

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

December 2, 2021 at 5:30 p.m.

In-Person Option: BUUSD Central Office, 120 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 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 -November 11, 2021
- 5:44 5. Current Business
 - 5.1. New Hires **[ACTION]**
 - 5.2. Resign/Retire
 - 5.3. First Reading Special Education (D7) **[ACTION]**
 - 5.4. Enrollment/Home Study Report
 - 5.5. Superintendent/Administrator Evaluation Process
- 6:15 6. Old Business
 - 6.1. Second and Final Reading Responsible Computer Internet & Network Use (D3) (Required) **[ACTION]**
 - 6.2. Substitute Rate Recommendation **[ACTION]**
 - 6.3. FY23 Budget
 - 6.4. Committee Structure Update **[ACTION]**
 - 6.5. Community Involvement Event Update
 - 6.6. COVID Update
- 7:15 7. Reports
 - 7.1. Superintendent Report
 - 7.2. Communications Committee: **Met:** November 4; **Next Meeting:** December 9, 2021
 - 7.3. Finance Committee: **Met:** November 2; **Next Meeting:** December 7, 2021
 - 7.4. Facilities/Transp. Committee: **Met:** November 8; **Next Meeting:** December 13, 2021
 - 7.5. Policy Committee: **Met:** November 15; **Next Meeting:** December 20, 2021
 - 7.6. Curriculum Committee: **Met:** November 16; **Cancelled:** December 28 ; **Next Meeting:** January 25, 2022
 - 7.7. Negotiations Committee: **Next Meeting:** TBD
- 7:20 8. Other Business/Round Table
- 7:25 9. Future Agenda Items
- 7:30 10. Next Meeting Date: Special Board Meeting, December 16, 2021 at 5:30 pm **(Date Change)**

- 7:35 11. Executive Session
12. Adjournment

PARKING LOT OF ITEMS

- Listening Session: Budget (12/16)
- Listening Session: School Education Financing 101 (12/16)
- Audit Presentation (12/16)
- Building Reports: SHS, CVCC, BCEMS, BTMES (12/16)
- Annual Assessment Report (January/February)
- Surplus Funds
- Changes in Articles of Agreement (Wrong Articles on State Website; Town Clerks piece)
- 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
November 11, 2021 - 5:30 p.m.

MINUTES

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

Alice Farrell (BT) – Vice Chair
Sarah Pregent (BC)

ADMINISTRATORS PRESENT:

Chris Hennessey, Superintendent
Stacy Anderson, Director of Special Services
Scott Griggs, CVCC Assistant Director
Carol Marold, Director of Human Resources
Lisa Perreault, Business Manager

GUESTS PRESENT:

Dave Delcore – Times Argus	Tara Day	Venus Dean	Nora Duane	Kara Erwin
Jamie Frey	Marissa Greene	Josh Howard	Prudence Krasofski	Marcy Kreitz
Pietro Lynn	Terry Reil	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, November 11, 2021, Regular meeting to order at 5:31 p.m., which was held at the BUUSD Central Office and via video conference.

Mrs. Spaulding provided an overview of Meeting Norms and protocols for communicating with the Board.

2. Additions and/or Deletions to the Agenda

Delete 5.6 First Reading Fiscal Management and General Financial Accountability Policy – F20

This policy has been returned to the Policy Committee.

Add 8.3 Future Agenda Items

Add 10.3 Student Matter (under Executive Session)

Corrections:

The Agenda should indicate that there is a physical meeting location – The BUUSD Central Office

The December Board Meetings should be listed as Special Meetings

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

3. Public Comment for Items Not on the Agenda

3.1 Public Comment

Rachael Van Vliet, on behalf of the Barre Educators Association, read a prepared statement providing insight into what life is like working in the schools this year and to ask for support from the Board and the community.

3.2 Student Voice

None.

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4. Approval of Minutes

4.1 Approval of Minutes – October 28, 2021 Regular Meeting

On a motion by Mr. Isabelle, seconded by Mr. Boltin, the Board unanimously voted to approve the Minutes of the October 28, 2021 Regular Meeting.

5. Current Business

5.1 New Hires

No candidates were presented for hire.

5.2 Resignations/Retires/New Hires

Letters of resignation from Scott Griggs and Christie Mainart were distributed. Mr. Hennessey announced an additional resignation that is not in the Board Packet. Mary Ellen Simmons, Director of Curriculum, Instruction, and Assessment, has submitted her resignation, which is effective at the end of Thanksgiving week. Additional details will be provided in Executive Session. Mr. Hennessey advised regarding the letters of resignation. Ms. Mainart's resignation is effective 12/22/21. Ms. Mainart is the BCEMS elementary health teacher and garden coordinator. This position has been posted and a number of applications have been received. It is hoped that a candidate can be presented to the Board on 12/02/21. Mr. Griggs will be leaving the District at the end of the academic year (06/30/22). Mr. Hennessey advised of the different positions Mr. Griggs has held within the District, including his current position as Assistant Director of CVCC. Ms. Mainart and Mr. Griggs were thanked for their service and wished well in their future endeavors.

5.3 CVCC/BUUSD Lease Agreement

A document titled 'Facilities Use and Related Services Agreement' was distributed.

Mrs. Spaulding advised that Pietro Lynn (BUUSD counsel) and CVCC Director Jody Emerson are present to provide an overview of the proposed Agreement. Mr. Lynn advised that he was asked to review the lease. This is the third iteration of the contract drafted by Chris Leopold. Mr. Lynn did not draft the Agreement. The document provides legal rights and responsibilities for both parties (CVCC and the BUUSD). The contract places certain responsibilities on the BUUSD, as landlord. If responsibilities are not fulfilled, the District can be sued. Mr. Lynn answered questions from the Board, and advised that he did not draft the document, as that would be a conflict of interest. Mr. Lynn had reviewed the first iteration and felt it needed to be amended to reflect that being a landlord is not easy and that a division of responsibilities needed to be reflected in the Agreement. The operative section is Section 3 (Use Fee), which documents fees that CVCC is responsible for, including costs associated with the building. Mr. Lynn believes it is important for the Board to understand the terms of the lease, which lasts for 3 years, with an option for CVCC to renew for an additional 2 years. Mr. Lynn advised that sometimes landlords do not wish to offer the 2 year extension, as they may wish to renegotiate to address unforeseen issues. Mr. Lynn noted that the contract does not clearly document who pays for power. This Agreement only goes into effect if voters approve a new governance structure at the March 2022 Town Meeting. If a new governance structure is approved, it will go into effect on 07/01/2022. Mrs. Akley queried whether or not the Board should take a step back and get a more complete utility picture. Mrs. Akley also suggested that the Board may wish to revisit the renewal clause in the Agreement. Mrs. Perreault advised that in both the current and the proposed contracts, both include a provision that CVCC pays 18% of the building's utilities. What constitutes utilities is not specified in the Agreement. Mrs. Akley's preference is to see some sort of demonstration that 18% is accurate and actually covers the expenses generated by CVCC. Mrs. Akley would like to assure voters that due diligence was performed by the District. Mrs. Akley suggest that the Board may wish to consider a shorter lease term, or addition of a clause that allows for renegotiation should costs increase. Mrs. Akley believes there is adequate time to perform additional research prior to agreeing to the proposed lease agreement. The governance vote is not until March 2022 and any new form of governance would not go into effect until 07/01/22. In response to a query, Mr. Lynn advised that 'heat' is not typically considered a utility, though all parties can agree that heat is considered a utility for the purpose of this agreement. Mr. Lynn believes the intent of the contract is for CVCC to shoulder 18% of the operating costs, which would include heat and air conditioning, though those items are not usually considered utilities. It was confirmed that if heating costs were to rise, the 18% of operating costs would include the increase in heating costs. Mrs. Akley confirmed that the agreement does not include any renegotiation clause. Mr. Lynn noted that, as the BUUSD's attorney, the bottom line is that if things are not working out, the District is 'stuck' with a three year contract, and an additional 2 years if CVCC so desires (locked in for 5 years). Mrs. Akley believes that given this information, she is not comfortable moving forward this evening and would prefer to wait until at least the next meeting, so that she has more time to review the contract and contact Mr. Lynn with any additional questions. Mrs. Akley believes there is presently a lot uncertainty in markets, and should any extraordinary circumstances occur, this agreement does not allow for renegotiation.

On a motion by Mr. Boltin, seconded by Mr. Isabelle, the Board voted 5 to 1 to approve the CVCC/BUUSD Lease Agreement.

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

5.4 Recommendation Policy C26 – Tuition Payment (Recommended)

A copy of the VSBA Policy was distributed. It was the Recommendation of the Policy Committee, not to adopt this policy as it does not pertain to the Districts' schools. Ms. Parker advised that this policy pertains to districts that don't have high schools and noted that

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the VSBA recently rescinded the policy. Given that the VSBA removed this Model Policy, she does not believe the Board needs to take action to agree not to adopt the policy. It was agreed that no action is necessary.

5.5 First Reading Responsible Computer Internet & Network Use Policy – D3 (Required)

A copy of a draft policy was distributed.

Mrs. Parker advised that the BUUSD currently has an adopted version of Policy D3. VSBA has recently updated the Model Policy version with more current language and applicable situations. The Technology Director is in agreement that the new language be adopted. It was noted that the current version of the policy cannot be rescinded after adoption of this policy. Though the newer policy has a new title, it is not a 'new policy'. The approval of this policy is actually approving amendments to the existing policy (including amending the policy 'title'). Once the policy is adopted (after the second and final reading), there will be no policy to rescind. It was noted that the protocol for amending policies wasn't followed, as protocol calls for the existing policy to be presented and all amendments would be identified utilizing the recognized protocols. Mrs. Spaulding has requested that when the policy is presented for second and final reading, it contain the editing protocols.

On a motion by Mr. Isabelle, seconded by Mr. Boltin, the Board unanimously voted to approve the First Reading of the Responsible Computer Internet & Network Use Policy – D3.

~~5.6 First Reading Fiscal Management and General Financial Accountability Policy – F20 (Recommended)~~

~~A copy of a draft policy was distributed.~~

5.7 Financial Management Questionnaire

A document titled 'Financial Management Questionnaire – BARRE UNIFIED UNION SCHOOL DISTRICT' was distributed. Mrs. Perreault provided a brief overview of the document which is required by Statute. Board Members have reviewed the form which was developed by State Auditors. Mrs. Perreault answered questions from the Board.

On a motion by Mrs. Akley, seconded by Mr. Isabelle, the BUUSD Board unanimously voted to approve the Financial Management Questionnaire and authorized the Business Manager to sign the document.

5.8 Substitute Rates

A document titled Regional Substitute Rates was distributed.

A document titled Vermont Sub Rates (updated 08/24/20) was distributed.

Mrs. Spaulding advised regarding the documents in the packet, noting that one of the documents is from August of 2020.

Mrs. Spaulding advised that substitute rates were part of budget development discussion at the Finance Committee meeting.

Mr. Hennessey advised that the document titled Regional Substitute Rates is more recent. Mr. Hennessey advised that the District is not the highest or lowest on the list. Mr. Hennessey noted the shortage of substitutes and applauds the Board for wanting to address this issue, but noted that there are some complications relative to the negotiated agreement with para-educators with going significantly higher. He would like to advocate for bumping up the rate, noting that substitute pay has not been addressed in a long time, and that looking at rates for those individuals who have subbed for a long time would be beneficial, though he is doubtful that increases in the rate will significantly increase the number of individual who apply to the District for substitute jobs. Mrs. Marold addressed the Board, and advised that some new subs are signing up, and those that are interested in working full time are being funneled towards para-educator jobs (most of those on the sub list are being funneled to SPED when possible). Mrs. Spaulding queried Mr. Hennessey regarding his recommendation for increases for subs with many years in the District, as well as an increase for newer subs. Mr. Hennessey advised that specific figures have not been discussed, and noted that they want to be sensitive to the para pay. It was noted that some licensed subs that have been hired, have been moved to professional roles, though that has reduced the number of subs. Mrs. Marold reported that the District is advertising \$25.00 per hour for licensed subs. This is a premium rate that is only in effect for the current year. Mrs. Spaulding queried regarding why the District pays an hourly rate when many other districts pay a daily rate. Mrs. Marold advised that depending on the role for the sub, they might be working between 6 and 7 1/2 hours per day, so in 'normal times' the hours can fluctuate. Mr. Isabelle queried regarding whether or not the Board approved the premium pay, and if not, should it have. Mrs. Marold noted that the figures were not brought before the Board. Mr. Hennessey noted that the substitute shortage is one of the biggest issues the District is facing right now. Mr. Isabelle believes it's shameful that the District pays substitutes the same rate as individuals who work 'flipping burgers', and advised that the District needs to 'up its game'.

Ms. Badeau noted that most of the schools in the area are using a base/daily pay, rather than an hourly rate, and she believes a switch to the daily rate would be beneficial as it guarantees substitutes a consistent pay. Mrs. Poulin noted that her comments at the Finance Committee did not address the entire Board, so she is commenting this evening to assure that the entire Board is aware of the situation.

Mrs. Poulin advised that the last time substitutes received an increase was 5 years ago and the time before that it was at least a decade. For unknown reasons, every year, every employee in the district (except for substitutes), receives an increase. Though the District says it values substitutes, it demonstrates the opposite when it comes to substitute pay. The District refuses to give increases to substitutes until the substitute pool hits rock bottom. Substitutes feel this perceived lack of value and are aware of what is happening. Substitutes are moving to other districts where they feel more valued. Additionally, there has never been a pay differential between inexperienced substitutes and those with ten or twenty years of experience. Experienced substitutes have established relationships

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with students and staff, and know the workings of the schools. Mrs. Poulin believes experienced substitutes should receive a higher rate of pay as they bring much more experience and value to the job. As of January 2022, minimum wage has gone up \$2.95, since substitutes last received an increase. That coupled with the increase in the cost of living means substitutes are losing money. Mrs. Poulin noted that the rate list for 2020 is inaccurate because many districts increased their rate of pay shortly after school started. Regarding sensitivity to para wages, it has been Mrs. Poulin's experience that if someone wants a full time job, or full time job with benefits, they generally won't take a substitute job, (for a slightly higher rate), to take a job that has no guarantee of any hours on any given week. For Mrs. Poulin, it just 'doesn't wash' to say that substitute pay should be kept very low to prevent para-educators or those applying for para jobs from switching to substitute positions. Substitutes should be paid based on their value. Mrs. Spaulding would like to have a recommendation presented at the next meeting. Mr. Hennessey noted that the District should also look into setting a guaranteed daily rate (as most surrounding districts do). Mrs. Spaulding would like to know why Harwood has two different rates. It was noted that when the District used to pay a per diem rate, there were two rates in effect, one for full days and one for half days. Mrs. Poulin noted that if the District reverts back to a per-diem method, they will save a mountain of paperwork for sub coordinators and payroll personnel. (timesheets, timesheet approval, timesheet data entry). Ms. Parker would like to see data that reflects the overall financial impact of various rates, noting that she would prefer to go with a higher rate if the financial impact isn't too large. This item will be an action item at the 12/02/21 meeting.

5.9 FY23 Budget Draft 1

A document titled 'FY23 Draft 1 Budget Development Considerations/Highlights – Presented to the Finance Committee: November 2, 2021' was presented. Mrs. Perreault advised that she will answer questions from the Board, and advised that draft 2 is being worked on. Draft 2 will be presented to the Finance Committee on 12/07/21. At that point, it is hoped that additional information will be available (equalized pupil counts, revenue information, and the announced yield). This additional information is not available until 12/01 of each year, so it is not available when draft 1 is created. The proposed increase in draft 1 is approximately \$589,000, and it is known that the increase in wages, salaries and benefits is more than that amount. There has been much transition over the last year and a half. Mrs. Perreault noted that there is an approximate difference of \$30,000 between teachers at the start of the salary scale and those at the top. 'Breakage' is being reviewed, and it was noted that there will be a decrease in the HRA line item. It is anticipated that there will be savings in health insurance (the number of those choosing family plans is lower than expected), HRAs, and the salary and wages line item. A community member requested that the District look for more ways to achieve savings, and asked for additional information relating to finances surrounding the resignation of an employee. Mrs. Perreault advised that at this point in budget development, revenues are not being discussed. There is currently an unaudited fund balance of \$1.8 million, and it would make more sense to utilize some of those funds instead of utilizing the Tax Stabilization fund. When additional information becomes available, discussions will take place regarding the possible use of funds for revenue. Draft 1 budgets 75¢ SF for facilities. If the budgeted amount is increased to the Industry Standard of \$1 SF, the difference will be \$113,550. This will be discussed at the next Finance Committee meeting. There are outstanding questions related to the PSTL Program. There are no staff positions in the budget that were previously grant funded. Mrs. Perreault provided clarification regarding the increase for assistant coaches. The actual increase to provide paid assistant coaches for every SHS team is \$65,000 (not all teams had paid assistant coaches). In response to a query, Mrs. Perreault advised that planning is under way to transition grant funded positions into open positions (through attrition). In response to a query regarding possible changes to weighting (when calculating equalized pupil), Mrs. Perreault believes that a change to the weighting formula would probably be beneficial to the District. No weighting changes have been presented to the legislature, so any possible weighting changes would not be implemented in time to impact the FY23 budget.

5.10 Committee Structure

A document titled 'Community members on BUUSD school board committee guidelines' was distributed. Mrs. Spaulding drafted the document based on the Board's previous discussion and the motion that was passed. Mrs. Spaulding queried the Board regarding the draft document, noting that she has also listed some questions. Mrs. Spaulding provided an overview of the document, including her list of questions. Board members provided feedback on the document. Clarification was provided that community member terms end at the Board Organization meeting in March, and then Committee openings will be advertised. It was agreed that the Board will interview candidates. Mrs. Spaulding will update the document based on feedback. It was suggested that once the guidelines are finalized, a policy be written.

5.11 Community Involvement Event

A document titled 'Community Service Forum' was distributed. Mrs. Spaulding, in conversation with Peter Anthony, from All In For Barre, learned of an upcoming Community Involvement Event. The document included in the packet is being shared with the Board because Mr. Anthony would like to have the schools involved with the forum. Mrs. Spaulding would like community members to understand how they can participate (in Board meetings, on committees, and on a case by case basis). Mrs. Spaulding queried Mr. Hennessey and Mrs. Marold regarding other ways to encourage community volunteers. Mrs. Spaulding will participate in this event, which will be held on Sunday, 11/21/21 from 1:30 p.m. until 3:30 p.m. at the Labor Hall. Mrs. Spaulding queried regarding others who may wish to participate. Mr. Hennessey volunteered to attend the meeting. Increasing community involvement may assist with sparking community interest in serving on the Board. Mrs. Spaulding will attend the event and report back to the Board at the next meeting. Mrs. Spaulding asked Board Members to encourage community members to attend the forum.

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6. Old Business

6.1 Amendment of the Superintendent Committee Charge

A document titled 'Superintendent Candidate Screening Committee Charge' was distributed.

Mrs. Spaulding advised that though the document is almost finalized, it does not include student names. The number of students to be involved is undecided. Mrs. Spaulding would like to amend the document, and receive Board Approval for adoption of the revised version. The proposed amendment is to add Spaulding High School student(s) to the Committee. Brief discussion was held.

On a motion by Mr. Isabelle, seconded by Mrs. Akley, the Board unanimously voted to adopt the amended version of the Superintendent Candidate Screening Committee Charge.

6.2 COVID Update

A copy of a letter from the Vermont Department of Health, to Parents and Guardians (dated 11/04/21) was distributed.

A community member queried regarding having work sent home from school, for students who are in quarantine, or out of school due to COVID. Mr. Hennessey advised regarding current cases (161 as of about a week ago), and advised that there have been 17 new cases since Halloween. COVID cases are on the rise around the State, with record high numbers of positives. Vaccination Clinics have been scheduled at BCEMS (11/16 and 11/17) and at BTMES (11/18 and 11/20). Details are included in the letter contained in the packet. Currently, most slots are filled, but additional vaccine may become available. It was noted that there are additional places where students can get vaccinated. Mr. Hennessey thanked the Barre District Health Office, which has been very involved in planning these clinics. Regarding 'Test to Stay', the District continues to lack the capacity to run this program and there are still supply chain issues. It is hoped that once more students get vaccinated, there will be fewer students who need to get tested. The Test to Stay initiative will remain on administrator's radar. Mr. Hennessey advised that for students who are quarantining, work is available on line. As there is no State of Emergency, remote learning days do not count as days in school. There is some pressure on the State to reconsider the remote attendance option. A community member queried regarding staffing for Test to Stay, specifically qualifications for 'testers (is a nursing degree necessary?) and whether or not the District is hiring for these positions, or asking for volunteers. Mr. Hennessey advised that the District is recruiting volunteers for various areas of need. Of those who have expressed interest in volunteering, most wish to volunteer in a capacity not related to testing. Given the volume of tests that need to be performed, and the overall lack of staffing for testing, it does not seem feasible at this time. If a large number of volunteers come forward, the District can consider implementing Test to Stay, but it was noted that there may be a shortage of test kits. Mr. Hennessey offered to speak with Ms. Kreitz after the meeting to inform her of the process for signing up to volunteer. It was noted that all volunteers need to go through the finger printing and background check process. Mrs. Akley has been receiving much community feedback relating to why remote learning is not occurring, and suggestions that the schools close for two weeks to allow the surge to calm down. Mrs. Akley reminded the community that because there is no State of Emergency in effect, laws prevent the schools from using these mitigation strategies. Mrs. Akley is also frustrated with current situation, and encourages community members to share their frustrations with the Governor and the State Board of Education. Mrs. Akley hopes that if enough voices are heard by the right individuals, it may help to move things in a different direction. The new case numbers are shocking and it will be difficult to make it through the winter unless other options are available. Mr. Hennessey advised that the leadership teams have been discussing various mitigation strategies, and are worried that a 2 week closure would not be beneficial, as once students leave the public school setting, they will be in an environment where there are no mandated safety measures, and many families, due to personal circumstances, can't quarantine. It is believed that the safest place for students is in the school, noting that the majority of students are being served. It was reiterated that the State currently does not allow remote options, and a closure of two weeks does require make up days.

7. Other Business/Round Table

Appreciation was expressed to Ms. Van Vliet for her opening statement. It is recognized that COVID fatigue has set in and staff are doing important work. The work that staff members are performing is very much appreciated. Appreciation was also express to students and parents for their continued support and flexibility.

Appreciation was expressed to Mr. Griggs for all he has contributed to many students and the District over the years.

Appreciation was given for the substitute discussion, and it is hoped that changes can be made that will result in hiring individuals that will stay with the District.

The SHS Drama Department's performances of Alice in Wonderland have been postponed due to COVID.

Staff, students and parents were thanked for all of their hard work in producing this play. It is hoped that the shows can be performed in December.

Mrs. Spaulding expressed her appreciation to all community members who contact her regarding school issues. Community involvement is important an appreciated.

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Mr. Hennessey praised the SHS Band, led by Bobby Booth, and the talented JROTC Program, who participated in the Veterans' Day Parade and the Ceremony at the Youth Triumphant Statue. BCEMS and BTMES bands also participated. A number of students from the SEA Program also attended the parade. Students at school participated in a number of Veterans' Day activities. Photos can be viewed on the schools' websites.

8. Future Agenda Items

8.1 Listening Session: Budget

The Budget Listening Session and School Education Financing 101 Informational Session, will be held at the December 16, 2021 Board Meeting. Mrs. Spaulding will try to craft the Agenda such that other Board work is minimal and the majority of the meeting time can be spent discussing these two topics. It is hoped that additional budget information will be available by 12/16/21.

8.2 School Education Financing 101

See Agenda Item 8.1

8.3 Future Agenda Items

- Second and Final Reading of the Responsible Computer Internet & Network Use Policy – D3
- Substitute Rates
- FY23 Budget Development
- Guidelines for Committee Structure
- COVID Update
- Discussion on Current Committee Members
- Audit Presentation
- New Hires

9. Next Meeting Date:

Thursday, November 25, 2021 Regular Meeting is cancelled

Special Board Meeting - Thursday, December 2, 2021 at 5:30 p.m.

Special Board Meeting – Thursday, December 16, 2021 at 5:30 p.m.

10. Executive Session as Needed

10.1 Negotiations Update

10.2 Personnel Records – Status of Employment

10.3 Student Matter

Items proposed for discussion in Executive Session include a Negotiations Update, a Personnel Records Issue, a Status of Employment Issue, and a Student Matter.

On a motion by Mr. Isabelle, seconded by Mrs. Akley, the Board unanimously agreed to find that premature general public knowledge of the 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.

On a motion by Mrs. Akley, seconded by Mr. Boltin, the Board unanimously voted to enter into Executive Session, with Mr. Hennessey in attendance for Agenda Items 10.1, 10.2, and 10.3, and Mr. Coon and a parent in attendance for Agenda Item 10.3, at 8:03 p.m. under the provisions of 1 VSA section 313 to discuss the items proposed for discussion.

It was agreed that Agenda Item 10.3 (Student Matter) will be discussed out of order, as the first item discussed in Executive Session.

The remaining information was provided by the Board Clerk.

On a motion by Ms. Parker, seconded by Mrs. Akley, the Board unanimously voted to exit Executive Session at 10:01 p.m.

11. Adjournment

On a motion by Mrs. Akley, seconded by Mr. Boltin, the Board unanimously voted to adjourn at 10:02 p.m.

Respectfully submitted,
Andrea Poulin

**BARRE UNIFIED UNION SCHOOL DISTRICT # 097
POLICY**

CODE: D 7

1ST READING: 12/2/2021

2ND READING:

ADOPTED:

SPECIAL EDUCATION

Policy

It is the policy of the Barre Unified Union School District (BUUSD) ~~Supervisory Union/Supervisory District (SU/SD)~~ to meet the needs of students with disabilities, as defined in federal and state law and regulations, and to provide a free and appropriate public education (FAPE) to these students in the least restrictive environment that will allow all students to benefit educationally.

The Agency of Education (AOE), as the State Education Agency (SEA), is responsible for the overall provision of a Free Appropriate Public Education (FAPE) to eligible Vermont students with disabilities and does this through the implementation of the Individuals with Disabilities Education Act (IDEA).

The BUUSD ~~SU/SD~~ will use the guidelines developed by the Vermont Agency of Education in its most current edition of the *Vermont Special Education Procedures and Practices Manual (Manual)* regarding special education issues. The Manual is designed to assist Vermont school districts in understanding the provisions of the Individuals with Disabilities Education Improvement Act (IDEA) and meeting its requirements.

The Manual can be found on the Vermont Agency of Education's website.

**BARRE UNIFIED UNION SCHOOL DISTRICT # 097
POLICY**

CODE: D 3

1ST READING: 11/11/2021

2ND READING: 12/2/2021

ADOPTED: 12/2/2021

RESPONSIBLE COMPUTER, NETWORK & INTERNET USE

Purpose

The Barre Unified Union School District (BUUSD) recognizes that information technology (IT) is integral to learning and educating today's children for success in the global community and fully supports the access of these electronic resources by students and staff. The purpose of this policy is to:

1. Create an environment that fosters the use of information technology in a manner that supports and enriches the curriculum, provides opportunities for collaboration, and enhances staff professional development.
2. Ensure the district takes appropriate measures to maintain the safety of everyone that accesses the district's information technology devices, network and web resources.
3. Comply with the requirements of applicable federal and state laws that regulate the provision of access to the internet and other electronic resources by school districts.

Policy

It is the policy of the BUUSD School District to provide students and staff access to a multitude of information technology (IT) resources including the Internet. These resources provide opportunities to enhance learning and improve communication within our community and with the global community beyond. However, with the privilege of access comes the responsibility of students, teachers, staff and the public to exercise responsible use of these resources. The use by students, staff or others of district IT resources is a privilege, not a right.

The same rules and expectations govern student use of IT resources as apply to other student conduct and communications, including but not limited to the district's harassment and bullying policies.

The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the district's computers or network resources, including personal files and electronic communications.

The superintendent is responsible for establishing procedures governing use of IT resources consistent with the provisions of this policy. These procedures must include:

1. An annual process for educating students about responsible digital citizenship. As defined in this policy, a responsible digital citizen is one who:
 - A. **Respects One's Self.** Users will maintain appropriate standards of language and behavior when sharing information and images on social networking websites and

elsewhere online. Users refrain from distributing personally identifiable information about themselves and others.

- B. **Respects Others.** Users refrain from using technologies to bully, tease or harass other people. Users will report incidents of cyber bullying and harassment in accordance with the district’s policies on bullying and harassment. Users will also refrain from using another person’s system account or password or from presenting themselves as another person.
 - C. **Protects One’s Self and Others.** Users protect themselves and others by reporting abuse and not forwarding inappropriate materials and communications. They are responsible at all times for the proper use of their account by not sharing their system account password.
 - D. **Respects Intellectual Property.** Users suitably cite any and all use of websites, books, media, etc.
 - E. **Protects Intellectual Property.** Users request to use the software and media others produce.
2. Provisions necessary to ensure that Internet service providers and other contractors comply with applicable restrictions on the collection and disclosure of student data and any other confidential information stored in district electronic resources.
 3. Technology protection measures that provide for the monitoring and filtering of online activities by all users of district IT, including measures that protect against access to content that is obscene, child pornography, or harmful to minors.
 4. Methods to address the following:
 - A. Control of access by minors to sites on the Internet that include inappropriate content, such as content that is:
 - i. Lewd, vulgar, or profane
 - ii. Threatening
 - iii. Harassing or discriminatory
 - iv. Bullying
 - v. Terroristic
 - vi. Obscene or pornographic
 - B. The safety and security of minors when using electronic mail, social media sites, and other forms of direct electronic communications.
 - C. Prevention of unauthorized online access by minors, including “hacking” and other unlawful activities.
 - D. Unauthorized disclosure, use, dissemination of personal information regarding minors.
 - E. Restriction of minors’ access to materials harmful to them.
 5. A process whereby authorized persons may temporarily disable the district’s Internet filtering measures during use by an adult to enable access for bona fide research or other lawful purpose.

Policy Application

This policy applies to anyone who accesses the district’s network, collaboration and communication tools, and/or student information systems either on-site or via a remote location, and anyone who uses the district’s IT devices either on or off-site.

Limitation/Disclaimer of Liability

The District is not liable for unacceptable use or violations of copyright restrictions or other laws, user mistakes or negligence, and costs incurred by users. The District is not responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the District's electronic resources network including the Internet. The District is not responsible for any damage experienced, including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of information obtained through or stored on the electronic resources system including the Internet, or for financial obligations arising through their unauthorized use.

Enforcement

The district reserves the right to revoke access privileges and/or administer appropriate disciplinary action for misuse of its IT resources. In the event there is an allegation that a user has violated this policy, the school district will handle the allegation consistent with the student disciplinary policy.

Allegations of staff member violations of this policy will be processed in accord with contractual agreements and legal requirements.

Substitute Category	Current Hourly Rate	Current Daily Rate (7.5 hrs)	Increase hourly to \$18	Current hrly	Increase to \$18/hrly
Certified or Certified PK Substitute- assumes 2 per day	\$14.00	\$105.00	\$135.00	\$39,900.00	\$51,300.00
Clerical or Custodial Substitute- assumes 1 per day	\$14.00	\$105.00	\$135.00	\$19,950.00	\$25,650.00
Licensed Teacher Day Substitute- assumes 1 per day	\$15.00	\$112.50	\$135.00	\$21,375.00	\$25,650.00
Permanent Substitute/ CVCC 5/building	15-18	112.50-135.00		125000-140000	?
Licensed/Specialized (Nurse, Trades Cert., Testing)	\$50.00	Variable Hours			

FY23 BUDGET DRAFT 2

BC	\$280,643.00
BT	\$183,599.00
SHS	\$175,532.00
CVCC	\$189,740.00
Spec. Ed.	\$75,000.00

Community members on BUUSD school board committee guidelines revised 11/22/21

2 community members may be appointed for each standing board committee, 1 from Barre City and 1 from Barre Town

Community members that have been appointed to the committee by the BUUSD board will be granted voting privileges

Open seats will be advertised for 2 *weeks* and applicants will submit letters of interest to the BUUSD board. The board will interview applicants, discuss and appoint community members to the committees. Interviews and appointments will occur at the meeting following the reorganization meeting. The terms of the community members serving on the BUUSD school board committees will end on the date of the annual board reorganization in March.

If a community member is no longer able to serve the remainder of their term, he/she/they is encouraged to resign so another community member may fill the empty seat on the committee. The same guidelines will apply as above, for filling open seats when not immediately following reorganization in March.

Community members may serve on multiple committees and there are no limits to the number of terms/years a community member may apply and serve on a committee or committees.

Community members serving on the board's committees will be unpaid volunteers and will need to be fingerprinted and undergo a background check, in line with the expectation for board members and community volunteers.

Question to answer:

Should this go to policy to be reviewed and put into policy?

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**BARRE UNIFIED UNION SCHOOL DISTRICT
COMMUNICATIONS COMMITTEE MEETING**
BUUSD Central Office and Via Video Conference – Google Meet
November 4, 2021 - 5:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

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

COMMITTEE MEMBERS ABSENT:

Alice Farrell, Chair - (BT)

ADMINISTRATORS PRESENT:

Chris Hennessey, Superintendent
Josh Allen, Communications Specialist

GUESTS PRESENT:

Josh Howard

1. Call to Order

The Vice-Chair, Ms. Smith, called the Thursday, November 4, 2021 BUUSD Communications Committee 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

Preliminary discussion on Budget Promotion will be held under Other Business.

3. Public Comment

None.

4. Approval of Minutes

4.1 Meeting Minutes for September 2, 2021 BUUSD Communications Committee Meeting

On a motion by Mr. Isabelle, seconded by Ms. Smith, the Committee unanimously voted to approve the Minutes of the September 2, 2021 BUUSD Communications Committee meeting.

5. New Business

5.1 Strengthening/Improving Communication with All Community Members

Mr. Allen reported that over the past few months, he's been doubling down on video creation and is getting videos out on a weekly basis. This week, a video was created at 802 Honda, with three students from the Co-op Program at CVCC. This video promotes many positive aspects of the Program. Mr. Allen has a list of future videos. Next week, a video will be filmed at BCEMS, focusing on Academics and Interventions at the middle school level. Mr. Hennessey reported that the videos have been very popular and can also be used to help promote the budget.

Mr. Allen has been spending much time working to improve communications systems, including an upgrade to the Infinite Campus messaging system. Mr. Allen has been collaborating with the Technology Department to consolidate ways to communicate more efficiently.

In response to a query, it was noted that Covid Updates are normally sent after 4:00 p.m. because notifications of new covid cases are rarely received prior to 2:00 p.m. or 3:00 p.m. Some notifications not being received until after 9:00 p.m.

Mr. Allen advised that a mobile application is in the works and he hopes to have a demonstration for the December meeting. This application will make communication more convenient, and is basically an easier version of the web site.

Mr. Isabelle shared that he is enjoying the videos highlighting the students, and also likes the personal touch that Mr. Hennessey is adding to communications (e.g. signing using only his first name). Mr. Isabelle queried regarding any 'teachable moments' during communications. Mr. Allen advised that lately, during urgent events, he and Mr. Hennessey are working to 'slow things down', use the voice of reason, and 'not get ahead of ourselves'. Mr. Hennessey advised regarding a recent event related to a possible threat. Mr. Hennessey and Mr. Allen are vetting messages with each other and being very thorough. Mr. Allen reported that lately there is a large volume of 'need to know' information that must be shared.

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5.2 Feedback on COVID Related Communication

Since the Committee last met, Mr. Allen has sent out 130 different close-contact covid letters. Though new cases are identified almost daily, the numbers are declining (from 4 or 5 a day, to 1 or 2 a day).

School vaccination clinics are starting to open. Specific information related to vaccine clinics was communicated today, including vaccination information, registration information, consent forms, etc.

The State is setting up school based clinics, with the 2nd dose clinics set up for early December. Slots are filling quickly. Thus far approximately ¼ of eligible individuals have signed up for vaccination.

5.3 Promotion of SHS to Out of District Students

More videos have been made at the high school level (e.g. Work Based Learning, The Generator – Maker Space, various events occurring at SHS, etc.), including testimonial videos. The end goal is to have a play list of videos of everything SHS offers. It is thought that this method will be more engaging to students. Student testimonials are very important. The video content needs to get out to the sending schools. Mr. Allen has been working with Mr. Hoffman for video distribution. Videos made this year, can be used in future years. Recruitment visits have been occurring. Mr. Hoffman is the lead on out of district school promotion. A community member suggested that SHS strongly promote what they do ‘better’ or ‘different’ than other schools. Transportation and the Career Center are big draws for SHS. It was suggested that the tax payer impact to sending districts (SHS tuition is lower than many other high schools), be highlighted more. Other items to promote include; the Scholarship Program, CVCC, JROTC, the Music/Band Programs, and the offering of AP courses. Mr. Allen advised that there will be a second piece to the Work Based Learning video, which will highlight that SHS (using grant funds) is creating a mini Maker-Space. It was suggested that students and families that chose SHS be interviewed/surveyed, and asked why they chose SHS. It was suggested that interviews also be conducted with students who first chose a different high school, then transferred to SHS. Mrs. Poulin noted that though spring promotion was discussed, families make the high school decision in December and January, so spring promotion to 8th graders is too late. Promotion needs to begin much earlier in the year. Ms. Smith noted that many students in the Washington/Orange District have already been visited by other high schools and they have already made their decision. Brief discussion was held regarding discussions being held in the Washington/Orange District, regarding the possibility of removing school choice and having a designated high school. It was suggested that a holiday gift with a promotional, personalized note, be provided to 8th graders in sending districts. Mr. Allen advised regarding pre-covid ‘high school fairs’ where in-person events were held, with recruiting high schools each having a booth. It was reiterated that heavy promotion of SHS needs to begin early. It was suggested that it may be beneficial to have the SHS Athletic Director present during promotion of SHS.

6. Old Business

Preliminary discussion was held regarding budget promotion. Mr. Allen will be reaching out to printers soon, to obtain quotes for printing of the Annual Report. The videos being produced have been helping to document and promote the great things happening/offered in the District. Mr. Allen has been in touch with the Digital Media Arts instructor regarding creating a budget promotion video series (a 4 to 5 episode series, leading up to the early voting period). Mr. Allen noted that the video equipment at CVCC is top quality/studio quality equipment. In addition to the equipment, there is much talent in the Digital Media Arts Program. It was suggested that promotion stay away from ‘tax rate’ information, and focus on what the budget includes, and specific items that are causing the increase. Promotion should also highlight that our schools are assets.

7. Other Business

In response to a query, it was noted that CVTV is not currently videoing meetings because they are held remotely. The District provides CVTV with videos from Board meetings. CVTV was downloading meeting videos from YouTube, but their tool, used to download videos, broke. Mr. Allen now has to send the videos to CVTV. CVTV used to video Board meetings, but never videoed committee meetings. Mr. Isabelle advocates for CVTV uploading committee meetings (in addition to Board meetings). Mr. Allen will contact CVTV to see if they are interested in receiving committee meeting videos.

The SEA Open House will be held in the near future. Mr. Isabelle believes promotion of the SEA Program would be beneficial.

8. Items to be Placed on Future Agendas

- Promotion to Out of District Students - Student Recruitment
- Budget Communication
- COVID Communication Update
- Mobil App Update (if available)

9. Next Meeting Date

The next meeting will be held on Thursday, December 2, 2021 at 5:30 p.m., at the BUUSD Central Office and via video conference.

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10. Adjournment

On a motion by Mr. Isabelle, seconded by Ms. Smith, the Committee unanimously voted to adjourn at 6:26 p.m.

Respectfully submitted,
Andrea Poulin

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BARRE UNIFIED UNION SCHOOL DISTRICT FINANCE COMMITTEE MEETING

BUUSD Central Office and Via Video Conference – Google Meet
November 2, 2021 - 5:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Sarah Pregent (BC) - Chair
Renee Badeau (BT) – Vice Chair – arrived at 6:04 p.m.
Gina Akley (BT)
Chris Parker (BT)

COMMITTEE MEMBERS ABSENT:

OTHER BOARD MEMBERS PRESENT:

Sonya Spaulding

ADMINISTRATORS PRESENT:

Chris Hennessey, Superintendent

PUBLIC MEMBERS PRESENT:

David Delcore, Times Argus Josh Howard Diane Solomon

1. Call to Order

The Chair, Mrs. Pregent, called the Tuesday, November 2, 2021 BUUSD Finance Committee meeting to order at 5:39 p.m., which was held at the BUUSD Central Office and via video conference.

2. Additions and/or Deletions to the Agenda

None.

3. Public Comment

None.

4. Approval of Minutes

4.1 Meeting Minutes From October 5, 2021

On a motion by Mrs. Akley, seconded by Ms. Parker, the Committee unanimously voted to approve the Minutes of the October 5, 2021 BUUSD Finance Committee meeting.

5. New Business

5.1FY23 Budget Development

A document titled 'Budget Development Considerations/Highlights – November 2, 2021' was distributed.

It was noted that Mrs. Perreault will not be attendance this evening. Mr. Hennessey will provide a brief overview of the considerations and highlights for budget draft #1. A copy of the document was displayed on screen. Budget draft #1 for the BUUSD is \$46,941,657, an overall budget increase of 1.27%, or \$589,156. The CVCC budget draft #1 is \$3,489,727, an increase of 4.75%, or \$158,285. Mr. Hennessey provided a brief overview of the budget development schedule, and noted that the budget aligns with the Strategic Plan. Mr. Hennessey advised of the 'Beliefs' associated with the Strategic Plan. Mrs. Akley queried regarding a possible adjustment to the fund balance. Mrs. Perreault will be consulted regarding this issue. Mrs. Akley would like documentation relating to how much of the increase is due to salary and benefit increases. It was noted that although salaries are negotiable, health insurance benefits are negotiated by the State and the District has no control. Mrs. Spaulding advised regarding information that is provided by the State, which includes the number of equalized pupils. Mr. Hennessey advised regarding the shortage of substitutes and para-educators, noting a planned change in the model, which includes hiring additional permanent substitutes. Mr. Hennessey advised regarding some of the 'considerations' and advised that increases at the individual schools are very limited in this draft. The sole 'big ticket' item for SHS is funding for assistant coaches, which includes compensation for all assistant coaches. In the past, only specified assistant coaching positions were paid positions. Ms. Parker queried regarding possible reinstatement of the PSTL Program at BTMES, and implementation of a PSTL Program at BCEMS (an equity issue). Ms. Parker also queried regarding the increase to full time support in the Principal's Office. In response to a query regarding possible cuts to staff due to smaller pupil counts, it was noted that the drop in pupil counts is across grade levels, which makes it difficult to cut staff. Mrs. Spaulding advised that combining the elementary and middle schools (BC and BT) might result in the ability to cut staff, but she does not believe that approach would be

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very popular. The Committee would like additional information regarding when and why the PSTL Program was cut at BTMES. A community member lauded the recent video related to Work Based Learning, and queried regarding a staffing cut to that Program. Mrs. Spaulding advised that the cut was due to COVID restrictions, and it is thought that the program will need to go through some 're-building' years. A community member queried regarding possible cuts to administrative positions. Mr. Hennessey clarified that there are not 40 administrator positions in the District, as one community member had believed. Mr. Hennessey advised that there are currently 17 open para-educator positions, and there are no applications for these positions. It is hoped that ESSER funding can be used to expand services in the SEA Program, and it is hoped that the SEA Program can be expanded to serve some of the younger students. It was noted that if the CVCC Governance change is approved by voters, the BUUSD would become a 'sending' school, and would no longer be responsible for budget creation. The District would continue to lease space to CVCC, and continue providing additional services (for a fee). If the Governance structure changes, all 'sending' districts would vote on the CVCC budget. It was noted that the positions listed under 'Special Education/SEA', are current budgeted, unfilled positions. These positions are necessary to provide legally required services to students. Mrs. Spaulding advised regarding progress being made (by a task force) relative to a possible change in weighting for student counts. The BUUSD has a higher population of students living in poverty as well as students with intensive needs. Mrs. Poulin went on record to state that although all employees in the District (except substitutes) receive increases every year, substitutes have not had an increase in 5 years, noting that minimum wage has increased substantially over the past five years and that there are many entry level jobs that are paying more than the substitute wage. Though the Substitute Policy states that there can be a different level of pay for substitutes with longevity, the District has never implemented differing pay scales (entry level subs, and those with many years of experience receive the same wage). The District only provides increases for substitutes when they 'hit rock bottom', and does not show substitutes that they are valued. Substitutes are leaving the BUUSD District to work in other districts that have higher compensation. Mrs. Poulin believes the District needs to take a serious look at how substitutes are compensated. Mrs. Poulin believes the cost of wages and benefits for full time substitutes is very costly, and that increasing the daily sub rate, could help reduce the substitute shortage and do so at less cost to the District. The current hourly rate for substitutes is \$14.00 per hour. Mrs. Spaulding requested that discussion be held (outside of this meeting) regarding substitute pay for the current year, in addition to any discussion that may be held during budget development. Additional discussion was held, including; a community member's request that the Board look for additional cuts to the budget, tax rates, property values, equalized pupil numbers, the CLA, and the tax rate.

5.2 FY22 Expense Report

The BUUSD FY22 Expense Report (dated 11/02/2021) was distributed.

Mrs. Pregent advised of an anticipated surplus of approximately \$200,000 (due mainly to unfilled positions), but noted that it is very early in the year to make end-of-year projections. A community member queried regarding what happens to the budgeted funds if the vacant positions are not filled. A community member expressed thanks to administrators and staff for working under the current difficult conditions, and also expressed that she believes small class sizes are the best way to support students' learning and social/emotional development. It was noted that at this time, it is premature to discuss surplus funds for FY22.

5.3 FY21 Audit Update

Mrs. Pregent advised that auditors have been in the Central Office working on the audit. Mrs. Pregent believes that the auditors have not found any adverse findings or material weaknesses. The draft audit will be presented to the Board in December.

5.4 ARP ESSER Conceptual Applications

A document titled 'ARP ESSER HVAC Conceptual Applications have been submitted for:' (SHS, BCEMS & BTMES) was distributed. In Mr. Evan's absence from the meeting, Mr. Hennessey advised that he would provide an overview.

Mr. Hennessey displayed the document that was included in the meeting packet, and provided a brief overview of the cost for upgrades at each school. Mr. Hennessey noted that HVAC upgrades were a popular item for discussion at the community forum. Mrs. Pregent advised that the ESSER Conceptual Applications for BCEMS and BTMES should be submitted by the end of the week. The application for SHS has been submitted and does include the addition of the sprinkler system, which is most likely required if the HVAC system is to be upgraded. Mr. Hennessey hopes to have a response (for the SHS application) within a week.

5.5 Vermont Green School Initiatives – Phase I

A document titled 'Vermont Green Schools Initiative' was distributed.

In Mr. Evans absence, Mr. Hennessey advised that this initiative is to help impacted schools access funding to pay for green storm water infrastructure design. The District is looking to see what it might qualify for. This will be a long term process. The District hopes to hear what it may qualify for, by this winter or next spring. Mrs. Spaulding provided additional information regarding the storm water legislation and its requirements for infrastructure enhancements. There was a brief overview of previous discussions/work that occurred in Barre Town (under the BTMES Board) relative to possible infrastructure improvements at BTMES. The organization 'Friends of the Winooski' was instrumental in the initial work at BTMES. This item will be discussed further at Facilities Committee meetings.

6. Old Business

None.

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7. Other Business

Mr. Hennessey reiterated how difficult it is for staff to work in the current environment, noting that everyone is going to need to learn how to work with less and really focus on retention of staff. It is believed that the difficulty in hiring for positions will continue and the District will need to build capacity from within. These issues are statewide.

8. Items for Future Agendas

- FY23 Budget
- FY22 Expenditure Report
- FY21 Audit Update

Add two items to the Parking Lot:

- ARP ESSER Conceptual Applications
- Vermont Green Schools Initiatives – Phase I

9. Next Meeting Date

The next meeting will be held on Tuesday, December 7, 2021 at 5:30 p.m., at the BUUSD Central Office and via video conference.

10. Adjournment

On a motion by Mrs. Akley, seconded by Ms. Parker, the Committee unanimously agreed to adjourn at 6:50 p.m.

Respectfully submitted,
Andrea Poulin

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**BARRE UNIFIED UNION SCHOOL DISTRICT
FACILITIES AND TRANSPORTATION COMMITTEE MEETING
BUUSD Central Office and Via Video Conference – Google Meet
November 8, 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:

Chris Hennessey, Superintendent
Hayden Coon, BCEMS Principal
Jamie Evans, Facilities Director

OTHER BOARD MEMBERS PRESENT:

Sonya Spaulding

GUESTS PRESENT:

Josh Howard

1. Call to Order

The Chair, Mr. Isabelle, called the Monday, November 12, 2021 BUUSD Facilities and Transportation Committee meeting to order at 5:32 p.m., which was held at the BUUSD Central Office and via video conference.

2. Additions and/or Deletions to the Agenda

An update on electric buses will be provided under Old Business.

3. Public Comment

None.

4. Approval of Minutes

4.1 Approval of Minutes – September 13, 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 September 13, 2021 BUUSD Facilities and Transportation Committee meeting.

5. New Business

5.1 SHS Track Update

It is not known if Mr. Rousse will be joining the meeting. Mr. Isabelle will follow up with Mr. Rousse. Mr. Evans reported that he and Mr. Hennessey met with Mr. Rousse in late summer. In the near future, Mrs. Pregent will be attending a Spaulding Foundation meeting, and she believes discussion will include the possibility of starting a Capital Campaign for the SHS Track.

5.2 Surplus Funds

The application for the ESSER Grant has been submitted for SHS and includes upgrades to the ventilation system, including the completion of the sprinkler system. Mr. Isabelle has received some input from community members, questioning if the SEA Note could/should be paid off, and are questioning that the cost was more than what voters approved for the project. Mrs. Pregent noted that the Board approved using surplus funds to pay off the Current Expense Note. Mrs. Spaulding provided some historical information regarding why the Current Expense Note had to be secured, when it was deemed that the project was going to cost significantly more than what was approved by the voters. Mrs. Spaulding reiterated that the Board approved the overage, noting that it was deemed that the benefits far outweighed the fact that the project was going to go over budget. It was noted that the SEA Program has far exceeded its original anticipated enrollment numbers. Mrs. Akley reiterated that the Board was shocked by the projected increase in the cost of the project, did not attempt to hide information from the community, and did express their displeasure regarding the overage. Mrs. Akley suggested that financials be pulled to help determine the return on the investment. It was noted that some reductions were made to the project, to help mitigate the overage. Mr. Hennessey advised that a ribbon cutting ceremony is planned

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for next Tuesday. Details will be forthcoming. Discussion was held regarding who from the school community, should be invited. It was suggested that an email be sent out to the previous Board's Board Members, especially Paul Malone and Giuliano Cecchinelli, who were very involved with the project. EF Wall and Bob Lord should also be acknowledged for providing the space that previously housed the alternative programs. It was clarified that the Board can approve moving surplus funds to various funds (Capital Improvements, Tax Stabilization etc.), but don't generally allocate surplus funds to specific projects. Mrs. Akley suggested that the Board explore mechanisms for taking public input relating to facilities projects. Mrs. Akley noted that the Board has been accused of mismanagement, of not caring about the District and not having the best interest of the community and students in mind, when making decisions. Mrs. Akley believes it would be in the best interest of the Board, to give community members a chance to provide feedback on potential projects, should the Board allocate surplus funds to Facilities. It was noted that at the last Board meeting, the Board agreed to wait until after the audit was completed to take action on surplus funds. A community member commented that the community has spoken and wants to vote on use of surplus funds and believes it is dishonest for the Board to allocate funds to facilities, knowing that, it is his belief that the funds would be used for a sprinkler project. Mr. Hennessey clarified that at the listening session held with the community members, very few individuals spoke, and it must be clarified that there were only a few community members who accused the Board of ill intent / mismanagement. Those few, in no way, speak for the entire community. It is misleading to make such statements. Mr. Hennessey is very concerned that these statements are becoming a frequent narrative in meetings. This narrative is unfair, without merit, and does not accurately represent the entire community. Mrs. Spaulding clarified that it is not allowable for the Board to hold a vote where community members rank projects (similar to a survey). The Board can solicit feedback, but voters can only vote to allocate monies to specific funds (e.g. Tax Stabilization, Capital Improvements). Lengthy discussion was being held regarding public input and the Board's process/procedures for the allocation of funds. The Board Scribe called "Point of Order", and advised that this discussion is not on the Agenda, was not warned, should be a Board level discussion, not a Finance Committee discussion, and advised that the Committee, in adherence to Robert's Rules should return to the meeting Agenda.

5.3 Sprinkler System Update

The District is waiting to hear back on the ESSER Grant application, to know if the sprinkler system will be covered by the grant.

6. Old Business

Electric Buses – Mr. Evans advised that he attends weekly meetings regarding this project. The latest information received is that the buses are expected to be delivered by mid-November. Work on the electrical service for charging stations has begun. Buses will be delivered to STA, who will need to perform additional work (inspect the buses, get them registered, train drivers etc.). Mr. Evans is hopeful that the buses will be in service in late November or early December. In response to a query, Mr. Evans advised that he believes these two buses will replace two of the existing buses, but Mr. Hennessey will need to confirm this. Mrs. Akley would like this item rolled into the Bus/Transportation item in the Parking Lot, and requests that this Parking Lot item be added to the December or January Agenda. Mr. Evans provided clarification that charging stations that were initially installed are being changed, so that STA is on a separate dedicated electrical service. The separate service will allow for STA to obtain power at a much lower rate. STA is paying to have the dedicated service installed. The new chargers are being installed near a grassy island near the front of the building.

Mrs. Pregent queried regarding the amount allocated for facilities in Budget Draft #1. Mr. Evans believes the budgeted amount is 75¢ SF, rather than the Industry Standard of \$1.00 SF.

Storm Water Run-off – Mr. Evans provided an update on this topic, advising that there are several permits that need to be applied for. The permitting process is slow. There is a new funding source through Vermont Green Partners Initiative (a Federal Funding Source) that will pay for the design and construction of storm water run-off systems. Mr. Evans advised that the District has advised that they want to be registered to participate in both Phase I (design), and Phase II (construction). The VGPI is in the process of going out to bid to solicit/select vendors (engineers) for design. If the District's current vendor qualifies as a vendor under the initiative, the District plans to continue using its current vendor. Vendors will decide the feasibility of projects for each property. If it is not feasible to install a system, a one-time 'waiver fee' will need to be paid. Much more information will be provided in the future.

In response to a query regarding upcoming grant funding, Mrs. Spaulding reported that at the recent VSBA meeting, discussion was held regarding the need to upgrade buildings across the state and that it is not known if the District will be receiving grant monies, or how much funding may be allocated to the District (knowing that the District's buildings are in much better shape than some other school buildings around the state). Mr. Evans believes there is still much to do in the Buildings and wants the District to advocate for receiving as much money as possible.

PCB Issue – Mr. Evans recently received a survey (for each school) regarding PCBs. Mr. Evans has completed the survey for each school. BCEMS is new enough that it does not have any issues. SHS and BTMES, are older, but all testing to date, indicates there is not a problem. The State may become more stringent and ask that additional testing be performed. Mr. Evans does not anticipate that any additional required testing will uncover any issues.

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7. Other Business

None.

8. Items to be Placed on Future Agendas

- Bus/Transportation Review
- Electric Bus Update
- Track Update
- Storm Water Run-off

Mrs. Poulin advised that it has become the norm to discuss multiple items under Old Business and Other Business, but the items being discussed are not listed on the Agenda. These items should be identified/ listed as separate Agenda Items under the 'category' of Old Business. Other Business is reserved for minor items that may have recently cropped up. Using this protocol complies with Robert's Rules and assures that topics for discussion are adequately warned to the public and committee members.

It was noted that a request for an ROI (Return on Investment) study for the SEA Project, will be forwarded to the Finance Committee.

9. Next Meeting Date

The next meeting is Monday, December 13, 2021 at 5:30 p.m., at the BUUSD Central Office and via video conference.

10. Adjournment

On a motion by Mrs. Pregent, seconded by Mrs. Akley, the Committee unanimously voted to adjourn at 6:32 p.m.

Respectfully submitted,
Andrea Poulin

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BARRE UNIFIED UNION SCHOOL DISTRICT POLICY COMMITTEE MEETING

BUUSD Central Office and Via Video Conference – Google Meet
November 15, 2021 – 5:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

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

COMMITTEE MEMBERS ABSENT:

Andrew McMichael (BC Community Member)

OTHER BOARD MEMBERS PRESENT:

Sonya Spaulding

ADMINISTRATORS AND STAFF PRESENT:

Chris Hennessey, Superintendent
Luke Aither, SHS Assistant Principal

GUESTS:

Josh Howard Terri Reil

1. Call to Order

The Chair, Ms. Parker, called the Monday, November 15, 2021, meeting to order at 5:32 p.m., which was held at the BUUSD Central Office and via video conference - Google Meet.

2. Additions and/or Deletions to the Agenda

Mr. Aither advised that there are a number of policies on the Agenda for which he has not had time to research. It was agreed that the Agenda would remain as is and those Agenda Items will be updated to reflect their current status.

3. Public Comment

None.

4. Approval of Minutes

4.1 Approval of Minutes – October 18, 2021 Policy Committee Meeting

On a motion by Mr. Valsangiacomo, seconded by Ms. Smith, the Committee unanimously agreed to approve the Minutes of the October 18, 2021 Policy Committee Meeting.

5. New Business

5.1 Review of BUUSD Policy Manual Index

A copy of the BUUSD Policy Manual Index (dated 11/08/21) was distributed.
No discussion was held.

5.2 VSBA Model Policies

An undated copy of the VSBA Model Policy Index was distributed.

A document titled ‘Current VSBA Work – BUUSD Status – Updated 11/8/21’ was distributed.

Mr. Aither reported that the VSBA is currently reviewing 6 policies, and they do not have a set timeframe for when reviews will be completed.

Copies of all policies referenced in Agenda Items 5.3 through 5.8 were distributed.

5.3 Special Education Policy (D7) - (Required)

Mr. Aither advised that the AOE performs progress monitoring for compliance with regulations. The BUUSD has a policy on this subject that was put in place prior to D7’s creation. The AOE wants all Districts to adopt policy D7 no later than 01/15/2022. After the Model Policy is adopted, the District can rescind its local policy (D40).

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On a motion by Ms. Smith, seconded by Mr. Boltin, the Committee unanimously voted to approve the Special Education Policy (D7), as written, and to present said policy to the Board for a First Reading (in December).

5.4 Special Education Policy (D40) - (local policy)

This Policy will be added to the Parking Lot until Policy D7 is adopted. It will then be brought to the Board to be rescinded.

5.5 Visits by Parents, Community Members or Media Policy – (E32) - (Consider)

Mr. Aither has not had a chance to review this policy yet, but he does have concerns regarding some of what is listed in the Implementation section. Mr. Aither wants to have administrators review the VSBA Model Policy prior to presenting it to the Committee. This item will be added to the December Agenda.

Mr. Aither believes that Policy F25 – Access Control Policy, may cross-walk with this policy. F25 is listed as Agenda Item 5.7.

Policies C42 -Searches, Seizures, and Interrogation of Students By Law Enforcement Personnel or Other Non-School Personnel (Agenda Item 5.8) and F32 – School Crisis Prevention and Response Policy (Agenda Item 5.6) will also be added to the December Agenda.

Mrs. Spaulding queried regarding why Policy C42 (which is already adopted) is being presented to the Committee, Mr. Aither advised that the District doesn't have a policy related to searches by outside personnel. It was confirmed that Policy C42 (searches/seizures by outside personnel) was adopted by the District (in June 2019) and that Mr. Aither was very involved in writing the policy. Ms. Parker queried regarding whether or not two separate policies need to exist. Mr. Aither believes that it is prudent to have two separate policies because the rules are very different for outside agencies, vs. school personnel. Ms. Parker queried why VSBA does not have a model policy for searches/seizures by outside personnel.

5.6 School Crisis Prevention and Response Policy – (F32) (Consider)

In addition to the policy, a copy of Code E7-R (Procedures for Bomb Threats) was also distributed.

Mr. Aither has not had time to review this policy, but noted that it doesn't seem to refer to A.L.I.C.E Safety Protocols, which the District uses. It is not known if Procedures need to be attached to this policy. Some policies, by law, require that procedures be included with the policy. This policy will be added to the December Agenda.

5.7 Access Control Policy – F25 (Recommended)

See discussion under Agenda Item 5.5. Add this Policy to the December meeting.

5.8 Searches, Seizures, and Interrogation of Students By Law Enforcement Personnel or Other Non-School Personnel Policy (C42) – (Local)

See discussion under Agenda Item 5.5. This item will be added to the December Agenda.

6. Old Business

6.1 Electronic Surveillance Policy (F26) - (Recommended)

A copy of a locally written policy (labeled F26) was distributed.

Copies of the adopted Local Policy (F41) and the Model Policy version of F26 were not included in the packet.

A community member voiced concern that regardless of the good intentions of the policy, it may have a negative impact, e.g., not allowing access to classes (being held in the school) to be available to other students via electronic means (e.g. Zoom). Ms. Parker does not believe this policy precludes Zoom sessions from happening. Mr. Aither noted that this policy pertains to electronic surveillance, not the recording of students in classrooms. The District has a local policy, F41 (Video Surveillance Policy), which was written prior to the VSBA writing a Model Policy (F26). Mr. Aither advised that the version of the policy presented tonight does not contain the normal editing protocols, as he found showing the editing of the VSBA policy was quite messy and the VSBA policy does not go along with how the BUUSD is doing things. Rather than have a messy draft, a new policy was drafted and vetted by legal counsel. In response to a query, it was confirmed that there is an existing policy. Mrs. Spaulding queried regarding whether or not this new version is the same as the policy that is currently in place. It was noted that the existing policy does not contain much of the detail contained in the draft of the locally written policy. Mrs. Spaulding requested that if this new version is to be presented to the Board, that a copy of the current policy (F41) be included in the Board packet for comparison purposes. Mrs. Spaulding noted that the policy does not contain information pertaining to SRO's and asked how the policy pertains to SROs. Ms. Parker noted that SRO's are included in Policy C42 (related to searches, seizures and interrogation). Mrs. Spaulding is under the impression that SROs have access to video recordings and do view them when issues arise (issues that don't necessarily meet the definition of a 'crime', but are more disciplinary issues). As SROs have access to electronic surveillance, Mrs. Spaulding believes they should be referenced in the policy. Mr. Aither noted that in the draft policy, the last sentence of the Video Recordings section, advises that law enforcement are permitted to view video recordings on a case by case basis. Mrs. Spaulding queried regarding whether or not SROs are viewing live video. The Viewing of Live Video section does not reference viewing by SROs or other members of law enforcement. It was noted

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that technically, SROs are not employees of the District, and therefore are not covered under this section. Mrs. Spaulding believes the policy must be very specific if SROs are allowed to view live feeds. The draft policy will be modified to reflect that SROs may view live video feeds. Mr. Aither will modify the draft and have it legally vetted again. In response to a query regarding other law enforcement viewing live feeds, it was noted that it should be rare, but there is the possibility that other law enforcement personnel may need to view live feeds during a crisis situation. Mr. Valsangiacomo supports having the policy legally vetted after changes are incorporated into the draft. A community member queried regarding staff members viewing live feeds. Mr. Hennessey noted that as part of 'best practices' it is best to limit access to viewing of live feeds. It was noted that monitors showing live feeds are positioned such that they are not easily viewed, such as by a parent who conducting business at the front office (checking out a student). After amendments are made to include SROs and law enforcement in the policy, the policy will be re-vetted by legal counsel. If everything is approved, the Policy Committee will then be ready to send a First Reading to the Board.

7. Other Business

Mrs. Spaulding queried regarding the status of written procedures (as some Implementation sections have been stripped from policies). Mrs. Spaulding noted that concern had been raised that written procedures be in place and the Board was assured that procedures would be documented. Mrs. Spaulding is not confident that the procedures were actually written. Though procedures do not fall under the Policy Committee's charge, she would like to take steps to see that there is follow up to this issue. Mr. Aither advised that procedures are written by each individual school's administration. Mr. Aither advised that SHS has started a rough policy/procedure manual, noting that it is a large undertaking. Discussions were held with Josh Allen regarding a link on the web site, linking policies and procedures. Mrs. Spaulding reiterated her concern that procedures are not documented, which makes it difficult for parents, students, and community members to know what the procedures are. Without written documentation, it is easy to change a procedure based on a particular student or situation. Though documentation is a large undertaking, it is very important that it exists. Mr. Hennessey noted that there will need to be an intentional effort to see that procedures are written.

Mrs. Poulin noted that there is a grey line/confusion, between what is policy and what actual procedures are. Mrs. Poulin provided some historical information on this issue, noting that extensive discussion were held in the past and the Board directed that the Implementation sections in the VSBA policies were to remain in the policies. Inclusion of this section more clearly defines what the Board is requiring be done (what the policy is). The reason to keep policies and procedures separate is because the Board has oversight of policies, but has no oversight of procedures. Leaving the implementation sections in the policy, allows the Board to retain control over what administrators are expected to do. The actual procedures were deemed to be step by step instructions that define exactly how the policies are to be administered (who is responsible for particular steps and exactly what that entails – step by step instructions). Procedures are clear instructions that define what needs to be done and assures that policies are administered consistently. Procedures are usually written at the school level and are not subject to Board oversight. The detailed procedures can change frequently, and therefore do not belong in policy as that would require Board approval of policies whenever the associated procedures were changed. The implementation sections of policies help clearly define the policy and are not subject to frequent changes. Concern had been raised that most procedures were in people's heads (not documented), and policies may be enforced differently based on who happened to be enforcing the policy at the time. It was agreed that written procedures needed to be created. There was also concern that when personnel leave and procedures are not documented, and the clear definitions have been removed from the policy, there is no longer any record of what is supposed to be done, and there is no clear direction in the policy regarding what the Board defined as policy (policies become too general / undefined). Additionally, if the policy does not clearly define what the Board's policy is, individuals enforcing or writing procedures, can modify procedures (unintentionally or intentionally) to exclude items that were originally defined as policy (in the implementation section). Past discussions included an understanding that the VSBA, through implementation sections, was not presuming to write procedures for individual schools/districts, and that procedures are totally in the hands of administrators, who are in charge of daily instructional procedures, which are subject to changes, and not subject to Board oversight. Mrs. Spaulding reiterated the need to document procedures, and that there be a planned approach (e.g., select the first ten top priority procedures, complete them, then move on to another prioritized list). Written procedures seem to be a 'back-burner' issue that continually gets delayed. Ms. Parker queried regarding policies containing the Implementation section at the District level, with the understanding that each building is able to breakdown their own procedures, at the school level, but the policies continue to contain the actual policy definitions/mandates, as documented in the implementation sections. This method allows for policies to be clearly defined, while allowing administrators to write their procedures at their local school level. Mr. Aither believes that some of the implementation sections from the VSBA feel relevant, but in other policies, the Implementation sections are trying to define exactly how policies are to be administered. Mrs. Spaulding believes there needs to be a system to document what policies had Implementation sections removed and a system of follow up to assure that written procedures exist. Mrs. Poulin reiterated that what is in the Implementation sections, does not define who does what at each building and where information is filed, what needs to be received in writing vs verbal, etc. Those are procedures that are written at the building level. Ms. Parker reiterated the need to link policies and procedures on line so that information is readily available and the processes are transparent. Mr. Aither cautioned that just because there is a written procedure, does not mean that is exactly how the policies are being implemented. There is a need for flexibility, as things can change rapidly. Mr. Aither noted that documenting procedures, especially when there are many different scenarios to deal with, is very complicated and will take much time. Mr. Aither suggested that there be a five year plan for writing procedures.

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Brief discussion was held regarding The Firearms Policy (C5) and whether or not it needs to be added to a future agenda. The policy has been amended once (in October) to meet the legal requirement that the policy contain a section pertaining to referrals to law enforcement, and there is a question regarding whether or not the section from the VSBA policy regarding reporting (under this section of the law) needs to be added also. Mr. Hennessey advised that all expulsions are routinely reported, and the reporting section is not necessary in this policy. It was noted that the version of the policy adopted in January, was deemed not to be in compliance with the law. Mr. Hennessey will confer with Mr. Aither to assure the policy is in compliance with the law. Policy C5 will be added to the Parking Lot.

8. Future Agenda Items

Brief discussion was held regarding the Fiscal Management and General Financial Accountability Policy (F20) and it was noted that Mrs. Perreault has distributed some information related to how some other districts have written their policies relating to Fiscal Management and General Financial Accountability. Mr. Hennessey advised that it would probably be best to distribute that information to Committee Members well in advance of the meeting for which it is slated for discussion. Mrs. Spaulding noted that there may be policies in place (in other districts) that are similar to the policy Mrs. Perreault proposes, and she would like to know if there are also policies (in other districts), that support having a Board approval threshold and/or having more accountability. Though some evidence has been presented to support the policy Mrs. Perreault is proposing, Mrs. Spaulding queried if those policies were presented solely because they support what the Business Manager is proposing. Are there any policies in place that support the direction the Board was supporting? Policy F20 will be added to the next Agenda.

- E32 - Visits by Parents, Community Members or Media Policy (Consider)
- F32 - School Crisis Prevention and Response Policy (Consider)
- F25 - Access Control Policy (Recommended)
- C42 - Searches, Seizures, and Interrogation of Students By Law Enforcement Personnel or Other Non-School Personnel Policy (Local)
- F20 – Fiscal Management and General Financial Accountability (Recommended) (invite Lisa Perreault to attend)
- D32 – Selection of Instructional Materials and Sensitive Issues(Consider) (has now been legally vetted)
- B22 – Complaints About Personnel (Recommended) (has now been legally vetted)
- B20 – Personnel Recruitment, Selection, Appointment, and Background Checks (Recommended) (has now been legally vetted)
- Electronic Surveillance Policy (F26) - (Recommended) – once revised and legally vetted

Parking Lot –

- Add Special Education Policy (D40) - (local policy) – (for rescinding after Policy D7 is adopted)
- Add C5 – Firearms Policy (Required)

9. Next Meeting Date

The next meeting is Monday, December 20, 2021 at 5:30 p.m. at the BUUSD Central Office and via video conference.

10. Adjournment

On a motion by Mr. Boltin, seconded by Ms. Smith the Committee unanimously agreed to adjourn at 6:35 p.m.

Respectfully submitted,
Andrea Poulin

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BARRE UNIFIED UNION SCHOOL DISTRICT CURRICULUM COMMITTEE MEETING

BUUSD Central Office and Via Video Conference – Google Meet
November 16, 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:

Chris Hennessey, Superintendent

OTHER BOARD MEMBERS PRESENT:

COMMUNITY MEMBERS PRESENT:

Venus Dean Christine Farnham Karen Fredericks Jean Haeger Ben Matthews
Lorraine Morris

1. Call to Order

The Chair, Ms. Badeau, called the Tuesday, November 16, 2021, BUUSD Curriculum Committee meeting to order at 5:32 p.m., which was held at the BUUSD Central Office and via video conference.

2. Additions and/or Deletions to the Agenda

None.

3. Public Comment

None.

4. Approval of Minutes -

4.1 September 28, 2021 Curriculum Committee Meeting Minutes

On a motion by Mrs. Farrell, seconded by Ms. Badeau, the Committee unanimously voted to approve the minutes of the September 28, 2021 BUUSD Curriculum Committee Meeting.

5. New Business

5.1 Introduction of Curriculum Team

Mr. Hennessey advised that the current Director of Curriculum, Instruction, and Assessment has resigned from her position and will be finishing up this week. Mr. Hennessey is very confident that good progress can be made through the rest of the year. A decision has been made not to replace Ms. Simmons with an interim Director of Curriculum. There will be a thoughtful process to fill the position for next year. It was noted that the Director of Curriculum, Instruction, and Assessment position entails two areas; curriculum, instruction & assessment, and grant management (which is a very large piece).

Mr. Hennessey advised that the Curriculum Team has been invited to attend this evening's meeting, and asked team members to introduce themselves. Team members provided a brief overview of their experience within the District. The following are the individuals and their current position within the District:

Christine Farnham – Math Instructional Coach
Lorraine Morris – Literacy Instructional Coach
Karen Fredericks – MTSS Coordinator
Venus Dean – Math Interventionist at BCEMS

Jean Haeger – Great Schools' Partnership – introduced herself and advised how she has been working with the District to improve curriculum and instruction.

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5.2 Plan for the Year

Ms. Dean reported that upon learning of Ms. Simmons exit, the Curriculum Team advised Mr. Hennessey that they would like to develop a Curriculum Steering Committee, in part, to evaluate current systems. They would like to document where students were pre-covid, and evaluate them now to see how much ground has been lost, and create a 3 year professional development plan to move the District back in the direction it needs to go. Great Schools' Partnership would be very involved in this process. It is hoped to develop more written curriculum materials, similar to what the Virtual Academy had last year. Ms. Haeger expressed her appreciation for the thoughtful Recovery Plan that was written this year, as well as the Strategic Plan. These documents provide a clear roadmap of where the District is headed. Mr. Hennessey advised that there will be a hard, close look at what the District wants to 'get from this position', and will possibly involve restructuring the entire Curriculum Team. The District needs to assure that curriculum development encompasses grades K – 12. Mrs. Farrell noted that the District has been 'behind the 8 ball' since before COVID. So much time has been spent planning and changing plans. Mrs. Farrell wants to know what is actually being done to assist the kids in improving their skills and mastering the necessary math and literacy skills. Mrs. Farrell expressed frustration that through many years of 'planning', and the number of years that the Team Members have been in the District, kids have flat lined all the way through and we haven't seen any improvement in test scores to show that students are mastering the necessary skills. Mrs. Farrell queried that if the District is spending all its time planning, when are plans going to be implemented that will really help the children? Mrs. Farrell reiterated that the District was below the 'red line' pre-covid and that covid only pushed the District further below the red line. There are '2 elevator floors to go up'. Ms. Dean reported that prior to covid, the District had (in the Math Department) been working on differentiation and inclusion, training all teachers in the District, and she believes progress was being made. Ms. Dean believes that teachers are currently 'maxed out' and can't handle much more curriculum other than the day to day work. Ms. Dean believes the District needs to hold discussion regarding how students are assessed (not just SBAC testing). Ms. Fredericks noted that the 'history' of those on the Curriculum Team makes them aware that students are not making the gains that are necessary, and is what has brought the Team Members to the positions that they are in now. Team Members want to assist teachers in improving curriculum and she believes their existing relationships with staff will assist with this effort. Ms. Fredericks advised regarding the use of Professional Learning Committees that are currently in place. Mr. Hennessey advised that in the short term, there will be planning for upcoming Professional Development days and a lot of work going into the process of choosing the next Curriculum Director. There will be a lot of ground level, coaching level, 'working with kids' work from now until the end of the school year. Mr. Hennessey will be working on an updated Work Plan for the remainder of the year.

6. Old Business

It was noted that the Allied Arts presentation slated for this meeting has been postponed.

7. Other Business

None.

8. Items for Future Agendas

Mrs. Farrell is concerned that test results from fall testing have not been shared. For transparency reasons, Mrs. Farrell would like fall testing results shared at the January meeting. (Already in the Parking Lot).

Mrs. Farrell would like to have a future agenda item for local formative testing, which includes what is being tested and what the results are, (e.g., have 3rd graders learned their 9 X tables).

Mrs. Farrell would like a report on how all of the planning thus far has impacted students/student learning.

Agenda items for the January meeting are to be determined.

Add to Parking Lot:

- Local Formative Testing, Including Results
- Report on How Planning to Date Has Impacted Student Learning

9. Next Meeting Date

The December 28, 2021 meeting is cancelled.

The next meeting is Tuesday, January 25, 2022 at 5:30 p.m. at the BUUSD Central Office and via video conference.

10. Adjournment

On a motion by Mrs. Farrell, seconded by Ms. Badeau, the Committee unanimously voted to adjourn at 6:04 p.m.

Respectfully submitted,
Andrea Poulin