarding the Board's comments/concerns, and read the following from the 02/25/2021 Board Meeting Minutes:

*In response to questions from the Board, Mr. Cecchinelli provided a brief overview of changes made by Mr. Aither relating to the Appeals to the Board section and removal of legal references. Concern was raised regarding changes/rewording made to the policy written by the VSBA, and why the VSBA language is being changed. Concern was raised that the VSBA policies have been vetted by legal counsel prior to publication. In response to a query, it was noted that the BUUSD did not have the policy reviewed by legal counsel after making changes. Mrs. Spaulding advised that the VSBA has advised her that if the BUUSD makes changes to VSBA policies, those changes should be vetted by BUUSD legal counsel. Concern was raised that the policy may not provide an avenue for individuals to pursue complaints in sensitive situations and when retaliation is a concern. It was requested that the Policy Committee also address this concern. A parent addressed the Board advising that the policy appears to indicate a move towards restorative language, and she would like the Committee to also review that aspect during the policy's upcoming review.*

***On a motion by Mrs. Spaulding, seconded by Ms. Cambel, the Board unanimously voted to table discussion of the Public Complaints About Personnel Policy (B22), to send the policy back to the Policy Committee for review, and to have a First Reading presented at a future Board meeting.***

This policy; Public Complaints About Personnel Policy (B22) – (Recommended Policy) will be added to a future agenda to discuss as directed by the Board.

### 7.2 Update on Tuition Policy (C26)

Mr. Aither advised that the BUUSD has conferred with VSBA regarding this policy. VSBA has advised that the BUUSD should 'pause' working on this policy, and that they will be providing additional information in the future.

## 8. Other Business

### 8.1 Discussion of a Summary Report to the Board For Each Policy Being Presented for Action

Mr. Aither advised regarding the process for policy approval, advising that a number of policies have been returned to Committee due to questions from the Board. Mr. Aither proposes that each policy sent to the Board, have a brief statement attached. The statement will advise Board Members of discussion held at the Committee level. This 'statement' will assist the Board in better understanding the rationale behind the decisions made by the Committee. It is hoped that this process can speed up the policy approval process. It was agreed that the statement will be an unbiased, Committee written statement that will include various opinions that were voiced at the Committee level.

## 9. Future Agenda Items

- F26 - Security Cameras - Recommended Policy / Compare with Video Surveillance Policy (BUUSD - F41) (April)
- C22 - Student Activities - Elementary Policy - Recommended Policy (April)
- C23 - Student Clubs and Activities – Secondary School Policy – Recommended Policy (April)
- B22 - Public Complaints About Personnel Policy - Recommended Policy (April)
- C29 – District Equity Policy (April)
- D30 – Field Trips (spring 2021)
- C26 – Tuition Payment (under review by VSBA)
- High Priority Policies as Identified by Administrators (these will be separate Agenda Items by policy)



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## **10. Next Meeting Date**

The April 19, 2021 meeting has been cancelled (due to April Break)

The next Meeting is Monday, April 26, 2021 at 5:30 p.m. via Google Meet

## **11. Adjournment**

**The Committee agreed by consensus to adjourn at 6:58 p.m.**

Respectfully submitted,

*Andrea Poulin*

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## ATTACHMENT A

### **POLICY NUMBERING SYSTEM**

#### Categories:

A: Board Operations

B: Personnel

C: Students

D: Instruction

E: School-Community Relations

F: Non-Instructional Operations

#### Numbering Scheme:

1 – 19 VSBA Required Policies

20 – 29 VSBA Recommended Policies

30 – 39 VSBA Policies to Consider

40 – 49 BUUSD Local Policies (not from VSBA)

Example: A1 is a VSBA Required Policy

### EDITING PROTOCOL

~~Verbiage being deleted will use the strike out feature.~~

Verbiage being added will be underlined.

Verbiage that has only been moved within the policy will have double underlines.

**DRAFT**  
**BARRE UNIFIED UNION SCHOOL DISTRICT**  
**CURRICULUM COMMITTEE MEETING**  
 Via Video Conference – Google Meet  
 March 30, 2021 - 5:30 p.m.

**MINUTES**

**COMMITTEE MEMBERS PRESENT:**

Renee Badeau, Chair (BT)  
 Alice Farrell, Vice-Chair (BC)  
 Tim Boltin, (BC)

**COMMITTEE MEMBERS ABSENT:**

**ADMINISTRATORS PRESENT:**

David Wells, Superintendent  
 Mary Ellen Simmons, Assistant Superintendent of Instruction  
 Scott Griggs, CVCC Assistant Director  
 Chris Hennessey, BCEMS Principal  
 Brenda Waterhouse, SHS Principal

**OTHER BOARD MEMBERS PRESENT:**

**COMMUNITY MEMBERS PRESENT:**

Clifton Long                      Jennifer Luck-Hill                      Gerard Reymore

**1. Call to Order**

The Superintendent, Mr. Wells, called the Tuesday, March 30, 2021, BUUSD Curriculum Committee meeting to order at 5:40 p.m., which was held via video conference.

**2. Organize Chair/Vice Chair**

Mr. Wells asked for nominations for the position of Committee Chair.

**On a motion by Mrs. Farrell, seconded by Mr. Boltin, the Committee unanimously voted to appoint Ms. Badeau as Chair of the Curriculum Committee.**

Ms. Badeau chaired the remainder of the meeting. Ms. Badeau requested nominations for the position of Vice-Chair.

**On a motion by Mr. Boltin, seconded by Ms. Badeau, the Committee unanimously voted to appoint Mrs. Farrell as Vice-Chair of the Curriculum Committee.**

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

Agenda Item 6.5, Updates from CVCC will be discussed out of order. Discussion will occur after Agenda Item 6.1  
 Delete Agenda Item numbering for 9.1. Only topics for discussion in the current meeting are to be listed with agenda numbers.

There was a brief review of Agenda protocols; Meeting Norms should be included at the end of each Agenda, All documents being presented should be included in the Agenda packet, rather than by links listed on the Agenda (the entire packet, including all 'back-up' documents, need to be posted online), and it was noted that the Agenda for this evening's meeting has not been posted on line (this was an issue last month as well).

**4. Public Comment**

None.

**5. Approval of Minutes -**

**5.1 Meeting Minutes from January 26, 2021 and February 23, 2021**

**The Committee agreed by consensus to approve the minutes of the January 26, 2021 BUUSD Curriculum Committee Meeting. The Committee agreed by consensus to approve the minutes of the February 23, 2021 BUUSD Curriculum Committee Meeting.**

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## 6. New Business

### 6.1 Review Group's Working Agreements

A link to the Board/Committee Meeting Norms was listed in the Agenda. Ms. Badeau provided an overview of the "Board/Committee Meeting Norms". It was noted that the list of Norms is set by the Board and the Board and Committees all utilize this list.

### 6.2 Assessment Update and Review of Results

Mr. Wells advised regarding struggles caused by COVID-19, as well as acknowledging that some students were struggling prior to COVID-19. All school districts are in the process of assessing students and are required to provide results to the State by 04/15/21. In addition to reporting data, districts should begin identifying actions steps that will assist with student recovery. Review of data is essential to identify student needs. The State is also requesting information relating to student engagement, truancy, and social/emotional health. Tonight's presentation is reporting on academics (math and literacy for students in grades 3 – 8). The Star 360 Assessments were performed in February and included testing of remote, hybrid, and virtual academy students. Mr. Wells advised that the data being presented (Star 360 data), includes reporting of how BUUSD data compares to state-wide data. Mr. Wells provided a historical overview of testing within the BUUSD, including the effort to vertically align testing and data. Ms. Simmons advised regarding the schedule for assessments, including additional assessments for those who are struggling. Mr. Wells advised that District-wide there needs to be a common approach to assess data and develop strategies. Mr. Wells queried regarding the Committee's prediction on the results, and proceeded to display and provide an overview of the results. Mr. Wells advised regarding preliminary actions steps that have been identified by teachers and administrators as part of developing the Recovery Plan – (Barre 35). Mrs. Waterhouse advised regarding a cross-walk between assessment results and placement tests (for 8<sup>th</sup> grade students who will be entering SHS). Mr. Hennessey advised that review of data is a critical when developing intervention practices. Mr. Wells advised that many gaps were identified and the system is being honed to better utilize data and develop concrete steps towards closing gaps. Mr. Wells advised that there are dedicated staff members who are meeting to build the Barre 35 Plan. Development of an engaging and robust summer program is almost complete. The program will be run at BTMES. The summer program is grant funded and there are no costs for families. Mrs. Waterhouse advised regarding the expansion of academic offerings over the summer (for high school students). The expansion includes a program covering 4 content areas (history, science, literacy and math), and will also include a study skills component for 8<sup>th</sup> grade students and current freshman. The scheduling is flexible and will allow students to sign up for/participate in multiple programs over 4 weeks. There will also be a component focusing on social/emotional health. There is also the potential to offer a leadership/mentoring program. If this program can't be started over the summer, it will be implemented in the fall. Mr. Hennessey advised that BCEMS is looking into a program for older (middle school) students that cannot access the YMCA program.

### 6.3 Barre Rocks Reading Focus Results

Ms. Simmons advised regarding this reading initiative, which included a raffle for students who read books. Over 1000 books were read. Many students received raffle prizes. Ms. Simmons thanked community businesses for their support, including Mr. Boltin (Delicate Decadence) and the Rotary Club.

### 6.4 Vision, Mission, and Strategic Plan Update

Mrs. Farrell advised that this project is coming to a close. Mr. Goodrich will be meeting with the Design Team to formalize the Vision and Mission Statements (drafts), which will then be presented to the Board. Mrs. Farrell advised that this has been a very successful project, with involvement from many in the community.

### 6.5 Updates From CVCC

Mr. Griggs advised regarding tonight's presentation, and introduced CVCC staff members who will assist with the presentation. Mr. Griggs began the presentation advising regarding the ongoing application of skills, which includes academics and workplace learning. CVCC programs prepare students for post-secondary education as well as for careers. Jennifer Luck-Hill advised regarding the Middle School Initiative, advising of resources and curriculum available. Much information is available under 'Destination CVCC'. It was noted that the plan was for Ms. Luck-Hill to present in person at the various schools, but at the present time COVID restrictions prevent this from happening. Mr. Reymore advised regarding on-line learning platforms and certification of staff to teach on those platforms. Mr. Long advised regarding Suite 360, which provides students with academic content more in-line with CVCC programs. An overview was provided of the Remote Student Google Classroom, including details of various projects. The presentation included a link to one of the student's final projects. The importance of individual program projects was stressed. Mr. Long advised regarding projects performed in the Plumbing/Heating Program (utilizing supplies provided by CVCC), and the benefit of Mr. Long's opportunity to work with students on-line to assist with their projects. Mr. Reymore highlighted the Medical Professions Program, advising of an anatomy component that involved dissection of pig hearts. There was a brief presentation on graduation proficiencies. Programs are currently aligned with proficiencies and those proficiencies are approved by the sending schools. In addition to proficiencies, the State also requires Competencies. A sample list of competencies was displayed. CVCC collaborated with VSAC Aspirations, and utilizing grant funds, students were able to experience virtual job shadowing. Each CVCC Student has a digital Personal Learning Portfolio, which allows them to showcase their learning, and presentations, and also maintains a record of their certifications. PLPs document student growth over time. The PLP 'goes with the student' after they leave CVCC. The presentation included an overview of the CVCC transcript, which documents standards, certifications, and credentials.

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Mr. Griggs lauded CVCC staff for their preparedness and ability to continue working with students during the COVID emergency closure of schools. It was noted that under the emergency move to remote learning, most students remained engaged, with only a few requiring extensive outreach from staff. Ms. Luck-Hill will send a copy of the presentation to Jessica Adams, so that it may be posted with the Agenda. CVCC staff members were thanked for their attendance and presentation.

## **6.6 Barre 35 Growing Learners; Closing Gaps**

Discussion held under Agenda Item 6.2.

## **6.7 Equity, Racial Justice and Inclusion Task Force Updates**

Ms. Simmons advised that the Barre community has been working to bring equity to the schools. This initiative has involved working with two Vermont Law School students to develop an equity policy. Three community forums were held to assist with development of the draft policy. The task force has reviewed the draft and provided feedback. A second draft will be written. Once the 'draft' is finalized, it will be presented to the Policy Committee and the Board. Once the policy is approved/adopted, work will be performed to write procedures and institute professional development. A five session workshop (Cultivating a Culture of Equity and Excellence) with Dr. Luvelle Brown, will begin this Thursday (04/01/21). Attendees will include community members, parents, teachers and administrators.

## **7. Old Business**

None.

## **8. Other Business**

None.

## **9. Items for Future Agenda**

- Updates From Elementary Math – How Are We Addressing COVID Math Slide?
- Implementation Plan for the Student Recovery Plan

Ms. Simmons advised regarding items on the existing Annual Work Plan. Committee Members were encouraged to contact Mr. Wells or Ms. Simmons with any additional items they would like to see on future agendas.

Mrs. Waterhouse congratulated Mrs. Poulin, advising that there has been a recent announcement naming David Poulin as the Class of 2021 Valedictorian.

## **10. Next Meeting Date**

**The next meeting is Tuesday, April 27, 2021 at 5:30 p.m. via video conference – Google Meet**

## **11. Adjournment**

**The Committee Agreed by consensus to adjourn at 7:26 p.m.**

Respectfully submitted,

*Andrea Poulin*

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Stefanie Seng  
School Counseling Coordinator (ext. 1156)

Kathi Fuller  
Student Support Coordinator (ext. 1258)

Wayne Tozzi  
Co-op Education Coordinator (ext. 1137)



### **Regional Advisory Board Meeting**

Minutes

4:00 p.m.

February 8, 2021

Via Remote Google Meeting

**Board Members Present:** Flor Diaz-Smith (Wash. Central SU/U32 Board), Michael Woods (Harwood Union High School Rep), Janna Osman (Twinfield School Board), Libby Bonesteel (Montpelier-Roxbury Supt.), Alice Ferrell (BUUSD Board), Sharon O'Connor (Cabot Board), Ian Arnold (Northfield Savings Bank), Jeff Norway (Norway & Sons Electric), Judy Bourbeau (VT Dept. of Labor), David Wells (BUUSD Supt), Penny Chamberlin (CVCC Director), Scott Griggs (CVCC Asst. Director)

### **Guests Present:**

Dr. Jeneve Joslin (CVCC Medical Professions Instructor)  
Clifton Long (CVCC Plumbing & Heating Instructor)  
Jennifer Luck-Hill (CVCC Online Specialist/Dual Enrollment)  
Carl Matteson (CVCC Emergency Services Instructor)  
Louis LoRe (CVCC Permanent Sub)

1. Welcome and introductions – Chairman, Michael Woods opened the meeting at 4:04 p.m.

2. Program Presentation by Jeneve Joslin, Medical Professions Instructor.

\*Dr. Joslin presented the Medical Professions curriculum by showcasing:

- CCV dual enrollment – 6 credits
- 2 research papers and passion projects
- Remote/Hybrid/In Person learning adventures
- Culturally responsive classroom model
- Electronic health records
- Bioethics & Core Values
- Medical Herbalism
- Video demonstration on Heart Dissection that was used for both remote and hybrid learning

\*The Questions and Answers portion of the presentation consisted of remote learning; average age of her students; future plans for her students; herbal medicine curriculum; how are we getting this message out to our sending middle and high schools and much appreciation from the board for a very thorough and thoughtful presentation.

3. A motion was made and seconded (Alice/Flor) to accept the **December 7, 2020** Meeting Minutes. The motion passed.
4. The final 2020-2021 RAB meeting will be on **May 3, 2021**, Cosmetology II will be our host for that meeting.
5. A discussion ensued regarding the proposed RAB meeting schedule for the **2021-2022 school year**. It was unanimously agreed to remain with **Monday meetings from 4:00-5:30 p.m.** Depending upon the state guidance for the fall opening of school and COVID restrictions, we may need to hold our first meeting remotely and then will be able to return to in person meetings if the board so chooses, or a combination of remote and in person. This will be decided in the fall.
6. Updates from the Director:
  - FY22 Final Budget - \$3,331,442, 6.4% increase in expenses; however a **.2% decrease in tuition @ \$17,496!**
  - 10 Year Enrollment History by Program and by Sending School
  - The Admissions season for 2021-2022 is now open. Our online application is available on our website at [cvtcc.org](http://cvtcc.org)! As of today, we have received 194 applications which is slightly above previous years for Round 1.
  - Governance Proposal, moving on to presenting to each sending district board. We have presented to the Washington Central/U32 Board and they approved CVCC to move forward with a study committee. Our next presentation will be to the Montpelier-Roxbury School Board on February 17<sup>th</sup>. This will leave the final three presentations in March, Twinfield, Cabot and Harwood.
  - Re-Envisioning Project, moving on to the development of a Planning Committee. Clifton presented we are in Phase 3 and we will be hosting an Industry Partner presentation next week on February 18<sup>th</sup>. We will keep the RAB apprised of all phases.
  - Professional Development for January 18, 2021 consisted of a 3 hour workshop on Service Learning and a 2 hour workshop on Data, to continue our yearlong thread of understanding CCC's data and uses of that data. These in-service sessions aligned nicely with Perkins V and the CLNA as well as the Five Year Program Evaluation by Southern Regional Education Board – the next one is due in 2023.
  - Middle School Career Awareness – **go to Destinationcvcc.org**. Penny screen shared this website that was created by Jennifer Luck-Hill our Online Teaching Specialist. The board was very interested in our plans for providing career awareness to our sending school middle school populations.

With no other business to come before the board, the meeting adjourned at 5:00 p.m.

Respectfully,

Penny Chamberlin, Director

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



**"Education that works."**

**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)

**Wayne Tozzi**  
Co-op Education Coordinator (ext. 1137)



## **Regional Advisory Board Meeting**

### **AGENDA**

**4:00 p.m.**

**Monday, May 3, 2021**

**Location – Remote Meeting – via meeting link in Google Calendar and see below:**

**Join with Google Meet**

[meet.google.com/rkv-ddvf-kfg](https://meet.google.com/rkv-ddvf-kfg)

**Join by phone**

(US) +1 575-587-5753 PIN: 773 780 067#

1. Welcome and introductions - Chairman, Michael Woods.
2. Program Presentation by Christina Currier (Cosmetology 2 Instructor).
3. Review and act on February 8, 2021 Meeting Minutes.
4. Data Presentations:
  - Admissions/Enrollments, Attendance and Student Leadership – Stefanie Seng
  - Industry and Career Fairs – Wayne and Stefanie
  - Co-op, Work Based Learning and Job Shadows – Wayne Tozzi
  - NTHS & Scholarships/Workplace and College Bound Seniors – Scott Griggs
  - E-Portfolio Samples – Jennifer Luck-Hill
  - Accuplacer, Work Keys and Graduation Proficiencies – Gerry Reymore
5. CVCC Director's Report:
  - a. FY22 Budget Update
  - b. Governance Study Committee and Re-Envisioning Updates
6. Draft Meeting Schedule for 2021-2022. Meetings to be held 4:00-5:30 p.m. Discuss whether the board wishes to continue with remote meetings or have a blend of remote and in house for program tours.



- October 11
- December 13
- February 14
- May 9

7. Other