

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

October 14, 2021 at 5:30 p.m.

Remote Options Only for this Meeting: Click this link to join the meeting remotely:

Meeting ID: 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

- | | |
|------|--|
| 5:30 | 1. Call to Order |
| 5:35 | 2. Additions or Deletions with Motion to Approve the Agenda |
| 5:37 | 3. Comments for Items Not on the Agenda |
| | 3.1. Public Comment |
| | 3.2. Student Voice |
| 5:42 | 4. Consent Agenda |
| | 4.1. Meeting Minutes -September 23, 2021 |
| 5:44 | 5. Current Business |
| | 5.1. New Hires [ACTION] |
| | 5.2. Resign/Retire |
| | 5.3. Review Draft of Official Screening Committee Charge |
| | 5.4. Listening Session Regarding Surplus Funds |
| 7:30 | 6. Old Business |
| | 6.1. COVID Update |
| 7:50 | 7. Other Business/Round Table |
| 8:00 | 8. Future Agenda Items |
| 8:05 | 9. Next Meeting Date: Regular Board Meeting, October 28, 2021 at 5:30 pm |
| 8:06 | 10. Executive Session |
| | 11. Adjournment |

PARKING LOT OF ITEMS

- Evaluation: Staffing, Enrollment, Facilities, etc.
- Building Capacity at each building
- 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
- 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

BUUSD Central Office and Via Video Conference – Google Meet
September 23, 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:

Chris Hennessey, Superintendent
Jody Emerson, Director Central Vermont Career Center
Carol Marold, Director of Human Resources
Lisa Perreault, Business Manager
Mary Ellen Simmons, Director of Curriculum, Instruction, and Assessment

GUESTS PRESENT:

Dave Delcore – Times Argus	Kristie Bandolon	Allison Courtemanche	Tara Day	Venus Dean
Marissa Greene	Carol Hebert	Josh Howard	Joseph Kill	Prudence Krasofski
Marcy Kreitz	Jennifer Lyon	Ben Matthews	Terry Reil	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, September 23, 2021, Regular meeting to order at 5:30 p.m., which was held at the BUUSD Central Office, and via video conference.

2. Additions and/or Deletions to the Agenda

Add 10.3 Negotiations Update

Mrs. Spaulding provided an overview of Meeting Norms and Public Comment protocols.

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

A community member queried regarding the status of a question relating to seatbelt usage on buses. Mr. Hennessey will respond this evening, after the meeting has ended.

3.2 Student Voice

None.

4. Approval of Minutes

4.1 Approval of Minutes – September 9, 2021 Regular Meeting

On a motion by Mr. Boltin, seconded by Ms. Parker, the Board unanimously voted to approve the Minutes of the September 9, 2021 Regular Meeting.

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5. Current Business

5.1 New Hires

The resume and BUUSD Notification of Employment Status Form for Kristie Bandolon (BTMES 5th Grade Teacher) was distributed. Ms. Bandolon is presented for hire for a one year position.

Mr. Hennessey provided an overview of the candidate's experience, and answered questions from the Board, advising that a provisional license is being obtained.

On a motion by Mr. Isabelle, seconded by Mrs. Pregent, the Board unanimously voted to approve the hiring of Kristie Bandolon.

5.2 Resignations/Retirements

No letters of resignation or retirement were presented.

5.3 MOU Regarding Payroll 2021-2022

A document titled 'Memorandum of Understanding Between Barre Unified Union School District and Barre Educators Association Regarding Payroll for 2021 – 2022' was distributed.

Mr. Hennessey and Mrs. Perreault provided a brief overview of the reasons the Memorandum of Understanding is necessary. It was noted that no MOA is necessary for hourly employees (para-educators, custodians, etc.).

On a motion by Mrs. Pregent, seconded by Ms. Smith, the Board unanimously voted to approve the Memorandum of Understanding Between Barre Unified Union School District and Barre Educators Association Regarding Payroll for 2021 – 2022, and authorized the Superintendent to sign said document.

5.4 Recommendation on Fiscal Management and General Financial Accountability Policy (F20)

A copy of the policy was distributed.

Ms. Parker advised that the Policy Committee discussed this policy at the 08/16/21 meeting, and provided an overview of the discussion regarding an increase in the bid threshold (to \$40,000), and the Committee's recommendation to keep the Board approval threshold at \$15,000. A community member expressed support of the recommendation, and queried regarding a separate issue relating to the departure of the previous Superintendent. Mrs. Perreault advised regarding the bid threshold increase (for projects/purchases that require 3 qualified bids) that was presented to the Finance Committee, and advised that she does not think it is necessary, or a good use of time for the Board to approve projects at the current threshold \$15,000. Mr. Evans would like to take part in discussion of this policy, but was not present at the Policy Committee meeting, and is not present at this evening's meeting. Mrs. Perreault was not present at the Policy Committee meeting when this was discussed. Mrs. Perreault would like Board action tabled until Mr. Evans can be present for discussion. Board Members provided input, and some would like additional information on this matter.

On a motion by Mrs. Pregent, seconded by Mr. Isabelle, the Board voted 5 to 4 to table discussion until the next Board meeting. Mrs. Akley, Mrs. Farrell, Mr. Isabelle, Mrs. Pregent, and Mrs. Spaulding voted for the motion. Ms. Badeau, Mr. Boltin, Ms. Parker, and Ms. Smith voted against the motion.

5.5 First Reading Student Attendance Policy (C7)

A copy of the policy was distributed.

It was recommended that this policy be sent back to the Policy Committee for further review and discussion. No action will be taken this evening.

5.6 Committee Structure

Community members provided input, including interest in serving on committees, and a request for the Board to develop a process and procedures for appointing community members to committees or remove existing community members from committees. Brief discussion was held, including 'voting' by committee members, a reminder that committees can only make recommendations (only the Board can make official decisions), benefits to involving community members, a suggestion that the number of community members be limited and community representation be equal (between the City and Town), a query regarding whether or not community members should be allowed to vote (at the committee level), advertising for open committee seats, concern that some community committee members do not have a full understanding of District business (because their level of attendance at other meetings is not sufficient to allow them to be fully informed on matters), and the need for defined policies and procedures relating to applying for committee openings, and appointment of committee members. It was noted that Committee assignments are appointed as part of Board Reorganization, and current community committee members may have been voted on to committees.

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On a motion by Mrs. Pregent, seconded by Mrs. Akley, the Board voted 7 to 1 to appoint up to two community members for each committee, one from Barre City and one from Barre Town, to grant voting privileges to community committee members, that open committee seats be advertised, that applicants be required to submit letters of interest, that applicants be discussed by the Board, that the Board appoint community committee members, and that the term of community committee members, shall end on the date of the annual Board Reorganization in March.

Mrs. Akley, Mr. Boltin, Mrs. Farrell, Mr. Isabelle, Ms. Parker, Mrs. Pregent, and Ms. Smith voted for the motion. Ms. Badeau voted against the motion.

Research will be performed regarding how the current community committee members were appointed. Details relating to guidelines on how/when community members will be recruited (for the remainder of the current year) will be discussed and defined, with a goal of finalizing details by the end of October.

5.7 COVID Update

Community members advised regarding their concerns relating to the negative impact (to students and parents) that occurs as a result of contact tracing quarantine requirements. It is felt that these absences from school are disruptive to education, cause financial hardship, are detrimental to students' social/emotional/mental health, and may cause long term damage. Mr. Hennessey introduced Jenn Lyon (SHS School Nurse and COVID Team Coordinator), and provided an update on the current status. The overview included five areas; Current state of COVID in the BUUSD Community, Surveillance Testing Plans, At Home Learning Expectations, Status of Mandatory Vaccinations for Staff, and Possible Options the State is Discussing with Districts (related to replacing/revising contact tracing guidelines). The District is very aware of the negative impact to students and families and takes these matters very seriously. As of 09/23/21, there have been 24 cases in the BUUSD school community (the majority of which have been at BTMES). These cases have required extensive line lists and contact tracing. There is no confirmation of the source of the cases. There is a statewide portal for information regarding cases in schools, but the site does not appear to be accurate at this time. Contact tracing guidelines have been provided by the Vermont Department of Health, and are followed by all districts in the state. Contact tracing is being conducted as a team effort, and duties are shifted based on staffing availability. Delays in receipt of test results have caused students to miss additional days. The District is working with the State to assure that surveillance testing is available to all staff and students (there have been staffing and capacity issues). It is anticipated that testing for students and staff can begin by the first week in October and is voluntary. The District has contracted with an out of state laboratory, which is dedicated to performing only COVID surveillance testing for schools. The District is contracting with Green Mountain Courier Service to assure that tests are delivered to the lab in a timely manner. It is anticipated that testing will be performed in all of the schools. Details are being refined. Regarding at home learning expectations, the District is working to assure that work is available for students confined to home, but it was noted that the State will not recognize remote learning days. There is a capacity issue in play, and it is clear that long term synchronous learning cannot be attained. Staffing and substitute shortages are having a negative impact on the District. It is hoped that increased testing capacity will allow students to return to in-person learning at a faster rate. There is a large initiative towards moving away from the more complex contact tracing process. In response to a query, it was noted that students are given packets of work to take home, but these assignments are not considered a substitute for in-person learning. Google Classroom is also available for students. Vermont school districts are covered by the OSHA Emergency Standard (for organizations with over 100 employees). A State mandate for mandatory vaccinations for staff is coming. The Superintendent recommends that the District not wait for official word from the State, but rather proceed sooner and believes the Association supports this mandate. Many details still need to be worked out.

6. Old Business

6.1 Finalize Board Engagement Document

A document titled 'How to Engage with the BUUSD Board' – DRAFT, was distributed.

A community member expressed concern regarding community participation, his perception that it is being stifled by use of the existing policy, and concern that this document will further hamper input. Concern was also expressed regarding untimely responses to inquiries (turn around should be 2 days and he has been waiting 7 days for a response). Mrs. Spaulding provided a brief overview, noting that this document serves as a guideline to assist community members with knowing how to engage with the Board, noting that this document is not intended to be 'rules'. Brief discussion was held and a 'typo' was identified.

On a motion by Mr. Isabelle, seconded by Mrs. Akley, the Board voted 6 to 1 to approve/adopt the BUUSD Board Engagement document as amended. Mrs. Akley, Ms. Badeau, Mr. Isabelle, Ms. Parker, Mrs. Pregent, and Ms. Smith voted for the motion. Mrs. Farrell voted against the motion. Mr. Boltin was not present for the vote.

6.2 Superintendent Timeline Search Update

6.2.1 AOE Request to Open Search Request

A letter to Secretary French, from Sonya Spaulding (dated 09/24/21) was distributed.

The Secretary of Education must approve all requests for districts to open searches for the position of Superintendent. Submitting this

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letter, seeking approval, is the first step in the Superintendent Search process. Brief discussion was held and the Board agreed to amend the letter.

On a motion by Mrs. Farrell, seconded by Ms. Parker, the Board unanimously voted to approve the letter as amended and authorized the Board Chair to sign said letter.

6.2.2 Review and Approval of Superintendent Job Description

A document titled BUUSD Position Description for the position of Superintendent was distributed. Brief discussion was held, and it was noted that some revisions are necessary.

Mrs. Farrell moved to approve the BUUSD Position Description for the position of Superintendent. Mrs. Akley seconded the motion.

Additional discussion was held and it was agreed that additional editing should be performed.

Mrs. Farrell withdrew her motion.

Mrs. Spaulding will review the document and determine the best way to make revisions. Additional comments can be submitted to Mrs. Spaulding. This item will be added to a future agenda for Board review and approval.

Mrs. Marold reported that the Official Charge will be ready for Board review (not approval) next week. The document will contain dates for the search process. Mrs. Marold would like finalist candidates identified by 12/09/21, though it is acknowledged that this presents a tight timeframe. Mrs. Marold would also like Board discussion regarding the process for selecting Search Committee Members.

7. Other Business/Round Table

Mr. Isabelle reported that he has been receiving community input regarding budget development, noting that community members are questioning budget increases (given that the District has millions in surplus money). Additionally, Mr. Isabelle reported that he has received input regarding the lack of signage, and sidewalks for the new SEA building. Mr. Isabelle expressed gratitude to the community for their input.

8. Future Agenda Items

8.1 Listening Session Regarding Surplus Funds (October 14, 2021)

- CVCC Lease (10/14/21)
- Committee Structure (TBD)
- Review and Approve Superintendent's Job Description (TBD)
- Review of Official Charge (TBD)
- Articles of Agreement (TBD – in Parking Lot, but may need to be discussed sooner rather than later. Mrs. Spaulding will discuss this matter with Mr. Hennessey, so that he can begin researching)
- CVCC Governance Structure (TBD)
- Recommendation on Fiscal Management and General Financial Accountability Policy (F20) – (TBD)

9. Next Meeting Date

The next Regular Board meeting is Thursday, October 14, 2021 at 5:30 p.m. at the BUUSD Central Office, and via video conference.

10. Executive Session as Needed

10.1 Employee Compensation

10.2 Employee Contract Issue

10.3 Negotiations Update

Items proposed for discussion in Executive Session include Employee Compensation, an Employee Contract Issue, and an Update on Negotiations.

On a motion by Mrs. Pregent, seconded by Ms. Parker, the Board unanimously agreed to find that premature general public knowledge of an item proposed for discussion, specifically the Negotiations Update, would clearly place the Barre Unified Union School District at a substantial disadvantage should the discussion be public.

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On a motion by Mrs. Pregent, seconded by Mr. Isabelle, the Board unanimously voted to enter into Executive Session, with Mr. Hennessey (Agenda Items 10.1, 10.2, and 10.3) and Mrs. Marold (for Agenda Items 10.2 and 10.3) in attendance, at 8:00 p.m. under the provisions of 1 VSA section 313 to discuss the items proposed for discussion.

The remaining information was provided by the Board Clerk.

On a motion by Mrs. Pregent, seconded by Ms. Smith, the Board unanimously voted to exit Executive Session at 9:40 p.m. Mr. Isabelle was not present for the vote.

11. Adjournment

On a motion by Mr. Boltin, seconded by Mrs. Pregent, the Board unanimously voted to adjourn at 9:41 p.m. Mr. Isabelle was not present for the vote.

Respectfully submitted,
Andrea Poulin

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:

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

Name: Kimberly Gilbert Location: BCEMS

Submission Date: 9/30/21 Administrator Action/Checklist Complete: Y/N

Position: Interventionist Grade (If Applicable): PK-5

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

Hours Per Day: 7.5 Scheduled Hours: _____ a.m. to _____ p.m.

Account Code: _____

Replacement? Y N If Yes For Whom? ESSEER until 11/1/22
then move to Elem. Gen Ed

Administrator Approval Signature: H Coon / Marold

Print Name: _____ Signature Date: 9/29/21

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

For Central Office Use Only:

Contract Completed ___/___/___ Offer Letter Completed ___/___/___ DOH _____

Total Years of Experience: _____ Step: BA 4 Salary Placement: 4

Hourly Rate: _____ Salary Rate: _____ Seniority Date: _____

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

Days Per Year: 190 Salary: 44,571 Contract Days: 151 Pro-rated \$35,422.22

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

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

Christopher Hennessy
Superintendent Approval Signature

OCT 5 2021
Date

Kimberlynn Gilbert

19 Middle Avenue - Northfield, Vermont 05701
703-885-2014 - Email: Kimberlynn.Gilbert@norwich.edu

Education

Norwich University

northfield , Vermont

Bachelor of Science

Major: Psychology, **Minor:** Education

GPA: 3.120

Attended August 2014 to May 2018

Degree conferred May 2018

Transcript

(1.1MB)

Experience

Capstone Community Action

Dec 2018 - Present

Preschool Teacher

Barre Vermont

As a Preschool Teacher I'm responsible for the students and I keep in contact with these families, having meetings and assist with connection to school programs for IEP/OnePlans. I also work with Teaching Strategies Gold, VELs, ASQ questionnaires (social emotional and developmental) as well as in the classroom all day with children. Being a preschool teacher at capstone I'm in charge of a "caseload" or "Primaries", that it being responsible for contacting families and creating a relationship with families, inputting data, case notes, updating student information, transition management plans, individual goals, inkind, etc.

Reason for leaving: Looking for something new

Supervisor: Sara Cressey (802-477-5265)

Experience Type: Other, Full-time

It is **OK** to contact this employer

Capstone Head Start Teaching Assistant, Barre, VT United States 12/17/2017 - 12/17/2018

Teaching Assistant

As a teaching assistant for Head Start I'm responsible for assisting in all aspects of the classroom including planning, preparation, implementation and assessment of activities. The teaching assistant is supervised by the team manager and works under the day to day direction of the center-based teacher(s).

Washington County Mental Health, Waterbury, VT United States 9/9/2017 - 10/25/2017

Resident Advisor

As a resident advisor, I was responsible for making sure patients were doing the responsibilities intended for them, such as cleaning, making food (knowing nutrition and food preparation), getting outside to do activities. Such activities included walking, exploring Waterbury, and games. I was responsible to make sure the patient took medications on time, and implementing strategic action plans when necessary.

Barre Town Middle and Elementary School, Barre, VT United States 06/2012 - 12/2016

Custodian

I was responsible for thoroughly cleaning and making sure everything was completed in my area. I was responsible for chemicals, helping other co-workers if needed, helping with paperwork, filing, organization etc.

Barre Town Middle and Elementary School, Barre, VT United States 03/2015 - 02/2016

Substitute Teacher

I'm responsible for an entire classroom of students and making sure the class is calm, quiet, and work is completed. I implemented a variety of teaching methods such as lecture, discussions, and demonstrations. Set and communicated ground rules for the classroom based on respect and personal responsibility. Employed a broad range of instructional techniques to retain student interest and maximize learning. I took appropriate disciplinary measures when students misbehaved.

Dollar General, Williamstown, VT United States

10/13/2016 -

12/20/18

Sales Associate/Key Holder

As a Sales associate at dollar general I was responsible for selling retail products, such as, clothes, food, equipment, and other various items. I worked with customers to help them find what they were looking for, ensure a smooth sales process and process transactions. I was to maintain recovery in all food, medicine, and apparel sections of the store. Work rolltainers and totes when truck came in every week. I was responsible for helping co-workers or managers when needing it,

Test Scores

Test	Date	Score
Praxis Series		
Praxis I - Core Academic Skills for Educators: Math	Oct 2019	170
Praxis Series		
Praxis I - Core Academic Skills for Educators: Reading	Jul 2019	160
Praxis Series		
Praxis I - Core Academic Skills for Educators: Writing	Aug 2019	164
Praxis Series		
Praxis II - Education of Young Children	Jul 2020	159

Certifications

Title	State	Expires	License #
CPR and First Aid	Vermont	Jan 2022	n/a
Handle with Care	Vermont	Aug 2022	n/a

- An Elementary Education Minor:
 - Practicum hours, working with children grades K-6, for about 10-15 hours each semester, overall about 55 hours, not including the numerous days of substitute teaching. As a substitute teacher, I have worked one on one with students with IEP and 504, I have been involved with team meetings, overseeing classrooms, and collaborating with families and teachers to ensure a positive outcome for the student. I have provided support for teachers within the classroom, but also parents in need of assistance.
 - Classes completed:
 - ED 104: Foundations of Education
 - ED 234: Learning and Teaching Strategies
 - ED 315: Special Needs Child
 - ED 351: Methods of Teaching Science to Elementary Students
 - ED 360: Language Arts and Teaching to Elementary Students
 - ED 432: Current Methods of Teaching Elementary Schools Subject
 - MA 160: Math for Elementary School Teachers 1
 - MA 161: Math for elementary school teachers 2
 - MA 360: Teaching math Elementary and Middle School Levels
 - MA 232: Elementary Statistics
 - SO 214: Racial and Cultural Minorities

- Psychology Major:
 - Study the development of the brain and personality in humans. Also, the discussion of social psychology, famous theorists, developmental psychology in children and adults. Currently doing a senior thesis to obtain a B.A in psychology by May 13, 2018.
 - Classes completed:
 - PY 211: Introduction to Psychology
 - PY 212: Abnormal Psychology
 - PY 220: Developmental Psychology
 - PY 230: Biopsychology
 - PY 240: Intro to Social Psychology
 - PY 241: Intro to Personality Psychology
 - PY 263: Perception
 - PY 313: Experimental Psychology 1
 - PY 314: Experimental Psychology 2
 - PY 344: Cognition
 - PY398: Thesis Preparation



Spaulding High School
Central Vermont Career Center
Barre City Elementary and Middle School
Barre Town Middle and Elementary School

Chris Hennessey, M.Ed.
 Superintendent of Schools

A rock solid education for a lifetime of discovery

120 Ayers Street, Barre, VT 05641
 Phone: 802-476-5011
 Fax: 802-476-4944 or 802-477-1132
 Website: www.buusd.org

Superintendent Candidate Screening Committee Charge

Screening Committee Mission

The Barre Unified Union School District Board charges the Superintendent Candidate Screening Committee with the authority and responsibility to conduct the initial superintendent screening process. This process shall start following the receipt of the Secretary of Education's permission to begin the search process and shall conclude with recommending finalist candidates to the full board. The Screening Committee shall strive to present up to three licensable candidates to the full board that meet the search criteria established by the board. The Screening Committee shall provide information on the finalist candidates' experience, specific skills, and related background details to the Board following completion of the initial screening process. The full Barre Unified Union School District Board retains authority to hire the new superintendent.

Committee Membership

The Screening Committee shall be constituted as follows:

- Principal- SHS
- Principal - BCEMS
- Principal - BCMES
- Director - CVCC
- 2 Central Office Directors
- Teacher(s)/Staff TBD
- Board member(s) TBD
- Parent(s) TBD
- Community member(s) TBD
- Business Manager
- Director of Human Resources

The Board will select members of the Screening Committee based on prioritization that includes stakeholder roles, background and experience from the list outlined above.

Committee Process

The Screening Committee is authorized to prepare, distribute, and review candidate materials using electronic resources, and to conduct first-round applicant interviews.

Each Screening Committee member will be expected to review all candidates applying for the Superintendent position and assess and rate each applicant. It is important that each Committee member complete their own assessment of each candidate, and that Committee members not discuss the candidates with one another, or others, before a full group discussion to ensure fairness and confidentiality for the candidates. The Committee members' individual ratings and comments will be put together by the Director of Human Resources along with other information gathered by the Director of Human Resources, to inform the group's decision of what candidates the Committee will interview. The Committee will then choose up to 3 candidates to recommend for interviews by the Barre Unified Union School Board.

Screening Committee members shall agree to keep all applicant information confidential. The Board will publicly announce the list of finalist candidates once references have been completed following the first round of interviews. The Screening Committee Chair is responsible for communications between the committee and the District Board Chair.

All Screening Committee meetings shall be warned and open to the public. However, the Screening Committee shall review candidate materials and deliberate in executive session, complying with Vermont Open Meeting Law requirements. The Screening Committee shall keep meeting minutes and send a copy to the Board Clerk within five days following each Screening Committee meeting.

Adopted by the Barre Unified Union School District board on _____

September 30, 2021

Barre Unified Union School District
Sonya Spaulding, Chair
120 Ayers Street
Barre, VT 05641

Dear Chair Spaulding:

I am in receipt of your letter requesting permission to search for a permanent superintendent. I am authorizing the Barre Unified Union School District Board (BUUSD), pursuant to Rule 3232.2 of the Vermont State Board of Education *Manual of Rules and Practices*, and 16 V.S.A. § 241, to hire permanent superintendent for a period of one (1) year and up to five (5) years through June 30, 2027.

As the BUUSD Board proceeds with the search for a permanent superintendent, please keep in mind that 16 V.S.A. § 241(a) requires a supervisory district or supervisory union to have the “advice of the Secretary” before employing a permanent superintendent of schools.

Accordingly, please send the resumes of the finalists for the position to Suzanne Sprague (suzanne.sprague@vermont.gov) at the Agency of Education who will coordinate the review process here.

In addition, the candidate selected by the BUUSD Board for the position of permanent superintendent must:

- 1) have familiarity with the State Board of Education’s Rules and Practices (<https://education.vermont.gov/state-board-councils/state-board/rules>); and
- 2) be appropriately licensed on or before the first day of employment.

Lastly, when the BUUSD Board is ready to offer the position of permanent superintendent to the final candidate, it must do so in writing and make the offer contingent upon the candidate satisfactorily completing a criminal record check and the abuse registry checks maintained by DCF and DAILE. A copy of the formal offer must be forwarded to the Secretary’s Office via Suzanne Sprague (Suzanne.Sprague@vermont.gov) who will coordinate the criminal and registry record check processes in accordance with state law.

It is recommended that the school district perform background checks as well.

September 30, 2021
Sonya Spaulding, Chair
Barre Unified Union School District
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Please contact my office should you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dan French".

Daniel M. French, Ed.D.
Secretary of Education

