

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

August 26, 2021 at 5:30 p.m.

In-Person Option: Spaulding High School Library
155 Ayers Street, Barre, VT 05641

Virtual Option: Click this link to join the meeting remotely:
Meeting ID: meet.google.com/vxi-arvi-mgb
Phone Numbers: [\(US\)+1 929-777-4801](tel:+19297774801) 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

- 5:30 1. Call to Order
- 5:35 2. Additions or Deletions with Motion to Approve the Agenda
- 5:40 3. Comments for Items Not on the Agenda
3.1. Public Comment
3.2. Student Voice
- 5:45 4. Consent Agenda
4.1. Meeting Minutes -August 12, 2021
- 5:50 5. Current Business
5.1. New Hires [**ACTION**]
5.2. Resign/Retire
5.3. Form 267 Perkins (CVCC) [**ACTION**]
5.4. VEHI/VSBIT Annual Meeting [**ACTION**]
5.5. FY23 Budget Development Schedule
5.6. [ESSER Community Forum Recap](#)
- 6:15 6. Old Business
6.1. Community Input
6.2. Surplus Funds
6.3. Projected Student Enrollment
6.4. Reopening/COVID Update
- 7:30 7. Other Business/Round Table
- 7:45 8. Future Agenda Items
- 7:50 9. Next Meeting Date: Regular Board Meeting, September 9, 2021 at 5:30 pm
- 7:52 10. Executive Session
10.1. Compensation for Personnel
11. Adjournment

PARKING LOT OF ITEMS

- Committee Structure
- Critical Race Theory
- Anti-Racism Policy

- 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

MEETING NORMS

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

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BARRE UNIFIED UNION SCHOOL DISTRICT BOARD MEETING

Spaulding High School Library and Via Video Conference – Google Meet
August 12, 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)
Chris Parker (BT)
Abigayle Smith (BC)

BOARD MEMBERS ABSENT:

Tim Boltin (BC)
Sarah Pregent (BC)

ADMINISTRATORS PRESENT:

Chris Hennessey, Superintendent
Jody Emerson, Director Central Vermont Career Center
Carol Marold, Director of Human Resources
Lauren May, Director of Early Education
Mary Ellen Simmons, Director of Curriculum, Instruction, and Assessment

GUESTS PRESENT:

Dave Delcore – Times Argus	Nicole Gallup	Josh Howard	Prudence Krasofski
Colleen Kresco	Terri Reil	Sharon Toborg	Rachel 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, August 12, 2021, Regular meeting to order at 5:31 p.m., which was held at the Spaulding High School Library and via video conference.

Mrs. Spaulding provided a reminder of public participation guidelines for input on non-agenda items as well as for items listed on the agenda.

2. Additions and/or Deletions to the Agenda

5.7 Transportation Changes – will be discussed out of order (as the first item under 5. Current Business)
5.4 Community Input – discussion postponed until the August 26, 2021 Regular Board Meeting
5.6 Surplus Funds – discussion postponed until the August 26, 2021 Regular Board Meeting

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.

3.2 Student Voice

None.

4. Consent Agenda

4.1 Approval of Minutes – July 22, 2021 Regular Meeting, and July 29, 2021 Special Meeting (Retreat)

On a motion by Ms. Parker, seconded by Mrs. Akley, the Board unanimously voted to approve as presented, the Minutes of the July 22, 2021 Regular Meeting, and the July 29, 2021 Special Meeting (Retreat).

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5. Current Business

5.1 New Hires

The resumes and BUUSD Notification of Employment Status Forms for Christina Keegan (BCEMS Grade 5/6 ELA), Kristin Porrazzo (SHS SPED School Psychologist), Rebecca Henry (BTMES Grade 2 Teacher), Jennifer Evans (BCEMS Special Educator), and Harry Marek (SHS/SEA Program Special Educator) were distributed.

Mr. Hennessey provided an overview of the candidates and answered questions from the Board. It was noted that an increase in enrollment requires the hiring of an additional 2nd grade teacher at BTMES.

In response to a query, Mrs. Marold advised that there are 11 professional vacancies, and with the exception of Special Education, she is feeling positive about the ability to fill positions. Mrs. Marold advised that this week, the Vermont Standards Board gave a waiver for Special Educators, resulting in looser criteria. Mr. Hennessey advised that there is a statewide shortage of Special Educators and Early Childhood Education Professionals, and the State is looking into alternate pathways to licensure for these specialties. The Agency of Education is also reviewing other positions including; Language, English Language Learners, allied arts, etc. Mrs. Marold reported that there are a large amount of support staff vacancies, especially para-educators, and a shortage of substitutes as well.

On a motion by Mr. Isabelle, seconded by Mrs. Akley, the Board unanimously voted to approve the hiring of Christina Keegan, Kristin Porrazzo, Rebecca Henry, Jennifer Evans, and Harry Marek.

5.2 Resignations

Letters of resignation from Emily Loughlin (Technology Integration Specialist), Samantha Loesch (SHS ELA), and Mary Reardon (SHS Art Teacher – early retirement) were distributed.

Mr. Hennessey advised regarding the letters of resignation/retirement. Brief discussion was held regarding concern over filling vacancies for resignations that occur this late in the hiring season, close to the opening of school. It was noted that there is a candidate for the Art position and that the ELA position may be able to be absorbed. In response to a query, Mr. Hennessey advised that per statute, a teacher with a contract/letter of agreement cannot leave a district to go work in another Vermont school. None of the resignations are for teachers leaving for another Vermont school. It is believed that COVID and COVID related stress is causing individuals to leave the teaching profession. The Board wished resigning staff well in their new endeavors.

5.3 Ratification of Master Para Agreement

Mr. Hennessey congratulated para-educators on the Collective Bargaining Agreement, and provided an overview of changes to the Agreement, including; a two year agreement (rather than one), an increase in personal days for para-educators with 3 or more years of service (from 2 to 3), salary increases for credits earned (21 credit increments / 60¢ increase, and wage increases: effective 07/01/21 (for employees who worked in the District last year – FY21) an increase of \$1.15, effective 07/01/22 (for employees who worked in the district in FY22) an increase of \$1.00. Wage ranges are as follows: FY21 \$14.30 - \$15.75, FY22 \$15.00 – \$16.40, and FY23 \$15.50 - \$16.90. The Master Para Agreement is now called a Collective Bargaining Agreement.

On a motion by Mr. Isabelle, seconded by Mrs. Akley, the Board unanimously voted to ratify the Collective Bargaining Agreement for Para-educators.

5.4 Community Input

Postponed until the August 26, 2021 Regular Board Meeting.

5.5 Projected Student Enrollment

A document titled ‘Student Population by Race/Ethnicity and Grade Level (Male/Female/Total) – dated 08/07/21, was distributed.

A document titled ‘Home Study Report (AOE provided data) was also retired.

A slight decrease in Home Study counts is anticipated. Updated numbers will be provided by the AOE. This item will be added to the August 26, 2021 Agenda for additional review and discussion.

5.6 Surplus Funds

A document titled ‘Superintendent’s Recommendation for Use of Surplus Funds-Revised 08/11/21’ was distributed.

Postponed until the August 26, 2021 Regular Board Meeting.

5.7 Transportation Changes

Mr. Hennessey introduced Lauren May, Director of Early Education. Ms. May addressed the Board, advising of changes related to the use of 5 point harnesses. It was noted that transportation was not provided to pre-school students in academic year 2020 – 2021, due to COVID concerns. Ms. May advised regarding pre-school transportation changes for 2021 – 2022. Changes are necessary due to a shortage of ‘riders’ to buckle and unbuckle students. Other options were explored and were deemed to be not viable. It was noted

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that BCEMS has not been using car seats. BTMES has used car seats for approximately 6 or 7 years. Ms. May has confirmed that the law does not require that car seats be used on Type 1 buses. Ms. May advised regarding bus design, specifically how the structure of the seating is supposed to minimize injury. In response to a query, Mr. Hennessey reported that the busing schedules for BCEMS and BTMES are changing from two staggered runs per school, to one run for each school. Start times at the schools will be staggered. Mr. Hennessey noted that there is a shortage of bus drivers this year. Due to the shortage of drivers, no transportation can be provided to SHS students at the start of the school year. Board Members expressed concerns regarding the safety of students who will be transported without seatbelts.

5.8 Re-opening/COVID Update – Guidelines/Restrictions

A document titled ‘Vermont Education Recovery Plan’ was distributed.

Mr. Hennessey provided a brief overview, advising that he will only be sharing what is known. The BUUSD has been receiving COVID Reminder Memos from the State. The State is no longer issuing ‘Guidelines’. Mr. Hennessey has been working with the Winooski Valley Superintendent’s Association, to assure that re-opening plans are student centered and consistent. There are two guiding principles; Safety and Health of Students and Staff, and Keep Schools Open for Full-time In-person Instruction. BUUSD schools will open on 08/30/21 for full time (5 days a week) in-person instruction. Schools will re-open following the recommended advice: from 08/30/21 – 09/13/21 all students and staff will be required to wear masks (regardless of vaccination status). Social distancing will not be required. No guidance has been provided regarding plans for after 09/13/21. Folks should be prepared for longer term masking. Mr. Hennessey recommends that individuals try to keep the proper perspective, noting that things have come a long way since last year. In response to a query, Mr. Hennessey advised that the target for vaccination of eligible students (age 12 and up), is 80%. At the present time, the District cannot require that students get vaccinated or require that they disclose their vaccination information. There is an assumption that the adult vaccination rate in the state is over 80%, and there is no tracking of vaccinations for staff. Mr. Hennessey supports an initiative to have the State work with schools to compile a database to track the vaccination status of students. Mr. Hennessey expects to hear more on this initiative next week. Mr. Hennessey announced that a walk-in vaccination clinic is scheduled on Sunday 08/15/21, from 9:00 a.m. – 5:00 p.m. at Spaulding High School. This event is sponsored by the Vermont National Guard, and does not require appointments. There is a possibility that in September, there will be a vaccination for individuals under 12 years of age. It is presumed that approximately half of sixth graders are eligible for the current vaccine. There has not been guidance specific to students/grades, which are on the cusp of vaccine eligibility. In response to a query regarding a ‘back up’ plan (should there be a surge in COVID cases), it was noted that there is no plan to return to remote learning. Any switch to remote learning would need to be approved by the Agency of Education.

6. Old Business

6.1 Second and Final Reading of Professional Development Policy (B21)

A copy of the policy was distributed.

On a motion by Mrs. Farrell, seconded by Ms. Parker, the Board unanimously voted to approve the Second and Final Reading of the Professional Development Policy (B21), and agreed to adopt said policy as presented.

6.2 FY21 Financials Update

Copies of the BUUSD and CVCC FY21 Year-end Projection Reports (dated 08/03/21) were distributed.

As of the Finance Committee meeting on 08/03/21 the BUUSD had an unaudited projected surplus of \$3.2 million. It is not known if the projection has been updated since that date. CVCC has an unaudited projected deficit of \$20,000. CVCC has a Fund Balance of approximately \$180,000, some of which can be used to cover the deficit.

6.3 Strategic Goals Update

A document titled ‘Barre Unified Union School District Vision, Mission, and Beliefs’ was distributed.

A document titled ‘Barre Unified Union School District Strategic Plan Goal Matrix’ was distributed.

The Board was advised that the documents are ‘living’ documents and will be revised as necessary. Mrs. Farrell wants assurance that all action being taken going forward, loops back to the Strategic Plan, and reiterated that she wants assurance that this ‘road map’ is adhered to. It was noted that the Board will receive regular updates throughout the years, and will review progress to see that goals are being reached, or are actively being worked towards. Review of progress will be regularly placed on Board Agendas.

On a motion by Mr. Isabelle, seconded by Mrs. Akley, the Board unanimously voted to accept the Vision, Mission, and Beliefs Statements, and Strategic Plan as presented, with the understanding that the strategic goals will be revised as necessary.

Appreciation was expressed to all the individuals who worked on this initiative.

7. Reports

7.1 Building Reports; Central Office, SHS, CVCC, BCEMS, and BTMES

Copies of the Building Reports for SHS, CVCC, BCEMS and BTMES were distributed.

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Mr. Hennessey provided a verbal report to the Board, and advised that he is looking at revamping and improving the communications systems all around, including building reports. Mr. Hennessey would like to create a 'more digestible' report format. Ms. Smith advised that she would like communication of Board and Committee packets to be timely, citing that information is not being received with enough lead time for Board Members to prepare. It was noted that addendums to meeting packets are very large, and that addendums should be the exception for emergent issues, not the rule. Mr. Hennessey agrees with this request and advised that his office is committed to improving the timing of packet distribution. It was noted that it would be beneficial to have administrators present to answer questions on building reports. Brief discussion was held regarding the necessity of principals' attendance Board meetings. This matter will be discussed/decided at a future meeting. Discussion was held regarding lack of equity between BTMES (which has a before-school and after-school program), and BCEMS, which does not. It was noted that the new later start time at BCEMS will cause a hardship to families if before-care is not offered. Mr. Hennessey advised that in the past (pre-COVID), there was a successful donation funded after-school program at BCEMS. Mr. Coon and Mr. LaFlamme are working on the creation of a program for BCEMS, but nothing has been finalized. Mr. Hennessey would like to create a program with the capacity to serve many students. Mrs. Spaulding noted that the lack of transportation for SHS students (due to a shortage of bus drivers), is an additional example of inequity that needs to be addressed.

7.2 Communications Committee

The Committee met on 08/05/21. A copy of the minutes was distributed. Mrs. Farrell reported that discussion centered mainly on providing prompt, accurate, strong communication for the District. The Committee also discussed communication pertaining to school re-opening, COVID related restrictions/guidelines, and communication on "How to Communicate with the Board". The next meeting is Thursday, September 2, 2021 at 5:30 p.m.

7.3 Finance Committee

The Committee met on August 3, 2021. A copy of the minutes was distributed. The next meeting is Tuesday, September 7, 2021 at 5:30 p.m.

7.4 Facilities & Transportation Committee

The Committee met on August 11, 2021.

The Committee discussed potential uses for surplus funds, including the key system at BTMES, the successful construction of the SEA Building which is slated to open on time, summer projects, including delays due to materials being delivered late.

Mr. Hennessey advised that a 'ribbon cutting' ceremony will be held at the SEA Building sometime in September. The date is to be announced. Mr. Isabelle would like assurance that previous Board Members, who were instrumental in this project, are invited to attend the ribbon cutting ceremony.

The next meeting is Monday, September 13, 2021 at 5:30 p.m.

7.5 Policy Committee

The next meeting is Monday, August 16, 2021 at 5:30 p.m.

It was announced at the Finance Committee meeting, that there are two finance related policies which may need to be amended. These policies will be discussed at the 08/16/21 meeting.

7.6 Curriculum Committee

The next meeting is Tuesday, August 17, 2021 at 5:30 p.m.

7.7 Negotiations Committee

The next meeting date is to be determined.

8. Other Business/Round Table

Mr. Isabelle reiterated his thanks for finalization of the para-educator contract, citing positive negotiations. Additionally, Mr. Isabelle thanked Mr. Hennessey for his interactions with the Board, and for his accomplishments to date. Mr. Isabelle stressed the importance of individuals getting vaccinated against COVID19.

Ms. Parker is very pleased with the success of summer programs, which served many students and included many different opportunities for the children. Ms. Parker extended her thanks to the many staff members who worked to make these programs possible.

Mrs. Akley thanked administrators for working to follow safe protocols for COVID, and making decisions to support the safety and well-being of our students.

Mrs. Spaulding queried regarding recommendations to allow or not allow visitors into the schools (with a goal of having more in-person Board meetings). Mr. Hennessey advised that there are no restrictions in place at this time, other than the requirement to wear

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masks. Mr. Hennessey recommends that if the Board would like to continue with hybrid meetings, that all meetings take place at one school.

Jody Emerson reported that a Governance Meeting was held this week and the Committee continues to work on Articles of Agreement and By-laws (that would be necessary if CVCC changes its governance structure). These documents will be provided to the AOE so that they can determine if the option of a separate board (for CVCC) is viable. The CVCC re-visioning piece is moving slowly at this time, as work is focused on governance re-structure option.

Mr. Hennessey reported that his daughter enjoyed working at the summer programs, and based on her experience with the programs, is considering a career in education.

A community member inquired regarding an item in the 'Parking Lot'. Mrs. Spaulding advised regarding the "Parking Lot" section of the Agenda, which is intended to document, as a reminder, items that will be added to future agendas.

9. Future Agenda Items

- Community Input
- Surplus Funds
- Projected Student Enrollment
- Re-opening/COVID Updates

Mrs. Farrell requested that the agenda item for Projected Student Enrollment, include a report on the maximum building capacity (student capacity) for each school.

10. Next Meeting Date

The next meeting is Thursday, August 26, 2021 at 5:30 p.m. The physical location for the meeting will be posted on the Agenda.

11. Executive Session as Needed

No items were proposed for discussion in Executive Session.

12. Adjournment

On a motion by Mrs. Akley, seconded by Mrs. Farrell, the Board unanimously voted to adjourn at 7:35 p.m.

Respectfully submitted,
Andrea Poulin

BARRE UNIFIED UNION SCHOOL DISTRICT

<p>NEW HIRE NOTIFICATION FORM Complete and Submit to the Central Office (please submit via email to hr@buusd.org)</p>	<p>Date Received by Central Office: <div style="border: 1px solid black; padding: 5px; text-align: center; font-size: 1.2em;">8-11-21</div></p>
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To be Completed by Hiring Administrator: (please leave notes for Central Office on the back page)

Name: <input style="width: 90%;" type="text" value="Dianne Bouchard"/>	Location: <input style="width: 90%;" type="text" value="Spaulding High School"/>
Submission Date: <input style="width: 80%;" type="text" value="8/10/2021"/>	Administrator Action/Checklist Complete: <input type="checkbox"/> Y <input type="checkbox"/> N
Position: <input style="width: 90%;" type="text" value="Licensed Mental Health Counselor"/>	Grade (If Applicable): <input style="width: 80%;" type="text" value="9-12"/>
Endorsement (If Applicable): <input style="width: 80%;" type="text"/>	<input type="checkbox"/> Hourly-Non Exempt <input type="checkbox"/> Salary-Exempt
Hours Per Day: <input style="width: 40%;" type="text"/>	Scheduled Hours: <input style="width: 40%;" type="text"/> a.m. to <input style="width: 40%;" type="text"/> p.m.
Account Code: <input style="width: 90%;" type="text" value="ESSER Grant"/>	
Replacement? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
If Yes, For Whom? <input style="width: 80%;" type="text"/>	Salary Rate: \$ <input style="width: 80%;" type="text"/>
Administrator Approval: <input style="width: 90%;" type="text" value="Brenda Waterhouse, Principal"/>	Signature Date: <input style="width: 80%;" type="text" value="8/10/2021"/>
REVERSE SIDE: Complete the New Hire Checklist prior to emailing candidate packet for Superintendent review.	

For Central Office Use Only:

Contract Complete Date <input style="width: 80%;" type="text"/>	Offer Letter Complete Date <input style="width: 80%;" type="text"/>	DOH <input style="width: 80%;" type="text"/>
Total Years of Experience: <input style="width: 80%;" type="text"/>	Step: <input style="width: 80%;" type="text" value="13"/>	Salary Placement: <input style="width: 80%;" type="text" value="MA"/>
Hourly Rate: \$ <input style="width: 80%;" type="text"/>	Salary Rate: \$ <input style="width: 80%;" type="text"/>	Seniority Date: <input style="width: 80%;" type="text"/>
Contract Type: <input checked="" type="checkbox"/> Teacher <input type="checkbox"/> Para <input type="checkbox"/> Replacement <input type="checkbox"/> Interim <input type="checkbox"/> Offer/Non-Contracted Letters		
<input type="checkbox"/> AFSCME <input type="checkbox"/> N/A		
Days Per Year: <input style="width: 80%;" type="text" value="190"/>	Salary: \$ <input style="width: 80%;" type="text" value="66,016"/>	Contract Days: <input style="width: 80%;" type="text"/>
Teacher: AOE Endorsement: <input type="checkbox"/> YES <input type="checkbox"/> NO State of VT LCMHC License Active 1/31/23		
If No, Required: <input type="checkbox"/> Provisional <input type="checkbox"/> Emergency <input type="checkbox"/> Apprenticeship		
Para-Educator: Associates Degree <input type="checkbox"/> YES <input type="checkbox"/> NO (If NO) → ParaPro <input type="checkbox"/> YES has passed ParaPro		
<input type="checkbox"/> NO will need to take ParaPro		

<div style="border: 1px solid black; padding: 5px; text-align: center; font-size: 1.2em;">Christopher Hennessey</div> <p>Superintendent Approval Signature</p>	<div style="border: 1px solid black; padding: 5px; text-align: center; font-size: 1.2em;">AUGUST 16, 2021</div> <p>Date</p>
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Dianne Bouchard



Education

Johnson State College

Johnson, Vermont

Master of Arts

Major: Counseling

GPA: 3.900

Credit Hours: 60

Attended January 2001 to May 2003

Degree conferred May 2003

Experience

4 Paws Counseling

Jan 2015 - Present

Owner/Mental Health Counselor

Barre, VT

- Facilitated group and individual therapy in outpatient setting.
- Provided counseling services to adolescents in school settings.
- Completed required documentation for continued therapy coverage by insurance companies to meet deadlines.
- Directed family-centered, strengths-based, culturally competent and individualized intakes and assessments.
- Developed individual treatment goals based on history and diagnosis.
- Guided clients in effective therapeutic exercises integrated from Cognitive Behavior Therapy and Solution Focused Therapy.
- Developed goal-oriented psychoeducational and activity therapy groups to improve clients' level of functioning.

- Referred clients to appropriate team members, community agencies and organizations to meet treatment needs.

- Worked collaboratively with other mental health professionals and local middle and high school guidance counselors and administration to provide consistent care.

Supervisor: Self (8029173113)

Experience Type: Other, Full-time

It is **OK** to contact this employer

Washington County Mental Health

Jun 2003 - Jan 2020

Access Clinician

Berlin, VT

Provided counseling and support to children and their families during a crisis.

- Created Animal Assisted Psychotherapy, hiking and volunteer groups for adolescents in an outpatient setting.
- Utilized Animal Assisted Psychotherapy techniques for individual clients in an outpatient setting.
- Provided suicide prevention and postvention information and services to the agency and local schools.

- Attended quarterly meetings as a member of Vermont Suicide Prevention Coalition. Assisted in creating the Vermont Suicide Prevention Platform for the State of Vermont.
- Provided comprehensive case management services, including creating treatment plans and connecting clients and families to appropriate resources.
- Completed required documentation for continued therapy coverage by insurance companies to meet deadlines.
- Directed family-centered, strengths-based, culturally competent and individualized intakes and assessments.
- Developed individual treatment goals based on history and diagnosis.
- Guided clients in effective therapeutic exercises integrated from Cognitive Behavior Therapy, Solution Focused Therapy and Animal Assisted Psychotherapy.

Reason for leaving: Pursue full time private practice

Supervisor: Karen Kurrle (802 229-0591)

Experience Type: Other, Full-time

Please **do not** contact this employer

Trainings/Awards

Trainings:

- Animal Assisted Psychotherapy
- The Body Positive Facilitator
- Suicide Prevention (UMatter)
- Suicide Postvention (Center for Health and Learning)

Awards:

Received an award from VT Suicide Prevention Center for work in suicide prevention

Assisted in writing the suicide prevention platform for the State of Vermont

BARRE UNIFIED UNION SCHOOL DISTRICT

NEW HIRE NOTIFICATION FORM

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

Date Received by Central Office:

8-17-21

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

Name: Location:

Submission Date: Administrator Action/Checklist Complete: Y N

Position: Grade (If Applicable):

Endorsement (If Applicable): Hourly-Non Exempt Salary-Exempt

Hours Per Day: Scheduled Hours: a.m. to p.m.

Account Code:

Replacement? Y N

If Yes, For Whom? Salary Rate: \$

Administrator Approval: Signature Date:

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

For Central Office Use Only:

Contract Complete Date Offer Letter Complete Date DOH

Total Years of Experience: Step: Salary Placement:

Hourly Rate: \$ Salary Rate: \$ Seniority Date:

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

Days Per Year: Salary: \$ Contract Days:

Teacher: AOE Endorsement: YES NO

If No, Required: Provisional Emergency Apprenticeship

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

Christopher Fennessey

Superintendent Approval Signature

AUGUST 19, 2021

Date

Enosburg Falls High School and Middle School

Aug 2015 - Present

Art Educator
Enosburg, Vermont**Supervisor:** Erik Remmers and Rachel Reynolds (802-933-7777)**Experience Type:** Public School, Part-timeIt is **OK** to contact this employer

Sheldon Elementary School

Aug 2014 - Nov 2014

Art Education Student Teacher
Sheldon, VT

I am currently completing my student teaching experience at Sheldon Elementary School. My mentor runs a choice-based art classroom. This practice is called Teaching for Artistic Behavior and is most commonly referred to as TAB. In order to provide choice within the art classroom, we set-up stations which we refer to as centers. These centers are organized by material and we consider what materials are most age appropriate. Our lessons provide opportunities for the students to learn the necessary skills to use these materials properly and to learn about how these materials have been used by artists in the past and present. Students are encouraged to explore personal questions and ideas while using these materials properly. However, teacher-directed objectives and subject matter are used in order to further enhance student learning. An example of this is a lesson I just completed with third and fourth graders in order to teach them about color theory (referring to primary, secondary, and tertiary colors.) A unit of lessons was used to teach students how to properly mix the primary colors in order to create secondary and tertiary colors and specific painting techniques in order to create details and various textures. The students were allowed to choose their own subject matter, but were directed to create at least three of their own colors within their work of art. This meant that all students would include the medium of paint, but were allowed to decide how it was used (for example to paint a sculpture, to paint paper for a collage.)

Reason for leaving: My student teaching experience was only a semester long experience.**Supervisor:** Lisa Bird (802-933-4909)**Experience Type:** Student Teaching, Full-timeIt is **OK** to contact this employer

Camp Dudley at Kiniya

Jun 2014 - Aug 2014

Campcraft and Ecology Instructor
Colchester, Vermont**Supervisor:** Mollie Farnham (607-351-3357)**Experience Type:** Other, SummerIt is **OK** to contact this employer

Camp Dudley at Kiniya Campcraft and Ecology Instructor

June 2014 to August 2014

Camp Dudley at Kiniya is an all girl camp located in Colchester, Vermont. At camp, I worked as the Campcraft and Ecology Instructor of the new Outdoor Program. My responsibilities included creating lessons that taught place-based ecology and backcountry

skills to campers while maintaining a spirit of fun. The skills I taught included proper fire starting/extinguishing, use of fiber plants for weaving, shelter building, leave no trace principles, wild edible plants, species identification, and food web relationships.

In addition to my position as an instructor I also acted as a facilitator for our challenge course. Our challenge course includes both low and high rope elements. The challenge course is used to help groups of campers improve communication and understand group dynamics in order to build a better relationship as a team.

BARRE SCHOOLS

Kim Benson <kbensbte@buusd.org>

ec

1 message

Erica Pearson <epearbte@buusd.org>
 To: Kim Benson <kbensbte@buusd.org>

Ethan Cody

to me

12:21 PM (2)

Good afternoon Erica,

This email is to inform you of my resignation from BTMES for the '21-'22 school year. If you have any questions, or if there is anything that I need to complete before resigning, don't hesitate to reach out for your support and encouragement during my time at Barre Town School.

Take care,

Ethan Cody

--

Ethan Cody
 6th Grade English/Language Arts
 Barre Town Middle and Elementary School
 (802) 476-6617 extension 5219
 ecodybte@buusd.org

Warmly,

Erica Pearson, Co-Principal
 Barre Town School
 70 Websterville Road
 Barre, VT 05641
 (802) 476-6617 ext. 6309

CONFIDENTIAL COMMUNICATION

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FY 22 VACTED CONSORTIUM AGREEMENT

Fiscal Agent

North Country Supervisory Union

Consortium Members include all members of the consortium.

- | | |
|---|---|
| <ul style="list-style-type: none"> • BURLINGTON TECHNICAL CENTER • CENTER FOR TECHNOLOGY, ESSEX • CENTRAL VERMONT CAREER CENTER • COLD HOLLOW CAREER CENTER • GREEN MOUNTAIN TECHNOLOGY & CAREER CENTER • HARTFORD AREA CAREER & TECHNICAL CENTER • NORTH COUNTRY CAREER CENTER • NORTHWEST CAREER & TECHNICAL CENTER | <ul style="list-style-type: none"> • PATRICIA A. HANNAFORD CAREER CENTER • RANDOLPH TECHNICAL CAREER CENTER • RIVER BEND CAREER & TECHNICAL CENTER • RIVER VALLEY TECHNICAL CENTER • SOUTHWEST TECH • STAFFORD TECHNICAL CENTER • WINDHAM REGIONAL CAREER CENTER |
|---|---|

SAID SCHOOLS/DISTRICTS HEREBY MUTUALLY AGREE, PURSUANT TO THE CARL D. PERKINS CAREER AND TECHNICAL EDUCATION IMPROVEMENT ACT (PERKINS V) OF 2018, TO THE FOLLOWING CONDITIONS THAT:

- This agreement is formed under 16 V.S.A. Section 267 c) The expense of carrying on these shared programs, services, and facilities shall be allocated according to a plan mutually agreed upon by the participating supervisory unions and the Secretary of Education, including agreement on revision and adequate auditing procedures to allocate costs.
- e) A central treasury may be established among the participating unions. Such central treasury will receive and disburse funds of participating supervisory unions. Funds shall be disbursed only on orders signed by at least one authorized member from each of the participating supervisory unions. The participating supervisory unions may jointly own personal property under their contract. (Added 1967, No. 70; amended 1969, No. 298 (Adj. Sess.), § 78; 1991, No. 24, § 11; 2013, No. 92 (Adj. Sess.), § 41, eff. Feb. 14, 2014.)
- Said parties agree to conduct activities and programs on a state-wide level that are mutually beneficial to all members of the consortium and that meet the requirements of the Carl D. Perkins Career and Technical Education Improvement Act of 2020 (Perkins V)
- Said parties agree to pay invoices to the fiscal agent on a net 15 basis. The fiscal agent will invoice monthly, for services provided/delivered.
- Said parties agree to allocate funds to the consortium and agree that those funds cannot be reallocated to individual members of the consortium and/or cannot be used for purposes of programs that benefit only one member of the consortium.
- The Consortium Committee of the Vermont Association of Career and Technical Education Directors', acting on behalf of the whole of the members of the consortium is responsible to plan the use of consortium funds and to file an annual application and the required reports with the Agency of Education.
- The entity identified above as "Fiscal Agent" is to be the manager of all financial transactions for the Carl Perkins consortium pooled funds, including invoicing consortium members for their portion of the pooled funds base on a formula calculation (as indicated above); for providing quarterly, or other frequency as requested by the consortium, reports on expenditures against the pooled funds account, and for returning any unused funds to each center, as calculated by the original calculation.
- The fiscal agent will utilize separate funding as required by Statute and State Board of Education rules;
- All purchased resources will remain the property of the consortium.
- A plan for the final disposition of equipment, facilities, and materials that are purchased with pooled consortium funds will be provided by the fiscal agent:
- Each school district will adhere to the consortium assurances as listed within the application and maintain records and other support materials to ensure all assurances are being met:
- The fiscal agent agrees to coordinate and /or maintain all materials and data to assure that the pooled consortium funds are meeting federal and state requirements dealing with monitoring, fiscal reporting (including budget modifications) and other related items that impact upon the requirements of the Carl D. Perkins Career and Technical Education Improvement Act of 2018 (Perkins V)

This agreement shall be effective for a 1-year period for the school year(s) 2021-2022

The school District of _____ Agrees to the above terms and hereby affixes the appropriate signatures.

CTE Director Signature _____ Date signed: _____

Superintendent Signature _____ Date signed: _____

Date Governing Board approved participation in the agreement _____



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

MEMO

To: VSBIT Member School Board Chairs, Superintendents and Business Officials
From: Jonathan Steiner, President
Date: July 1, 2021
Re: **VSBIT Annual Meeting Notice**

The Vermont School Board Insurance Trust (VSBIT) will hold its Annual Meeting on Friday, **November 5, 2021** in conjunction with the Vermont School Board Association's Annual Meeting at the Lake Morey Inn in Fairlee, Vermont. The VSBIT Annual Business Meeting will start at **8:00 AM**. Included with this Memo are **Exhibit A: Notice of the 2021 Annual Meeting** and a copy of the Minutes of the 2020 Annual Meeting. We are sending this advance notice to give you time to designate a proxy as outlined below. We will send another notice of meeting 45 days prior to November 5th.

We hope you will join us to elect two Directors to the Board - there will be an election for one two-year at-large term, currently held by Robert Giroux, and one three-year superintendent term, currently held by Michael Clark. Both have indicated a willingness to serve another term. **If you would like to submit the name of another candidate to the Nominating Committee please send it by August 6th, 2021 to: jonathan@vsbit.org**

After the election of Directors, we will share the accomplishments of the Trust over the past year and answer questions from members. Our Annual Report will soon be posted online. At least two years of financial audits are always available as well; our most recent audit will be posted in early November. All documents can be found on our website at www.vsbit.org.

We hope you will join us at the Annual Meeting. Please remember each member entity is entitled to one vote for each program (Multi-Line and/or Unemployment) of which they are a member. The membership books close at 4 PM on October 22nd; the final list will be posted online at www.vsbit.org. Members may vote in-person by designating an authorized representative to attend the meeting or by vote via proxy by appointing the VSBIT Board to vote on their behalf. We ask each member to complete **Exhibit B: Proxy/Certificate of Authority**, enclosed, and **send it ahead** of the meeting to the address below. This will allow the authorized representative to receive his/her voting card(s) in an expedited manner at the meeting on the 5th.

Vermont School Boards Insurance Trust
Attention: Jonathan Steiner
52 Pike Drive
Berlin, VT 05602

We look forward to seeing you at the Lake Morey Inn on November 5th.

Enclosures



VERMONT SCHOOL BOARDS INSURANCE TRUST

ANNUAL MEETING LAKE MOREY INN FAIRLEE, VT

November 5, 2021
8:00 AM

AGENDA

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



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

MEMO

To: VSBIT Members
From: Jonathan Steiner, President
Date: July 1, 2021
Re: VSBIT Board of Directors

The VSBIT Board is comprised of five members. As outlined in the organization's current Bylaws, the Directors include one School Board Member, one Superintendent and one School Business Official, each with a three year term. In addition, there are two At-Large seats with terms of two years. The current Directors, along with the length of their term, are included below.

Current VSBIT Board of Directors

Michael Bailey, School Board Member	Term expires 2022
Robert Giroux, Member At-Large	Term expires 2021
Brenda Fleming, Business Official	Term expires 2023
Steve Hier, At-Large	Term expires 2022
Michael Clark, Superintendent	Term expires 2021

The membership will elect two Directors to fill the terms expiring in 2021 at the Annual Meeting to be held November 5, 2021 at 8:00 am. The VSBIT Board has established a nominating committee to seek out interested candidates.

I encourage each member to appoint a representative to the Annual Meeting utilizing the Certificate of Authority included in this mailing, or use the proxy to allow the Board of Directors to cast a vote on your behalf.



EXHIBIT A

NOTICE OF MEETING

The Board of Directors of the Vermont School Boards Insurance Trust, Inc., at a regular meeting of the Board held on June 22, 2021, determined that the 2021 Annual Meeting of the Corporation will be held at the following date, time and place:

DATE: November 5, 2021
TIME: 8:00 A.M.
PLACE: Lake Morey Inn, Fairlee, Vermont

As outlined in the Bylaws of the organization, the Agenda for said Annual Meeting is as follows:

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

At said regular meeting of the Board of Directors of the Corporation held on June 22, 2021 it was resolved by the Board that the Membership Books would be closed as of October 22, 2021 for the purpose of determining members entitled to vote at the November 5, 2021 meeting.

A list of voting members of the Corporation entitled to vote at said Annual Meeting is posted online at www.vsbbit.org and available for inspection by any member at the principal office of the Corporation located at 52 Pike Drive, Berlin, Vermont (Telephone: (802) 223-5040)



INSTRUCTIONS FOR EXHIBIT B VSBIT PROXY OR CERTIFICATE OF AUTHORITY

- **In order to vote at the VSBIT Annual Meeting, being held remotely this year on November 5, 2021, Exhibit B must be received by 4:00 P.M. October 22, 2021.**
- If you will be sending a person to the Annual Meeting to represent you, complete the first selection, option **(a)** by checking the box and listing the name of your representative and their title. **This person must be present, with a copy of this form on file, in order to vote.**
- If you will not be attending or sending a person to the Annual Meeting but wish to cast a vote, complete the second selection, option **(b)** by checking the box and in doing so, naming the VSBIT Board as a proxy to cast a vote on your behalf.
- If your school district is a participating member of **both** the VSBIT Multi-Line Program **and** the VSBIT Unemployment Program, a separate Exhibit B form must be filled out for each program.
- **In either case, sign and date the bottom of the form and either bring it to the meeting or mail it ahead to:**

VSBIT
Annual Meeting
52 Pike Drive
Berlin, Vermont 05602



EXHIBIT B

VSBIT PROXY OR CERTIFICATE OF AUTHORITY

LET IT BE KNOWN THAT: **Barre Unified Union SD**, member of the VSBIT
(Name of Member School District/Supervisory Union)

Unemployment Program, a body corporate and politic, created and existing under the laws of the State of Vermont, does hereby:

Certificate of Authority

(a) appoint as its authorized representative to appear and vote on its behalf at any and all meetings of the members of the Vermont School Board Insurance Trust, or any adjournment thereof, the following person:

Name Title

Email: _____

Note: If option (a) is selected, the person listed above must attend in-person to vote.

OR

Proxy

(b) appoint as its true and lawful attorney, the Board of Directors of the Vermont School Boards Insurance Trust, by majority vote, with the power of substitution for it and in its name to vote at the Annual Meeting of the Vermont School Boards Insurance Trust, to be held on the 5th day of November, 2021 or at any adjournment thereof, with all the powers it should possess if personally present through its authorized representative.

Please sign and date this section once you have chosen (a) or (b):

Dated at _____, Vermont, this ____ day of _____, 20__.

This action is valid for one year [365 days] from the date of enactment, or until it is superseded by subsequent action of the member filed with the Trust.

Name of Member District

BY: _____

TITLE: _____



EXHIBIT B

VSBIT PROXY OR CERTIFICATE OF AUTHORITY

LET IT BE KNOWN THAT: **Barre Unified Union SD**, member of the VSBIT
(Name of Member Supervisory District/Supervisory Union)

Multi-Line Program, a body corporate and politic, created and existing under the laws of the State of Vermont, does hereby:

Certificate of Authority

(a) appoint as its authorized representative to appear and vote on its behalf at any and all meetings of the members of the Vermont School Boards Insurance Trust, or any adjournment thereof, the following person:

Name

Title

Email: _____

Note: If option (a) is selected, the person listed above must attend in-person to vote.

OR

Proxy

(b) appoint as its true and lawful attorney, the Board of Directors of the Vermont School Boards Insurance Trust, by majority vote, with the power of substitution for it and in its name to vote at the Annual Meeting of the Vermont School Boards Insurance Trust, to be held on the 5th day of November, 2021 or at any adjournment thereof, with all the powers it should possess if personally present through its authorized representative.

Please sign and date this section once you have chosen (a) or (b):

Dated at _____, Vermont, this ____ day of _____, 20__.

This action is valid for one year [365 days] from the date of enactment, or until it is superseded by subsequent action of the member filed with the Trust.

Name of Member Supervisory District/Supervisory Union

BY: _____

TITLE: _____

VERMONT SCHOOL BOARDS INSURANCE TRUST

ANNUAL MEETING

October 22, 2020, 3:30 P.M.

Remote Meeting

Board and Staff Present: Robert Giroux, Brenda Fleming, Michael Clark, Steve Hier, Laura Soares, Jonathan Steiner, Chris Roberts, Tim Vincent and Lisa Locke

Others Present: Jim Salsgiver, Bennington Rutland SU, Martha Heath, Essex-Westford Educational Community UUSD, Kevin Christie, Hartford SD, Susan Prescott, Lamoille North SU, Rick Dooley, Milton Town SD, Beverly Davis, Orleans Central SU, Thomas Candon, SAU #70, Dana Peterson, Patricia A. Hannaford Career Center, Sue Ceglowski, VSBA with 43 votes from the floor and 21 proxies held by the Board.

The Meeting was called to order by VSBIT President, Laura Soares at 3:32 p.m. Laura introduced members of the current board, staff who were present and incoming VSBIT President Jonathan Steiner.

Items 1-3

Readings of the Roll Call of Members, Proof of Notice of the 2020 Annual Meeting and the Minutes of the previous meeting were waived. Dana Peterson, made a motion and Martha Heath, seconded the motion to waive the readings. The motion passed.

Item 4

Reports from the Officers and Directors were included in the VSBIT 2020 Annual Report, which is posted on the VSBIT website. Prior to the meeting members were notified electronically how to access the report. A motion was made by Michael Clark, seconded by Jim Salsgiver, to accept the reports. The motion passed.

Item 5

Laura reviewed the seats up for election. The Nominating Committee presented the following for the election to the Board:

Brenda Fleming, school business official in the Rutland Northeast Supervisory Union, to fill the open 3 year term.

Steve Hier, former school business official in the Springfield SD, to serve another 2-year term as an at-large member.

Laura asked for any nominations from the floor. There were none. A motion was made by Michael

Clark, to accept the slate and cast one vote to elect both individuals to the VSBIT Board. The motion was seconded by Dana Peterson. The Motion passed.

Item 6

Laura Soares opened the meeting to questions concerning VSBIT Programs.

Tim provided an update on work being done as a result of the COVID pandemic. In collaboration with the Vermont Superintendents Association (VSA), and Vermont School Boards Association (VSBA), VSBIT coordinated the efforts of a group of school attorneys and sponsored the development of a frequently asked questions document that addressed human resources and employment practices issues due to the COVID Pandemic, as well as a best practice document that outlines the interpretation/understanding of federal and state leave law.

With the transition to remote work environments, our Risk management Team offered resources in terms of working from home and also offered virtual ergonomic assessments to individuals working from home.

In an attempt to address social distancing, many schools have begun to utilize outdoor classrooms or outdoor tents, which present their own risk management issues. The team developed resources for the schools with regards to safety considerations and risks associated with temporary structures.

VSBIT partnered with Facility Engineering Associates, and provided three virtual learning sessions on School Facility Re-occupancy and developed a planning guide template.

We supported a series of trainings offered by Prevent Child Abuse Vermont on the risks associated with online/cyber environment as it relates to sexual exploitation and abuse.

Kevin Christy on behalf of the Hartford SD, thanked the VSBIT team for all the work they have done. It enabled them to open fairly successfully and they saw the direct relationship of the work that was put together by VSBIT for their HR Department, and it was very evident.

Jim Salsgiver asked about HVAC and the CARES Act money being provided by Efficiency Vermont. Is VSBIT tying into that effort to ensure school air quality? As we move into winter is it everything they need it to be? Tim responded that VSBIT is not directly involved, but we do have a relationship with Efficiency Vermont. The RM team is attempting to coordinate the information exchange as much as possible to make sure we are putting out the right message. VSBIT has weekly meetings with VSA and VSBA to get information out. VSBIT is not involved with the dispersal of monies, but continues to help with getting the information out.

Jim Salsgiver followed up with noting that it has been difficult for their SU, with the lack of any standards for what they should be looking for, which makes it difficult to determine if there is a problem or not. Jim was thinking that with VSBIT's expertise, VSBIT could be a voice helping in that direction. Tim indicated our safety folks are OSHA certified, but that does not branch into the environmental piece, we will continue to pay attention to this issue.

Jonathan Steiner gave an update on the Unemployment Program, which has been a challenge since the COVID pandemic. The State started paying claims to get money into people's hands as soon as possible, but it was done without contacting VSBIT, Equifax or the Members. This became a problem when VSBIT received a bill for 1 quarter in the amount of \$1.8 million. The most the program has ever spent in a full year was lower than this quarterly payment. VSBIT paid the bill under protest. The Department of Labor (DOL) had been unresponsive in our efforts to obtain claims data. However, just last week, we had a meeting with

DOL, their general counsel, and our attorney to go over the issues we are having. They indicated they are still behind but owe us about \$900,000 that we will get back under the CARES Act. They have promised not to send another bill until everything is settled and worked out. They will also get us all the claims information so we can get it to our members to dispute any claims that we feel are not legitimate. They are going to address all the issues, but it is going to take time.

Martha Heath indicated school districts were told not to let employees go, and is curious where the unemployment claims are coming from. Laura Soares answered that we are also curious, as in the beginning, before we received the quarterly bill, we did not expect to see many claims because schools kept people employed. However, some people like substitutes, were not employed and became eligible for unemployment. What we saw in the economic downturn of 2008, was that more than half of our claims were base period claims. People were let go from another employer but when you look back, they had been an employee of the school district in the past, so we got pulled into responsibility. Unfortunately, we do not know who was paid and whether or not they are base period claims that we are responsible for. There could also be mistaken claims and actual claims, we will not know until we get the full accounts of the claims paid from DOL. Jonathan also added that the DOL has stopped the normal process, and dealt one on one with the claimant. Laura advised that the program is in a strong position. Our intent is not to set rates in FY 22 based upon incomplete data due to the pandemic.

Jim Salsgiver asked if claims were paid in error, that money is out the door, and getting it back could be difficult. Can we face any financial exposure for payments made in error by DOL. Laura explained that we need to discuss with DOL if indeed they have paid claims in error, without communication with us. If so, we may ask them to repay us regardless if they get the money back or not.

There were no indications of any other business. Motion to close the meeting was made by Martha Heath to adjourn. The vote to adjourn was unanimous.

Item 7

As there was no further business, the meeting adjourned at 4:01 p.m.

Respectfully submitted,
Laura Soares
VSBIT President

**Barre Unified Union School District
FY23 Budget Development Schedule
August 3, 2021**

August	<p>Superintendent/Business Manager/Administrators discuss schedule and determine meeting dates. Share with Finance Committee.</p> <p>Share Budget Development Schedule with Board. Board shares with administrators their values and goals for the FY23 spending plan. Admin. would appreciate feedback/parameters on this. Example would be a target percentage.</p>
Sept.	<p>Business Manager /Superintendent meet with Administrators/Directors individually and in group meeting to review previous budgets to actuals, consider COVID-19 impact and ESSER funding, provide data for current planning to extent available (e.g. negotiations, projected enrollments, projected health insurance, assumptions and considerations).</p>
Oct.	<p>On-going administrative budget development meetings together and with individual admin. teams/directors.</p> <p>Board continues discussion regarding values, goals, process, highlights, salary/wages, health ins., technology, facility and community involvement.</p>
Nov. Board Mtg.	<p>Expenditure draft budget presentation to the board with review of “unknowns”. Board discusses recommendations for special articles, if any.</p>
Dec. Board Mtg.	<p>Updates as information becomes available such as equalized pupils, tax commissioner’s announced property yield, CLA, special ed and transp revenue projections). Communication Specialist begins prep of budget brochure.</p>
Jan. 13 Board Mtg.	<p>APPROVAL OF BARRE UNIFIED UNION SCHOOL DISTRICT BUDGET and CVCC BUDGET.</p> <p><i>Jan 13, Budget Warning and Annual Meeting Warning are provided to the Board for approval. If approved each member signs the warnings at the meeting. Tina emails signed warnings to the Town and City Clerks for Ballots, Josh for posting, and building principals for posting.</i></p> <p><i>January 27 or 28: Signed Warnings are sent to the Times Argus to post. (Must be Warned in paper 30 days prior to voting-March 1st Town Meeting.</i></p> <p>Board provides public forums/presents to community.</p>

Superintendent's Recommendation for Use of Surplus Funds-Revised 8/26/21

Unaudited FY21 Surplus Funds - \$3,000,000

Auditor confirmed the board can take action, at a warned meeting, to assign the projected fund balance to capital projects with priorities determined by the Board and Administration

1) \$2,400,000 – Assigned to capital improvements and SEA building expenses not covered by the bond

- **Priorities:**

- SHS Sprinkler System
- Roofing
- Parking Lot Pavement
- Close out Current Expense Note (CEN), issued to offset SEA Budget-CEN is not needed, this would eliminate principal/interest payments in future years.

- No payments have been requested from this CEN to date, no interest paid. The board has the authority at maturity (12/17/21), to renew for successive one year terms, or it can be converted into a longer-term refunding note or bond.

2) \$600,000 - Assigned to FY22 revenue